

**FAYETTE COUNTY LEGISLATIVE BODY**

**April 23, 2013**

**BE IT REMEMBERED** that the Fayette County Legislative Body met in regular session at the Bill G. Kelley Criminal Justice Complex in Somerville, Tennessee, on the 23<sup>rd</sup> day of April, 2013. Present and presiding was Chairman Rhea Taylor. Also present were the following: Sue W. Culver, County Clerk; James R. “Bobby” Riles, Sheriff, and the following County Commissioners: Ed Allen, Steve Anderson, Charles Brewer, Odis Cox, Chuck Dacus, Lee “Sissy” Dowdle, Willie German Jr., Reggie Howard, Judy Karcher, Bill Kelley, Terry Leggett, David Lillard, Sylvester Logan, Claude Oglesby, Steve Reeves, Ray Seals, Larry Watkins, and Myles Wilson.

Commissioner Joann Allen was absent. A quorum was declared with eighteen Commissioners present.

The floor was opened to the public for comments on non-agenda items. With no one coming forth the floor was closed.

Commissioner Brewer moved that the minutes from March 27, 2013 be approved. The motion was seconded by Commissioner Logan and passed unanimously.

The floor was then opened for a public hearing regarding establishing a speed limit of 30 miles per hour on Burrow Cemetery Drive from the Gallaway City Limits on the east to address 1365 on the west, a distance of 1.20 miles, and then a maximum posted speed limit of 20 miles per hour from address 1365 to the intersection with McKnight Loop on the north end, a distance of 0.65 miles. With no one speaking “For” or “Against” posting the speed limits, the public hearing was closed.

Commissioner Dowdle moved that the speed limit resolution be approved. The motion was seconded by Commissioner Wilson and passed unanimously as follows:

**BE IT RESOLVED** by the Board of County Commissioners and/or County Legislative Body of Fayette County, Tennessee, in regular session assembled on this 23<sup>rd</sup> day of April, 2013, being the fourth Tuesday of said month and the regular monthly meeting date of the April said County Legislative Body, in the Criminal Justice Complex at Somerville, Tennessee, that pursuant to the provisions of Chapter No. 357 of the Private Acts of Tennessee 1967-68, and amendments thereto, it shall be unlawful for any person to operate or drive a motor vehicle in excess of thirty (30) miles per hour on Burrow Cemetery Drive from the Gallaway City Limits on the east to address 1365 on the west, a distance of 1.20 miles, and then a maximum of twenty (20) miles per hour from the address 1365 to the intersection with McKnight Loop on the north end, a distance of 0.65 miles, being located in the 6<sup>th</sup> Civil District of Fayette County, Tennessee; and **BE IT FURTHER RESOLVED** that any person violating the provisions of this Resolution shall be guilty of a misdemeanor and punished accordingly.

Commissioner Logan moved that the following be appointed notaries public: Charles Dudley Brewer, Sr., Jerry A. Kirk, Wanda Fay Spicer, and Mary K. Waterbury. The motion was seconded by Commissioner Leggett and passed unanimously.

Commissioner Reeves moved that Mrs. Lucinda German and Mr. Claude Oglesby be re-appointed for a two year term to the Fayette County Agricultural Committee. The motion was seconded by Commissioner Watkins and passed unanimously.

The next item on the agenda was the nomination and appointment to fill a vacancy on the Fayette County School Board. The vacancy is due to the resignation in February, 2013 of Board Member David Barnes. Commissioner Lillard nominated Mr. Thomas Fleps, Jr. of 295 Wade Drive, Rossville. Commissioner Reeves nominated Mr. Leroy Shaw, Jr. of 3155 Ebenezer Loop, Somerville. Commissioner Wilson nominated Ms. Patricia Burnette, who had not filed the paperwork established as a requirement by the County Commission. Commissioner Wilson stated that Ms. Burnette had run for the position in the last election and that she met the residency requirements. He then moved to suspend the rules set at the prior Commission meeting and allow the nomination. The motion was seconded by Commissioner Dowdle and passed on a majority vote.

Commissioner Anderson moved to table the vote until the next County Commission meeting to enable Commissioners to talk to the nominees and make a fair decision on the most qualified person for the job. The motion was seconded by Commissioner Logan, and passed on a roll call vote as follows.

Voting "Yes": Commissioners Anderson, Brewer, Cox, Dacus, Dowdle, German, Logan, Oglesby, Reeves and Wilson (10)

Voting "No": Commissioners Ed Allen, Howard, Karcher, Kelley, Leggett, Lillard, Seals, and Watkins (8)

There was discussion as to whether or not filling this vacancy could be postponed. County Attorney Richard Rosser informed the Body that the position had to be filled before the next County Commission meeting so it had to be voted on in this meeting or in a special called meeting before the next scheduled monthly meeting. Commissioner Anderson moved to amend the motion on the table by calling a special meeting at 6:30 prior to the next scheduled Commission meeting at 7:00 PM on May 28, 2013, with no additional pay. The motion was seconded by Commissioner Dowdle and passed on majority vote.

Chairman Taylor reported for the County Mayor's Office, stating that budget packets containing the last years budget figures, last year's actual expenditures and this year's budget requests by department heads were handed out prior to the meeting. These figures are for the General, Solid Waste and Debt Service funds. Regarding the school problems, next month he will bring a resolution to form an Audit Committee to review the monthly school board reports and report to the Comptroller's office. Last month Commissioner Dowdle requested that the Mayor send a letter to the Comptroller's office and request that they come to the County and have an exit meeting on the last audit. The

Comptrollers office responded by saying that they could not meet with the Commissioners individually because it would be a violation of the “Sunshine” law. They could not meet with the Commission publicly because of the confidentiality law.

Chairman Taylor stated that he would bring a resolution to the County Commission in May to set up centralized accounting for the County. He stated that he was convinced that a centralized accounting office would have prevented the budget problems at the Board of Education had it been in place.

Chairman Taylor took a moment to recognize the current Leadership Fayette class in attendance.

There were no reports from the Sheriff’s Office, Juvenile Court, the Board of Public Works, Trustee’s Office or Planning & Development.

Commissioner Howard asked the Sheriff where we stand on the School Resource Officers and was told they are waiting on the money. Thirty-two million dollars has been appropriated by the state for ninety-five counties, and that amount will not go far.

Commissioner Wilson reported for the Development Committee and stated they did not meet.

Commissioner Leggett reported for the Health and Welfare Committee, stating that they had met on April 8, 2013. Topics of discussion included the financial and run reports for the ambulance service. Ambulance Director Sam McKnight gave an update on the billing service and how it works now. The Committee voted to move forward with the issuance of a request for proposals to collect old debt and for ambulance billing. Also discussed was the reappointment of Mrs. Lucinda German and Mr. Claude Oglesby to the Agriculture Board. The Committee voted to include salary for a veterans’ affairs officer in next year’s budget so the veterans in the County will have someone to assist them with veterans benefits and services and forwarded the matter to the Budget Committee. The Committee also elected a vice chairman, Commissioner Leggett, since Commissioner Joann Allen who formerly has held the position has assumed the chairmanship.

Commissioner Oglesby stated that the Personnel Committee did not meet.

Commissioner Lillard reported for the Education Committee. Budget amendments for the school system were discussed and approved to send to the Budget Committee. Director of Schools James Teague, School Board Chairman Ronnie McCarty, and Board Member Dana Pittman reviewed the current school budget, stating that jobs had been eliminated and other cost saving measures have been put in place, leaving the budget approximately \$350,000 in the negative.

Commissioner Lilliard moved to approve the request by the school board to decrease the pay they receive for attending school board meetings. School Board Member Dana Pittman addressed the Commission regarding the policies in place for

paying Board Members for attending meetings. After a great deal of discussion Commissioner Lillard moved to decrease the pay that Board Members receive for attending meetings. Commissioner German seconded the motion. After some more discussion Commissioner Howard moved to table the motion until the next meeting so that all the Commissioners would have more information about the matter. The motion was seconded by Commissioner Leggett, and failed on majority vote. The original motion was then voted on and passed on a majority vote.

**Fayette County Board of Education**

126 W. Market St  
Somerville, TN 38068

April 11, 2013

Fayette County Board of Commissioners  
c/o Mr. Rhea "Skip" Taylor, Fayette County Mayor  
13095 N. Main St  
Somerville, TN 38068

Dear Commissioners,

According to TCA 49-2-202(d), which states in part "the compensation of members of the county board shall be fixed by the county legislative body for their services when attending regular and special meetings and discharging the duties imposed by this title", it is the Commission's responsibility to set the pay for the Fayette County Board of Education.

By action of the Fayette County Board of Education on April 11, 2013, the Board respectfully requests that the Commission set the Board's pay in accordance with the following pay schedule to take effect on May 1, 2013:

Pay Schedule for Fayette County Board of Education		
Meeting / Payment Categories	Current	Requested *
Each Regular Monthly Meeting	\$126.60	\$120.00
Each Special Called Meeting or Workshop	63.30	60.00
Each Committee Meeting - Members only	63.30	
One-time payment for attending any number of committee meetings during a calendar month		50.00
Board Chairman for Extra Duties - Monthly	50.00	50.00
* Any Board member may waive their pay or any portion thereof for any meeting/payment category by notifying the Board Chairman and the Director of Schools in writing to that effect.		

The Board further requests that the pay be exempt from annual raises and remain at the requested pay schedule until changed by the Commission.

The Board appreciates your consideration of its request.

Respectfully,

  
\_\_\_\_\_  
Ronnie McCarty  
Chairman, Fayette County Board of Education

School Superintendent James Teague addressed the Board and brought Commissioners up to date on the progress of the consent order and the School Budget shortfall. He stated that on May 3, 2013, the School Board attorneys, Board Member Dana Pittman, and the Superintendent will fly to Washington, D.C. to meet with the Department of Justice and Legal Defense Fund regarding the alternate school plan. The

trip will cost approximately \$5000. The Budget shortfall started at \$684,287. We have been over the budget with a fine toothed comb to eliminate any unnecessary expenditures. We have permanently eliminated 13 positions, but because these cuts have come so late in the year the impact on the shortfall has only been about \$125,000. On next year's budget these cuts should have about half a million dollar impact. We are still left with \$350,465 in teacher and assistant pay, diesel fuel and bus payments. The new edulog bus routes will be in effect in August, and those savings will be in next year's budget. Mr Teague asked the Commission to make \$162,000 in bus payments and allow the Board of Education to use their reserve fund to pay the rest. He stated that it would all but wipe out the reserve fund, leaving a balance of \$23,000.

Chairman Taylor stated that no vote would be taken tonight, and that the vote would be postponed until he could bring back what the Commission has the authority to do in a case like this.

Mr. Teague and School Board Attorney Tom Minor answered questions regarding the May 3 trip, and whether the DOJ and LDF could meet with them here. Commissioner Ed Allen asked if the bus payments could be renegotiated. Mr. Teague stated that the buses were on a ten year repayment schedule, and they are currently on year five. Chairman Taylor stated that he would ask if these payments could be renegotiated.

Commissioner Anderson reported for the Criminal Justice/Public Welfare Committee which met on April 9, 2013. The Committee heard Mr. Warner Speakman, local resident who is a jail consultant and contractor, who reviewed the jail. Mr. Speakman, stated that the jail is in overall good condition. There is not a maintenance contract at the jail at present, but one may be proposed in the near future.

Commissioner Anderson also stated that Todd Ratliff, with Panasonic, reviewed his work for the Sheriff's Department on assembling a strategic plan with several other counties and cities to obtain a grant to place cameras in all patrol cars, as well as other electronic equipment.

Commissioner German then reported for the Budget Committee which met on April 9, 2013. He moved to approve the "Request For Proposals (RFP) For A Term Contract For Delinquent Collection Services For The County Of Fayette" be approved as follows. The motion was seconded by Commissioner Leggett and passed unanimously.

10.3.6.2



COUNTY MAYOR  
FAYETTE COUNTY, TENNESSEE

**REQUEST FOR PROPOSALS (RFP)  
FOR A TERM CONTRACT FOR  
DELINQUENT COLLECTION  
SERVICES FOR  
THE COUNTY OF FAYETTE**

**EMERGENCY MEDICAL SERVICES (EMS)**

**RFP - Ambulance Collections -**

**May 2013**

**PROPOSAL DUE DATE: May 17, 2013  
PROPOSAL DUE TIME: 2:00 P.M.**

RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT  
**SECTION I – GENERAL INSTRUCTIONS TO RESPONDENTS**

**Request for Proposals:**

The purpose of this request for proposal (RFP) is to select an agency to perform Collection of Delinquent accounts (more than 90 days) for the Fayette County, Tennessee Emergency Medical Services (EMS).

1.0 **SUBMISSION OF PROPOSALS:**

One (1) original and five (5) copies of the Proposals are due at 2:00 PM on Friday, May 17, 2013, in a sealed envelope and addressed to:

**Rhea Taylor, Fayette County Mayor  
Fayette County Mayor's Office  
13095 North Main Street  
P. O. Box 218  
Somerville, TN 38068**

**OFFICIAL PROPOSAL FOR:**

**REQUEST FOR PROPOSALS FOR A TERM CONTRACT FOR  
EMERGENCY MEDICAL SERVICES (EMS)  
DELINQUENT COLLECTION SERVICES**

**RFP - Ambulance Collections - May 2013**

- A. Telegraphic proposals will not be considered.
- B. Proposals may not be withdrawn after the opening. Proposals must be honored for 120 days
- C. The forms of proposals are outlined in "Section II - Scope of Services."

2. **SUBMISSION OF REQUESTS FOR CLARIFICATIONS OR CHANGES:**

All requests for approved equals, proposal modifications or clarifications must be received in writing, no later than May 8, 2013, at 5:00 PM, Central Time, to Rhea Taylor, Fayette County Mayor, 13095 North Main Street, P.O. Box 218, Somerville, TN 38068. Fax requests will be accepted on or before this deadline at 901/465-5229, or e-mail at "mayor@fayetttn.us".

Any responders wanting these responses to be returned by one-day "overnight" mail should provide a completed "air bill", or other pre-paid postage envelope, showing the respondent's account number with the overnight express company.

**RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT**

**3. TAXES:**

The County of Fayette is exempt from Tennessee State sales tax and federal excise taxes, and will issue exemption certificates upon request.

**4. PROPOSAL REJECTION:**

The County reserves the right to reject any or all proposals. It further reserves the right to waive technicalities and formalities, as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interests of the County.

**5. SINGLE PROPOSAL:**

In the event a single proposal is received, the County will, at its option, conduct a price and/or cost analysis of the proposal and negotiate the award, or reject the proposal and re-advertise. A price analysis would be performed by comparing price quotations submitted on other current quotations, current price lists, or other established or competitive prices. Where a difference exists, a detailed analysis must be made of this difference and costs identified.

**6. TERM OF CONTRACT:**

It is proposed that should a contract be entered into as a result of this proposal, the contractor's schedule of fees and charges for collection shall remain unchanged for a minimum of one (1) year and the contract may be renewed each year thereafter for a maximum of three (3) additional one-year periods at the County's option.

**7. TERMINATION OF CONTRACT:**

The contract may be canceled by the County of Fayette after a six (6) month period by written notice – thirty (30) days prior to termination.

**8. DISCLOSURE OF INTEREST FORM:**

Please complete the enclosed Disclosure of Interest Form and submit with your proposal.

**9. STATEMENT OF NON-COLLUSION FORM:**

Please complete the enclosed Statement of Non-Collusion Form and submit with your proposal.

PLEASE FILL IN THE FOLLOWING FORMS WITH THE INFORMATION NEEDED AND SUBMIT WITH PROPOSAL.

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**RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT**

**FAYETTE COUNTY, TENNESSEE  
DISCLOSURE OF INTERESTS**

Fayette County, Tennessee is requiring all persons or firms seeking to apply for this RFP with the County to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA." Corporations whose shares are publicly traded and listed on national or regional stock exchanges or over-the-counter markets may file a current Securities and Exchange Commission Form 10-K with the County in lieu of answering the questions below.  
See page 6 for definitions.

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**FIRM is:** 1. Corporation (  )    2. Partnership (  )    3. Sole Owner (  )  
4. Association (  )    5. Other (  ) \_\_\_\_\_

**DISCLOSURE QUESTIONS**

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each "employee" of Fayette County, Tennessee having an "ownership interest constituting 10% or more of the voting stock or shares of the business entity or ownership of \$2,500 or more of the fair market value of the business entity or employed by the above named "firm."

Name	Title	Department

2. State the name of each "official" of Fayette County, Tennessee having an "ownership interest" constituting 10% or more of the ownership in the above named "firm", or employed by the above named "firm."

Name	Title	Department

**RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT**

3. State the names of each "board member" of Fayette County, Tennessee having an "ownership interest" constituting 10% or more of the ownership in the above named "firm", or employed by the above named "firm."

Name	Board, Commission, or Committee

**CERTIFICATE**

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Fayette County, Tennessee as changes occur.

Certifying Person: \_\_\_\_\_

Title: \_\_\_\_\_  
(Type or Print)

Signature of Certifying Person: \_\_\_\_\_ Date: \_\_\_\_\_

RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT

DEFINITIONS

The following definitions of terms should be used in answering the questions set forth below:

- a. **"Board member."** A member of any board, commission, or committee appointed by the Commission of Fayette County, Tennessee
- b. **"Employee."** Any person employed by Fayette County, Tennessee either on a full or part-time basis, but not as an independent contractor.
- c. **"Firm."** Any entity operated for economic gain, whether professional, industrial or commercial, and whether established to produce or deal with a product or service, including but not limited to, entities operated in the form of sole proprietorship, as self-employed person, partnership, corporation, joint stock company, joint venture, receivership or trust, and entities which for purposes of taxation are treated as non-profit organizations.
- d. **"Official."** The Mayor, members of the County Commission, and Department and Division Heads of Fayette County, Tennessee.
- e. **"Ownership interest."** Legal or equitable interest, whether actually or constructively held, in a firm, including when such interest is held through an agent, trust, estate or holding entity. "Constructively held" refers to holdings or control established through voting trusts, proxies, or special terms of venture of partnership agreements."

PLEASE FILL IN INFORMATION NEEDED AND SUBMIT WITH PROPOSAL.

RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT

FAYETTE COUNTY, TENNESSEE  
STATEMENT OF NON-COLLUSION

The undersigned affirms that they are dully authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Fax  
Number \_\_\_\_\_

Respondent  
(Signature) \_\_\_\_\_

Respondent  
(Print Name) \_\_\_\_\_

Position  
with Company \_\_\_\_\_

Signature of Company  
Official Authorizing This  
Proposal \_\_\_\_\_

Company Official  
(Print Name) \_\_\_\_\_

Official  
Position \_\_\_\_\_

RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT

**SECTION II – TECHNICAL AND PERFORMANCE REQUIREMENTS**

1. The firm shall promptly undertake, through ethical and lawful means the collection of Fayette County Emergency Medical Services (EMS) delinquent accounts, with particular attention to the Consumer Credit Protection Act, Tennessee Fair Debt Collection Practices Act, Federal Fair Debt Collection Practices Act, and all other laws applicable to this type of activity. The contractor shall be aware of the contractual restrictions inherent in these billings and shall hold Fayette County, Tennessee harmless for any billing errors due to the service's activity.
  - A. The offeror shall provide the following services:
    - 1.) Deal with accounts ethically and diplomatically.
    - 2.) Skip Tracing.
    - 3.) Collection letter processing.
    - 4.) Rate adjudication.
    - 5.) Establish monthly payment plans (minimum payment shall be \$25.00 per month).
  - B. Collection information will be retrieved from the Fayette County-Emergency Medical Services (EMS) Patient Form.
  - C. The firm shall suspend the collection efforts on any account upon written notice to do so by a representative of the County (including Fax's).
  - D. The firm shall not have the right to refuse to collect any delinquent EMS account.
2. The firm shall maintain adequate records of the services performed, statement and collection letter processing, accounts collected and collections remitted to Fayette County, Tennessee for audit by the County, and all such records shall be available for inspection and audit, without prior notice, by Fayette County, Tennessee.
3. All collection and account status reporting formats will be in a format acceptable to the County. The firm's proposal shall include proposed reports and the desired schedule for furnishing each. Minimum report requirements are shown as follows on a monthly basis.
  - A. A detailed report of collection, adjustments with dollar amounts and quantities.
  - B. A summary of delinquent collections by month.
  - C. An aged accounts receivable balance report.
4. The firm shall indicate a chief contact person for purposes of discussion related to this proposal process. Additionally, this person shall be the one authorized to make

RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT

commitments on behalf of the firm and shall indicate the firm's overall intentions toward this contract in a signed cover letter accompanying the firm's proposal.

5. The firm shall provide a local telephone number for contact with customers concerning collection inquiries.
6. In both written and telephone contacts, the firm shall instruct the customer to make payments or to refer all inquiries to:

Firm's Name,  
Firm's Address,  
Firm's Telephone Number.

7. All information supplied by Fayette County, Tennessee shall be kept confidential and not be disclosed to parties other than the Firm's employees on a need-to-know basis for the purpose of contract performance and to the customer.
8. The firm shall be responsible to assure compatibility of Fayette County, Tennessee's Data Files and transmittal medium to the contractors computer system. The Firm shall bear all costs, if necessary, for Data Conversion to make the County's computer system compatible with that of the Contractor and any incidental costs related to the data transfer.
9. PROFESSIONAL LIABILITY:

In connection with the provisions of the Firm's obligation, the Firm shall indemnify and hold Fayette County, Tennessee and its employees harmless for any and all claims, lawsuits, legal expenses, and any other costs related to the performance or non-performance of this Agreement.

10. INSURANCE:

During the term of the Agreement, the Contractor shall procure and keep in force the following insurances:

- A. Worker's Compensation Insurance protection all of its employees.
- B. General Liability and Property Damage Insurance, with limits, **ONE MILLION DOLLARS AND NO/100THS (1,000,000)**.
- C. Agrees to name **Fayette County, Tennessee**, its officials, officers, agents and employees as additional insured in said policy, and shall give the **County** at least thirty (30) days notice of any material change in or cancellation or non-renewal of such policies.

**RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT**

- D. Shall provide the County, with either copies of these policies, or alternatively, Certificates of Insurance, to confirm such coverage.
- E. The acceptance of the insurance provider shall be at the sole discretion of the County. If the County does not accept the provider, the applicant will be allowed 7 days from the date notified in writing to submit an acceptable provider.

**SECTION III – PROPOSAL REQUIREMENTS**

In order to simplify the review process and obtain the maximum degree of comparison between Firms, please submit your firm's proposal according to the outline listed below. Be specific about the Firm's collection expertise, as it relates to the Fayette County, Tennessee Contract.

Five (5) copies of each set of proposals should be submitted.

1. Letter of Transmittal:

The Transmittal letter will express the proposer's interest in undertaking this project with Fayette County-Emergency Medical Services. The letter will summarize the Firm's qualifications for being selected. The letter shall also express any special factors that the proposer believes the County should consider in selecting the Firm. Finally, the letter shall indicate the name, title, direct address and direct telephone number of the proposer's main contact person for responding to any question, or for negotiating any contract.

2. Firm's Qualifications:

The Contractor shall comply with all laws applicable to its activities including but not limited to the Tennessee Fair Debt Collection Practices Act:

- A. State whether the Firm is Local, Regional, National or International.
- B. State the location of the Office that will have primary responsibility for the Collection Services, as well as the number of professional staff employed at that Office.
- C. Describe the range of activities performed by the Local Office.
- D. State the Firm's experience as it applies to the collection of delinquent accounts. Particular expertise in municipal collections, include broad experience of EMS accounts, is preferred.
- E. State the Firm's performance result from similar clients.
- F. State if any conflicts of interest exist in representing Fayette County, Tennessee.

RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT

3. Collection Procedures:

- A. Provide a summary of collection activities proposed to collect Fayette County-Emergency Medical Services delinquent accounts, ie;collection letters, telephone contacts, skip trace techniques, daytime and evening collection staff, etc.
- B. State affiliation with credit reporting agencies and procedures for reporting Fayette County, Tennessee's outstanding receivables to credit reporting agencies. State the Firm's understanding of what can legally be done in this area.
- C. Provide a statement and methodology as to the expected rate of recovery and a specific timetable work plan.
- D. State the Firm's methodology for handling customers questions and problems.
- E. State the Firm's methodology for handling non-English speaking customers.
- F. State the Firm's policy regarding transference of collection accounts.

3. Collection Notices:

- A. Provide examples of all written collection notices to be mailed.
- B. Provide a copy of collector's guide and training material.

4. Computer Network:

- A. Provide a brief description of the computer system used and its update capabilities.
- B. State whether terminal access will be made available to Fayette County, Tennessee for on line inquiry.
- C. Identify the form and frequency of data transfer both to and from the firm.
- D. Describe the Firm's ability to maintain records of placements, collections, recovery and production reports for an unlimited number of clients and debtors, and describe backup capabilities.

5. Management Reports:

- A. The Firm should acknowledge the need for a cooperative effort and open communication between the Firm and Fayette County, Tennessee. The frequency of reporting and the content of data transmitted to Fayette County, Tennessee should be identified.

**RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT**

- B. It is agreed that the Contractor shall maintain and make available for inspection, audit and/or reproduction by any authorized representative of the County or any external auditor representing the County, books, documents, and /or relevant information pertaining to the collections carried out for Fayette County, Tennessee and the expenses of this Contract.
  - C. Include examples of reporting.
6. Fee Structure:
- A. Proposals shall include a fee structure for one (1) year, and also a fee structure for a maximum of three (3) additional one-year periods.
  - B. The fee structure will be determined upon the selection of the Firm and will be expressed as a percentage (%) of actual monies received per customer.
  - C. State any incentive structure for collection within a specific time table and for the collection of smaller dollar amounts.

**SECTION IV – EVALUATION OF PROPOSAL**

1. Proposals will be evaluated using a comprehensive set of criteria as follows:
- A. Contractor Qualifications:
    - Experience in the required area of collections (be specific).
    - Experience in similar volume of accounts.
    - Experience and performance results from other Contracts, include municipal government Contracts (Tennessee clients), EMS collection contracts.
    - Experience and stability of key staff members.
    - Collection techniques utilized.
    - At least three (3) specific client references that may be personally contacted to discuss your firm's work history. Include the contact's name, title, phone number, and full address.
  - B. Collection Procedure:
    - Collection efforts proposed.
    - Procedures for letter sending.
    - Telephone calls and skip tracing.
    - Collection time period.
    - Payment handling.
    - Implementing work plan and timetable.

**RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT**

C. Collection Notices:

- Customer service methodology of contacts and notices, handling Customer's questions/problems. Example: Letters, phone transcripts, etc. Adequacy and sophistication of telephone resources.

D. Collection Network:

- Adequacy and sophistication of Data Processing Resources Data transfer procedures.
- On-line inquiry capabilities – Proposed methodology for data transfer to and from Fayette County, Tennessee's database.

E. Management Reports:

- Reports provided Fayette County, Tennessee.
- Flexibility to meet Fayette County, Tennessee's reporting needs.
- Responses to Auditor inquiries and confirmation requests.

F. Fee Structure:

- Anticipated collections.
- Incentive structure.
- Collection time period.
- Payment method (Identify timeliness of providing money collected to Fayette County, Tennessee).

G. Remarks/Intangibles/Judgement:

- Evaluation and overall judgment of the Firms capability to perform the collection services. Evaluation of any abilities of unique advantage to the success of the project. Enthusiasm projected by submittal. Overall quality of submittal. Remarks made in submittal.

**SECTION V – METHOD OF AWARD**

A review committee will be formed to review the proposals submitted. The committee will rank the proposals and firms, with consideration for those items mentioned above. After ranking the proposals submitted, the committee will review the Fee Structure of the top two or three Firms. If, after review and evaluation of the proposer's requirements and fee structure, the committee determines that oral presentations would be beneficial, it will schedule these with the top two or three proposers. The committee will re-evaluate these firms for final selection. A chief contact person for the firm who has the ability to fully answer all questions regarding their proposal, will be expected to attend any oral presentation scheduled.

**RFP FOR DELINQUENT COLLECTION SERVICES FOR EMS DEPARTMENT**

A draft copy of the "Evaluation Criteria" form that will be used by the review committee is provided for information as follows:

**PROPOSAL EVALUATION CRITERIA**

	<b><u>SCORING</u></b>
A. Firm's Qualifications	10%
B. Collection Procedure	10%
C. Collection Notices	05%
D. Computer Network	10%
E. Management Reports	15%
F. Fee Structure	25%
G. Remarks/Intangibles/Judgment	25%
<b>TOTAL</b>	<b>100%</b>

Commissioner German moved to approve the "EMS Agency Request For Proposal For Ambulance Billing, Collection, and Analytical Services" as follows. Commissioner Leggett seconded the motion which passed unanimously.

10.3.6.3

## EMS Agency Request for Proposal for Ambulance Billing, Collection, and Analytical Services

Fayette County Government (the "Agency") is requesting proposals from qualified firms ("Firm") to provide ambulance billing collection, financial reporting, and analytical services. This includes complete management of the billing process from patient transport to account closure. It is the intent of the Agency to enter into a Multiyear contract with renewals contingent on the successful performance of the contract.

This request for proposal ("RFP") defines the scope of services and outlines the requirements that must be met by Firms interested in providing such services. Firms shall carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in performing the service. Firms are advised to read all sections of this RFP before submitting proposal. The RFP must be honored for a minimum of 120 days and may not be withdrawn once opened.

The agency will receive sealed responses up to 2:00 pm, on May 17, 2013, addressed to Rhea Taylor, County Mayor's Office, P.O. Box 218, Somerville, TN 38068. Responses received after this time will not be accepted. Responses will be publically opened at the above stated time and date. The offers will be identified, by name only, at that time. All interested parties are invited to attend. Questions concerning the scope of work, response submittal, or process should be submitted in writing to Rhea Taylor, County Mayor, P.O. Box 218, Somerville, TN 38068. Questions may be emailed to [mayor@fayettetn.us](mailto:mayor@fayettetn.us), or faxed to 901-465-5229.

The agency reserves the right to reject any and all responses and to wave any irregularities and informalities. We look forward to receiving your response.

Sincerely,

Rhea Taylor

Fayette County Mayor

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## Table of Contents

1. Introduction
2. Proposal Timelines
3. Scope of Services
4. Proposal Instructions
5. Proposal Requirements
6. Contract Performance Standards
7. Selection Process
8. Appendix A
9. Appendix B

**Fayette County "Request for Proposal" for Billing and Collection Services**  
**Proposal Presentation Format and Instructions**

**1. Introduction**

Introduce your agency.

**2. Proposal Timelines**

Release and advertise the request for proposal.

Sealed proposals due

Award for RFP

Contract effective date

Training, testing, implementation process begins

**3. Scope of Services**

This section outlines the minimum contract requirements for billing, collection, financial reporting and analytical services. The agency desires to pursue partnerships to build an optimal revenue cycle. The minimal requirements are listed here, however, the agency is open to alternatives to meet the requirements that may or may not be described below.

**A. Billing**

1. Retrieve the electronic billing file and other billing related information from the agencies FTP secure server.
2. Prepare invoices according to the rates established by the agency, guidelines and procedures established by the firm and the agency, and all applicable laws and regulations including those for Medicare and Medicaid services (CMS). Bill all transports according to applicable laws established by Medicare, Medicaid and other applicable agencies. Bill all invoices in compliance with the Fair Debt Collection Practices Act, including the "Mini-Miranda" statement.
3. Electronic filing is the preferred method of filing invoices to appropriate parties, including insurance companies, Medicare and Medicaid if applicable. Other methods of filing such as HICFA 1500 forms are also acceptable for appropriate payers. The agency shall approve all forms and correspondence.
4. Utilize available resources and databases, to obtain billing insurance information on private pay patients.

5. The expectation of the agency is that the initial invoices will be processed within three business days of the electronic posting of the billing file on the firms secure server, according to the agreed upon process for various claim types.

#### **B. Collections**

1. Process all claims according to timelines defined by the agency and the firm. The claims should be divided into four revenue categories: Medicare, Medicaid, Insurance, and Private Pay.
2. Re-categories claims appropriately after receiving payment from the primary payor.
3. Process denials for Medicare and Medicaid according to the timelines defined by the firm and the agency.
4. Provide customer service from 8:00 am to 5:00 pm Central Standard Time (CST), using a firm supplied phone number.
5. All payments for the agency are made to the agency or a secured lockbox. Process all cash receipts and receipt of payments according to applicable timelines.
6. Process all refunds and over payments in a timely manner.
7. Establish internal controls to ensure that policies and procedures are being followed.

#### **C. Reporting**

Detailed below are reports required by the agency to monitor the billing and collection process. This is not all-inclusive.

Daily, monthly, and annual reports of the types noted below must be provided to the Finance Manager or designees by the time period specified. Daily reports should be available within three (3) business days and monthly reports should be available by fifteenth (15<sup>th</sup>) of the following month. Reports should be submitted electronically either via email or secure server. Reports should be provided in MS Excel and/or as PDF documents when requested.

Other reports may be requested on an as-needed basis. Reports may need to be modified periodically on specific issues or needs that arise. Please specify the process to add/change or delete specific reports.

1. Daily reports shall include the following:
  - a. A revenue report showing all transports billed. At a minimum, the report should include the date of service, incident number, patient name, origin, destination, procedure code, and gross charges.

- b. A report showing transports that cannot be billed including the reason the transport cannot be billed.
  - c. A report showing the number and amount of claims filed with all insurances (including Medicare and Medicaid), including the confirmation information from Medicare or Medicaid acknowledging receipt of the claim.
  - d. A reconciliation report showing the amount of cash receipts posted and how the amount ties to the daily bank deposit. Provide an explanation of any cash that is unable to be posted and include the reason.
2. Monthly reports shall include the following:
- a. A monthly revenue report showing all transports billed. At a minimum, the report should include the date of service, incident number, patient name, origin, destination, procedure code, and gross charges.
  - b. A monthly outstanding aged accounts receivable report sorted by payer including a total outstanding aged report. The Report should show four categories of outstanding accounts: 30, 60, 90, and more than 120 days outstanding. The report would also show the last date of activity on the account. The report should break down the categories into the current financial class of the account (where the next dollar payment is expected from).
  - c. Monthly accounting period report for the cash collected each month.
  - d. Monthly listing of all refunds processed for the month.
  - e. Monthly report of all accounts sent to the collection agency.
  - f. Monthly report of all account denials broken down by payor and then by type of denial.
  - g. A report of all claims denied by Medicare and Medicaid.
  - h. Other reports on an as-needed basis that would be useful to the agency in monitoring and evaluating the agency's EMS service and/or accounts receivable process.

**D. Analytical Services**

The firm will be expected to provide analysis and expertise in all issues related to ambulance billing. This includes analysis of trends and other pertinent issues that may develop.

The firm will be expected to meet monthly with the agency to review performance. Also, at a minimum, a written report reviewing the performance of the accounts receivable should be prepared, identifying among other issues, the strengths

weaknesses and opportunities of the performance. Also key issues that might arise in the future should be identified, along with strategies to address the issues. This report should be prepared quarterly.

#### **E. Technology Requirements**

The firm will provide all software associated with the billing and collection process.

1. Provide software that can be used for billing and interface with the agency's electronic patient care reporting software. Provide a file description detailing the billing extract information needed from the agency.
2. Provide a system that will ensure complete and uninterrupted flow of service via back-up systems and a Data Recovery Project Plan/System should a disaster occur. Provide a copy of the plan for review by the agency's information systems department.
3. Retain records according to an agreed upon record retention plan.
4. The firm should have the ability to utilize a secure FTP platform via VPN and/or FTP for billing extract file transfer. If the firm recommends an alternative method for file transfer, please provide a detailed description of the recommended process.
5. The firm should provide sufficient HIPAA compliance training to all employees dealing with applicable information.

#### **4. Proposal Instructions**

Interested firms should submit two original copies of the proposal to the address below no later than 2:00 pm on May 17, 2013. Late proposals will not be considered.

Rhea Taylor

Fayette County Mayor's Office

P.O. Box 218

Somerville, TN 38068

The agency intends to review cost/pricing separate from the technical response. Therefore, all pricing and cost information is to be submitted in a separate sealed envelope labeled "Fayette County Ambulance Billing Proposal".

The agency reserves the right to accept any proposal or reject any or all proposals as it deems appropriate and in the best interest of the agency. The agency is not bound to accept the least costly proposal, but reserves the right to accept the proposal which appears, in its judgment, to be the best suited to the interests of the agency. The agency reserves the right to negotiate with any vendor, including but not limited to terms, conditions, pricing, pricing structure, etc.

Any questions or clarifications must be submitted in writing to Rhea Taylor at Fayette County Mayor's Office, P.O. Box 218, Somerville, TN 38068 by 2:00 pm on May 8, 2013. All questions will be answered and posted on the Fayette County website, [www.fayettetn.us](http://www.fayettetn.us).

## 5. Proposal Requirements

The RFP should include a response to each of the following criteria. Please provide a table of contents in the format of the proposal requirements along with tabs identifying each section and subsection. Include examples of procedures, reports or other information where applicable.

- A. A Letter of Interest including the name, address and any other pertinent information about the firm. The letter must be signed by an individual authorized to contractually bind the firm and include an expression of the firm's ability and desire to meet the requirements of the proposal. Identify whether or not your firm is a sole proprietorship, partnership, corporation, or another type of corporation and include the appropriate tax identification number. Provide all names, addresses, telephone numbers, fax numbers, and email addresses of authorized individuals. Include a description of the firm's background, its organizational structure, length of time in business, and experience in providing the type of services solicited herein.
- B. An organizational chart showing the line of communication and designating level of authority of all team members. Include in the chart the names, job titles, and office locations for staff to be assigned to this account.
- C. A description of the qualifications for all personnel who will be assigned to the contract and a list of current assignments including technical staff. Please indicate the percentage of time each individual may dedicate to the contract as well as the percentage of time dedicated to any ongoing engagements. The firm shall indicate its approach to billing and collections management, including how it transitions staff when a staff member terminates employment. Also indicate how the agency is notified of the transition and how the agency would be assured of no interruption in cash flow during the process.
- D. Indicate the staff person that will be primarily responsible for the account. The expectation is that this person will be the point of contact for all activities on the account and will be responsible for making sure that all items for the contract are executed according to the terms established.
- E. A list of three client references with which you have had contracts within the past three years. Provide the designated person's name, title, organization, address, telephone number, and the relationship with the designated person.
- F. A complete list and brief description of each ambulance/EMS billing and collection service contract currently in progress or completed. Include the description of the services rendered, length of contract, annual number of claims, the amount of revenue billed, and the cash collection percentage of the revenue that was billed.

- G. A list of any pending or resolved lawsuits in which the firm was involved during the past five years. If the firm has not been involved in any lawsuits please indicate.
- H. Any potential conflict of interest due to any other clients, contracts, or property interest. Include a statement certifying that no member of your firm ownership, management, or staff has vested interest in any aspect or department of the agency or with anyone who contracts with the agency.
- I. Disclose any relevant information that the firm believes demonstrates its qualifications for the project and/or distinguishes the firm's proposal from other proposals.
- J. Discuss the extent of knowledge of Medicare/Medicaid policies and procedures as related to patient billing, reimbursement, assignment of claims, itemized claims processing, duplicate payment processing and patient refunds.
- K. Discuss the importance of complying with Medicare/Medicaid policies, procedures, and directives. Include a listing of past/present penalties/findings (if any) and their resolution. If the firm has no penalties/findings please indicate.
- L. Describe and discuss the firm's compliance program and how the program meets or exceeds the requirements of CMS and HIPAA. Provide a copy of the firm's compliance programs both for CMS and HIPAA.
- M. Indicate whether or not your organization has had a contract terminated in the last five years, and describe the nature and circumstances. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated, and such litigation determined that the vendor was in default.
- N. Provide a copy of any SAS 70 Service Auditor's report done within the last three years. If no SAS 70 report has been performed please specify.
- O. Provide a statement of your firm's ability to meet the insurance requirements as outlined in Appendix A.
- P. Describe how the account will be handled should the account be terminated for any reason.
- Q. Describe any services provided by the firm that are not covered by the RFP, but would assist the agency in enhancing its collections. Include examples of these services.
- R. Please respond to each item as outlined in the Scope of Services, section 3.
- S. The agency desires to participate with a collection agency to pursue accounts not collected during the initial process. This includes participation with the collection agency as well as other alternatives for debt collection. Describe the collection agency process

and other alternatives the firm has to assist with collection of accounts. This service may be priced out separately from the other services in the RFP.

If the firm proposes to address a requirement in a manner different from the RFP, the firm shall provide an explanation of how that requirement will be met and demonstrate that the alternative is equal to or preferable to the requirement in the RFP.

Before submitting a proposal, each firm must make a careful study of these specifications, and fully assure itself of the quality of the service required. The consistent quality of the service provided is of profound importance to the agency's ongoing commitment to achieve fiscal objectives and maintain superior levels of customer service and satisfaction.

The cost proposal shall be submitted separately using the form in Attachment B. Include all services and their associated fees. The proposal shall itemize all services including, if relevant, hourly rates for all professional, technical and support personnel, and other charges related to the completion of the work. The proposal shall separately describe costs associated with both billing and collection services.

The proposal should be complete and require no further explanation.

No contract will be awarded except to responsible organizations capable of providing the services outlined and achieving the identified expected results. Before the award of the contract the firm may be required to demonstrate any and/or all aspects of the Scope of Services.

## **6. Contract Performance Standards**

It is the agency's expectation that the contract between the firm and the agency will be a performance-based contract. During contract negotiations, the agency will work with the firm to establish these standards.

## **7. Selection Process**

Proposals will be evaluated based on the responses for item 5 above. In addition, the following criteria will be considered: financial stability, collection efforts, and performance of other contracts, knowledge, customer service, references and pricing. During the evaluation period, the agency, at its discretion, may request demonstrations of the firm's ability to meet the requirements listed in the Scope of Services.

These criteria are to be utilized in the evaluation of qualifications for development of the short list of those offerors to be considered for interviews and/or potential negotiations. Information and/or other factors gathered during interviews, negotiations, or any reference checks, in addition to the evaluation stated in the RFP, shall be utilized in the final award decision. References may or may not be reviewed or contacted at the discretion of the agency. The agency reserves the right to contact references other than, and/or in addition to, those furnished by an offeror.

## Insurance Requirements

### Appendix A

The firm or independent contractor shall obtain, at its sole expense, all insurance as required in the following paragraphs and shall not commence work until such coverage is in force and certification is received by the agency.

The insurance coverage below is recommended for each agency contract. However, the agency has identified contract types requiring other insurance coverages, which are listed in this section. Other insurance may be required based on the exposure of specific contracts.

Professional Liability Insurance, in limits of no less than \$1,000,000 per occurrence, and \$2,000,000 aggregate.

Workers Compensation Insurance with limits for Coverage A Statutor-State of Tennessee and Coverage B Employers Liability \$1,000,000 each accident and policy limit and disease each employee, or a waiver of the Act (G.S. 97-93) if the firm has less than four employees and does not carry Workers Compensation and Employers Liability Insurance.

Commercial General Liability insurance for a combined Single Limits of no less than \$2,000,000 each occurrence and \$2,000,000 aggregate. This insurance should include the Comprehensive Broad Form endorsement including contractual liability, completed Operations/Products.

Automobile liability with limits of no less than \$250,000 per person, \$500,000 per occurrence bodily injury and \$100,000 property damage.

All insurance companies must be licensed in Tennessee and be acceptable to the agency and have a Best's Insurance rating of A- or better.

Insurance policies, except Workers Compensation and Professional Liability, shall be endorsed to show the agency as additional insure, as their interest may appear, and to amend cancellation notice to thirty days, pursuant to Tennessee law.

Certificates of Insurance shall be signed by a licensed Tennessee agency and be amended to show Thirty days notice of change or cancellation will be given to the agency by certified mail.

If an "Accord" Insurance Certificate is used, the words "endeavor to" and "but failure to mail such notice shall impose no obligation of any kind upon the company" in the "cancellation" paragraph of the form shall be deleted.

Copies or originals of correspondence, certificates, endorsements, or other items pertaining to insurance shall be sent to:

Fayette County Mayor's Office

P.O. Box 218

Somerville, TN 38068

If the firm or Independent Contractor does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to the agency may be considered. Acceptance of a particular insurance provider for the Firm by the Agency shall be at the sole discretion of the Agency. If the Agency does not accept a Firm's insurance provider for reasons other than not meeting the requirements previously stated in Appendix A, the Firm will be allowed 7 days from the date notified in writing to submit an acceptable substitute.

**Pricing Information**

**Appendix B**

This information should be submitted separately as a sealed document. Pricing information that is not submitted separately will void the RFP.

The agency desires an incentive-based or a percentage based compensation plan to align with goals set forth by both the agency and the firm. Please fill in the appropriate boxes below. The firm may provide any innovative fee structures currently in use with other clients for consideration.

Pricing Options:

Billing Full Service including collection agency activity

Per transport cost \_\_\_\_\_

% of cash collections \_\_\_\_\_

Collection Agency cost (Optional) \_\_\_\_\_

Other costs \_\_\_\_\_

Billing/Collections/Reporting and Analytical Services Only (no collection agency activity)

Per transport cost \_\_\_\_\_

% of cash collections \_\_\_\_\_

Other costs \_\_\_\_\_

Conversion of existing accounts to the proposed firm's software and processing

Per transport cost \_\_\_\_\_

% of cash collections \_\_\_\_\_

Commissioner German moved to approve the budget amendment to the county general fund 101 be approved to reflect a grant for General Sessions Court. The motion

was seconded by Commissioner Dowdle and passed unanimously.

10.3.6.4

**RESOLUTION**

BE IT RESOLVED, by the County Legislative Body and/or the Board of County Commissioners of Fayette County, Tennessee, in regular session on this 23<sup>rd</sup> day of April, 2013, it being the fourth Tuesday of the month and the regular monthly meeting of the County Legislative Body in the Criminal Justice Center in Somerville, Tennessee.

That the General Fund #101 Budget Amendment be amended in the following words and figures, to wit:

**COUNTY GENERAL FUND  
BUDGET AMENDMENT  
F/Y 12-13  
April, 2013**

<u>Adjustment to Revenue Accounts:</u>	INCREASE	DECREASE
46190 Other General Government Grants	\$15,080.00	
<b>TOTAL INCREASE/DECREASE TO EXPENDITURE ACCOUNTS:</b>	<b>\$15,080.00</b>	
<u>Adjustment to Expenditure Accounts:</u>	INCREASE	DECREASE
<u>53310 General Sessions Judge</u>		
331 Legal Services		\$14,580.00
599 Other Charges		<u>500.00</u>
<b>Subtotal-53310</b>		<b>\$ 15,080.00</b>
<b>TOTAL INCREASE/DECREASE TO EXPENDITURE ACCOUNTS:</b>		<b>\$15,080.00 **</b>
** Expenses will be refunded by a signed contract with State of Tennessee, Administrative Office of the Courts.		
<b>Prior Estimated Expenditures</b>		<b>\$1,497,156.00</b>
<b>Total Estimated Expenditures this Amendment</b>		<b>\$1,497,156.00</b>
<b>Projected Fund Balance before Amendment</b>		<b>\$2,186,670.00</b>
<b>Change in Fund Balance this Amendment</b>		<b>\$ 0.00</b>
<b>Estimated Fund Balance as of June 30, 2013</b>		<b>\$2,186,670.00</b>

Commissioner German moved to approve the following amendment to the School Board General Purpose Fund 141. The motion was seconded by Commissioner Lillard and passed unanimously.

FAYETTE COUNTY BOARD OF EDUCATION  
 GENERAL PURPOSE FUND  
 FUND 141  
 APRIL, 2013

10.3.6.5

		INCREASE	DECREASE
<b>71000</b>	<b>INSTRUCTION</b>		
71100	REGULAR INSTRUCTION PROGRAM		
71100 116	Teachers	\$14,252.00	
71100 117	Career Ladder	\$740.00	
	TOTAL:	\$14,992.00	\$0.00
71300	VOCATIONAL EDUCATION PROGRAM		
71300 207	Health Insurance	\$12,678.00	
	TOTAL:	\$12,678.00	\$0.00
71600	ADULT EDUCATION PROGRAM		
71600 116	Teachers	\$792.00	
71600 201	Social Security	\$49.00	
71600 212	Medicare	\$12.00	
	TOTAL:	\$853.00	\$0.00
<b>72000</b>	<b>SUPPORT</b>		
72110	ATTENDANCE SERVICES		
72110 201	Social Security		\$277.00
72110 207	Health Insurance	\$277.00	
	TOTAL:	\$277.00	\$277.00
72130	OTHER STUDENT SUPPORT		
72130 117	Career Ladder		\$1,000.00
72130 207	Health Insurance		\$4,713.00
	TOTAL:	\$0.00	\$5,713.00
72210	REGULAR INSTRUCTION PROGRAM		
72210 117	Career Ladder	\$260.00	
72210 207	Health Insurance	\$353.00	
	TOTAL:	\$613.00	\$0.00
72230	VOCATIONAL INSTRUCTION PROGRAM		
72230 207	Health Insurance		\$1,750.00
	TOTAL:	\$0.00	\$1,750.00
72260	ADULT EDUCATION		
72260 105	Supervisor/Director	\$4,502.00	
72260 189	Other Salaries and Wages	\$1,027.00	
72230 201	Social Security	\$294.00	
72260 204	State Retirement	\$400.00	

72260 351	Rental	\$900.00	
72260 399 WICC	Other Contracted Services	\$6,000.00	
72260 599 WICC	Other Charges		\$6,000.00
	TOTAL:	\$13,201.00	\$6,000.00
72410 OFFICE OF THE PRINCIPAL			
72410 207	Health Insurance		\$31,996.00
	TOTAL:	\$0.00	\$31,996.00
72510 FISCAL SERVICES			
72510 207	Health Services		\$3,512.00
	TOTAL:	\$0.00	\$3,512.00
72610 OPERATION OF PLANT			
72610 207	Health Insurance	\$472.00	
	TOTAL:	\$472.00	\$0.00
72620 MAINTENANCE OF PLANT			
72620 207	Health Insurance	\$3,939.00	
	TOTAL:	\$3,939.00	\$0.00
72710 TRANSPORTATION			
72710 207	Health Insurance	\$2,225.00	
	TOTAL:	\$2,225.00	\$0.00
73400 EARLY CHILDHOOD EDUCATION			
73400 163 VOL	Educational Assistants	\$1,338.75	
73400 201 VOL	Social Security	\$83.00	
73400 204 VOL	State Retirement	\$108.57	
73400 212 VOL	Medicare	\$19.41	
73400 499 VOL	Other Supplies and Materials		\$1,549.73
	TOTAL:	\$1,549.73	\$1,549.73
	GRAND TOTAL:	\$50,799.73	\$50,799.73

Total Increase: .00

Beginning Fund Balance/Reserve: \$211,684.59

Revenue:	Prior Total Available Funds	\$26,478,555.55
	Total Increase This Amendment	\$0.00
	Total Available Funds This Amendment	\$26,478,555.55

Expenditure:	Prior Total Estimated Expenditures	\$26,266,870.96
	Total Increase This Amendment	\$0.00
	Total Estimated Expenditures This Ame	\$26,266,870.96

Adult education program is needing money for the July program that was not funded under Whitmore. \$6000 on the WICC program is moved to cover expenses for the close out report for the end of 2012-13 fiscal year.

All career ladder #117 is being moved to adjust money where needed and so is health insurance #207

The preschool VOL needs additional funding for assistants riding the bus for supervision from March 4-May 10. Monies taken from supplies.

FAYETTE COUNTY BOARD OF EDUCATION  
 GENERAL PURPOSE FUND  
 FUND 141  
 APRIL, 2013

*Item #12-d-2*  
*10.3.6.5*

		INCREASE	DECREASE
<b>71000</b>	<b>INSTRUCTION</b>		
71100	REGULAR INSTRUCTION PROGRAM		
71100 116	Teachers	\$14,252.00	
71100 117	Career Ladder	\$740.00	
	TOTAL:	\$14,992.00	\$0.00
71300	VOCATIONAL EDUCATION PROGRAM		
71300 207	Health Insurance	\$12,678.00	
	TOTAL:	\$12,678.00	\$0.00
71600	ADULT EDUCATION PROGRAM		
71600 116	Teachers	\$792.00	
71600 201	Social Security	\$49.00	
71600 212	Medicare	\$12.00	
	TOTAL:	\$853.00	\$0.00
<b>72000</b>	<b>SUPPORT</b>		
72110	ATTENDANCE SERVICES		
72110 201	Social Security		\$277.00
72110 207	Health Insurance	\$277.00	
	TOTAL:	\$277.00	\$277.00
72130	OTHER STUDENT SUPPORT		
72130 117	Career Ladder		\$1,000.00
72130 207	Health Insurance		\$4,713.00
	TOTAL:	\$0.00	\$5,713.00
72210	REGULAR INSTRUCTION PROGRAM		
72210 117	Career Ladder	\$260.00	
72210 207	Health Insurance	\$353.00	
	TOTAL:	\$613.00	\$0.00
72230	VOCATIONAL INSTRUCTION PROGRAM		
72230 207	Health Insurance		\$1,750.00
	TOTAL:	\$0.00	\$1,750.00
72260	ADULT EDUCATION		
72260 105	Supervisor/Director	\$4,502.00	
72260 189	Other Salaries and Wages	\$1,027.00	
72230 201	Social Security	\$294.00	
72260 204	State Retirement	\$400.00	
72260 212	Medicare	\$78.00	

72260 351	Rental	\$900.00	
72260 399 WICC	Other Contracted Services	\$6,000.00	
72260 599 WICC	Other Charges		\$6,000.00
	TOTAL:	\$13,201.00	\$6,000.00
72410	OFFICE OF THE PRINCIPAL		
72410 207	Health Insurance		\$31,998.00
	TOTAL:	\$0.00	\$31,998.00
72510	FISCAL SERVICES		
72510 207	Health Services		\$3,512.00
	TOTAL:	\$0.00	\$3,512.00
72610	OPERATION OF PLANT		
72610 207	Health Insurance	\$472.00	
	TOTAL:	\$472.00	\$0.00
72620	MAINTENANCE OF PLANT		
72620 207	Health Insurance	\$3,939.00	
	TOTAL:	\$3,939.00	\$0.00
72710	TRANSPORTATION		
72710 207	Health Insurance	\$2,225.00	
	TOTAL:	\$2,225.00	\$0.00
73400	EARLY CHILDHOOD EDUCATION		
73400 163 VOL	Educaional Assistants	\$1,338.75	
73400 201 VOL	Social Security	\$83.00	
73400 204 VOL	State Retirement	\$108.57	
73400 212 VOL	Medicare	\$19.41	
73400 499 VOL	Other Supplies and Materials		\$1,549.73
	TOTAL:	\$1,549.73	\$1,549.73
	GRAND TOTAL:	\$50,799.73	\$50,799.73

Total Increase: .00

Beginning Fund Balance/Reserve: \$211,684.59

Revenue:	Prior Total Available Funds	\$26,478,555.55
	Total Increase This Amendment	\$0.00
	Total Available Funds This Amendment	\$26,478,555.55

Expenditure:	Prior Total Estimated Expenditures	\$26,266,870.96
	Total Increase This Amendment	\$0.00
	Total Estimated Expenditures This Ame	\$26,266,870.96

Ending Fund Balance/Reserve: \$211,684.59

Explanations:

Adult education program is needing money for the July program that was not funded under Whitmore. \$6000 on the WICC program is moved to cover expenses for the close out report for the end of 2012-13 fiscal year.

All caeer ladder #117 is being moved to adjust money where needed and so is health insurance #207

The preschool VOL needs additional funding for assistants rinding the bus for supervision from March 4-May 10 Monies taken from supplies.

Commissioner German moved to approve the following amendment to the Board of Education Federal Project Fund142 (Title I). The motion was seconded by Commissioner Lillard and passed unanimously.

Item #12-d-2  
10.3.6.6

FAYETTE COUNTY BOARD OF EDUCATION  
FEDERAL PROJECTS FUND  
FUND 142  
SUBFUND 110 - TITLE I SCHOOL IMPROVEMENT (EAST JR)  
APRIL, 2013

		INCREASE	DECREASE
<b>71000</b>	<b>INSTRUCTION</b>		
71100	REGULAR INSTRUCTION PROGRAM		
71100 189	Other Salaries and Wages	\$725.00	
71100 201	Social Security	\$93.00	
71100 204	State Retirement	\$133.20	
71100 212	Medicare	\$21.75	
71100 299	Other Fringe Benefits		\$6.45
71100 499	Other Supplies and Materials	\$170.83	
71100 722	Regular Instruction Equipment	\$1,340.92	
	<b>TOTAL:</b>	<b>\$2,484.70</b>	<b>\$6.45</b>
<b>72000</b>	<b>SUPPORT SERVICES</b>		
72130	OTHER STUDENT SUPPORT		
72130 123	Guidance Personnel	\$206.25	
72130 201	Social Security		\$301.05
72130 204	State Retirement		\$431.17
72130 212	Medicare	\$3.00	
72130 299	Other Fringe Benefits	\$0.88	
72130 999	Other Charges	\$1,000.00	
	<b>TOTAL:</b>	<b>\$1,210.13</b>	<b>\$732.22</b>
72210	REGULAR INSTRUCTION PROGRAM		
72210 105	Supervisor/Director	\$435.00	
72210 163	Educational Assistants	\$884.00	
72210 189	Other Salaries and Wages	\$3,637.50	
72210 201	Social Security	\$307.36	
72210 204	State Retirement	\$433.33	
72210 212	Medicare	\$71.88	
72210 299	Other Fringe Benefits	\$21.30	
72210 524	In Service/Staff Development	\$740.34	
	<b>TOTAL:</b>	<b>\$6,530.65</b>	<b>\$0.00</b>
72710	TRANSPORTATION		
72710 146	Bus Drivers		\$18,195.00
72710 201	Social Security		\$1,128.09
72710 204	State Retirement		\$1,475.62
72710 212	Medicare		\$263.83

72710 299	Other Fringe Benefits		\$908.30
72710 412	Diesel Fuel	\$15,000.00	
	TOTAL:	\$15,000.00	\$21,970.86
	GRAND TOTAL:	\$25,225.48	\$22,709.51

Total Increase: \$2,515.97

Revenue: 47141 Title 1 Grants to Local Educ Agency \$2,515.97

Revenue: Prior Total Available Funds \$2,928,646.78  
 Total Increase This Amendment \$2,515.97  
 Total Available Funds This Amendment \$2,931,162.67

Expenditures: Prior Total Estimated Expenditures \$2,928,647.83  
 Total Increase This Amendment \$2,515.97  
 Total Estimated Expenditures This Amendment \$2,931,163.80

Explanation:

Adjusting the East Jr School Improvement Grant to the final allocation of \$167,277.97. \$164,762 had been budgeted in November. This is putting the additional \$2,525.97 on the budget.

Commissioner German moved to approve the following amendment to the Board of Education Federal Projects Fund 142 Subfund 801- Carl Perkins fund. The motion was seconded by Commissioner Oglesby and passed

unanimously.

FAYETTE COUNTY BOARD OF EDUCATION  
 FEDERAL PROJECTS FUND  
 FUND 142  
 SUBFUND 801 - CARL PERKINS  
 APRIL, 2013

*Item #12-d-2  
 10.3.6.7*

		INCREASE	DECREASE
<b>71000</b>	<b>INSTRUCTION</b>		
<b>71300</b>	<b>VOCATIONAL EDUCATION PROGRAM</b>		
71300 163	Educational Assistants		\$4.92
71300 201	Social Security		\$6.31
71300 204	State Retirement		\$69.04
71300 212	Medicare		\$0.07
71300 730	Vocational Equipment	\$59.99	
	<b>TOTAL:</b>	\$59.99	\$74.33
<b>72000</b>	<b>SUPPORT SERVICES</b>		
<b>72130</b>	<b>OTHER STUDENT SUPPORT</b>		
72130 146	Bus Drivers		\$200.00
72130 189	Other Salaries and Wages	\$1,349.93	
72130 201	Social Security	\$95.48	
72130 204	State Retirement	\$95.46	
72130 212	Medicare	\$16.67	
72130 355 S	Travel	1,265.09	
72130 355 C	Travel		\$350.59
72130 355 PD	Travel		\$1,355.19
72130 399	Other Contracted Services	785.50	
	<b>TOTAL:</b>	\$3,608.13	\$1,905.78
<b>72230</b>	<b>VOCATIONAL INSTRUCTION PROGRAM</b>		
72230 355	Travel		\$1,688.01
	<b>TOTAL:</b>	\$0.00	\$1,688.01
	<b>GRAND TOTAL:</b>	\$3,668.12	\$3,668.12

Total Increase/Decrease: .00

Total Beginning Fund Balance: \$0.00

Total Ending Fund Balance: \$0.00

This amendment is adjusting accounts to finish the year. Monies being put in Other Salaries and Wages for Teacher inservice for "Best Practices - The Tools of Best Teachers." Extra is needed in student travel for CTSO state competitions.

Commissioner Logan moved to suspend the rules to discuss the "Resolution to Charge Wheel Tax On Dealer Tags Sold To New And Used Automobile Dealers In Fayette County". This resolution had been discussed in the Committee meeting and

tabled until the next Committee meeting in May. The motion was seconded by Commissioner Dowdle, and passed on majority vote. Commissioner Howard moved that the Resolution be adopted. The motion was seconded by Commissioner Logan. After a great deal of discussion Commissioner Brewer moved to amend the motion to require dealers to buy one wheel tax per year, regardless of how many dealer tags they purchased. Commissioner Wilson seconded the motion which failed on a majority vote. The original motion was then voted on and passed on majority vote as

follows:

02/14/2013 THU 11:31 FAX 9014655293 County Clerk

10.3.6.8

002/002

**RESOLUTION TO CHARGE WHEEL TAX ON DEALER TAGS SOLD TO  
NEW AND USED AUTOMOBILE DEALERS IN FAYETTE COUNTY**

**WHEREAS, THE PRIVATE ACTS OF 1963, CHAPTER 7, authorizes the County legislative Board to levy wheel tax on vehicles registered in Fayette County, and**

**WHEREAS, dealer tags have been exempt from such taxes in the past, however, state law now allows dealers to place the tags on personal vehicles which are used for daily transportation, and**

**WHEREAS, the County Legislative Board has authority to levy said wheel tax on any and all classifications of licenses registered in Fayette County,**

**THEREFORE, BE IT RESOLVED** by the County Legislative Body of Fayette County meeting this 23<sup>rd</sup> day of April, 2013, that the County Clerk is authorized to collect wheel tax on any and all licenses sold in Fayette County in the following Classifications:

(1110) Auto Dealer "D" New	(1110) Auto Dealer "D" Used
(1112) Auto Dealer "D" Used(#####D)	(1114) Dealer Vehicle Prep
(1116) Dealer Misc "DL"	(1117) Dealer Hvy Truck Demo
(1118) Dealer Manufacturer	(1119) (TPVS) only

This Resolution shall take effect upon adoption, the general welfare requiring it.

Adopted this 23<sup>rd</sup> day of April, 2013.

\_\_\_\_\_  
Rhea Taylor, County Mayor

\_\_\_\_\_  
Sue Culver, County Clerk

Commissioner Howard moved to approve the following "Resolution Of The Fayette County Board Of Commissioners". The motion was seconded by Commissioner Leggett, and passed on majority vote.

**RESOLUTION OF THE FAYETTE  
COUNTY BOARD OF COMMISSIONERS**

**A RESOLUTION to extol the advantages of relocating to Fayette County, Tennessee by firearms manufacturers and related industries.**

**WHEREAS**, the Fayette County Commission recently passed a resolution supporting the Preservation of the Second Amendment; and

**WHEREAS**, Fayette County and Tennessee is populated by citizens with a long history of being self sufficient and being believers and supporters of our God given rights; and

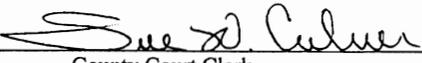
**WHEREAS**, Tennessee is already home to a very successful firearm manufacturer in Barrett Firearms Manufacturing; and

**WHEREAS**, Fayette County is blessed with ideal logistical capabilities with our central location and easy access to major interstate roadways and air cargo and rail systems; and

**WHEREAS**, Fayette County has one of the lowest tax burdens for manufacturers and citizens in the Country and Tennessee is one of the few states with no state income tax, therefore,

**BE IT RESOLVED** the citizens and elected officials of the Fayette County Board of Commissioners request the officers of any firearm related industries to please visit our community and see what our area can offer your company and families. We believe you will find great people and opportunities that include potential to grow your companies for many, many years.

  
\_\_\_\_\_  
Chairman, Board of Commissioners

ATTESTED:  
  
\_\_\_\_\_  
County Court Clerk



Commissioner Leggett requested that the Mayor write a letter to the District Attorney to request that he review the audit findings from the Board of Education and

encourage him to prosecute the people who absconded with over a million dollars of County money on behalf of the County Commission.

With no further business before the Board, the meeting was adjourned.

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Rhea Taylor, County Mayor

ATTEST;

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Sue W. Culver, County Clerk

