MTAS Offers Online Supervisor Toolbox For Municipal Employees

IPS Employees Attend Opening Doors Training

Peevely Named Fellow at Stennis Institute of Government

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Future Crime Scene Investigators Study at LEIC

THE UT LAW ENFORCEMENT INNOVATION CENTER completed the fourth session of its National Forensic Academy Collegiate Training program with a graduation ceremony. For three weeks, criminal justice majors from across the country participated in the program, which adopted is curriculum from the 10-week professional NFA.

Dr. William Bass welcomed the participants during their first week in class. The students sat through classroom lectures on the latest techniques in crime scene investigations; and received hands-on experience in the lab with digital photography, latent print processing and bloodstain analysis. They also visited the regional forensic center.

Brian Cochran, a detective with the Boone County (Ky.) Sheriff's

NFACP students learn about forensic anthropology and osteology.

(*Crime Scene* continued)

Department and a regular instructor with the NFA, said he enjoys teaching at this session because the collegiate participants are eager to learn and have no bad habits to break in the lab. *x*

Dr. Bill Bass welcoming participants during their first week.

NATIONAL FORENSIC ACADEMY COLLEGIATE TRAINING PROGRAM ATTENDEES:

Kay Lee Cook, University of TN - Martin

Dana Council, University of TN - Chattanooga

Alan Friend, University of TN - Martin

Lydia Gregory, Tennessee Technological University

Jessica Hargrove, University of TN - Martin

Caroline High, University of TN - Knoxville

Joe Hudgins, University of TN - Martin

Jason Klutts, University of TN - Martin

Bill Lally, Eureka College (IL)

Danielle Mansfield, University of TN - Martin

Christian McAlister, University of TN - Martin

Kristi McKay, University of Western Sydney (Australia)

Dustin Menzies, University of TN - Martin

Amber Morris, Tennessee Technological University

Ashley Neumair, University of TN - Martin

Amillia Payn, Campbell University (KY)

Courtney Ross, Dyersburg State Community College

Damean Sawyer, University of TN - Chattanooga

Instructor Brian Cochran explains one of the ways to process fingerprints.

Photo By Amy Smotherman Burgess

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INSTITUTE FOR PUBLIC SERVICE

The *EXCHANGE* is a newsletter of
The University of Tennessee
Institute for Public Service
105 Student Services Building
Knoxville, Tennessee 37996-0213
Phone: (865) 974.6621
Fax: (865) 974.1528

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MTAS OFFERS ONLINE SUPERVISOR TOOLBOX FOR MUNICIPAL EMPLOYEES

The Supervisor's Toolbox training is available online.

LEADING AND MANAGING EMPLOYEES in an increasingly diverse workplace can be both rewarding and challenging. What are the expectations of employees? What legislation applies to managing people and their requests? What are the consequences of failing to comply? Local government supervisors must operate with sensitivity in handling accommodations for disabilities, religious practices, and medical leave.

Seeing a need for providing training and resources to local government supervisors, the MTAS training team recently launched a new online training course called, The Supervisor's Toolbox. This course provides a quick overview, familiarizing supervisors and employees on the laws that affect day-to-day management of employees. The Supervisor's Toolbox course serves as an introduction to the many general laws that apply to the workplace. Title VI and Title VII, harassment, FMLA, ADA, Military Leave Review, Immigration Reform and Control Act are just a few examples of the list. The course helps identify the purpose of these laws, and who and how they apply to employees in the workplace. It helps identify the situations where these laws come into play so that supervisors can respond appropriately to specific requests.

The course is worth one credit hour. To learn more about this online training course or others, simply visit MTAS Online Training at **http://online.mtas.tennessee.edu**. *x*

IPS Employees Attend Opening Doors Training

TWENTY TWO EMPLOYEES from the UT Institute for Public Service recently experienced a personal and professional journey by participating in a three-day Opening Doors diversity training in Murfreesboro.

The Opening Doors Diversity Project is operated through the research foundation of the State University of New York. The workshop is based on the belief that understanding differences and ourselves is a life-long learning journey. The three-day workshop encourages engagement and learning in a confidential, non-judgmental environment. Diversity is explored through multiple group identities, which allows participants to see themselves in their lives and relationships across many differences.

Members of the IPS leadership team as well as some members of the institute's diversity committee attended the workshop. Dr. Noma

Group photo of participants of the Opening Doors diversity training.

Facilitator Dr. Brenda Alston-Mills leads a small group that included Steve Thompson (left) and Don Green (right).

Anderson, UT Diversity Advisory Council Chair and Dean of the College of Health Professions at the UT Health Science Center and Ashleigh Brock from the UT Health Science Center also participated. The training was facilitated by Dr. Brenda Alston-Mills and Dr. Bill Swallow, retired professors from North Carolina State University. x

UT PTAC Center for Industrial Services

CIS Consultants Share PTAC Story on Radio Show

PAUL MIDDLEBROOKS, DEBBIE BARBER AND RUSSELL TOONE of the UT Center for Industrial Services were recent guests of a radio talk show blog discussing the work they do with the Procurement Technical Assistance Center (PTAC).

The trio of PTAC consultants appeared on the show that focuses on business and business negotiation. To hear a recording of the show visit **www.blogtalkradio.com/businessnegotiators1** x

MTAS Helps Townsend Ratify Amended City Charter

Story originally appeared in *The Maryville Daily Times*

FOLLOWING A TWO-YEAR PROCESS of revising its city charter, with the help of UT Municipal Technical Advisory Service Municipal Management Consultant Margaret Norris, the Townsend Board of Commissioners recently voted to ratify the charter.

Commissioners voted in March to approve the rewritten charter, which was condensed from 31 pages to 16.

"The intent was to reorganize (the charter) and to clear up some of the antiquated language and redundancies," Mayor Michael Talley said. "The only significant change was this makes it possible to hire a city manager in the future."

The Tennessee Senate and House of Representatives have approved the rewritten charter, Talley said, but the charter still needed to be ratified by a two-thirds vote of the Board of Commissioners before it could be sent back to Nashville for the Tennessee secretary of state to certify it.

The Board of Commissioners voted 4-1 to ratify the charter, with Vice Mayor Becky Headrick voting no.

(**Townsend** *continued*)

"There are a lot of things that had been in there forever that I would have liked to have seen changed," Headrick explained after the meeting, noting her biggest problem is with a provision that allows the Board of Commissioners to levy a property tax without a referendum. "There are a lot of things the public wouldn't have a say in."

Townsend was incorporated in 1941. This marks the first time the charter has been amended in its entirety. *x*

Peevely Named Fellow *at Stennis Institute of Government*

Peevely

GARY PEEVELY, who recently retired from IPS's Naifeh Center for Effective Leadership, was recognized as a John Stennis Fellow by the Stennis Institute of Government at Mississippi State University. Peevely continues to lead the Naifeh Center's newly launched Certified Public Manager program.

"I was surprised and honored that the Stennis Institute would reach out to appoint me as a Stennis Fellow," Peevely said. "The institute has a long history of facilitating public service for the State of Mississippi and the Southeast. Their research has positively affected the lives all across the nation. I am proud to be associated with the Stennis Institute and the outstanding work they do." *x*

kudos

To: Jim Thomas, MTAS

I am writing today in appreciation for the services offered by MTAS during our recent city manager recruitment process. We are truly impressed and grateful for all of the services that MTAS provides municipalities, especially the support services through a process so important to our organization and community.

I would like to commend a job well done by Pat Hardy and Warren Nevad. During this extensive process, both Pat and Warren offered more than professionalism and diligence, both were true gentlemen. On behalf of the city council, we would like to extend our sincere appreciation to both of them.

Ricky Shelton
Mayor Cookeville

To: Don Green, LEIC

I just wanted to follow up with you after the First Line Supervision course was completed here in Winchester this week. I don't know if you ever have feedback on these classes, but I want to personally thank you. Brent Lackey's professionalism and demeanor was outstanding and instructor Penny Phelps was one of the very best instructors I have ever seen. My staff, as well as officers from the other agencies attending this training, can't stop with all the accolades about this class and your staff. They can't wait to take more classes offered by LEIC. You should be proud, I know I am.

Chief Dennis Young
Winchester Police Department

To: Kevin Lauer, CTAS

I wanted to thank you for taking the time to speak at our last East Tennessee Purchasing Association (ETPA) quarterly meeting. I receive a lot of positive comments. Emergency preparedness is definitely a relevant topic for what we do, and your presentation was very helpful and informative.

Karen Smitherman
Knox County Purchasing

anniversaries

These dates reflect what is referred to in IRIS as the Current Hire Date.

Chuck Gluck, CIS, 3 years

Gary Hayes, CTAS, 28 years

Brett Howell, CTAS, 20 years

promotions

IPS	Jill Marling – Administrative Coordinator
LEIC	Donna Bridges – Accounting Specialist II
LEIC	Misty Bean – Accounting Supervisor III

calendar

CIS

Aug. 4	16-Hour DOT, Memphis
Aug. 4	OSHA511 Occupational Safety & Health Standards for General Industry, Knoxville
Aug. 6	8-Hour DOT Refresher, Memphis
Aug. 7	8-Hour Site Worker Refresher, Memphis
Aug. 11	8-Hour Site Worker Refresher, Jackson
Aug. 13	Tennessee Marketing and Attractions Course, Jackson
Aug. 17	Revealing Your True Colors: Understanding Ourselves and Others, Jackson

CTAS

Aug. 7	National Flood Insurance Program Administrative and Legislative Training, Knoxville
Aug. 20	National Flood Insurance Program Administrative and Legislative Training, Collegedale
Aug. 24	National Flood Insurance Program Administrative and Legislative Training, Kingsport
Aug. 25	Tennessee County Commissioners Association (TCCA) Regional Meeting, Cleveland
Aug. 27	National Flood Insurance Program Administrative and Legislative Training, Bartlett
Aug. 27	TCCA Regional Meeting, Marshall County
Aug. 28	National Flood Insurance Program Administrative and Legislative Training, Jackson
Aug. 31	National Flood Insurance Program Administrative and Legislative Training, Franklin
Aug. 31	TCCA Regional Meeting, Jonesborough

LEIC

Aug. 12-14	Advanced Leadership and Supervision, Springfield
Aug. 24-25	Report Writing & Interview/Interrogation, Jackson
Aug. 31-Sept. 4	Shooting Scene Reconstruction, Prince George, Md.

MTAS

Aug. 4	Improving Communications: "It's not always their fault" Johnson City
Aug. 4	Layman's Approach to Regulations and Management of Waste Water Systems Knoxville
Aug. 5	Improving Communications: "It's not always their fault" Knoxville
Aug. 6	Improving Communications: "It's not always their fault" Collegedale
Aug. 6	Social Media Best Practices for Local Government Mt. Pleasant
Aug. 7	National Flood Insurance Program Administrative and Legislative Training, Knoxville
Aug. 11	Layman's Approach to Regulations and Management of Waste Water Systems, Nashville
Aug. 13	Workplace Harassment and Workplace Violence, Harriman
Aug. 14	Team Building, Memphis
Aug. 18	Layman's Approach to Regulations and Management of Waste Water Systems, Jackson
Aug. 19	Cash Management, Collegedale
Aug. 19	Cash Management, Memphis
Aug. 20	National Flood Insurance Program Administrative and Legislative Training, Collegedale
Aug. 21	Municipal Manager Overview, Athens
Aug. 24	National Flood Insurance Program Administrative and Legislative Training, Kingsport
Aug. 25	Improving Communications: "It's not always their fault" Franklin
Aug. 26	Cash Management, Nashville
Aug. 26	Improving Communications: "It's not always their fault" Jackson
Aug. 27	National Flood Insurance Program Administrative and Legislative Training, Bartlett
Aug. 28	Understanding Work Styles, Athens
Aug. 28	National Flood Insurance Program Administrative and Legislative Training, Jackson

Kim Raia, CTAS, 16 years

Ben Rodgers, CTAS, 10 years

Becky Smeltzer, MTAS, 14 years

Jessica Stooksbury, IPS Administration, 2 years

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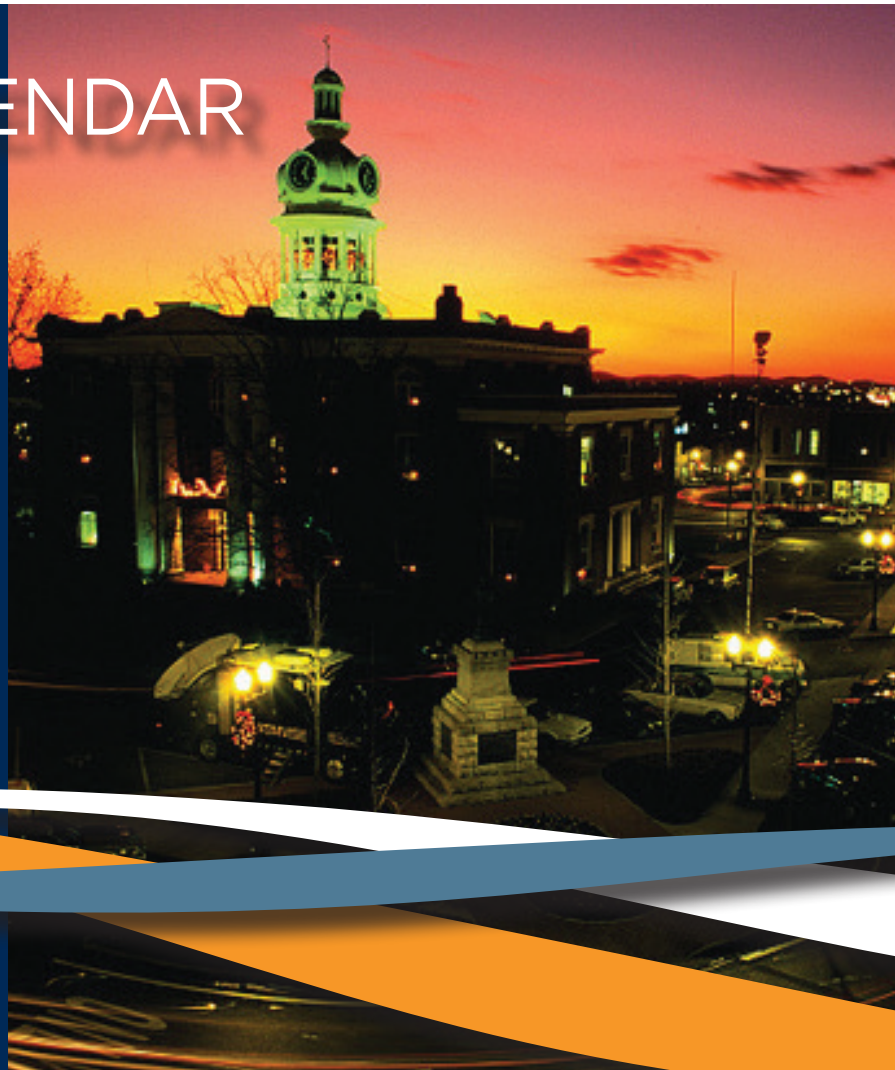
September 1-3

2015 IPS ANNUAL CONFERENCE

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