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The Exchange Newsletter

Institute for Public Service (IPS)

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CTAS Aids Greene County with Asphalt Plant Financial Feasibility Study

Greene County Highway Superintendent David Weems asked the **UT County Technical Assistance Service (CTAS)** with help on conducting an asphalt plant financial feasibility study. Based upon the request, Rick Hall, CTAS county government



Rick Hall



Mike Meyers

consultant, with technical assistance from Mike Meyers, CTAS GIS consultant, prepared a financial feasibility study for a hot mix asphalt manufacturing facility (asphalt plant) for the county.

The study was made in accordance with Public Chapter 344 of the Acts of 2005, codified at Tennessee Code Annotated, Section 12-8-101. This recent law allows local governments in Tennessee to own or operate a facility for the manufacture or production of hot mix asphalt but only if certain restrictions and limitations are met. Before a local government, such as Greene County, may own or operate
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THE LOCAL GOVERNMENT LEADERSHIP PROGRAM CLASS OF 2011

Local Officials Complete Leadership Training at Naifeh Center

Forty-two county and municipal government leaders successfully completed the 19th annual Local Government Leadership Program (LGLP) hosted by the **UT Institute for Public Service's (IPS) Naifeh Center for Effective Leadership**.

UT faculty and private consultants led the three-day, invitation-only program that focused on personal leadership, etiquette, ethics, public education and state budget practices in Tennessee. The program concluded Nov. 4.

"LGLP gives elected and appointed government officials the opportunity to examine the best practices in leadership and to learn from their colleagues and counterparts across the state," said Tom Kohntopp, manager of leadership and executive development programs for the Naifeh Center. "By coming together, we find that common issues face officials in East, Middle and West Tennessee. LGLP participants share ideas, and their conversations and advice can lead to new solutions for their communities."

For more than four decades, IPS has offered leadership programs that promote effective government through creative leadership, managerial effectiveness, professional skills enhancement and lifelong development

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CTAS Aids Greene County with Asphalt Plant Financial Feasibility Study

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an asphalt plant pursuant to this law, the local government is required to prepare a financial feasibility study that analyzes all appropriate costs and benefits related to the operation of the plant. The prescribed purpose of the study was to analyze all appropriate costs and benefits related to the operation of the plant.

The Greene County Asphalt Plant Financial Feasibility Study was prepared according to the statute for submission for review by a financial feasibility oversight committee composed of three members: one selected by the Tennessee Road Builders Association, one selected by The Tennessee County Highway Officials Association and one selected by the Comptroller of the Treasury.

The sole function of the committee was to review the feasibility study, to determine that all appropriate ordinary and necessary capital and operational costs for the county to own and operate a hot mix asphalt manufacturing facility have been included in the study and have been publicly disclosed. As the law requires, the study was prepared in compliance with generally accepted governmental accounting and financial reporting standards.

The Greene County Asphalt Plant Financial Feasibility Study was submitted to the asphalt plant financial feasibility oversight committee, and a presentation of the study was

presented at a public hearing in Greeneville. The committee voted (in a majority position vote) to approve the study stating that the study included all significant costs and accurately estimated the costs and benefits of owning and operating a facility.

The next step in the process was the oversight committee's submittal of their majority and minority position report to the Greene County legislative body. After receiving the report of the committee, the legislative body examined the study, all supporting documentation and the determination of the committee and gave approval for the highway superintendent to acquire a hot mix asphalt manufacturing facility in a resolution adopted by two-thirds majority vote.

In October, Greene County awarded a contract to Asphalt Drum Mixers, Inc. (ADM) of Hometown, Ind., to construct a hot mix asphalt manufacturing facility (asphalt plant) at the Greene County Highway Department. ■

CONTRIBUTE

IPS Employees Raise \$28,812.40 for Campus Chest

For 2011-2012, the [UT Institute for Public Service \(IPS\)](#) has pledged or contributed \$28,812.40 to the Campus Chest Campaign and surpassed its goal.

As the major fund-raising activity for the UT Knoxville community, the UT Campus Chest Campaign focuses attention on the health and social service needs of the region and unites efforts in providing assistance to those less fortunate. Because IPS is statewide, employees had the opportunity to expand their contributions to local services in the communities where they live or work.

The overall goal for UT was \$590,000, and that goal also was reached. Thanks all the IPS employees who helped support this activity. ■

Local Officials Complete Leadership Training at Naifeh Center

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for leaders and their organizations. With custom-designed programs for both local and state leaders, IPS helps Tennessee's government professionals meet the challenges of public service. LGLP participants are nominated by their peers, LGLP alumni or IPS staff.

"The university is committed to reaching across the state to help elected and appointed officials better serve citizens. Our consultants need to be well-informed of current trends affecting our state in order to provide that outreach," Kohntopp said.

Since its inception in 1991, more than 500 people have completed the Local Government Leadership Program. ■

Leadership Programs Conclude with November Graduation

The 2011 classes of the Tennessee Government Executive Institute (TGEI) and the Tennessee Government Management Institute (TGMI) held their graduations in Nashville in early November.



THE TENNESSEE GOVERNMENT MANAGEMENT INSTITUTE CLASS OF 2011



THE TENNESSEE GOVERNMENT EXECUTIVE INSTITUTE CLASS OF 2011

A total of 48 managers and executives from various state of Tennessee departments completed two-week sessions in TGMI or TGEI during 2011. Commissioner of the Department of Human Resources Rebecca Hunter welcomed the 24 participants from each class, and Secretary of State Tre Hargett delivered the keynote address at the War Memorial Auditorium. Michael Blade, president of the TGMI class of 2011, and Felenceo Hill, president of the TGEI class also addressed participants. ■

Sunbright Dedicates Solar Facility

Mayor Dennis Reagan dedicated the Sunbright municipal solar facility in September with the help of the Tennessee Renewable Energy Economic Council (TREEDC). The 20 kilowatt facility was constructed by TREEDC member Outpost Solar and funded by an energy efficiency block grant from the State Economic and Community Development (ECD) Energy Division.

Representatives from the [UT Municipal Technical Advisory Service \(MTAS\)](#) UT Institute of Agriculture, Tennessee Valley Authority and Economic and Community Development attended the dedication of the Sunbright solar system. David Goodman with ECD praised the city for its visionary leadership in developing renewable energy to improve the environment, saving taxpayer dollars and bringing energy independence to Morgan County.

Outpost Solar President Wilson Stevenson and Plateau Electric President Dave Cross also complimented Mayor Reagan for his perseverance in bringing key stakeholders such as TVA, TREEDC, ECD and Plateau Electric together to create the solar facility which will help lower Sunbright's energy costs of their municipal facilities. One of the major benefits of the program is that it could eliminate electric bills for the city hall, which would yield significant cost savings. ■

Morrisey Completes Certifications

Elaine Morrisey, administrative support assistant with the UT Municipal Technical Advisory Service (MTAS), recently completed all requirements for the Leading at UT Management Certification and the Customer Service Certification.

The programs assist employees in leadership responsibilities and allows them to demonstrate a personal commitment to continuing education and job enrichment. ■



Elaine Morrisey



Marty Spears

Spears Appointed to Board of Trustees' Committee

Marty Spears, a finance consultant with the UT County Technical Assistance Service (CTAS), has been appointed to serve as a representative for the UT Board of Trustees' Research, Outreach and Economic Development Committee.

The UT Institute for Public Service (IPS), the UT Institute of Agriculture and the UT Health Science Center each have a professional staff representative on the committee to serve a two-year term. Sharon Rollins of the UT Municipal Technical Advisory Service (MTAS) recently completed a term on the committee. ■

Five IPS Employees Graduate Star Achievement Level 2



Tess Davis



Sherri Brown

UT Employee and Organizational Development graduated five Institute for Public Service (IPS) employees at the Nov. 4 Star Achievement Level 2 graduation. Tess Davis, Municipal Technical Advisory Service; and Sherri Brown, Jill Marling, Pat Frost and Judy Wilhite, all from the IPS Central Office, received their Level 2 certificates after completing three eight-hour modules in September, October and November. Completion of 32 hours of Star Achievement Level 1 was a prerequisite. The course instructor was Carla Parmele. ■



Jill Marling



Pat Frost



Judy Wilhite

**YOUR VOICE.
YOUR UT.**



More than 4,500 University of Tennessee faculty and staff statewide took the employee survey in November. Even better, the Institute for Public Service led the entire UT system with an excellent response rate of 85%!

This information is critical to clearly understanding employee opinions on topics ranging from pay to performance evaluation.

Survey participation is anonymous and individual responses are confidential.

Meanwhile, if you have questions about the survey or how the results will be used, visit: <http://yourvoice.tennessee.edu>. ■

Law Enforcement Innovation Center to Hold Cybercrime Investigation Academy in March

In response to the exponential growth of computer-related crimes, and the preponderance of digital evidence, the **UT Law Enforcement Innovation Center (LEIC)** is once again offering the National Cybercrime Investigation Academy – a comprehensive, three-week training program for new cybercrime investigators and first responders. The next session will be March 12-30, 2012.

The National Cybercrime Investigation Academy recognizes that criminals create, conceal, and store evidence of criminal activity in a variety of electronic formats. Addressing this opportunity to gather evidence, as it exists for investigators, is the primary goal of LEIC's cybercrime training initiative. In doing so, the desired outcome of the academy is to provide investigators with the knowledge, skills, and tools necessary to recognize, preserve, and analyze a wide array of evidence created, stored, and concealed, whether intentionally or unintentionally, in an electronic format. In doing so, we firmly believe that we are offering another tool for law enforcement to recover evidence and solve crimes.

One of the academy's strengths is its extensive use of scenario-based learning, which provides the learner with a more engaged, interactive learning environment. Elements of the three-week curriculum include, but are not limited to: Introduction to Cybercrime, Overview of Computer Forensics, Overview of Social Networking, Network Investigations, and Steganography. The course culminates with a written final exam and a five-hour hands-on scenario that requires the participants to

successfully demonstrate a majority of the skills and techniques learned in the various modules presented.

Participants also will observe presentations by guest lecturers from agencies such as the U.S. Secret Service, the Indiana State Police, the U.S. Attorney's Office, and AOL. These lectures change from session to session and are on relevant cybercrime-related topics, such as credit card fraud, legal issues surrounding cyber and computer crime investigations, and high-level cyber investigation considerations from both a forensics and network security standpoint.

After completing the three-week course, students will be able to investigate a wide variety of cybercrimes. They also will be prepared to attend advanced, specialized classes in cybercrime. The nature of the academy is to change and grow as current technology evolves. Subject matter experts

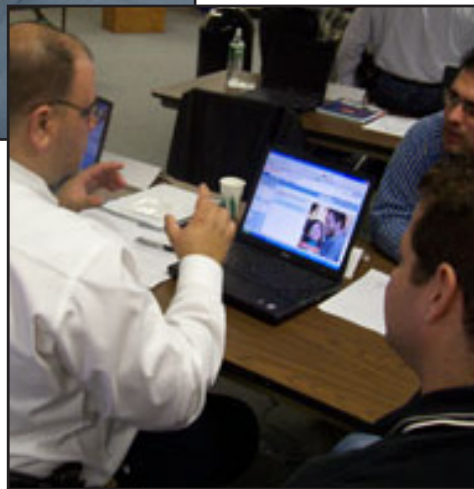
go to great lengths to keep the curricula materials up to date and current in all areas.

The majority of participants are newly assigned cybercrime investigators who are in need of highly specialized and relevant training in the skills necessary to effectively detect and solve crimes involving computers and electronic evidence.

Due to the relatively

short nature of the program, and the intensity in which material is covered, the National Cybercrime Investigation Academy's minimum expectations are basic computer proficiency and some experience investigating a variety of criminal activity (experience investigating cybercrime is not necessary). Also, being able to participate in group learning scenarios will be crucial to the participant's success.

For more information on the academy, visit www.leic.tennessee.edu. ■





Inclement Weather Policy

With winter weather approaching, here is a look at the UT Institute for Public Service's inclement weather policy.

- Generally, inclement weather does not warrant the closing of IPS offices.
- Conditions caused by ordinary inclement weather require each employee to make a personal judgment regarding his or her ability to travel safely to and from work. Managers should allow employees to use annual leave if the employee feels it is not safe to travel. Employees who make the effort and who report within a reasonable period should not be required to use leave for that absence. Employees should notify their supervisor of their ability to travel.
- Occasionally, extraordinary emergency conditions caused by extreme inclement weather may warrant the closing of some IPS offices. When such conditions are thought to exist, the offices will follow the following guidelines on closure:

IPS Martin follows the UT Martin closing.

IPS Chattanooga follows the UT Chattanooga closing.

IPS Knoxville follows the UT Knoxville closing.

IPS Jackson follows the Ag Experiment Station closing.

IPS Oak Ridge follows the state of Tennessee closing for Anderson County.

IPS Nashville follows the state of Tennessee closing for Davidson County.

IPS Cookeville follows the state of Tennessee closing for Putnam County.

IPS Johnson City follows the state of Tennessee closing for Washington County.

IPS Memphis follows the UT Health Science Center closing.

IPS Columbia follows the state of Tennessee closing for Maury County.

Other work assignments follow the state of Tennessee closing for the county where the employee is working.

The State of Tennessee will make a decision on closing of state offices due to extreme inclement weather on a county-by-county or regional basis. Communication of any closing decision will be made as quickly as practical to public broadcast media. The decision is made by the Governor and that information is communicated to Human Resources. The means of getting notice out are: (1) HR emails leaders and agencies who can then notify their employees; (2) the Tennessee.gov website is updated with the latest information on closings; (3) all media are notified; and (4) TDOT has twitter and other websites that are updated.

If your home is your official duty station, you will not be closed due to inclement weather.

When an office is closed, please notify Judie Martin so Payroll is notified of the closing by unscheduled administrative closing and can coordinate time records with the closing. ■

(Effective Nov. 1, 2011)

Staff Applause



John Chlarson

To: John Chlarson, MTAS

I recently attended the Stormwater Administrative Hearings Course led by John Chlarson, P.E., and Karen Beyke, J.D. I found the course extremely informative and useful and really enjoyed the class. Compared to a lot of other courses I attend each year for my Continuing Legal Education (CLE) requirements, this course was at the top of the pack as far as providing information and resources that I could actually utilize in the course of my work with the Anderson County Law Director's Office.

Leslie S. Darnell, Anderson County Law Director



Bonnie Jones

To: Bonnie Jones and Josh Jones, MTAS

It was such a pleasure to meet you both face-to-face at the TCMA fall conference. It was also a pleasure to hear your and Josh's presentation on social media and all its many benefits and potential quagmires. I'm a green city administrator with many questions, and I appreciate your information.

Steve Simon, City of Adamsville



Josh Jones



Warren Nevad

To: Warren Nevad, MTAS

Thank you ever so much for allowing me to participate in the Tennessee Renewable Energy Economic Council (TREEDC) Forum in Vonore. You, Greg Johnson and the other TREEDC leaders drew a large crowd, took great care of all your guests and chose a top flight of set presenters. I certainly learned a great deal. The Monroe County officials were gracious hosts. I was pleased that Chuck Shoopman was on the program and made supportive comments. I am grateful for your friendship and leadership.

Joseph E. Johnson, UT President Emeritus



Brett Ward

To: Warren Nevad, Brett Ward, Steve Wyatt, Al Major and Frances Adams-O'Brien, MTAS

Thank you all for your time and help. All of the reports will be used to help us secure funding and support to continue on a path to stabilize the utility. We have a long road ahead but I really appreciated all of your advice and assistance and I know the board will feel the same way. The training session was greatly appreciated and very informative. I am sure I will be in touch for more assistance in the future and I enjoyed and appreciated working with your staff!

Kim Ramsey, P.E., Rockwood Water Sewer and Gas



Steve Wyatt



Al Major



Frances Adams-O'Brien

IPS December Calendar of Events

◆ CTAS

Dec. 12-14 Association of County Mayors Strategic Leadership Conference, Nashville

◆ LEIC

Dec. 5-6 Safe and Respectful Schools Training, Nashville
 Dec. 6-7 DNA Evidence Identification, Collection and Preservation for Law Enforcement, Derby, Kansas
 Dec. 13-14 Domestic Violence, Little Rock, Ark.
 Dec. 12-16 Fundamentals of Cybercrime, Westminster, Colo.
 Dec. 12-16 Crime Scene Management Field Techniques, Milledgeville, Ga.

◆ MTAS

Dec. 1 Administrative Hearings Officer, Nashville
 Dec. 1 Municipal Management Academy (MMA) Performance Management, Germantown
 Dec. 1 Certified Municipal Finance Officer (CMFO) Financial Accounting II, Jackson
 Dec. 1 CMFO Financial Accounting II, McMinnville
 Dec. 7 MMA Risk Management/Safe Workplace, Chattanooga
 Dec. 9 CMFO Government Environment, Memphis
 Dec. 13 Municipal Administrators Program (MAP) Ethics in Government, Knoxville
 Dec. 14 Elected Officials Academy (EOA) Fire Review
 Dec. 14 MMA Motivating your Workforce, Chattanooga

STATE SERVICE LONGEVITY

Melissa Ashburn, MTAS 11 years
 Sherri Brown, IPS CO 5 years
 Kimberly Clark-Carney, CTAS 13 years
 Josh Jones, MTAS 5 years
 Justin O'Hara, MTAS 11 years
 Terry Hazard, CTAS 13 years
 Beth Paton, CIS 11 years
 Russell Toone, CIS 17 years
 Mike Tallent, IPS CO 32 years
 John Walden, CTAS 22 years

RECRUITMENTS

◆ **IPS CO**
 Development Director, Knoxville

◆ **MTAS**
 Administrative Support Assistant, Nashville
 Finance Consultant, Knoxville
 Finance Consultant, Martin

NEW HIRE

◆ **LEIC**
 Matthew Coleman, Coordinator, Oak Ridge



The IPS 40th anniversary logo appeared in the lower right corner of the Student Services Building picture on the front page in the November issue of The Exchange.

There was no November winner.
 Can you find the logo this month?
 E-mail your guess to
susan.robertson@tennessee.edu.

THE UNIVERSITY of TENNESSEE

University of Tennessee offices will be officially closed for the 2011 winter holidays Monday-Friday, December 26-30.

2012 HOLIDAY CLOSINGS

Monday, Jan. 2 New Year's Day
 Monday, Jan. 16 Martin Luther King Jr. Day
 Friday, April 6 Spring Holiday
 Monday, May 28 Memorial Day
 Wednesday, July 4 Independence Day
 Monday, Sept. 3 Labor Day
 Thursday/Friday, Nov. 22-23 Thanksgiving Holidays
 Monday-Friday, Dec. 24-28 Winter Holidays

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DR. JOSEPH DIPIETRO
 President

DR. MARY H. JINKS
 Vice President of Public Service

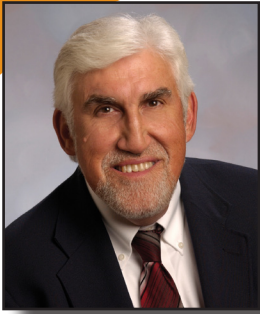
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Mike Tallent

Assistant Vice President

After 32 years of dedicated service to Tennessee cities, UT Institute for Public Service (IPS) Assistant Vice President Mike Tallent will retire at the end of the year.

Tallent joined the UT Municipal Technical Advisory Service (MTAS) in 1979 as a municipal management consultant covering West and Southeast Tennessee, advising cities that ranged in size from Englewood to Chattanooga. During his time with MTAS he also served as assistant director, interim executive director and as executive director for two years before moving to the IPS central office as assistant vice president.

"I want to thank Dr. Jinks and my colleagues at IPS for the opportunity to serve and work with them over the past two years," said Tallent. "Although, I have thoroughly enjoyed my career with the University of Tennessee in the service for MTAS and the Institute for Public Service, I believe it is time to move to the next phase of my life."

"I especially want to thank the current and former employees and directors of MTAS and the cities of Tennessee for a job and career that has been one of the major blessings of my life," he said. "I wish you the best and applaud you for the very positive difference you make in the quality of life for the citizens of Tennessee."

Upon his retirement, Tallent says he will work on his farm, fish, travel and above all spend more quality time with his wife and family.



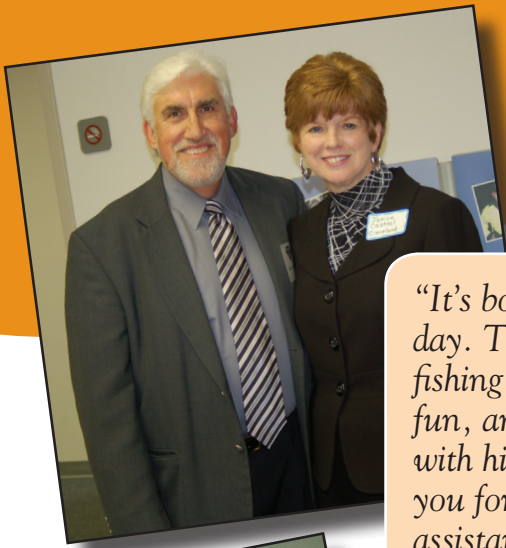
"We wish Mike the best in his retirement. For more than 30 years, he's shown a tremendous dedication to Tennessee's cities and towns. We appreciate his commitment to public service through the years."

Dr. Mary H. Jinks
Vice President
of Public Service



"I lost count of the times Mike and the MTAS staff assisted us with an improvement in our operations that saved money or provided better services. I can honestly say that any success I enjoyed in Cleveland was due in large part to Mike and MTAS. Mike has improved the lives of tens of thousands of Tennesseans with his service to the cities and counties of the state."

George Wood, Mayor
Lincoln County, North Carolina



"It's both a sad and happy day. The pickling on the farm, fishing and traveling sounds like fun, and Mike deserves time with his family. Mike, thank you for all the professional assistance you have provided Cleveland and me personally over the many years you served as our MTAS consultant. As we transitioned into the Council-Manager form of government in 1993, you were vital to our success. You were always just a phone call away - with a listening ear and words of wisdom. Thank you for your many years of public service and your personal friendship."

Janice Casteel
City Manager, Cleveland



"Mike Tallent always went way above board when working with his cities as an MTAS consultant. The cities in the southeast Tennessee district knew that they could always call with any problems and get a quick response from Mike. After being promoted to MTAS Director, his cities still called for Mike. They knew they had the best and did not want to let him go. Mike's commitment to MTAS, Tennessee cities, IPS and the University of Tennessee has always been exceptional."

Armintha Loveday,
MTAS Administrative Specialist
and longtime assistant to Tallent

"I wish him well, because he has certainly made a difference. One could say the following: 'In his career with The University of Tennessee's Municipal Technical Advisory Service, he has performed, served and led in an exemplary fashion. The letters "M" and "T" can be Mike Tallent Advisory Service, because as an MTAS consultant, and his other talents, you knew you were getting the UT brand, and his personal/professional brand as well; a tandem of brands that was great for cities."

Gary Mabrey
Former MTAS Consultant



"Mike is the epitome of a hard-working public service professional. He's up at dawn, rolls up his sleeves (literally), and stays with it all day. If there's a downtime then he's contemplating something new, something he thinks we need to accomplish. And of course, for all of us who work with Mike, before long there is no downtime. His work ethic sometimes masks a huge heart, a real caring for those he works with and for. Over the years it has been a real honor to have had my nose to the grindstone alongside him."

Pat Hardy, MTAS Municipal Management Consultant