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Institute for Public Service

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Government Leaders Study Today’s Issues

Nineteen individuals completed a leadership program at the University of Tennessee’s Institute for Public Service (IPS) in November 2006.

Among the graduates of the 15th annual Local Government Leadership Program (LGLP) were Frances Adams-O’Brien and Izetta Slade of the Municipal Technical Advisory Service (MTAS) and Ben Rodgers of the County Technical Assistance Service (CTAS).

During the three-day program, UT faculty and other non-governmental consultants addressed issues of concern with a select group of area government leaders. Topics included personal leadership, communication, economic development, and current trends in local government.

Staff from IPS agencies provided instruction to this year’s LGLP class. Facilitators were Margaret Norris (MTAS), Bobby Phillips (CTAS), Mike Hill (Law Enforcement Innovation Center), and Chuck Shoopman (IPS). LGLP participants also had the privilege of hearing three guest speakers: Knox County Mayor Mike Ragsdale, State Comptroller John Morgan, and Pilot Corporation founder Jim Haslam.

“LGLP gives elected and appointed government officials the opportunity to discuss innovative ways to solve difficult problems and learn about leadership concepts,” said Dr. Mary Taylor, assistant vice president of IPS.

Program participants are nominated by their peers, LGLP alumni, or IPS staff. Each class includes leaders from cities and counties of all sizes. Since its inception in 1991, nearly 400 people have completed the program.

Visits May Net Jobs for Tennessee

Procurement personnel from the Defense Supply Center, Columbus (DSCC), visited seven Tennessee small businesses in November 2006, thanks to the work of UT’s Center for Industrial Services (CIS) Procurement Technical Assistance Center (PTAC).

An Ohio-based government agency, DSCC is one of the largest suppliers of weapons systems spare parts. CIS arranged the visits to highlight to DSCC the capabilities of Tennessee small businesses and why they should do business with them.

DSCC visited Dunn and Bybee Tool Inc., Sparta; Global Hose and Industrial Supplies Inc., Nashville; Alpha Technologies Inc., Winchester; Universal Technologies Inc., Estill Springs; Metal Products Company Inc. McMinnville; Middle Tennessee Plastics Inc., Gallatin; and General Springs Inc., Hartsville.

(Continued on Page 2)
As our nation faces new and complex challenges in the war on terrorism, the University of Tennessee’s Center for Homeland Security Training (CHST) has stepped up to lend a hand. This division of the Law Enforcement Innovation Center has received a $3 million grant from the United States Department of Homeland Security (DHS) to develop and deliver a training course for transit agencies across the nation. The course teaches transit security authorities, local law enforcement officers, and other emergency responders how to prevent, deter, and, when necessary, respond to terrorist attacks in a mass transit environment.

This hands-on, performance-based training has been designed specifically to meet the challenges that are unique to transit systems. This course will be DHS-certified and includes an in-depth field exercise that allows familiarization with specific types of technology. CHST makes this training as realistic as possible by taking the course “on the road” to teach on site in the host city.

The first of three pilot deliveries for this course was held in San Antonio, Texas. Future pilots will include Memphis, Tennessee, and San Diego, California. The CHST plans to have DHS-certification no later than March 2007. The course will be taught 24 times in one year, beginning in May 2007.

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Visits May Net Jobs for Tennessee

(Continued from page 1)

The businesses participated in a survey conducted by Charles Miller, source developer, DSCC Small Business Office, and Charles McKeever, DSCC industrial specialist. The survey was designed to enhance opportunities for Tennessee small businesses to do new business with DSCC, which purchases more than $2.3 billion in products and services each year. The survey allowed DSCC to evaluate the suppliers, but also assisted the companies with critical information regarding marketing to the federal government. Since their return to Columbus, DSCC has sent Requests for Quotation (RFQs) on at least three different products to four of the seven companies. These three products are of special need to the Department of Defense (DoD).

The Tennessee businesses were delighted with the opportunity to show their plant operations and capabilities in this effort to potentially increase revenue and save jobs. CIS PTAC Counselor Paul Middlebrooks and Manager Joe Flynn assisted DSCC with their activities in Tennessee. This is the second time in two years PTAC has facilitated visits of this type. The first visit led to many RFQs and purchases at different Tennessee businesses. Custom Tool Inc. in Cookeville, a veteran-owned small business, received special mention in 2005 by DSCC in a DoD article written and distributed worldwide.

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County Officials Welcome Bredesen, Corker to COAT

The 38th Annual County Officials Association of Tennessee (COAT) convention was held October 30-November 2, 2006 in Chattanooga. The conference welcomed Governor Phil Bredesen and former Chattanooga Mayor and U.S. Senatorial candidate Bob Corker as special guests.

County Technical Assistance Service personnel conducted training, assisted with registration, and helped facilitate the conference. In addition to learning and training, Tennessee’s county clerks, registers of deeds, trustees, and state court clerks had the opportunity to network at a haunted house, costume party, and annual awards banquet.

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The TAMCAR team provides high standards for its education institutes.

TAMCAR Receives Glowing Evaluation

Kurt Frederick, training consultant with the Municipal Technical Advisory Service (MTAS), has received praise for his work with the Tennessee Association of Municipal Clerks and Recorders (TAMCAR). He is director of the TAMCAR education institutes.

“Kurt and the University of Tennessee are doing an excellent job with both our institute and advanced academy,” said Sally Oglesby, Crossville master municipal clerk and co-chair of the TAMCAR education committee. Her comments were part of a letter to Dr. Mohammed Eftekhar, director of education and research at the International Institute of Municipal Clerks (IIMC) in California.

TAMCAR attendees are “overwhelmingly pleased with the program and speakers being provided,” Oglesby wrote. “We congratulate Kurt and his team, as well as the IIMC for the high standards that have been set. It is truly a premier education program for municipal clerks and recorders.

“We know you will be very impressed with Kurt and the University of Tennessee when the education program for 2011 is underway. They are professionals and have a deep understanding of the needs and responsibilities of city governments.”

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Debra Blanchard and Brett Howell recently finished updating the Government Mailing List (GML), which means county officials across the state will receive mailings and information more efficiently.

The list guides the distribution of every publication distributed by the County Technical Assistance Service (CTAS), the Tennessee County Services Association (TCSA), and other county associations. Blanchard and Howell volunteered to take on the monumental project of ensuring the GML contact information was accurate following the 2006 general election, in which nearly half of Tennessee’s county officials changed.

For six months, Blanchard and Howell worked at the office and on the road to gather, enter, and correct the data in the GML. Through e-mail, fax, and personal visits, they polled officials at county offices, association meetings, the County Officials Orientation Program, County Government Day, and the Post Legislative Conference. They also queried CTAS field staff for current contact information.

To test their success, Blanchard and Howell benchmarked the distribution of the TCSA Tennessee County News. For six months, they continued to update the GML and monitor the return rate of the Tennessee County News. The newspaper’s return rate fell from 30 percent to 0.41 percent for the September/October 2006 issue. With a circulation of 4,129, the miniscule return rate was considered quite an accomplishment.

While working on the GML project, Blanchard and Howell noticed that a growing percentage of elected county officials have at least one e-mail address. This is a key improvement for counties. As e-mail access improves, meeting and training notices, legislative matters, and publications can be delivered electronically. This will save CTAS and TCSA both time and money as they communicate with county leaders.

With the new GML complete, CTAS is ready to distribute printed copies of its much sought after 2006 Tennessee Directory of County Officials. The directory information will be updated continuously on the CTAS Web site as well.
Child Fatality Responders Work Together

Enhanced investigation and prosecution of child fatalities was the goal of a conference recently hosted by the University of Tennessee’s Law Enforcement Innovation Center (LEIC) at Jekyll Island, Ga.

The Coastal Georgia Child Fatality Conference was geared toward first responders, investigators, medical personnel, counselors, and prosecutors who respond to incidents involving child abuse or the death of a child. Professionals learned how to work together at a crime scene to gather evidence and document the incident to build stronger cases that ultimately bring offenders to justice. The conference drew approximately 200 participants from the Coastal Georgia region.

“It’s important for emergency response teams, doctors, nurses, and others to know what to look for when examining victims and documenting the offense—what to do or what not to do,” said Mike Hill, LEIC program manager. “Individuals and agencies must work together when responding to a child fatality, and this conference highlighted the importance of partnerships and cooperation among all involved in such cases.”

A panel of experts emphasized the importance of communication and cooperation among agencies. Leading the panel was Georgia Medical Examiner Dr. Jamie Downs and retired Colorado District Attorney Alex Hunter. A 28-year, 7-term district attorney for Boulder County, Colo., Hunter served during the JonBenet Ramsey murder investigation. He shared lessons learned from the Ramsey case during a keynote address.

The conference was supported by funding from the U.S. Department of Justice Office of Community Oriented Policing Services (COPS) through a grant to the LEIC Regional Community Policing Institute, which provides training to law enforcement agencies in Georgia, Arkansas, and Tennessee. The Georgia Bureau of Investigation and the Division of Family and Children Services were co-sponsors of the conference.

Inclement Weather Policy Update

In the event of inclement weather, statewide offices of the Institute for Public Service will close in accordance with local campus closings.

• Knoxville area offices will observe UT Knoxville campus closings. The UT Knoxville campus will remain open except in the most severe weather conditions. If a decision to close is reached, campus and local media will be notified so appropriate announcements may be made.

• Nashville offices will observe State of Tennessee closings or will close if local buses are not running.

• Chattanooga offices will observe UT Chattanooga campus closings.

• Cookeville offices will observe Tennessee Tech closings.

• Jackson offices will observe Agricultural Experiment and Extension closings.

• Johnson City offices will observe East Tennessee State University closings.

• Martin offices will observe UT Martin campus closings.

• Memphis offices will observe UT Health Science Center closings.

If the university is officially closed, its policy of Days of Administrative Closing will apply for all IPS exempt and nonexempt employees.

If the university remains open, all IPS staff will be expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving at work at all should notify their immediate supervisors. Employees have the option of charging their time off to annual leave or leave without pay; or, with approval, they may make up their lost work hours.

State IT Group Lauds Walden

Jon Walden received a nomination for the 2006 Information Systems Management (ISM) Outstanding Project Award based on his involvement with the Tennessee Information Infrastructure (TNII) Association. He received a certificate of recognition at the 2006 ISM awards ceremony Dec. 5, 2006. Walden is program manager of information technology services with the County Technical Assistance Service.

The mission of TNII is to standardize state networks, enabling state and local governments to better serve citizens and compete in the knowledge-based economy.

The TNII Association consists of representatives from public libraries and local governments, the Tennessee Board of Regents, the state of Tennessee Office for Information Resources, and the University of Tennessee.
January Calendar of Events

MTAS
Jan. 9 Communication Skills, Jefferson City, White Pine, & Dandridge
Jan. 10 Communicating, Coaching, & Counseling, Johnson City
Jan. 11 Human Resources Overview, Franklin
Jan. 11 Municipal Manager Overview, Morristown
Jan. 11 Communicating, Coaching, & Counseling, Johnson City
Jan. 11 Sewer Rehabilitation Strategy Workshop, Jackson
Jan. 16 Developing & Maintaining Discipline, KCDC2
Jan. 18 Workplace Harassment, Bristol
Jan. 24 Delegation Skills, Johnson City
Jan. 24 Sewer Rehabilitation Strategy Workshop, Knoxville
Jan. 25 Human Resource Overview, Bristol
Jan. 25 Risk Management & Safe Workplace Environment, Franklin
Jan. 25 Understanding Workstyles, Morristown
Jan. 25 Delegation Skills, Johnson City
Jan. 30 Workplace Harassment & Workplace Violence, KCDC2

CIS
Jan. 10 8-Hour DOT Refresher, Knoxville
Jan. 11 8-Hour Site Worker Refresher, Knoxville
Jan. 22-26 40-Hour Site Worker, Murfreesboro
Jan. 23 Recordkeeping 300 Log, Nashville
Jan. 23 Safety Guy’s Survival Guide, Nashville
Jan. 23-24 OSHA 10-Hour Construction Safety, Knoxville
Jan. 24 Recordkeeping 300 Log, Jackson
Jan. 24 Hazardous Waste Annual Report, Memphis
Jan. 24 Tier II, Memphis
Jan. 25 Recordkeeping 300 Log, Bartlett
Jan. 25 Hazardous Waste Annual Report, Jackson
Jan. 25 Tier II, Jackson
Jan. 29 8-Hour DOT Refresher, Bartlett
Jan. 30 Hazardous Waste Annual Report, Johnson City
Jan. 30 Tier II, Johnson City
Jan. 30-31 16-Hour DOT, Bartlett
Jan. 30-31 OSHA 10-Hour Construction Safety, Nashville
Jan. 31 Recordkeeping 300 Log, Johnson City
Jan. 31 Safety Managers Survival Guide, Johnson City
Jan. 31 Hazardous Waste Annual Report, Knoxville
Jan. 31 Tier II, Knoxville

LEIC
Jan. 8 NFA Session XVII, Knoxville
Jan. 10-11 School Security Team Training, Cookeville
Jan. 15-19 SECLA Session VI, Chattanooga
Jan. 29-Feb. 2 T4 Pilot #3, San Diego, CA
Jan. 31 TN Directors of Schools Security Symposium, Brentwood

January Service Anniversaries

Harding Aslinger, CIS ........................ 4 years
Jane Basham, CIS ............................. 10 years
Patricia Burke, CTAS ......................... 14 years
Ray Crouch, MTAS ........................... 34 years
Scott Gordy, IPS CO .......................... 6 years
Rick Hall, CTAS ............................... 15 years
Mike Hill, LEIC ............................... 9 years
Queena Jones, IPS CO ........................ 1 year
Matt Lanius, CIS .............................. 3 years
Steve Lobertini, MTAS ........................ 19 years
Jim Silzowski, CIS ............................ 12 years
Victoria South, MTAS ....................... 1 year
Steve Walker, CTAS .......................... 12 years
Linda Winstead, MTAS ....................... 22 years

Recruitments

IPS CENTRAL OFFICE
Administrative Support Assistant, Knoxville
Manager of Operations, Knoxville

CTAS
Administrative Intern, Nashville

LEIC
IPS Specialist, Knoxville

MTAS
Administrative Aide, Knoxville
Finance & Accounting Specialist, Knoxville
Human Resource Consultant, Knoxville
IPS Specialist, Knoxville
Program Resource Specialist, Knoxville
Training Consultant, Knoxville

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Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2460. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

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