

**ADDITIONAL  
INFORMATION**



# *Claiborne County Government*

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Michael Gilbert  
Bryan Edds

County Mayor and County Commissioners

Subject: Claiborne County Maintenance Department Report – October 2024

October 1st, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, cut tree back into wood line and piled brush at Tazewell Senior Citizens.

October 2nd, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, 4-H Office and Finance Office, took trash to convenience center, took a case of paper from Mayor's Office to Trustee's Office and a case to Clerk & Master's Office, trimmed bushes in front of the Courthouse, trimmed rosebushes.

October 3rd, 2024 – Cleaned Courthouse and Mayor's Office, buffed 1<sup>st</sup> floor, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, took supplies to Election Office.

October 4th, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, 4-H Office, Chamber of Commerce, Library, Finance Office, Election Office, Persevere and Family Justice Center.

October 7th, 2024 – Cleaned Courthouse and Mayor's Office, swept 2<sup>nd</sup> floor, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, mowed and trimmed at the Courthouse and Family Justice Center, blew the grass off the sidewalks, refilled hand sanitizer in County Clerk's Office.

October 8th, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, fixed keyboard tray in Property Assessor's Office, unstopped sink in ladies' restroom at the Library.

October 9th, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, took trash to convenience center, ground on doors at the Library to make them open and close easier, picked up dry erase board at Finance Office for the Family Justice Center.

October 10th, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, mounted a keyboard tray on a desk in the County Clerk's Office, hung a dry erase board at Family Justice Center, put tint on a door at Finance Office.



# *Claiborne County Government*

October 11th, 2024 - Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, mopped restrooms and Mayor's Office, stocked supply closet, got trash at the Courthouse, 4-H Office, Chamber of Commerce, Library, Finance Office, Election Office, Persevere and Family Justice Center.

October 14th, 2024 – Columbus Day

October 15th, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and 4-H Office, hung an Early Voting banner at South Claiborne Volunteer Fire Dept. and Harrogate City Hall, took a case of paper from Mayor's Office to County Clerk's Office.

October 16th, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and Finance Office, took trash to the convenience center, replaced flapper in employee's restroom.

October 17th, 2024 – Cleaned Courthouse and Mayor's Office, buffed 1<sup>st</sup> floor, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse.

October 18th, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, 4-H Office, Chamber of Commerce, Library, Finance Office, Election Office, Persevere and Family Justice Center, cleaned and stocked restroom in Judge McAfee's Office and Circuit Court Clerk's Office, took 2 loads of trash to the convenience center.

October 21st, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and Change Claiborne, took trash to the convenience center and the Landfill, stocked supply closet.

October 22nd, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, refilled toilet paper in ladies' restroom.

October 23rd, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, mopped restrooms, took supplies to Election Office and Finance Office, got trash at the Courthouse, 4-H Office and Election Office, sprayed doorknob at Election Office with graphite, brought 25 to 30 boxes of files from 3<sup>rd</sup> floor to County Clerk's Office to shred, took trash to convenience center.

October 24th, 2024 – Cleaned Courthouse and Mayor's Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse. Health Dept.- moved supplies from maintenance room to storage building, checked commode.



## *Claiborne County Government*

October 25th, 2024 – Cleaned Courthouse and Mayor’s Office, sprayed doorknobs, handrails and benches with disinfectant spray, took supplies to 4-H Office, got trash at the Courthouse, 4-H Office, Chamber of Commerce, Library, Finance Office, Election Office, Persevere and Family Justice Center, took trash to the convenience center, took chairs from Chamber of Commerce to Family Justice Center, repaired lights for sign at the Health Dept.

October 28th, 2024 – Cleaned Courthouse and Mayor’s Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, Election Office and Family Justice Center, replaced light bulb in County Clerk’s restroom, took supplies to Election Office, took chairs from Family Justice Center to Chamber of Commerce.

October 29th, 2024 - Cleaned Courthouse and Mayor’s Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse, took trash to convenience center, replaced 4 light bulbs in Clerk & Master’s Office.

October 30<sup>th</sup>, 2024 – Cleaned Courthouse and Mayor’s Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and Election Office, helped fill 9 totes with paper to shred for County Clerk’s Office, took boxes to Landfill.

October 31<sup>st</sup>, 2024 – Cleaned Courthouse and Mayor’s Office, swept 2<sup>nd</sup> floor and both stairwells, mopped restrooms and Mayor’s Office, sprayed doorknobs, handrails and benches with disinfectant spray, got trash at the Courthouse and Election Office, closed out the account for the month at Jerry’s Hardware, fixed door handle on side door, fixed a blowup spider at Chamber of Commerce.

Joe Brooks  
Claiborne County Mayor

### Claiborne County Trustee's Office Fund Report

Financial Summary Report - October 01, 2024 to October 31, 2024

Fund	Name	Starting Balance	Receipts	Disbursements	Transfers In	Transfers Out	Commission adjustment	Commission	Ending Balance
101	GENERAL FUND	4,519,569.25	1,143,286.95	1,355,611.92	0.00	0.00	(13.09)	8,870.28	4,298,387.09
116	SOLID WASTE/SANITATION	1,419,920.02	164,979.71	188,412.91	0.00	0.00	(2.64)	2,242.75	1,394,246.71
119	INDUSTRIAL/ECONOMIC DEVELOPMENT	1,910.72	0.00	0.00	0.00	0.00	0.00	0.00	1,910.72
122	DRUG CONTROL	8,123.88	900.02	1,023.00	0.00	0.00	0.00	9.01	7,991.89
127	OTHER GENERAL GOVERNMENT SPECIAL REVENUE	3,174,995.35	576,922.19	18,473.14	0.00	0.00	0.00	0.00	3,733,444.40
131	HIGHWAY/PUBLIC WORKS	1,787,489.12	244,786.50	812,010.31	0.00	0.00	(0.12)	2,450.42	1,217,815.01
141	GENERAL PURPOSE SCHOOL	8,713,606.84	4,178,845.14	3,140,596.88	0.00	0.00	(9.82)	15,972.82	9,735,892.10
142	SCHOOL FEDERAL PROJECTS	651,907.03	850,158.37	902,916.59	0.00	0.00	0.00	0.00	599,148.81
143	FOOD SERVICE	8,130,641.05	840,253.01	373,337.87	0.00	0.00	0.00	0.00	8,597,556.19
151	GENERAL DEBT SERVICE	1,396,571.39	66,410.63	104,561.17	0.00	0.00	(0.18)	131.74	1,358,289.29
171	GENERAL CAPITAL PROJECTS	381.50	0.00	0.00	0.00	0.00	0.00	0.00	381.50
176	HIGHWAY CAPT. PROJECTS	899,538.81	63,015.82	449,854.25	0.00	0.00	(0.17)	89.71	512,610.84
351	CITIES - SALES TAX	0.00	250,344.42	247,840.98	0.00	0.00	0.00	2,503.44	0.00
364	DISTRICT ATTORNEY GENERAL	51,727.71	589.29	0.00	0.00	0.00	0.00	0.00	52,317.00
365	Work Release Program	83,546.56	9,748.18	39,670.68	0.00	0.00	0.00	0.00	53,624.06
21600	ADVANCES PAYABLE TO OTHER FUNDS	5,380.97	0.00	0.00	0.00	5,380.97	0.00	0.00	0.00
22200	OVERFLOW	0.00	108.00	108.00	0.00	0.00	0.00	0.00	0.00
29900	FEE/COMMISSION	69,444.85	32,270.17	0.00	0.00	47,179.54	0.00	0.00	54,535.48
		30,914,755.05	8,422,618.40	7,634,417.70	0.00	52,560.51	(26.02)	32,270.17	31,618,151.09

Summary of Assets Beginning Balances		Debits / Credits		Summary of Assets Ending Balances	
<b>CASH</b>	1,000.00	1,341,845.53 (+)	1,341,845.53 (-)	<b>CASH</b>	1,000.00
<b>BANK ACCOUNTS</b>	30,913,755.05	8,334,261.74 (+)	7,653,706.70 (-)	<b>BANK ACCOUNTS</b>	31,594,310.09
<b>COUNTY TAX RELIEF</b>	0.00	5,514.00 (+)	2,868.00 (-)	<b>COUNTY TAX RELIEF</b>	2,646.00
<b>STATE TAX RELIEF</b>	0.00	49,150.00 (+)	28,955.00 (-)	<b>STATE TAX RELIEF</b>	20,195.00
<b>BANK TAX PAYMENTS</b>	0.00	0.00 (+)	0.00 (-)	<b>BANK TAX PAYMENTS</b>	0.00
<b>Total</b>	30,914,755.05	9,730,771.27 (+)	9,027,375.23 (-)	<b>Total</b>	31,618,151.09

**Property Tax Summary**

	Debits (-)	Credits (+)	Total
<b>Current Year</b>	1,301.00	645,168.97	643,867.97
<b>Prior Year</b>	0.00	36,147.00	36,147.00
<b>Bankruptcy</b>	0.00	0.00	0.00
<b>Interest</b>	0.00	3,459.00	3,459.00

This report is submitted in accordance with requirements of section 5-8-505 and 67-5-1902 Tennessee Code, annotated and to the best of my knowledge and belief, accurately reflects transactions of this office October 01, 2024 through October 31, 2024.

Signature: *Pamela Alexander* Title: *Treasurer*

November 04, 2024

# CLAIBORNE CHANCERY

Month End Payouts and  
Revenue Transmittal

Clerks	County	Description	Amount
	24160	40130 Delinquent Tax	\$7,761.46
	24410	42520 Del. Tax Officer Cost	\$0.00
		45550 Fees in Lieu of Salary	
		Delinquent Tax 5% Com.	\$401.55
		45550 Fees in Lieu of Salary	
		Tax, fees, comm & int.	\$7,295.33
29900/Data		42530 Data Fee	\$140.00
	24410	42520 Court Officers Fee	\$98.80
24140/jbldg		40266 Litigation Tax/Jail	\$261.10
	24140	40250 Litigation Tax/Court & Probate	\$620.11
24140 Secur		42591 Court Room Security	\$24.70
29900/dp		42530 Data Fee	\$40.00
		Total	\$16,643.05

Claiborne County Veterans Service Office  
PO Box 584  
Tazewell, TN 37879

November 5, 2024

Memo For: County Mayor

SUBJECT: Significant Actions Report—October 2024

In October 2024, I worked 15 of 15 scheduled days. I had 53 veterans (and/or family members) in the office. Thirty of these veterans had claims that I submitted and were approved or I helped them to get a service connection increase in their disability. I also offered the veterans information on the additional benefits that may have become available because of their age or benefits that may be available to them as their service-connected disability increased. Many times, the veterans' healthcare and pharmacy benefits are changed, and they are put in a higher priority group as their disability changes or becomes worse. There are eight levels of VA Healthcare for veterans (Priority Group 1-8). This involves different Co-payments and costs for medications. When a veteran becomes 50% disabled, they go in a different priority group and his or her medications that are prescribed by the VA are totally covered at no cost to the veteran.

I responded and helped with another 41 veteran telephone call requests along with mail and/or email/fax correspondence. Veterans' issues are varied and require knowledge in navigating the system to receive each service. Learning to navigate the VA system is ever changing and requires constant research and development on the VSO's part.

I completed annual HIPPA training having to do with healthcare and the annual VSO training regarding sensitive information in dealing with the veteran's case file. This is coordinated with VA Talent Management System (TMS).

The first week of October I also attended the annual VSO training held in Chattanooga TN. Subjects included 1. Navigating the AMA System (Higher Level Review) 2. Updates with Debt Management 3. Tennessee Claims Management 4. Presentation by Dept of Mental Health 5. Basics of the Fiduciary Process 6. Presentation by the TN Dept Labor and Workforce Development.



Gary Hansard  
VSO Claiborne County TN