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The Exchange Newsletter

Institute for Public Service (IPS)

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2-2012

## Exchange February 2012

Institute for Public Service

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## UT CTAS Assists Cannon County with Major Jail Renovation Project

Until recently, Cannon County maintained a 50-bed jail facility that was built in 1992 and, due to budget issues, had not had any major repairs and renovations throughout its use. Over the years, the neglect to the facility, along with the normal wear and tear, had left the building with major safety and structural issues. Cannon County Sheriff Darrell Young requested the help of the UT County Technical Assistance Service (CTAS) in finding solutions to the current challenges that he faced with the jail building.

Doug Bodary, CTAS field consultant for the area, was able to aid the sheriff in identifying the revenue, assisting with obtaining the financing and assisting with preparing the capital budget and bid specifications for a \$225,000 renovation project that was accomplished without a property tax increase on the county's homeowners and businesses.

The Cannon County jail had multiple structural and safety issues that needed to be addressed but had been largely ignored before Darrell Young was elected sheriff in 2010. The roof leaked into the majority of the rooms of the jail every time there was a hard rain. Additionally, four of the five HVAC units for the jail were original (almost 20 years old) and failed constantly. The lighting in the jail consisted of old T12 florescent lights that consumed so much energy that the federal government has mandated phase-out of this type of bulb by June 2012. The three water heaters that the jail used were original to the building and operated poorly.



Cannon County Sheriff Darrell Young and Doug Bodary stand atop the county jail prior to the renovation project.



The inmates had to take shifts emptying the buckets when it rained because of major water leaks in the jail facility.

Finally, the jail's computerized security system was the original system that was installed when the jail was built and was on the verge of complete failure from years of use.

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# UT CTAS Assists Cannon County with Major Jail Renovation Project

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Bodary analyzed the current local tax revenue streams and noted that Cannon County was the only county in Middle Tennessee that had not increased a local option litigation tax (as authorized by T.C.A § 67-4-601(b)) that was legally earmarked for courthouse or jail construction, renovation or debt payment. The county currently only charged a \$10 per case litigation tax as opposed to \$50 per case that was authorized by the state law changed in 2008.

Bodary prepared a resolution for the county commission to vote on in its October 2010 meeting to increase the per case litigation tax to \$50 per case.

He also prepared a capital outlay note request for proposal and public notice for the solicitation of bids for the loan. The county had three bidders on the loan, with the winning bank coming in with a 3.8 percent fixed rate on a \$225,000 callable (by the county) note with \$500 in closing costs.

Based on the winning bid's amortization table, the annual debt payment on the loan will be under \$23,000, allowing any additional funds from the litigation tax to be used for additional principal payments and an early payoff. Following the

awarding of the winning bid, Bodary prepared a resolution to issue the capital outlay note that the county commission subsequently voted to adopt. In addition, Bodary assisted the sheriff with preparing a budget for the capital project. The budget was approved by the county commission.

Early on in the project, Bodary asked the sheriff to invite the Tennessee Valley Authority (TVA) to do an energy audit of the county jail. The TVA not only performed a top to bottom energy audit of the jail, they did it at no cost to the county.

The TVA engineer noted that the current antiquated lighting and HVAC systems were huge consumers of energy and that, through updating these items, the county could save the equivalent of three months' worth of current energy usage annually.

The county is currently finishing up the jail computer system replacement and energy efficient lighting retrofit. The capital project is on target to come in under budget by around \$5,000, and these extra funds will be applied to the outstanding principal of the loan. ■



Construction gets underway for the Cannon County jail.



New heating and air conditioning units were installed on the new SPF jail roof.

# New Development Director Joins IPS



Rhonda Campbell

Rhonda Campbell has joined the UT Institute for Public Service (IPS) as the director of development.

A native of Chicago, Campbell most recently worked with the American Heart Association's Knoxville chapter as the Heart Walk director. Before moving to Knoxville she was a fundraising manager with the United Way of Metropolitan Chicago and served as a manager in the production services department of the Evangelical Lutheran Church of America in Chicago.

"We're pleased to have Rhonda join IPS," said Dr. Mary H. Jinks, vice president of public service. "She has a strong background in development with the United Way in Chicago and with the American Heart Association locally."

Campbell will be based in the IPS central office in Knoxville but will travel statewide to visit with IPS agency customers and stakeholders. ■

## *CIS Hires New Training Coordinator*

Martha Kelley has joined the UT Center for Industrial Services (CIS) as coordinator for training and logistics.

Before joining CIS, Kelley served as an independent consultant with a variety of business, non-profit, medical and educational organizations.

Her projects included facilitating the Physician Leadership College of the Tennessee Medical Association, advising the strategic planning process for the East Tennessee State University College of Pharmacy, facilitating departmental retreats for Rhodes College and serving as a consultant in strategic planning and change management for the Center for Nonprofit Management. In 2010-2011, she developed a centralized training plan for the Vanderbilt University Medical Center and served as



Martha Kelley

project manager for the Tennessee Center for Performance Excellence annual conference.

Previously she served as Director of Executive Learning Networks at Belmont University's Center for Professional Development. She designed programs as well as coordinated and directed professional development opportunities for various corporate and government groups, including senior leadership teams.

Kelley is a summa cum laude graduate of Middle Tennessee State University in speech communications and completed her master's degree in psychology from the same institution.

She is an active participant and presenter in numerous professional organizations. ■

# *In Memoriam*

## **Betty Lawhorn**

Aug. 11, 1928 – Dec. 31, 2011

Betty Lawhorn worked for the university in the Teaching Material Film Center for a number of years before she joined the IPS Central Office in 1980. She worked at IPS for nine years before retiring in 1989. She loved to travel, read, was a loyal UT sports fan and a loving, wife, mother and grandmother.

She was preceded in death by her husband of 62 years, John Howard Lawhorn. She leaves behind two sons, two daughters and their spouses, 10 grandchildren and one great-grandchild, a sister and a brother. ■



## **Gene Puett**

Oct. 8, 1918 – Jan. 8, 2012

Gene Puett, longtime legal consultant with the UT Municipal Technical Advisory Service (MTAS), passed away Jan. 8, 2012. Puett worked with MTAS from 1955 through 1989. He was a veteran of the U.S. Navy and had served in World War II. He was a member of Fountain City United Methodist Church.

Puett was preceded in death by his wife Sammie Lynn Puett, a former vice president with the Institute for Public Service. He is survived by two nieces and three nephews as well as a number of great-nieces and nephews. ■



## **UT Launches New Applicant Tracking System**

The University of Tennessee (UT) is implementing a new applicant tracking system that is an online program used for posting all new job listings and for potential employees to apply for future employment.

The system, which went live on Jan. 18, will eliminate the movement of paper applications from Institute for Public Service (IPS) agencies to the IPS central office to UT human resources. The software was designed by TALEO, Inc. and will be linked to the IRIS system currently used by the university. This program is being used by other employers including Georgia Tech, Cornell and Purdue universities, Target and Hilton hotels.

Current and prospective employees should find it easier to search open positions by location and entity, upload required materials and submit employment forms after accepting a position. Internal applicants can

apply for positions faster and easier without having to duplicate basic profile data that is already maintained on IRIS. All applicants can check their application status electronically, and job postings are current and accurate. At this time, the applicant tracking system will be used only for staff and student positions, but UT human resources is looking at adding faculty positions next year.

All IPS agency websites will continue to list a "Working for Us" link. Applicants can look at the IPS positions or review all the UT job vacancies. This system is in use at all UT campuses, and all positions are posted by campus. Through the electronic system, applicants will receive information via e-mail on the positions that they apply for and the status. Training will be given to each of the agencies on entering a new posting. All positions (fulltime, part-time and term) will use the new system. ■

# Employee Relations Committee Kicks Off 2012 with New Members

The Employee Relations Committee began 2012 with new officers and new members. Mike Meyers (CTAS) will serve as the chairperson for this year; Wendy Eddy (CIS) will serve as the Vice Chair; and Misty Bean (LEIC) will serve as the secretary. Judy Wilhite (IPS CO) will remain on the committee as the



ERC Committee members seated left to right: Andi Damewood, Misty Bean and Mary Ann Moon. Standing left to right: Mike Meyers, Wendy Eddy, Donna Bridges, Macel Ely and Margaret Norris.

immediate past chair and also represent the non-exempt employees from the Central Office. The remaining meetings for 2012 are April 2, July 9, and Oct. 1, and will be held in Cookeville.

The full ERC committee is composed of Meyers and Mary Ann Moon (CTAS), Michelle Buckner and Margaret Norris (MTAS), Bean and Andi Damewood (LEIC), Eddy and Donna Bridges (CIS), and Macel Ely and Wilhite (Central Office). In addition, the following serve as ex-officio members: Melissa Ashburn and John Erdmann (Exempt Staff Council) and Patricia Burke and Armintha Loveday (Non-Exempt Staff Council). Wilhite will continue to represent IPS on the Employee Relations Advisory Board. All minutes of the meetings are posted on the IPS Intranet under Employee Relations Committee. ■



Mike Meyers, ERC Chair for 2012, presents Terri Kinloch her ERC two-year service award.

## MTAS Consultant Honored at Open House for New Fire House

At the dedication of its new fire house, the city of Germantown honored former chief and current UT Municipal Technical Advisory Service (MTAS) Fire Management Consultant Dennis Wolf.

Wolf recently retired after more than 34 years with Germantown and was recognized by the fire department members who named the city's aerial truck company for him. Wolf was the fire chief when the new station was designed and construction started on the project.

Chief John Selberg said that the aerial truck was named for Wolf in recognition of his career contributions to the



Dennis Wolf

community, which included starting the fire department's Emergency Medical Services (EMS) advanced life support program, improving the countywide ambulance service and establishing the dedicated truck company in 2003.

Besides Memphis, Germantown is the only city in Shelby County with a dedicated truck company. While engine companies carry hose and put water on the fire, truck companies perform search and rescue, provide ventilation, control the utilities and perform other functions to support the work of the engine companies. ■

# IPS Employees Serve on UT System Strategic Plan Task Forces

Several employees from the Institute for Public Service and its agencies have been selected to serve on a strategic planning task force related to The University of Tennessee strategic planning process. The charge is to develop and recommend the five-year activities and actions that will implement the plan's draft goals and initiatives, which have been formed by the project's steering committee.

Dr. Mary Jinks, vice president of public service is serving as the planning committee liaison for the Outcomes and Measurement Task Force and as a member of the Leadership/Management Task Force. Assistant Vice President Chuck Shoopman is chairing that task force. Other task force members are shown below.

The task forces met throughout the month of January to finalize plans related to the strategic goals and presented those plans to the steering committee at the end of the month. ■



Dr. Mary Jinks  
Leadership/Management  
Task Force



Chuck Shoopman  
Outcomes/Measurement  
Task Force



Beth Phillips  
Research Task Force



Bonnie Jones  
Employer of Choice  
Task Force



Susan Robertson  
External Affairs  
Task Force



Dr. Andre Temple  
Staff Affairs  
Task Force



Dr. Paul Jennings  
Driving Investments/New  
Revenue Task Force



Gail White  
System-Wide Support  
Systems

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## *UT Moves to Electronic Pre-Payment for Conference Registrations*

In keeping with efforts to save paper and improve efficiency, the Office of the Treasurer has developed an electronic process for the pre-payment of conference registrations.

The same form (T-30) and supporting documents or invoices are still required. However, instead of submitting paper documents to the Office of the Treasurer, these must be scanned and routed electronically through IRIS. Instructions for processing these transactions are located in IRIS.

Beginning Feb. 1, the Office of the Treasurer will no longer accept paper T-30 forms or invoices for conference registrations. For more information, contact Accounts Payable at (865) 974-3086. ■

# State, Local Governments Learn about Baldrige Quality Criteria

The Naifeh Center for Effective Leadership recently collaborated with the Tennessee Center for Performance Excellence (TNCPE) to host a half-day informational forum at the Harvey P. Gassaway Building in Nashville. The forum entitled "Baldrige Forum: Excellent Performance Maximizes Taxpayer Investment" provided training and assistance to state and local government employees regarding the Baldrige Quality Criteria.

The workshop was intended to introduce state and local government employees to a proven approach to enhance the effectiveness of governmental programs

and operations, while maximizing efficiency and saving tax dollars. Three case studies were presented in-depth by Patricia Weiland of the Tennessee Rehabilitative Initiative in Correction (TRICOR), Marva Doremus with the Department of Labor and Workforce Development and Patrick Lawton with the city of Germantown.

More than 60 state and local government employees participated in the forum. Agencies and governments representing those in attendance included the state Department of Health, Bureau of TennCare, Tennessee Bureau of Investigation, Department of Finance and Administration, Department of Human Services, Department of the Treasury, Tennessee Department of Environment and Conservation, Comptroller of the Treasury, city of Goodlettsville, Giles County and Hamblen County.

"I thought the forum was a great success, and I was delighted to participate," said Katie Rawls, CEO and president of TNCPE. "This format is a tremendously effective method for introducing people to the Baldrige framework."

The Naifeh Center has scheduled similar forums scheduled for April in Oak Ridge and Jackson. ■



More than 60 state and local government employees participated in the Baldrige Forum.

# IPS February Calendar of Events

## ◆ CIS

- Feb. 1 Tier II Workshop, Knoxville
- Feb. 6 40-Hour Site Worker, Gatlinburg
- Feb. 14 OTI 511 Occupational Safety and Health Standards for General Industry, Nashville
- Feb. 22 OTI 502 Update for Construction Industry Outreach Trainers, Knoxville
- Feb. 27 8-Hour Site Worker Refresher, Knoxville
- Feb. 28 16-Hour DOT, Knoxville

## ◆ LEIC

- Feb. 6-10 Forensic Digital Photography, Brevard County, Fla.
- Feb. 7-8 Evidence, Identification, Collection and Preservation for Law Enforcement, Many, La.
- Feb. 7-9 Survival Spanish for Law Enforcement, Sapulpa, Okla.
- Feb. 8 Student Discipline Institute, Nashville
- Feb. 20-24 Crime Scene Mapping, Oklahoma City
- Feb. 21-22 Domestic Violence, Granite Falls, Minn.
- Feb. 27-29 Supporting a Safe and Respectful School, Nashville

## ◆ MTAS

- Feb. 1 Municipal Management Academy (MMA) Delegation Skills, Germantown
- Feb. 2 MMA Workplace Harassment and Workplace Violence, Germantown
- Feb. 15 Municipal Administrator Program (MAP) Stormwater Administrative Hearing, Goodlettsville
- Feb. 24 MAP Stormwater Administrative Hearing, Bartlett
- Feb. 24 Certified Municipal Finance Officer (CMFO) Government Financial Reporting, Memphis

## STATE SERVICE LONGEVITY

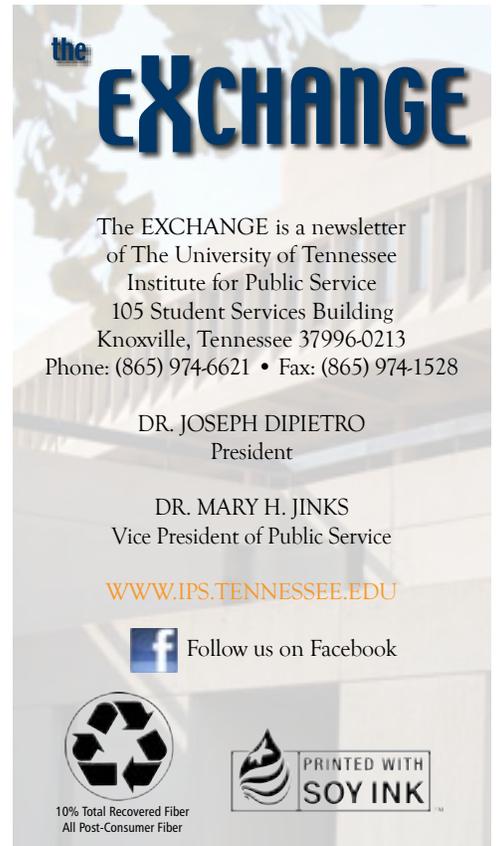
- Debbie Barber, CIS. . . . . 5 years
- Kristy Godsey Brown, CTAS . . . . . 5 years
- John Erdmann, CIS . . . . . 13 years
- Thaddeus Grace, IPS CO . . . . . 25 years
- Bryan Lane, CIS. . . . . 14 years
- Kevin Lauer, CTAS . . . . . 9 years
- Margaret Norris, MTAS. . . . . 11 years
- Sandy Selvage, MTAS . . . . . 25 years
- Lori Ungurait, LEIC . . . . . 12 years
- Rick Whitehead, MTAS . . . . . 8 years

## RECRUITMENTS

- ◆ **CIS**  
Program Manager, Solutions Consultant, Nashville
- ◆ **MTAS**  
Administrative Support Assistant III, Nashville  
Finance Consultants (3), To be determined

## NEW HIRE

- ◆ **IPS CO**  
Rhonda Campbell, Director of Development, Knoxville



**the EXCHANGE**

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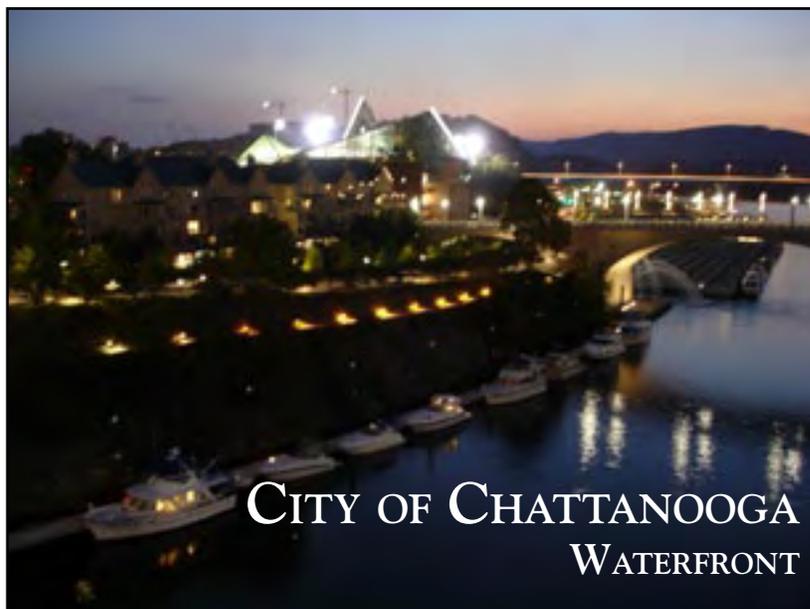
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# IPS ANNUAL CONFERENCE AUG. 8-10 CHATTANOOGA