

**Budget and Finance Meeting Agenda  
For Thursday, August 24th, 2023, at 5 pm**

Mtg Location: Coffee County Administrative Plaza, Committee Room 1

- 1) Open meeting
- 2) Take and record roll: committee members, other commissioners, guests
- 3) Approval of Agenda
- 4) Public Comments
- 5) Approval of minutes from the July 27<sup>th</sup>, 2023 meeting.
- 6) General Purpose School Fund Amendment, #141-2024-1
- 7) General Purpose School Fund Amendment, #141-2024-2
- 8) General Capital Projects Fund Amendment, #171-2024-02
- 9) Coffee County Clerk Budget Amendment
- 10) Request from A Secret Safe Place for Newborns of Tennessee
- 11) Bonnaroo pay for Hillsboro Volunteer Fire Dept.
- 12) Other
- 13) Adjourn

**Coffee County Commission**  
**Budget and Finance Committee Meeting**  
**Minutes for July 27th at 5 pm**

Members Present: Lynn Sebourn, Joey Hobbs, Laura Nettles, Tina Reed, Tim Brown, Missy DeFord, Holly Jones, Tim Stubblefield

Members Absent: Dennis Hunt

Chairman Sebourn called the meeting to order at 5:00 pm.

The first order of business was approval of the agenda. Commissioner Stubblefield moved to approve the agenda as presented. The motion was seconded by Commissioner Nettles. The motion was approved unanimously.

The second order of business was public comments. After opening the meeting to public comments, there were no speakers requesting to make public comments.

The third order of business was approval of the minutes from the June 20<sup>th</sup>, 2023 and the July 5<sup>th</sup>, 2023 meetings. A motion to approve the minutes from both meetings was made by Commissioner DeFord and seconded by Commissioner Nettles. The motion was approved unanimously.

The fourth order of business was a pair of requests from the directors of the Lannom Library and Manchester Library to move funds from the part-time employee pay lines to the full-time employee pay lines to ensure more equitable pay raises within the libraries. The Lannom Library requested reallocations from part-time pay to full-time pay totaling \$17,501. The Manchester Library requested reallocations from part-time pay to full-time pay totaling \$6,473. A motion to approve both requests was made by Commissioner Stubblefield and seconded by Commissioner Jones. The motion was approved unanimously.

The fifth item of business was an updated EMS Tuition Policy sent from the Policies and Procedures committee. The updated policy states that all positions of paramedics, critical care medic, AEMT & Basic EMT certifications are now eligible for tuition reimbursement. A motion to approve the policy change recommendation and forward the recommendation to the Legislative Committee for review was made by Commissioner Jones and seconded by Commissioner Stubblefield. The motion was approved unanimously.

The sixth item of business was a recommendation from the Policies and Procedures Committee to add the Juneteenth Holiday as a paid county holiday, consistent with the approval of

Governor Lee of Juneteenth as a state paid holiday. A motion to approve was made by Commissioner Reed and seconded by Commissioner Nettles.

There being no other business the meeting was adjourned.

COFFEE COUNTY, TENNESSEE  
BUDGET AMENDMENT

#141-2024-1

Fund 141 General Purpose School Fund

For the Fiscal Year ended June 30, 2024

Account Number	Account Description	Amount
<u>Sources of funding (Increase in Revenues, Decrease in Appropriations)</u>		
<u>REVENUES/RESTRICTED FUNDS/UNASSIGNED FUNDS</u>		
	<u>REVENUES</u>	
(1) 46900-PSSG	Other State Grants-Public School Security Grant	\$174,479.37
Total		<u>\$174,479.37</u>
<u>Uses of funding (Increase in Appropriations / Decrease in Revenue)</u>		
<u>REVENUES/RESTRICTED FUNDS/UNASSIGNED FUNDS</u>		
	<u>REVENUES</u>	
	<u>APPROPRIATIONS</u>	
(1) 72620 790-PSSG-022	MAINTENANCE OF PLANT Other Equipment	\$174,479.37
Total		<u>\$174,479.37</u>


**Explanation:**

(1) Public School Security Grant

Approved by School Board

Date: 08/14/2023

Approved by Budget & Finance Committee:

  
\_\_\_\_\_  
\_\_\_\_\_

Approved by Coffee County Commission:

Total Fund Balance 07/01/2023	\$ 15,952,595
Assigned/Restricted Fund Balance 07/01/2023	\$ 6,364,418.99
Total Unassigned Fund Balance 07/01/2023	\$ 9,588,175.73
Revised Estimated Unassigned Fund Balance at June 30, 2024	\$ 9,588,175.73

Fund 141 General Purpose School Fund  
 For the Fiscal Year ended June 30, 2024

Account Number	Account Description	Amount
<u>Sources of funding (Increase in Revenues, Decrease in Appropriations)</u>		
<u>REVENUES/RESTRICTED FUNDS/UNASSIGNED FUNDS</u>		
<u>REVENUES</u>		
(1) 39000	Unassigned Fund Balance	\$572,947.00
<b>Total</b>		<u>\$572,947.00</u>
<u>Uses of funding (Increase in Appropriations / Decrease in Revenue)</u>		
<u>REVENUES/RESTRICTED FUNDS/UNASSIGNED FUNDS</u>		
<u>REVENUES</u>		
<u>APPROPRIATIONS</u>		
(1) 76100 707-217	CAPITAL OUTLAY Building Improvements	\$572,947.00
<b>Total</b>		<u>\$572,947.00</u>

Explanation:  
 (1) CCCHS Fire Alarm

Approved by School Board

Date: 08/14/2023

Approved by Budget & Finance Committee:



Approved by Coffee County Commission:

Total Fund Balance 07/01/2023	\$ 15,952,595
Assigned/Restricted Fund Balance 07/01/2023	\$ 6,364,418.99
Total Unassigned Fund Balance 07/01/2023	\$ 9,588,175.73
Less Budget Amendments:	
141-2024-2	\$572,947.00
Revised Estimated Unassigned Fund Balance at June 30, 2024	\$ 9,015,228.73

**COFFEE COUNTY, TENNESSEE**  
**BUDGET AMENDMENT**

#171-2024-02

**Fund 171 General Capital Projects Fund**

**For the Fiscal Year ending June 30, 2024**

Account		
Number	Account Description	Amount

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Sources of funding (Increase in Revenues, Decrease in Appropriations,  
or Unassigned Fund Balance)

<b>39000</b>	Unassigned Fund Balance	\$ 522,466
	<b>Total</b>	<b>\$ 522,466</b>

Uses of funding (Increase in Appropriations & Fund Balance, Decrease in Revenue)

<b>91110 General Administration Projects</b>		
	510 Trustee's Commission	\$ 500
(1)	707 Building Improvements	15,000
(2)	719 Office Equipment	6,917
<b>91404 ARPA Grant #4</b>		
(3)	718 Motor Vehicles	86,059
	735 Health Equipment	372,456
	790 Other Equipment	41,534
	<b>Total</b>	<b>\$ 522,466</b>

**Approved by Budget & Finance Committee:** \_\_\_\_\_

**Approved by Coffee County Commission:** \_\_\_\_\_

Original Estimated Fund Balance at June 30, 2024	\$ 2,705,614
Less budget amendment #171-2024-02	<u>(522,466)</u>
Revised Estimated Fund Balance at June 30, 2024	<u>\$ 2,183,148</u>

Explanation:

Balance of unspent funds for projects that were approved, but not completed during the 2023 fiscal year.

- (1) ADA improvements to CCAP walkways.
- (2) Additional parking spaces at the Tullahoma Health Department.
- (3) Vehicles and equipment for the Ambulance Service.



## A SECRET SAFE PLACE FOR

Newborns of Tennessee

The Honorable Judd Matheny  
Mayor of Coffee County  
1329 McArthur Dr, Suite 1  
Manchester, TN 37355

July 10, 2023

Dear Mayor Matheny,

I am writing on behalf of A Secret Safe Place for Newborns of Tennessee. The mission of our organization is to inform and educate our state about the Tennessee Safe Haven Law, as well as to train and equip the over 1000+ Safe Place facilities across our state for a successful and safe newborn surrender. To this day, there have been 126 newborns safely surrendered under the Safe Haven Law in Tennessee. We like to think of it this way: that number equates to almost one newborn surrender every other month since the inception of the law in 2001. The work we do is important and lifesaving.

To ensure that all newborn surrenders under the Safe Haven Law are successful and seamless, our goal is that all residents of each county in Tennessee are educated, especially our target demographic, and for all Safe Haven Facilities within each county to be fully equipped and prepared to correctly facilitate a safe surrender. Safe place facilities under the law include all hospitals, 24-hour staffed community health and birthing centers, walk-in clinics, EMS and fire stations, and all police stations across the state.

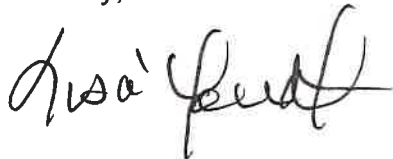
Within Coffee County, there are 13 Safe Haven Facilities. To reach our goal of preparedness, A Secret Safe Place is requesting funding to be used to inform and educate your community regarding the Safe Haven Law, as well as to provide the facilities within your county with proper and up-to-date training and the necessary materials needed to facilitate a safe surrender. Our organization would love to partner with you to ensure your county is fully informed, trained, equipped, and prepared.

We are requesting \$250 to cover: mother's packets, window clings, signage, surrender package for the baby's needs, education videos and printed materials for presentations to schools and civic groups, training and education videos for the facility employees, media advertising with PSAs, and ad campaigns. Much of this material must be updated often to stay relevant and due to changes in the law.

I want to thank you for considering this opportunity to work together in our effort to end infant abandonment in Tennessee. If you have any questions or need further information regarding our organization or our funding, or if you would like to know how you can help, please feel free to contact me at the address or email provided below.

Again, thank you for your time and consideration.

Sincerely,



Lisa Yount  
Co-Founder  
A Secret Safe Place for Newborns of Tennessee  
215 Ellis Avenue  
Maryville, TN 37804

[lisayount@secretsafepacetn.org](mailto:lisayount@secretsafepacetn.org) 865-250-3625

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