

COMMITTEE MEETING MINUTES

Senior Citizens Committee Minutes

October 1, 2025

Members present: David Mundy, Stacey Crawford, Haley Barker and Dennis Cook

Members absent: Steve Brogan

Others present: Joe Brooks, Kelly Harvey, and Letha Peters

Meeting called to order at 6:03 pm by Mr. Brooks due to no chairperson or vice chairperson. All members present except for Mr. Brogan.

Approve Agenda

Motion by Mr. Crawford to amend agenda to include elect and vote for chairperson of the committee, seconded by Mr. Cook. Motion approved unanimously.

Elect Chairperson

Nomination to elect a chair for the Senior Citizens Committee. Mr. Crawford nominated Mr. Mundy for chair. No other nominations was presented. Mr. Crawford made a motion to cease nomination, seconded by Mrs. Barker. Mr. Mundy accepted the nomination as chair for the Senior Citizens Committee. Motion passed unanimously.

Approve Minutes

Motion by Mr. Crawford to approve the minutes from May 5, 2025 meeting, seconded by Mrs. Barker. Motion passed unanimously.

New Business

Currently, Beth Nelson is the Harrogate Senior Center director and Betty Edwards is the Tazewell Senior Citizens director. A draft resolution was presented regarding to the full time center directors of Harrogate Senior Center and Tazewell Senior Center for time off and another county employee be available to open the centers. The resolution stated for these directors to allow two (2) days per month and five (5) of annual vacation time.

Claiborne County Workhouse Release Committee Meeting Minutes

September 22, 2025

I. Call to order

Zach Mullins called to order the Claiborne County Workhouse Release Committee meeting on September 22, 2025, at the Claiborne County Justice Center. Tim Shrout made a motion to approve the minutes; Bob Brooks seconded; the motion carried.

II. Roll call

Kimberly Mabe conducted a roll call. The following committee members were present: Zachary Mullins, Kimberly Mabe, Tim Shrout, Bob Brooks, Courtney Rickert, and Sabrina Phipps.

III. New Business

Motions were made and approved to have Zachary Mullins as Chair and Tim Shrout as vice chair for the committee. All were in favor. Someone will work on getting finance information at the future meeting even if no one is available from the finance office.

IV. Update on Candidates/ Inmates

Tim states that the England's program is going great. They have requested two more employees. Tim has brought forth two members for the Homesteaders program. We are currently housing them for Hancock County but they will be at our facility for around 6 months or so. The new Homesteader applicants are Brandon Powell and Phillip Nichols. A motion to have both inmates in the Homesteader Program was made by Tim Shrout and seconded by Bob Brooks. All were in favor of the motion carried.

V. Finance

The finance report was unavailable at this meeting. There have been staff changes and unfortunately the schedule didn't allow anyone to be present at this meeting.

VI. Discussion Items

No further discussion.

Next meeting will be Wednesday, December 10, 2025 @ 4:30pm.

VII. Adjournment

Tim Shrout made a motion to adjourn the meeting; Bob Brooks seconded.

Financial Management Committee Minutes

October 21, 2025

Members present: Joe Brooks, Meredith Arnold, Ronnie Pittman, David Mundy, Zach Mullins and Mike Campbell

Late Arrival: Mitchell Cosby

Others present: Kelly Harvey, Jimmy Estep, and Letha Peters

The meeting was called to order at 5:04 pm. Mr. Mundy asked Mr. Pittman to give the opening prayer.

Approve Agenda

Motion by Mr. Brooks, seconded by Mr. Pittman, to approve the agenda. Motion approved unanimously.

Review Minutes

Motion by Mr. Mullins, seconded by Mr. Pittman, to approve minutes from the October 14, 2025 meeting. Motion approved unanimously.

Conduct Interviews

The committee selected several different questions to ask each candidate ranging about their work experience, building budgets, grant knowledge, TISA/school experience, when are you available to start if hired, and additional questions.

The committee interviewed each candidate separately in the following order:

Amy Caylor was interviewed by the committee at 5 pm.

Alison Seal was interviewed by the committee at 6:00 pm.

Austin Collins was interviewed by the committee at 7:00 pm.

The committee informed each candidate about the County Technical Assistance Service (CTAS) to enroll in the Certified County Finance Officers Program (CCFO) classes offers through University of Tennessee. The program consists of in person training and usually takes up to one year to fourteen months for completion. Mrs. Arnold informed the candidates of the requirements needed as the Finance Director for the school budgets, TISA weekly webinar trainings, weekly in person meetings at the Board of Education, attendance of committee meetings and trainings.

The committee ask each candidate if they had any questions for them on the Finance Director position or any other concerns.

Review Resumes

There was no other new resumes to be review by the Committee.

Interviews Responses

The committee briefly review each of the candidates' responses to the questions at the interviews. The committee took notes on each candidate and will discuss further at next week's meeting after the other interviews have been conducted.

Upcoming Schedule

The committee reminded Mrs. Peters to post the upcoming meeting for November 6, 2025 that is scheduled at 6 pm in the small courtroom.

Mayor Brooks reported on October 28th we have two candidates schedules are the following:

Mr. Walters at 5pm

Mr. Noah at 6 pm

Mayor Brooks mention he hasn't heard back from Mrs. Penley yet for the other time slot for the October 28th interview.

The job posting reminds active at this time until the position is filled by the committee.

Adjournment

Motion by Mrs. Arnold to adjourn, seconded by Mr. Cosby at 7:59 pm. Motion passed unanimously to adjourn.

Financial Management Committee Minutes

October 14, 2025

Members present: Joe Brooks, Ronnie Pittman, David Mundy, Mitchell Cosby, Zach Mullins and Mike Campbell

Others present: Kelly Harvey, Jimmy Estep, and Letha Peters

Absent member: Meredith Arnold

The meeting was called to order at 6:08 pm. Mr. Mundy asked the clerk to give a roll call of members present. A quorum was declared by the chair. Mr. Mullins gave the opening prayer.

Approve Agenda

Motion by Mr. Mullins, seconded by Mr. Pittman, to approve the agenda. Motion approved unanimously.

Review Minutes

Motion by Mr. Cosby, seconded by Mr. Pittman, to approve minutes from the October 7, 2025 meeting. Motion approved unanimously.

Review Resumes

There was no other new resumes to be review by the Committee.

Review Background Checks and References

Mr. Brooks has received background checks for Mr. Walters, Mr. Collins, Mr. Noah and Mrs. Seal. Mr. Collins presented a receipt of the background check to Mr. Brooks. During the meeting, Mr. Brooks received notification of the complete background check for Mr. Collins for review. Mr. Collins, Mr. Noah and Mrs. Seal's background checks shows no Tennessee criminal history based on the information received. Mr. Walters' background check had some questions to verify with the candidate as it show some prior criminal history. Mr. Estep called Mr. Walters to review the questions on behalf of the Finance Committee with the information presented from the background check.

Currently, Mrs. Hopson has not returned a background check for review for the Finance Committee. Motion by Mr. Mullins, seconded by Mr. Cosby to drop Mrs. Hopson as a candidate for the Finance Director position due to not submitting her background check and no correspondence from Mrs. Hopson. Motion approved unanimously by a roll call vote.

Interview Dates & Candidates

The committee discuss the upcoming dates to verify schedules with those dates that was presented at the last meeting. Interview dates are scheduled for October 21, 2025 and October 28, 2025 from 5 p.m. to 7p.m. with no more than three per night. Mr. Brooks will notify the following candidates to schedule an interview:

1. Brandon Walters
2. Austin Collins
3. Gregory Noah
4. Alison Seal
5. Miranda Penley
6. Amy E Caylor

Additional Meeting

The committee discussed about scheduling additional meetings in November if more time is needed for the Finance Committee. Motion by Mr. Mullins to meet on November 6, 2025 at 6 p.m., seconded by Mr. Cosby. Motion approved unanimously.

Adjournment

Motion by Mr. Mullins to adjourn, seconded by Mr. Cosby at 7:10 pm. Motion passed unanimously to adjourn.

Financial Management Committee Minutes

October 7, 2025

Members present: Meredith Arnold, Ronnie Pittman, David Mundy, Mitchell Cosby, and Mike Campbell

Others present: Kelly Harvey, Jimmy Estep, and Letha Peters

Late Arrival: Zach Mullins

Members absent: Joe Brooks

The meeting was called to order at 6:10 pm. Mr. Mundy asked the clerk to give a roll call of members present. A quorum was declared by the chair. Mr. Pittman gave the opening prayer.

Approve Agenda

Motion by Mrs. Arnold, seconded by Mr. Pittman, to approve the agenda. Motion approved unanimously.

Review Minutes

Motion by Mr. Pittman, seconded by Mr. Cosby, to approve amended minutes from the September 9, 2025 listing Jimmy Estep as having to leave early for another meeting. Motion approved as amended unanimously.

Review Resumes

The Financial Management Committee received eleven additional resumes for review related to the Finance Director job opening. Mr. Brandon Walters emailed Mr. Brooks on September 19, 2025 to withdraw from the process. However, Mr. Brooks received a follow-up e-mail from Mr. Walters wanted to reenter the application process. Mr. Brooks notified the Committee by email on October 6, 2025. The following resumes were received for reviewing:

1. Kelly Edds
2. Karen L Brock
3. Crissa Zachery
4. Abigail Anderson
5. Tabitha Stansberry
6. Jessica R Hickman
7. Whitney Bible
8. Joy L McCamey
9. Eric Mitchell

10. Miranda Penley
11. Amy E. Caylor

After review of all resumes, it was decided not to interview these applicants:

1. Kelly Edds
2. Karen L Brock
3. Crissa Zachery
4. Abigail Anderson
5. Tabitha Stansberry
6. Jessica Hickman
7. Whitney Bible
8. Joy McCamey
9. Eric Mitchell

After review of all the resumes, it was decided to interview these applicants:

1. Miranda Penley
2. Amy E Caylor

Motion by Mrs. Arnold, seconded by Mr. Pittman as listed above for candidate interviews.
Motion passed unanimously.

Review Background Checks and References

Mr. Brooks has listed a folder called Interviews in the Finance Committee group e-mail. Currently, in the folder are Alison Seal, Austin Collins, and Gregory Noah. The folder will be updated with their resume and background check results under their names. Mr. Noah's Tennessee Bureau of Investigation of criminal history records found no history based on the information received. Presently, Mr. Collins and Mrs. Seal background checks aren't listed under their name.

The committee asked Mrs. Peters to email Mr. Brooks to notify the selected candidates for interviews for background checks and references. The information is needed from each candidate before their interview.

Interview Dates

The committee discussed dates and times for potential interview dates. A motion by Mr. Cosby, seconded by Mr. Pittman to schedule interviews on October 21, 2025 and October 28, 2025 at 5 pm, with no more than three interviews per day. Motion passed unanimously.

Other discussion

The next committee meeting is schedule on October 14, 2025 at 6 pm in the small courtroom. Mrs. Peters will update the public notices due to the time changes on the scheduled meetings on October 21, 2025 and October 28, 2025.

Adjournment

Motion by Mr. Cosby to adjourn, seconded by Mr. Mullins at 7:10 pm. Motion passed unanimously to adjourn.

Financial Management Committee Minutes

September 9, 2025

Members present: Meredith Arnold, Joe Brooks, Ronnie Pittman, David Mundy, Mitchell Cosby, Mike Campbell, and Zach Mullins

Others present: Kelly Harvey and Letha Peters

Left Early: Jimmy Estep

The meeting was called to order at 6:05 pm. All members were present. Mr. Pittman gave the opening prayer.

Approve Agenda

Motion by Mr. Pittman, seconded by Mr. Mullins, to approve the agenda. Motion approved unanimously.

Approve Minutes

Motion by Mr. Pittman, seconded by Mr. Cosby, to approve the minutes from the August 26, 2025 meeting. Motion approved unanimously.

Review Resumes

The Financial Management Committee received seven additional resumes for review related to the Finance Director job opening. The following individuals turned in a resume for the position:

1. Morrison C. Chadwell, III (Trey)
2. Ashley England
3. Brandon Walters
4. Nicole Amburgey
5. Austin Collins
6. Austin Nichols
7. Holly Helton

Mr. Brooks handed out two additional resumes that he uploaded before our meeting. The following resumes were added to the list for review in preparation for the invitation to interview.

1. Gregory Noah
2. Barbara Roark

The committee agreed after reviewing the resumes that the top five candidates to invite for interviews were the following:

1. Alison Seal
2. Austin Collins
3. Brandon Walters
4. Gregory Noah
5. Tonya Hopson

Additional Information

Mr. Brooks will send an invitation to the top five candidates with the intent to interview. Also, he will notify the candidates of the requested background check and references needed for the committee.

The committee discussed that each candidate needs to provide a background check and references to be reviewed. The candidates must complete a background check and send references by September 19, 2025. The committee will review the documents provided by the candidates on September 23, 2025, at the scheduled meeting. Motion by Mr. Brooks, seconded by Mr. Pittman, for the candidates to provide background checks and references by September 19, 2025. Motion passed unanimously.

Schedule Interview Dates

The committee discussed possible dates and times for the upcoming interviews. They decided to host the interviews on September 29, 2025 and September 30, 2025 in the small courtroom. It was decided to start at 9 a.m. to 12 p.m. each day with scheduled interviews by 1-hour intervals. It would allow up to three interviews per day if needed. Motion by Mr. Brooks, seconded by Mr. Pittman, to schedule the interviews on September 29, 2025 and September 30, 2025. Motion passed unanimously.

Letter of Rejection Notice

Mr. Brooks presented a draft letter for the committee to review for sending to the candidates who will not receive an invitation for an interview. Motion by Mr. Pittman, seconded by Mr. Cosby to accept the draft letter as presented to be sent to those candidates for whom we will not interview. Motion passed unanimously.

Expectation for Finance Director

Mrs. Arnold recommended a six-month trial period and to complete a background check with IdentoGo. JohnCo in Middlesboro, KY, offers this background check in our area. Mr. Mullins added that the Claiborne County Sheriff's Department can offer a background check for the new employee. The committee agreed that a background

check, along with a criminal background check, would need to be completed for the new employee, attend two Office Hours for School Finance webinars, and enroll for completion of the Certified County Finance Officers(CCFO). Motion by Mrs. Arnold for these expectation for Finance Director, seconded by Mr. Pittman. Mrs. Arnold withdrawal her motion.

Possible Interview Questions

Mr. Brooks presented a draft of possible interview questions with the focus of Financial & Technical Skills, Leadership & Management, Problem-Solving & Strategic Thinking, Communication & Collaboration, and County-Specific & Vision questions. Mr. Campbell advised that Mr. Estep review the selected questions for the interviews. Mr. Brooks suggested that each committee member provide two questions for the interviewing candidates.

Adjournment

Motion by Mr. Pittman to adjourn, seconded by Mrs. Arnold at 7:18 pm. Motion passed unanimously to adjourn.

Financial Management Committee Minutes

August 26, 2025

Members present: Meredith Arnold, Joe Brooks, Ronnie Pittman, David Mundy, Mitchell Cosby, Mike Campbell, and Zach Mullins

Others present: Kelly Harvey and Letha Peters

The meeting was called to order at 6:03 pm. All members present. Mr. Mullins gave the opening prayer.

Approve Agenda

Motion by Mr. Brooks, seconded by Mr. Pittman, to approve the agenda. Motion approved unanimously.

Approve Minutes

Motion by Mrs. Arnold, seconded by Mr. Cosby, to approve the minutes from the August 12, 2025, meeting. Motion approved unanimously.

Review Resumes

The Financial Management Committee received twelve resumes to review for the Finance Director job opening. The following individuals turned in a resume for the position:

1. Eva Hendrickson
2. Blaine Hensley
3. Tanya Hopson
4. Sally Mills
5. Shae Moyers-Brock
6. Sasha Ricks
7. Heather Smith
8. Frank Ammann
9. Clint Caldwell
10. John Ryker Gent
11. Collin Hanrahan
12. Alison Seal

The committee discussed each resume with its strengths and weaknesses for the position. Mr. Mundy, Mr. Mullins, and Mr. Pittman agree that the top candidates were Mrs. Tanya Hopson and Mrs. Alston Seal. The other committee members agreed that these candidates were our strongest candidates for the position.

The committee asked Mrs. Harvey's opinion on the selection of resumes. Mrs. Harvey agreed that Mr. Seal appears to be trainable and buildable for the Finance Director position.

Mr. Brooks will list the job posting on LinkedIn as a new platform to post the opening.

It was discussed to cancel the scheduled meeting for September 2, 2025, to allow the job posting for an additional two weeks. The next scheduled meeting will be on September 9, 2025, at 6 pm to review the new resumes. Motion by Mr. Brooks to cancel the September 2, 2025, meeting, seconded by Mr. Pittman. Motion approved unanimously.

Motion by Mr. Cosby to adjourn, seconded by Mr. Mullins at 6:27 pm. Motion passed unanimously to adjourn.

Financial Management Committee Minutes

August 12, 2025

Members present: Meredith Arnold, Joe Brooks, Ronnie Pittman, David Mundy, Mitchell Cosby, Mike Campbell, and Zach Mullins

Others present: Eric Pearson, Kelly Harvey, Jimmy Estep III, and Letha Peters

The meeting was called to order at 6:05 pm. All members present. Mr. Mullins gave the opening prayer.

Approve Agenda

Motion by Mr. Pittman, seconded by Mr. Cosby, to approve the agenda. Motion approved unanimously.

Approve Minutes

Motion by Mr. Mullins, seconded by Mr. Campbell, to approve the minutes from the April 21, 2025, meeting. Motion approved unanimously.

Appointment of Deputy Director of Finance

Mr. Pearson presented the Financial Management Committee on August 5, 2025, with a letter of recommendation for Kelly Harvey as Interim Finance Director.

Currently, Mrs. Harvey is paid by the school's budget and receives her medical and voluntary benefits from the school. Mrs. Harvey will receive compensation at the current finance director's salary.

Motion by Mr. Cosby, seconded by Mr. Mullins, to approve Mrs. Harvey as the Interim Finance Director. Motion approved unanimously.

Finance Director Recruitment

Mrs. Arnold emphasizes the importance of needing to hire the new Finance Director quickly to have Mrs. Harvey fulfill her school Finance Director duties. In June 2024, Karen Brown was hired to replace Mrs. Harvey as the school's Finance Director. However, the position became open again in February 2025, therefore bringing Mrs. Harvey back into the position. Currently, Mrs. Harvey is needed in another position at the School Board of Education.

Mrs. Arnold stated that they intended to have Mrs. Harvey back at the Board of Education in September, hence the request to emphasize the importance of hiring the new Finance Director. Mrs. Arnold mentioned that Mr. Pearson and she meet regularly to review budget finances.

Mr. Brooks distributed the prior County Finance Director job posting for review of the current job opening. The committee agreed to post the salary on the job posting and to include the

language of working knowledge of school budgets/TISA funding as a preferred job qualification, and the job will be posted until the position is filled.

The committee discussed the platforms on which to post the job opening. It was decided to post the job opening on Indeed and on the county website (claibornecountytn.gov), the employment job openings page.

Mr. Brooks will upload the job applications on the County Finance Committee group files for the committee to review.

Job Interviews

The committee briefly discussed the process of holding the job interviews. It was suggested to have a list of questions to ask during the interviews. Please send your questions to Mr. Brooks to compile the list of questions for the interviews. Also, it was mentioned to hold the interviews in the daytime, similar to the past. Mr. Pearson suggested that the Finance Department be included in the hiring process.

Scheduled Meetings

The committee decided to schedule the upcoming Financial Management Committee meeting for the following dates at 6 pm in the small courtroom.

- 1) August 26, 2025
- 2) September 2, 2025
- 3) September 9, 2025
- 4) September 23, 2025

Motion by Mr. Campbell, seconded by Mr. Mullins, to approve the scheduled meetings for the committee. Motion passed unanimously.

Adjournment

The committee gave thanks to Mr. Pearson for his years of service as the Claiborne County Finance Director.

Motion by Mr. Mullins to adjourn, seconded by Mr. Cosby at 6:53 pm. Motion passed unanimously to adjourn.