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The Exchange Newsletter

Institute for Public Service (IPS)

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## Exchange December 2013

Institute for Public Service

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Local Leaders Come  
Together for Three-Day  
Leadership Event

UT President Speaks at  
County Officials Association of  
Tennessee Annual Conference

LEIC Participates in  
Middle Tennessee  
Forensic Symposium

# EXCHANGE

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## MTAS Facilitates Elected Officials Academy in West Tennessee

THE MUNICIPAL TECHNICAL ADVISORY SERVICE (MTAS) conducted Level I Elected Officials Academy training for 16 municipal officials in West Tennessee in early November. A total of eight Tennessee municipalities were represented at the training, which was held at the University of Tennessee West Tennessee Agricultural Experiment Station.

The Elected Officials Academy is a program designed for the elected official. The curriculum designed for the academy was developed to give municipal officials an overview of the varied aspects of their roles as a municipal leaders.

The academy is a component of the comprehensive municipal training program provided by the MTAS.

The academy provides municipal officials a comprehensive outline of municipal leadership responsibilities, and offers networking opportunities with other local officials to share ideas and gain new insight from other city officials. Topics covered in Level I of the academy include: foundations and structures of municipal government; an overview of charters, codes and open records; municipal finance; ethics and open meetings; and how to be an effective council member. Participants completed 10 hours of training over two days.



Persons attending the Level I Elected Officials Academy in Jackson included: [front row, left to right] Alderman Randy Edwards, Martin; Alderman Sherri Gallick, Lakeland; Alderman Deanna Chappell, Troy; Alderman Debbie Baldwin, Camden; Alderman Johnny Maddux, Alamo; Alderman Flynoyd Gregory, Alamo; Alderman Terry Janda, Gates. Back row: Alderman Richard Smith, Camden; City Manager Jeffrey Robertson, Collinwood; Alderman David Sudberry, Martin; Mayor Dwayne Dixon, Gates; Alderman Larry Conder, Alamo; Alderman P.B. Conley, Alamo; Mayor Allan Sterbinsky, Stanton; Alderman Troy Reed, Collinwood; and Mayor James G. Brown, Collinwood.



# Local Leaders Come Together for Three-Day Leadership Event

MORE THAN 40 CITY and county officials from across the state attended the Local Government Leadership Program hosted by the Naifeh Center for Effective Leadership.

The event was held Nov. 4-6 in Murfreesboro. The program featured sessions on strategic management with UT Knoxville professor Dr. Alex Miller; on the Tennessee economy and local government with Dr. Matt Murray, with UT Knoxville and the Howard Baker Center for Public Policy; and on best practices in ethics with Lisa Karen Atkins with Ogletree and Deakins attorneys.

Tennessee Speaker Emeritus Jimmy Naifeh was the keynote speaker at dinner on the first night of the event.

“We had a great turnout for LGLP and we were able to secure some outstanding speakers,” said Dr. Gary Peevely, program manager with the Naifeh Center. “I think it is beneficial for local government leaders to compare notes with each other and to learn more about what others are doing in their cities and counties.” ✕



IPS Assistant Vice President Chuck Shoopman talks with Speaker Emeritus Jimmy Naifeh

*(continued from cover)*

EOA Level II training sessions are somewhat more specific, dealing with such topics at economic development, fire department operations, police department operations, human resources, public works, risk management, and water/wastewater operations.

Persons interested in attending sessions of the Elected Officials Academy should contact their MTAS municipal management consultant or check out the MTAS website for sessions taking place nearby.

Facilitators at the west Tennessee EOA Level I sessions included MTAS employees Sharee Brewer, Ronnie Neill, Dana Deem, and David Angerer. ✕



Ronnie Neill, MTAS Municipal Management Consultant, facilitates a session on municipal Charters, Codes, and the Open Records law at the Elected Officials Academy in Jackson. A total of 16 elected officials, representing 8 municipalities, attended the EOA sessions.



Law Enforcement Innovation Center Executive Director Don Green and Consultant Karen Smith hosted the Tennessee Highway Patrol Citizen's Police Academy at LEIC, providing participants a tour of the facility, an overview of trainings, and demonstrations of crime scene investigative techniques. Participants from Middle and East Tennessee are participating in the year-long Citizen's Police Academy.

## UT President Speaks at County Officials Association of Tennessee Annual Conference

UT PRESIDENT DR. JOE DIPIETRO was invited to be the keynote speaker at the 45th Annual Conference of the County Officials Association of Tennessee in Murfreesboro. Dr. DiPietro discussed the strategic goals of The University of Tennessee and how county officials' work assists the university in meeting those goals. He also acknowledged the great work CTAS does for county government. ✕

Terri Kinloch, Mike Garland, Dr. Joe DiPietro and Jon Walden at the annual COAT conference.



## IPS Surpasses Campus Chest Goal

THE INSTITUTE FOR PUBLIC SERVICE (IPS) has once again gone over its fundraising goal for the UT Campus Chest campaign.

At the beginning of the campaign, IPS was tasked with raising \$29,000, and at the end of the drive, the final total was \$30,170.68 with 100 overall percent participation.

“UT raises its overall and individual unit goals each year, and each year IPS meets and surpasses its goals,” said Dr. Mary Jinks, vice president of public service. “I want to thank our employees who can always be counted on to help those in need.”

Susan Robertson of the central office headed up the Campus Chest campaign for IPS. Beth Paton of the Center for Industrial Services, Don Johnson with the County Technical Assistance Service, Brent Lackey with the Law Enforcement Innovation Center and Armintha Loveday of the Municipal Technical Advisory Service all served as the solicitors for their offices. ✕



## MTAS Welcomes Codes Coordinator



KELLEY MYERS joined the Municipal Technical Advisory Service (MTAS) staff in the Knoxville office as the municipal codes coordinator.

Prior to her employment with MTAS, Kelley spent 20 years as a paralegal in a private litigation law firm. She graduated from the University of Tennessee, Knoxville with a bachelor's of art degree with a concentration in English. She has also obtained her paralegal certification, as well as her advanced certification. She is very active in the Smoky Mountain Paralegal Association, currently serving as First vice president and president-elect.

She is married and has one son. High school football seems to take up all of her spare time, but she also enjoys reading and traveling whenever possible. ✕

## CTAS Provides Look at Social Media for Davidson County Officials

LIZ GOSSETT, e-media and information specialist with the County Technical Assistance Service, recently presented information about two social media networks to approximately 13 county officials from Davidson County.

The presentation covered several topics aimed at giving a background on social media, including why county officials would use social media and how these networks can benefit them. Gossett provided a similar presentation on Twitter only at the recent Tennessee County Services Association Fall Conference and Trade Show in Chattanooga. This presentation led to her being approached by a staff member of the Davidson County Assessor's Office and being asked to give a similar presentation to that office's staff. x



Aubrey Granger and Caleb Watts, graduates of the second session of the National Forensic Academy Collegiate Training Program presented a session on Forensic Praxis and CSI's Next Generation at the TVC Forensics Symposium. Their presentation was the only undergraduate entry at the event, with all other entries representing graduate-level and international research from individuals including several Ph.D. holders.

To: Walter Idol  
Chuck Gluck, CIS

Wanted to share that I have received a lot of positive feedback from the response team regarding training last week. The instructor (Chuck Gluck) was knowledgeable in OSHA/EPA regulations and spoke to that, but more importantly he had real work experience that allowed him to teach directly to our responsibilities. He did not spend eight hours quoting regulations! He was complimentary of our program and provided some recommendations that will make us stronger. We were even allowed to keep all of our reference materials that he used to teach the class, and that is a first.

Holli Moore, Environmental Specialist  
Hillshire Brands

To: Misty DePriest, CIS  
Erin Kettele, CIS

Thank you for participating in the Economic Summit for Women. The UT Institute of Public Service is such a valuable addition to our region. I actually was unaware of those services. It makes me feel more proud of being a Tennessean.

Aileen Webb  
Summit Planning Committee

kudos

## LEIC Participates in Middle Tennessee Forensic Symposium

MORE THAN 100 people attended the Tennessee Valley Corridor Forensic Symposium held at Middle Tennessee State University and hosted by the Law Enforcement Innovation Center among others.

The attendees were from five states and represented 28 different educational institutions. LEIC Executive Director Don Green was one of the speakers at the symposium.

Other speakers included Jim Markey, retired investigative sergeant with the Phoenix Police Department and Dr. Paulette Sutton, retired medical examiner in Shelby County. Dr. Bill Bass, renowned forensic anthropologist and UT National Forensic Academy instructor, was the keynote speaker at the event.

Green recognized Bass for his contribution to law enforcement and presented gifts to Steve Jones with the R.J. Lee Group and Dr. Hugh Berryman of MTSU for their efforts in organizing the event. x

## CTAS Raises More Than \$500 for Breast Cancer Research

OCTOBER IS BREAST CANCER AWARENESS MONTH and County Technical Assistance Service (CTAS) staff has been busy raising funds to support breast cancer research. The very successful campaign this year raised more than \$500! Fundraising activities included a delicious bake sale. CTAS Legal Consultant Steve Austin “sweetened the deal” by agreeing to shave his head if staff were able to raise at least \$500. CTAS staff was able to meet the \$500 goal, and Austin kept his promise!



All proceeds of the fundraiser have been donated to the Breast Cancer Research Foundation. x

To: Sharon Rollins, MTAS

Thanks again very much for taking time from your hectic travel schedule to come to the public management seminar last night to share your perspectives on the dimensions of and issues in local public works. I really appreciate your devoting another evening with our students when you could be spending a well-deserved evening of rest at home between your trips across the state. Your presentation was great! You are the consummate professional and a tremendous role model for our students! Thank you so much for your continued support of our public service training mission!

David H. Folz  
Professor & MPPA Director  
University of Tennessee, Knoxville

To: Karen Smith, LEIC  
Don Green, LEIC

I just want to sincerely thank you both for giving up a Saturday in order to host our Tennessee Highway Patrol (THP) Citizens, Trooper Academy Class at LEIC. Everyone thoroughly enjoyed it, and I hope it will be the first of many trips I get to make up there.

Shannon Hall  
Special Projects and Grant Director,  
Tennessee Department of Safety and  
Homeland Security



kudos

# CIS Celebrates Manufacturers

By Rhonda Campbell  
IPS Development Director

THE CENTER FOR INDUSTRIAL SERVICES (CIS) celebrated its 50th anniversary with a statewide tour of manufacturing plants, and I was fortunate enough to join the staff of CIS and their guests for most of the tour.

A typical tour day consisted of speeches given by CIS staff and local manufacturers, followed by a plant tour, ending with lunch and presentations to special “Made in Tennessee” partners. Over the course of the statewide tour, I saw Nissan engines, Nissan cars, lawnmowers, engine air filters, Pringles and high tech computer components all being manufactured here in Tennessee. And all of these manufacturers were talking about how much consultants from CIS had contributed to making their factories and industry better.

I learned that Tennessee attracts employers because it is a right to work state. It’s easy for employers to attract workers because the cost of living in



Tennessee is the second lowest in the nation. According to recent research Tennessee is an automotive powerhouse, employing nearly 100,000 people and accounting for one-third of all manufacturing jobs. These industries along with their suppliers account for much of the economy in Tennessee.

While it was exciting and interesting to see the various manufacturing processes in the plants we visited, there was one thing that struck me over and over as we traveled through the plants. A lot of manufacturing has been automated, however wherever we went, we were

greeted by people. They would smile and wave as our group was guided through their areas. I saw people hard at work, supporting themselves and their families and by extension Tennessee.

Those images appear in my mind whenever I hear or read the CIS Vision. “A Better Tennessee with innovative and prosperous businesses, high quality jobs and a safe and healthy workplace.” It was good to travel with my fellow staff members and see the positive results of their daily work. Good job CIS and Happy 50th Anniversary!

## McMinn County Clerk Gives Unique Gift to CTAS

EVONNE HOBACK, McMinn county clerk, presented the County Technical Assistance Service (CTAS) with a unique, environmentally-friendly gift as a way of saying “thanks” for all of the hard work CTAS has provided her office over the years. The gift is a plaque made of hand-cut, recycled license plates that have been arranged so the letters on the plates’ pieces spell out UT CTAS. The plaque was made by a World War II veteran based in Michigan. ✕



# Office Issues New Travel Policy for UT Employees



The UT Treasurer's Office has issued a revised travel policy located at [http://policy.tennessee.edu/fiscal\\_policy/fi0705/](http://policy.tennessee.edu/fiscal_policy/fi0705/).

Here is a list of the changes. Items that may be of particular interest to IPS employees are in bold.

- Costs associated with immunizations are allowable if associated with UT travel.
- Invoices with travel expenses must be processed in the Treasurer's Office or campus business office.
- Travel advances are permitted for all employees.
- **Gas receipts are required regardless of the dollar amount.**
- Language discussing the requirement for the T-18 has been included. This is the paper travel authorization form.
- Expenses for spousal travel for job interviews are permissible and don't have to be treated as an exception. Expenses for children are taxable to the job candidate, must be treated as an exception, and are discouraged.
- Pertinent information must be translated on international receipts.
- **Lodging booked through World Travel, which documents that the CONUS rate wasn't available, doesn't have to be treated as an exception.**
- **Lodging that is less than the documented conference rate doesn't have to be treated as an exception.**
- The T-30 has been modified to agree with the current on-line process.
- **Travel processed 60 days after the end of the trip for domestic trips and 90 days for international trips may be considered taxable income. If deemed taxable, the university is required to withhold applicable taxes from the reimbursement.**
- The department should keep paper receipts and records for one year unless federal funds were used to purchase the travel and the granting agency requires the paper receipts to be retained for longer than one year.

In particular, please note that travel expense claims must be processed within 60 days of the end of the trip (or last date on the mileage log) in order to avoid tax consequences.

To: *Martha Kelley, CIS*

The purpose of this communication is to express to you my appreciation for the constant, outstanding customer service I receive from your employee, Patty Wells. She has always remained patient, helpful, and friendly in her efforts to assist me in registration for CIS courses and other related information. In fact, I have always received outstanding customer service from all CIS employees, including those in Knoxville. However, recently, Ms. Wells went above and beyond to assist me in a registration matter, and that experience was very helpful to me.

*Coleen Powers*

To: *Mary Jinks, IPS CO*

I just wanted to let you know how much we enjoyed the day Saturday in Knoxville. Starting with your hospitality at the Tyson Alumni Center, the wonderful breakfast, getting to meet and greet so many people from across the state, and of course the (football) tickets. What an awesome way to start what ended up being "a day to remember" for the Dunavant family.

*Tommy Dunavant  
Commissioner  
Tipton County*



# announcements

## RECRUITMENTS

- CTAS Administrative Intern  
Nashville
- MTAS IPS Specialist (Municipal  
Court Training), Knoxville
- CIS Solutions Consultant,  
Memphis and Nashville  
(2 positions)
- LEIC Training Coordinator  
(School Safety), Nashville  
Limited Duration Appointment

## DEPARTURES

Katie Powell, LEIC

## NEW HIRES

- Christine Anderson, Administrative  
Support Assistant, IPS Central Office,  
Jackson
- Matthew Rudder, Coordinator I  
MTAS

## ANNIVERSARIES

- Chuck Gluck 1 year
- Josh Jones 7 years
- Judie Martin 8 years
- Justin Ohara 13 years
- Russell Toone 19 years

# calendar

### CIS

- Dec. 6 Workplace Safety and Security, Nashville
- Dec. 10 Workplace Safety and Security, Knoxville
- Dec. 16 Clandestine Methamphetamine Lab  
Decontamination Contractor Class, Nashville

### CTAS

- Dec. 5 Procrastination: Defeating the Thief of  
Productivity and Time, Jackson
- Dec. 6 Procrastination: Defeating the Thief of  
Productivity and Time, Franklin
- Dec. 18 Procrastination: Defeating the Thief of  
Productivity and Time, Johnson City
- Dec. 19 Procrastination: Defeating the Thief of  
Productivity and Time, Knoxville

### LEIC

- Dec. 9-10 DNA Evidence, Identification, Collection  
and Preservation, Brentwood

### MTAS

- Dec. 3 Business Tax Administration Update, Bartlett
- Dec. 4 CMFO-Purchasing, Knoxville
- Dec. 4 CMFO-Purchasing, Jackson
- Dec. 5 Administrative Hearings Officer 2013  
Nashville
- Dec. 5 Procrastination: Defeating the Thief, Jackson
- Dec. 5 GASB Update Course Viewing, Knoxville
- Dec. 6 Procrastination: Defeating the Thief, Franklin
- Dec. 11 Workplace Harassment & Violence  
Sevierville
- Dec. 11 CMFO-Purchasing - City Government EE  
Columbia
- Dec. 11 The Overview of Changes to the ISO  
Schedule, Nashville
- Dec. 13 MMA11 Making Effective Decisions  
Morristown
- Dec. 18 Procrastination: Defeating the Thief  
Johnson City
- Dec. 18 MMA12 Developing Teamwork  
Franklin
- Dec. 19 Procrastination: Defeating the Thief  
Knoxville

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