



*Decatur County Courthouse*

## County Spotlight: *Decatur*

Population: 11,731  
County Seat: Decaturville

### Did you know?

*Decatur County is named in honor of Commodore Stephen Decatur, naval hero of the War of 1812.*

*Decatur County was originally part of Perry County, which is on the east shore of the Tennessee River. Citizens on the western side petitioned for a new county in 1845 due to the inconvenience of having to cross the river to attend court.*

## COUNTY PERSONNEL POLICIES – *reminder for new officials and department heads*

Elected officials and department heads have certain statutory responsibilities with regard to county personnel policies and compliance with employment laws. Under T.C.A. § 5-23-107, each elected official and department head within the county is responsible for:

- (1) Ensuring that each employee under such person's direction has received a copy of the personnel policies in effect for that office, including a statement that nothing in the policies is intended to create a contract of employment or to affect the employment-at-will status of county employees, and a statement for each employee to sign acknowledging receipt of a copy of the policies for that employee's office or department, and acknowledging that the employee understands that subsequent amendments will be on file at the office of the county clerk (these rules are somewhat different for the county board of education and its employees);
- (2) Furnishing to each employee a copy of § 39-16-504, relative to falsifying, destroying, or tampering with governmental records;
- (3) Maintaining all required personnel records, including, but not limited to, the form I-9 required under federal immigration laws and all wage and hour records required under state or federal law, unless such records are maintained in a central payroll office within the county; and
- (4) Ensuring that all posters and other employee notifications required by the Federal Fair Labor Standards Act, the Family and Medical Leave Act, applicable equal employment opportunity laws, and other applicable state or federal laws have been posted or otherwise given to employees.

The CTAS publication entitled *Legal Aspects of Personnel Management (April 2010)* contains more detailed information that will assist you in complying with these requirements. If you have any questions about these requirements, contact your CTAS county government consultant.

## SAMPLE RESOLUTION TO ESTABLISH COUNTY AUDIT COMMITTEE

In the **October newsletter**, CTAS advised counties of the Division of County Audit's intent to begin formally recommending the formation of a county audit committee to address financial and other reporting practices, internal control, compliance with laws and regulations, and ethics, and to provide guidance to county management with regard to reported material weaknesses in internal control and material noncompliance.

Working with the Division of County Audit, CTAS has developed a sample resolution that may be used by counties to establish an audit committee. This resolution has been reviewed and preliminarily approved by County Audit for compliance with their guidelines, but before adopting any resolution establishing an audit committee the county is required by T.C.A. § 9-3-405 to submit the proposed resolution to the comptroller's office for review and the comptroller's office must report back to the county whether the resolution follows recommended guidelines. Accordingly, the county must submit the resolution it proposes to adopt to the Division of County Audit for review and receive their report before adopting the resolution.

The CTAS sample resolution () contains the minimum requirements for an audit committee. The county may use this resolution as written, or it can be used as a guide to develop a resolution with more customized provisions for the particular county. The Division of County Audit's guidelines for creating of an audit committees can be found here ()

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## Mark Your Calendars!



The Association of County Mayors (ACM) will hold its Annual Strategic Leadership Conference at the Holiday Inn Express in downtown Nashville January 10 -12. To view more detailed information on the conference, double-click the paperclip icon ()

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## CTAS to Offer Incident Command Workshop in January

When disaster strikes your community, it is imperative that the local officials be able to understand the basis, as well as the federal requirements, of the National Incident Management System (NIMS). The upcoming course "Incident Command for Local Officials" will introduce key leaders from cities and counties to this concept to not only assist with the mitigation of the disaster, but also prepare for the recovery phase of the operations, including the complex reimbursement procedures of the federal government.

Participants should include city/county mayors, sheriffs, city managers, finance directors, purchasing agents, city recorders, school superintendents, highway officials, and public works directors. It is also recommended that the local emergency management director attend with the local officials from their community.

Four hours of Category A or recertification credit will be awarded to participants who are enrolled in the County Officials Certificate Training Program (COCTP).

Course dates can be found on the events calendar on the following page. To register for a session, use your Solution Point username and password. If you do not have a Solution Point username and password, click [here](#) to receive them.

## Washington Post Provides Q&A on New Health Care Reform

Washington Post health reporter Michelle Andrews has organized a question and answer section about what to expect as you review your health plan options this fall.

The questions relate to premiums, deductibles, and out-of-pocket costs. They also discuss what's changing because of health reform.

The information can be accessed by selecting the link below.

County officials are encouraged to review these questions and answers and share the link with their employees.

<http://live.washingtonpost.com/what-to-expect--health-plan-options-this-fall.html>

Have comments or suggestions for this newsletter?  
Contact Claire Marsalis at [claire.marsalis@tennessee.edu](mailto:claire.marsalis@tennessee.edu).

## CALENDAR OF EVENTS

- |              |   |
|--------------|---|
| Dec. 1 – 3   | County Officials Certificate Training Program (COCTP) Annual Renewal Conference, Franklin |
| Jan. 4       | Incident Command for Local Officials, Johnson City  |
| Jan. 5       | Incident Command for Local Officials, Knoxville   |
| Jan. 10 – 12 | Assoc. of County Mayors Annual Strategic Leadership Conference, Nashville                 |
| Jan. 21      | Incident Command for Local Officials, Jackson   |
| Feb. 1       | Incident Command for Local Officials, Franklin  |

**\*For more detailed event information, click [here](#)**

## County Audit Offers Guidance on Trustee's Responsibility to Detect and Report Fraud, Waste, and Abuse

Attached below is a document from Jerry Durham, CPA, CGFM, CFE, Technical Manager with the Division of County Audit of the State Comptroller's Office. As Mr. Durham notes, the statements within the document represent the Division of County Audit's understanding of the Trustee's responsibilities based on various state statutes and years of audit experience involving the Office of Trustee. They are intended as a training tool to assist trustees in making informed judgments about their responsibility to detect and report fraud, waste, and abuse. These statements are not intended as legal advice.

To view the document, double-click the paperclip icon (📎).

*County Officials E-News is a monthly newsletter provided by the University of Tennessee County Technical Assistance Service in an effort to promote better county government through direct assistance to county officials and their associations.*

226 Capitol Boulevard, Suite 400 ■ Nashville, TN 37219  
Phone: (615) 532-3555 ■ Fax: (615) 532-3699  
[www.ctas.tennessee.edu](http://www.ctas.tennessee.edu)