

MAYOR'S REPORT  
SHERIFF'S REPORT  
COMMITTEE REPORTS



OFFICE OF THE COUNTY MAYOR

County Mayor's Report

September, 2021

As you know, our county has been hit with the COVID-19 pandemic. Although Governor Lee's executive orders have been receded there is still a need to discuss the pandemic on a regular basis. With virtual meetings beginning to be a thing of the past, more and more in person meetings are occurring as well as travel. In light of this information, I am still weaving through a great deal of information coming down the pike to help restore our county to as close to pre-covid as possible.

Participated in weekly county mayor's conference calls to discuss and share ideas with that each county is doing to react to and prepare for a future with COVID-19 in it.

Participated in The East Tennessee "Build Back Better Challenge" EDA Opportunity Workshop hosted by the East Tennessee Development District (ETDD), Oak Ridge National Laboratory (ORNL), the University of Tennessee (UT), and the Tennessee Valley Authority (TVA). The half-day virtual workshop brought together East Tennessee community partners to develop a cohesive coalition and long-term vision of development in the region with a focus on infrastructure and communities.

Meet with postal carries to hear some of the concerns surrounding the USPS in Claiborne County.

Attended the Planning Commission meeting.

Meet with Trane to discuss conducting an energy audit to determine the savings, if any, of upgrading HVAC, lighting, and plumbing systems to lower overall utility cost for all county owned buildings including the Claiborne County Justice Center.

Attended and participated in the Tennessee Economic and Community Development (TNECD) Community and Rural Development Listening Tour in Jefferson County to learn about upcoming programs and grant funding opportunities for the county while offering insight at the local level on what was working, needs works or needs to be offered with regards to these opportunities.

Attended the ETHRA Board Meeting and ETDD 54<sup>th</sup> Annual District Celebration in Lenior City.

Attended the Claiborne 911 Board meeting.

**Joe Brooks, County Mayor**

1740 Main Street • P.O. Box • Tazewell, TN 37879 • office 423-626-5236 • fax 423-626-1661  
[www.ClaiborneCountyTN.gov](http://www.ClaiborneCountyTN.gov) • email [countymayor@claibornecountyttn.gov](mailto:countymayor@claibornecountyttn.gov)



OFFICE OF THE COUNTY MAYOR

County Mayor's Report, cont.

September, 2021

Participated in a Zoom meeting with WSCC to discuss apprenticeship programs at local manufacturers in Claiborne County.

Attended Zoom meeting with Project Now Executive Team.

Attended the JECDB Meeting.

Attended the County Commission meeting.

Attended Zoom meeting learn about Adequate Facilities Taxes and Impact Fees in Tennessee counties.

Participated in a conference call with the Tennessee Community Services Agency's Board of Directors meeting.

Attended the Annual Tennessee County Commissioners Association (TCCA) Regional meeting in Knoxville at the East Tennessee Historical Museum.

Attended virtual WebEx Statewide Purchasing Forum.

Attended the State of Tennessee Local Government Technical Assistance Program Series to information on in-depth training on record keeping, reporting and compliance with federal guidelines in accordance with the Coronavirus Local Fiscal Recovery Fund. The webinar series covered the following topics for the month of September: Overview of Local Fiscal Recovery Fund & Your Responsibility, Treasury Reporting Requirements, and Eligibility: Water & Sewer Infrastructure with TDEC.

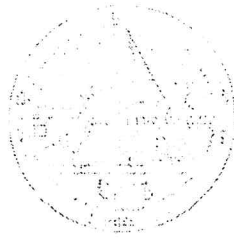
Co-organized and co-hosted a virtual East Tennessee Mayors Meeting for all County Mayors in the Eastern Grand Division to discuss the recently issued Presidential mandate to require COVID-19 vaccinations. Co-wrote a letter to be electronically signed by county mayors in support of requesting the state to stand against the vaccination mandate.

Meet with Five Points Benefits Solutions to learn about the potential cost savings on health plans and other areas of county operation.

Hosted EMS meeting surrounding the COVID-19 Delta variant.

*Joe Brooks, County Mayor*

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OFFICE OF THE COUNTY MAYOR

County Mayor's Report, cont.

September, 2021

Sponsored a shooting team and attended the 6<sup>th</sup> Annual Clays for Children Sporting Clays Tournament at the Chilhowee Sportsman's Club in Maryville, TN benefitting the Children's Centers of Campbell, Claiborne, Fentress, Scott, and Union Counties sponsored by the Office of the District Attorney General in partnership with the Children's Centers of the 8<sup>th</sup> Judicial District.

Hosted County Office Holder meeting surrounding the COVID-19 Delta variant.

Toured the Tusculum College building located on Centerpoint Blvd in Knoxville with the ETHRA Audit Committee as a possible option for relocating ETHRA.

Attended a meeting in Sevier County hosted by Dean Jama Spicer-Sutton of the WSCC Sevier County Campus, Sevier County Mayor Larry Waters and Executive Director Allen Newton of the Sevier County Economic Development Council to learn about a program started there to provide Sevier County students with tuition free college/technical education opportunities.

Attended the Annual Grants Conference hosted by Senator Ken Yager at Roane State Community College.

Hosted county manufacturers meeting surrounding the COVID-19 Delta variant.

Attended the Senior Citizens Committee meeting.

Met with several residents to discuss areas of need with regards to infrastructure projects across the county.

**Joe Brooks, County Mayor**

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Jason E. Munipower  
*Comptroller*

September 29, 2021

Honorable Joe Brooks, Mayor  
and Honorable Board of Commissioners  
Claiborne County  
P.O. Drawer K  
Tazewell, TN 37879

Dear Mayor Brooks and Members of the Board:

This letter acknowledges receipt of a certified copy of the fiscal year 2022 budget.

We have reviewed the budget and have determined that projected revenues and other available funds are sufficient to meet anticipated expenditures. Our review of the budget is based solely on the information we have received. With regard to programs included in the budget such as education, roads, and corrections, we have not attempted to determine that the local government has complied with specific program statutes or guidelines, or with any financing requirements prescribed by any state or federal agency. Please note local officials are required to ensure the budget remains balanced throughout the fiscal year and that all maintenance of effort requirements are met – our office has not reviewed or approved any maintenance of effort programs in this budget. Budget amendments must be sent to our office for formal acknowledgement after they are approved by the local governing body (submit to: [LGF@cot.tn.gov](mailto:LGF@cot.tn.gov)).

This letter constitutes approval, by this office, for the County's fiscal year 2022 budget as adopted by the County Commission. However, we would like to bring the following considerations to your attention.

## **Considerations Regarding the Budget**

### *Budget Adoption*

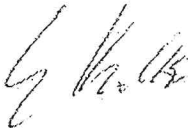
The County's budget was adopted on July 19, 2021, and filed with our office on July 29, 2021. Please ensure next year's budget is adopted prior to the beginning of the fiscal year and filed with our office within 15 days of its adoption. Please be aware that budgets that are not filed with our office within two months of the beginning of the fiscal year will not be approved by our office. Pursuant to state law the County may not issue debt or financing obligations without an approved budget from our office.

### *Significant Budgeted Decreases in Cash*

Three of the County's funds are budgeted to spend significantly into their cash reserves to balance their budgets for fiscal year 2022: the General Fund, Solid Waste Fund and the General Purpose School Fund. To ensure the County's operations are not affected negatively by declining cash balances in those funds, the County should closely monitor budget performance throughout the year and look for ways to increase revenues or decrease expenditures in the near future. We recommend a copy of the "Seven Keys to Fiscally Well-Managed Government" be downloaded from our website ([tncot.cc/7keys](http://tncot.cc/7keys)) and shared with the County's governing body for review prior to the development of its budget for fiscal year 2023.

If you should have questions or need assistance, please refer to our online resources on our website or feel free to contact your financial analyst, Lori Barnard, at 615-747-5347 or [Lori.Barnard@cot.tn.gov](mailto:Lori.Barnard@cot.tn.gov).

Very truly yours,



Betsy Knotts

Director of the Division of Local Government Finance

cc: Mr. Bryan Burklin, Assistant Director, Division of Local Government Audit, COT  
Ms. Sue Tuttle, Finance Director, Claiborne County  
BK:lb



## Bob Brooks Sheriff

415 Straight Creek Rd. Tazewell, TN 37879

### Claiborne County Sheriff's Office Monthly Report

October 6, 2021

This report from the Claiborne County Sheriff's Office outlines several different revenue sources for the Sheriff's Office for the month of September 2021. Inside this report are documents showing revenue for the Sheriff's office such as commissary sales, calling card and E-cig sales, TDOC reimbursement for housing state inmates, and other monthly revenue areas. We have also included documents that show the jail population for the date of Wednesday, October 6, 2021. This number is fluid as we continue to work to keep the jail population down in the Claiborne County Jail.

Please let us know if there are items not in this report that you would like to see in further reports.

Thank you

*Bob Brooks*  
Sheriff Bob Brooks





# Jail Population Report - Summary

CLAIBORNE CO. SHERIFF'S OFFICE

TN0130000

Report run on: Wednesday October 6 2021 7:43 AM

Page 9 of 9

Inmate#	Name of Prisoner	DOB	Arrest	Book Date	Location	Attorney	Phy Date	Days in	
								Jail	Housed?
11323	WHEELER, JUNIOR ALLEN	12/01/1970	02/25/2020	02/25/2020	MMA/107			589	Y
Hold For:									
2152	WHITAKER, JONATHON THOMAS	10/03/1990	11/24/2020	11/24/2020	TRUSTE/46		10/16/2017	316	Y
Hold For:									
11326	WILLIAMS, ELY JAMES	09/04/2001	07/08/2021	07/08/2021	B/105			90	Y
Hold For:									
6268	WILSON, TONY ARON	02/08/1991	09/18/2021	09/18/2021	B/102		07/10/2017	18	Y
Hold For:									
11873	WINEBARGER, VICKY S	08/26/1973	07/04/2021	07/04/2021	FDORM/98			94	Y
Hold For: MISSOURI									
10399	YEARY, RANDY RAY	01/14/1975	02/18/2020	02/18/2020	TRUSTE/45		05/23/2018	596	Y
Hold For:									

## Jail Population Statistics

Print Date: 10/06/2021

Total Felonies: 95

Total Misdemeanors: 95

Total Other: 9

Total Charges Sentenced: 2

Total Charges Unsented: 149

Total Parole: 1

Total Probation: 5

Total Housed: 143

Total Non-Housed: 7

Total Inmates: 150

SENTENCED:

N = NOT SENTENCED

Y = HAS BEEN SENTENCED

HSD. = HOUSED:

'Y' = YES, HOUSED FOR ANOTHER AGENCY

'N' OR BLANK = NO, NOT HOUSED FOR ANOTHER AGENCY

\*\*\*\*\*END OF REPORT\*\*\*\*\*

\*NOTE: The count for felony and misdemeanor charges show the total inmates with felony charges and the total inmates with misdemeanor charges. As some inmates may have both felony and misdemeanor charges, they will be counted once under each category. Therefore, the counts of felony and misdemeanor will usually be more added together than your total jail population.



Type

GLRCPT

Transaction Date 10/05/21 02:08 PM  
 User LISA LAMB  
 Status COMPLETED  
 Module GENLEDGER  
 Method CHECK  
 Remitted By OVER\_THE\_COUNTER

Location Claiborne  
 Subtotal \$.....11,292.02  
 Processing Fee \$.....0.00  
 Convenience Fee \$.....0.00  
 Total \$.....11,292.02  
 Balance \$.....0.00

Received Of: **CLAIBORNE COUNTY SHERIFF, BOB BROOKS**

Note/Receipt Desc: SEPTEMBER 2021

CUT OR TEAR ALONG THIS LINE



## Claiborne County Trustee's Office Receipt

Alice Alexander, Claiborne County Trustee  
 PO Box 72  
 Tazewell, TN 37879  
 423-626-3275

Misc Receipt # 11095  
 Receipt ID 168423

Received of CLAIBORNE COUNTY SHERIFF, BOB BROOKS, October 5th 2021

Clerk LISA LAMB

Items			
Qu.	Description	Cost	Subtotal
1	101-44131 : COMMISSARY SALES	\$.....7,199.80	\$.....7,199.80
1	101-44131 : COMMISSARY SALES	\$.....731.67	\$.....731.67
1	101-44131 : COMMISSARY SALES	\$.....53.10	\$.....53.10
1	101-44131 : COMMISSARY SALES	\$.....32.45	\$.....32.45
1	101-44131 : COMMISSARY SALES	\$.....3,275.00	\$.....3,275.00
Total Charges:			\$.....11,292.02

Payments			
Method	Detail	Received Of	Subtotal
CHECK	( 394 )	SHERIFF, BOB BROOKS	\$.....11,292.02
Processing Fee:			\$.....0.00
Convenience Fee:			\$.....0.00
Total Payments:			\$.....11,292.02

Type

GLRCPT

Transaction Date 10/05/21 02:12 PM  
 User LISA LAMB  
 Status COMPLETED  
 Module GENLEDGER  
 Method CHECK  
 Remitted By OVER\_THE\_COUNTER

Location Claiborne  
 Subtotal \$.....1,242.45  
 Processing Fee \$.....0.00  
 Convenience Fee \$.....0.00  
 Total \$.....1,242.45  
 Balance \$.....0.00

Received Of: **CLAIBORNE COUNTY SHERIFF, BOB BROOKS**

Note/Receipt Desc: *SEPTEMBER 2021*



## Claiborne County Trustee's Office Receipt

Alice Alexander, Claiborne County Trustee

PO Box 72  
 Tazewell, TN 37879  
 423-626-3275

Misc Receipt # 11096  
 Receipt ID 168424

Received of **CLAIBORNE COUNTY SHERIFF, BOB BROOKS**, October 5th 2021

Clerk **LISA LAMB**

Items			
Qu.	Description	Cost	Subtotal
1	101-43394 : DATA PROCESSING FEES-SHERIFF	\$.....14.00	\$.....14.00
1	101-43395 : SEXUAL OFFENDERS REG FEE- SHERIFF	\$.....150.00	\$.....150.00
1	101-45590 : SHERIFF'S FEES IN-LIEU OF SALARY	\$.....218.00	\$.....218.00
1	101-43380 : VENDING MACHINE COLLECTIONS	\$.....58.25	\$.....58.25
1	101-44145 : SALE OF RECYCLED MATERIALS	\$.....56.00	\$.....56.00
1	101-43170 : WORK RELEASE	\$.....670.00	\$.....670.00
1	101-44170 : MISC. REFUNDS	\$.....45.00	\$.....45.00
1	101-43190 : OTHER GENERAL SERVICE CHARGES	\$.....31.20	\$.....31.20
Total Charges:			\$.....1,242.45

Commissions		
Description	Amount	Commission
101-43394 : DATA PROCESSING FEES-SHERIFF	\$.....14.00	\$.....0.14
101-43395 : SEXUAL OFFENDERS REG FEE- SHERIFF	\$.....150.00	\$.....1.50
101-43380 : VENDING MACHINE COLLECTIONS	\$.....58.25	\$.....0.58
101-43190 : OTHER GENERAL SERVICE CHARGES	\$.....31.20	\$.....0.31
Total Commissions:		\$.....2.53

Payments			
Method	Detail	Received Of	Subtotal
CHECK	( 3351 )	SHERIFF, BOB BROOKS	\$.....1,242.45
Processing Fee:			\$.....0.00
Convenience Fee:			\$.....0.00
Total Payments:			\$.....1,242.45

## Trustee Report

Aug, 2021 last month closed.

Cash Balance - Fund 122 : DRUG CONTROL (09/01/21 - 09/30/21) - Printed: Oct 04, 2021 10:17 am

Account	Account Name	Type	Reversal	Correction	Change	Debits	Credits	Activity
122-42140	DRUG CONTROL FINES	REVENUE	0.00	0.00	0.00	0.00	95.00	95.00
122-42340	DRUG CONTROL FINES	REVENUE	0.00	0.00	0.00	0.00	356.25	356.25
122-42910	PROCEEDS FROM CONFISCATED PROPERTY	REVENUE	0.00	0.00	0.00	0.00	1,851.00	1,851.00
	SUB TOTAL REVENUE SOURCES	----				0.00	0.00	2,302.25
	SUB TOTAL NON-REVENUE SOURCES	----				0.00	0.00	0.00
	TOTAL REVENUE/NON- REVENUE SOURCES	----				0.00	0.00	2,302.25
122-99999- 510	TR.COMM.-MISC.REC'S.	EXPENSE	0.00	0.00	0.00	23.02	0.00	(23.02)
	NET CASH RECEIPTS	----				0.00	0.00	2,279.23
	TRUSTEE'S BEGINNING BALANCE	----				0.00	0.00	50,120.69
122-50000	General Operations	EXPENSE	0.00	0.00	0.00	1,315.94	0.00	(1,315.94)
====>	TRUSTEE'S ENDING BALANCE	----				0.00	0.00	51,083.98
						1,338.96	2,302.25	

Aug, 2021 last month closed.



# Genledger Receipt

Issued Monday, October 4th 2021

Misc Receipt # 11086  
Receipt ID 168411  
Type GLRCPT

Transaction Date	10/04/21 01:51 PM	Location	Claiborne
User	DENISE ALEXANDER	Subtotal	\$.....18,974.66
Status	COMPLETED	Processing Fee	\$.....0.00
Module	GENLEDGER	Convenience Fee	\$.....0.00
Method	DIRECT	Total	\$.....18,974.66
Remitted By		Balance	\$.....0.00

Received Of: **COMBINED PUBLIC COMMUNICATIONS**

Note/Receipt Desc: *SEPTEMBER COMMISSIONS E-CIG AND TELEPHONE*



## Claiborne County Trustee's Office Receipt

Alice Alexander, Claiborne County Trustee  
PO Box 72  
Tazewell, TN 37879  
423-626-3275

Misc Receipt # 11086  
Receipt ID 168411

Received of COMBINED PUBLIC COMMUNICATIONS Work Date Monday, October 4th 2021

Clerk DENISE ALEXANDER

Items			
Qu.	Description	Cost	Subtotal
1	101-44131 : COMMISSARY SALES	\$.....13,122.00	\$.....13,122.00
1	101-43370 : TELEPHONE COMMISSIONS	\$.....5,852.66	\$.....5,852.66
Total Charges:			\$.....18,974.66

Commissions		
Description	Amount	Commission
101-43370 : TELEPHONE COMMISSIONS	\$.....5,852.66	\$.....58.53
Total Commissions:		\$.....58.53

Payments			
Method	Detail	Received Of	Subtotal
DIRECT	( 999-11130-002 )	COMBINED PUBLIC COMMUNICATIONS	\$.....13,122.00
DIRECT	( 999-11130-002 )	COMBINED PUBLIC COMMUNICATION	\$.....5,852.66
Processing Fee:			\$.....0.00
Convenience Fee:			\$.....0.00
Total Payments:			\$.....18,974.66



# Genledger Receipt

Issued Monday, October 4th 2021

Misc Receipt # 11085  
Receipt ID 168410  
Type GLRCPT

Transaction Date	10/04/21 01:41 PM	Location	Claiborne
User	DENISE ALEXANDER	Subtotal	\$.....1,586.00
Status	COMPLETED	Processing Fee	\$.....0.00
Module	GENLEDGER	Convenience Fee	\$.....0.00
Method	CHECK	Total	\$.....1,586.00
Remitted By	OVER_THE_COUNTER	Balance	\$.....0.00

Received Of: **COMBINED PUBLIC COMMUNICATIONS**

Note/Receipt Desc: *CHIRPING TEXT CALLS*



## Claiborne County Trustee's Office Receipt

Alice Alexander, Claiborne County Trustee  
PO Box 72  
Tazewell, TN 37879  
423-626-3275

Misc Receipt # 11085  
Receipt ID 168410

Received of COMBINED PUBLIC COMMUNICATIONS Work Date Monday, October 4th 2021

Clerk DENISE ALEXANDER

Items			
Qu.	Description	Cost	Subtotal
1	101-43370 : TELEPHONE COMMISSIONS	\$.....1,586.00	\$.....1,586.00
		Total Charges:	\$.....1,586.00

Commissions			
Description		Amount	Commission
101-43370 : TELEPHONE COMMISSIONS		\$.....1,586.00	\$.....15.86
		Total Commissions:	\$.....15.86

Payments			
Method	Detail	Received Of	Subtotal
CHECK	( 97658 )	COMBINED PUBLIC COMMUNICATIONS	\$.....1,586.00
			Processing Fee: \$.....0.00
			Convenience Fee: \$.....0.00
			Total Payments: \$.....1,586.00

COMBINED PUBLIC COMMUNICATIONS / OPERATING ACCOUNT

97658

9/20/2021 Claiborne County TN Sheriffs Office

Date	Doc Type	Reference	Original Amt.	Balance Due	Payment
9/20/2021	QCK		1,586.00	1,586.00	1,586.00
				Check Amount	1,586.00

KEYOPT Operating Account - Key Bank

## August 2021 Chirping Labor Reimbursement

### Claiborne County TN Sheriffs Office

DATE	DAY	INBOUND	OUTBOUND	REIMBURSEMENT
1	Sunday	1,282	1,423	\$ 54.10
2	Monday	1,361	1,412	\$ 55.46
3	Tuesday	1,513	1,646	\$ 63.18
4	Wednesday	1,336	1,387	\$ 54.46
5	Thursday	1,364	1,405	\$ 55.38
6	Friday	1,697	1,725	\$ 68.44
7	Saturday	1,645	1,805	\$ 69.00
8	Sunday	1,097	1,176	\$ 45.46
9	Monday	1,099	1,148	\$ 44.94
10	Tuesday	1,253	1,270	\$ 50.46
11	Wednesday	1,293	1,428	\$ 54.42
12	Thursday	1,400	1,410	\$ 56.20
13	Friday	1,284	1,423	\$ 54.14
14	Saturday	1,329	1,430	\$ 55.18
15	Sunday	1,082	1,187	\$ 45.38
16	Monday	1,276	1,422	\$ 53.96
17	Tuesday	1,569	1,639	\$ 64.16
18	Wednesday	1,346	1,422	\$ 55.36
19	Thursday	1,352	1,459	\$ 56.22
20	Friday	1,291	1,364	\$ 53.10
21	Saturday	1,118	1,256	\$ 47.48
22	Sunday	1,181	1,310	\$ 49.82
23	Monday	1,304	1,414	\$ 54.36
24	Tuesday	978	1,162	\$ 42.80
25	Wednesday	1,181	1,242	\$ 48.46
26	Thursday	1,173	1,285	\$ 49.16
27	Friday	1,196	1,164	\$ 47.20
28	Saturday	982	981	\$ 39.26
29	Sunday	1,023	990	\$ 40.26
30	Monday	696	703	\$ 27.98
31	Tuesday	724	787	\$ 30.22
TOTAL REIMBURSEMENT		38,425	40,875	\$ 1,586.00

## **Senior Citizens Meeting**

1. Motion made to pay office on aging 14.00 hour for 30 hours and the two coordinators of the centers 12.50 hour at 30 hours. Motion by Carolyn Brooks and by Steve Murphy
2. Motion to end app. Oct 21<sup>st</sup> and to hire on Oct 25<sup>th</sup>. Motion by Stacy Crawford and by Mitchell Cosby.
3. Motion to have the program took over by Dec. 1<sup>st</sup>. Motion made by Steve Brogan and second by Stacy Crawford.
4. Was to run in paper one more week every one put it on Facebook and talk to people.

Meeting adjourn. Motion by Mitchell Cosby and second by Stacy Crawford.



9-14-2021

1. Carolyn Brooks
2. Steve Murphy
3. Stacey Crawford
4. Juanita Honeycutt
5. Steve Brogan
6. Mitchell Cosby
7. Steve

9-28-2021

1. Stacy Crawford
2. Steve Murphy
3. Juanita Honeycutt
4. Carolyn Brooks
5. Steve Brogan
6. Mitchell Cosby