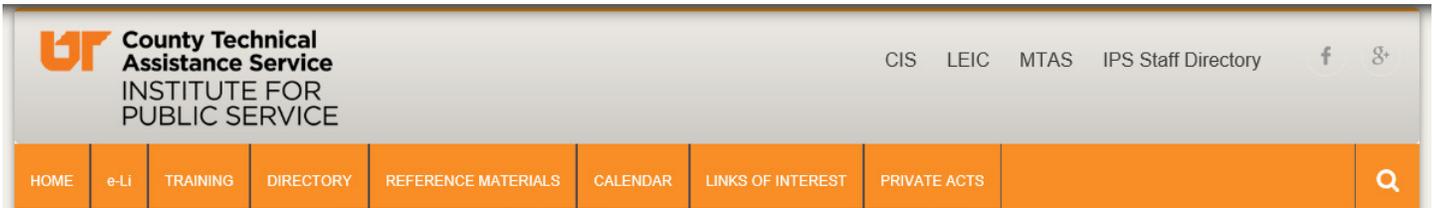


COUNTY OFFICIALS E-NEWS

Promoting better county government through direct assistance to county officials and their associations.

New Things are Happening with the CTAS Online Presence!



New CTAS Website Look!

When you visit our main website (<http://ctas.tennessee.edu>), you will notice that it has been redesigned. With an updated look, we hope to meet customer expectations for website interactions. The menu bar in orange at the top of the page still holds familiar links to e-Li, Directory, Reference Materials, Calendar, Training, and more.

Updated County Officials Directory

We are hopeful that the updates to the Directory (<http://directory.ctas.tennessee.edu>) will make finding the information you need much easier. Please note we will need your help in making sure it is accurate. Now is a great time to check your entry in the Directory and let us know if anything should be updated. You may send that information to liz.gossett@tennessee.edu.



New Service: County Private Acts Compilations Website

We are excited to offer a new site: County Private Acts Compilations (<http://privateacts.ctas.tennessee.edu>). You've seen the counties' private acts compilations on our website before as PDF files. This new website offers the compilations as searchable webpages. You may print an entire compilation for a county, just a section of a compilation, or even a single act. Some helpful information about how to work with this new website is available on the Private Acts Home Page.



New Service: InfoBytes

CTAS is excited to offer a new service: InfoBytes! InfoBytes are bite-sized presentations on topics and issues of interest to county officials. We currently have several InfoBytes available for you to view on the CTAS website frontpage just under the courthouse image (or click here <http://ctas.tennessee.edu/content/infobytes>). We hope you find these smaller presentations useful! Stay tuned as we work to add more topics to InfoBytes.



Questions? Comments? Need help?

Please take a few moments today to update your bookmarks accordingly. If you have any questions about the new websites or feedback about how they work, please send and email to Liz Gossett at liz.gossett@tennessee.edu.

In This Issue...

| | |
|--|--------|
| Government Building Energy Audits..... | Page 2 |
| County Spotlight: Scott County..... | Page 2 |
| Upcoming Training Opportunities..... | Page 2 |
| Tips & Tricks for the New Directory..... | Page 3 |
| COCTP FAQs..... | Page 5 |

County Spotlight

Scott County



County Seat: Huntsville

Population: 22,228

County Government Consultant:

Wesley Robertson

wesley.robertson@tennessee.edu

Howard Henry Baker, Jr. was born in Huntsville, Tennessee, on November 15, 1925. As a young man, he served as UT student body president, and graduated from UT Law School in 1949. Baker practiced law in Huntsville until he ran for U.S. Senate in 1966. Baker won 56 percent of the popular vote and became Tennessee’s first popularly elected Republican senator, and he went on to serve three terms as a Tennessee senator, from 1967 until his retirement in 1985.

During his career in the Senate, Baker became known as “The Great Conciliator” for his ability to bring lawmakers from both political parties together to resolve pressing issues. He rose to national prominence during the Watergate hearings of 1973-1974 as Vice Chairman of the Senate Watergate Committee, when he uttered that famous question, “What did the President know and when did he know it?”

Senator Baker passed away on June 26, 2014, at the age of 88 in Huntsville, TN.

For more information, visit

<http://www.scottcounty.com/about/history>

Government Building Energy Audits

There is likely savings for county governments with big users of electricity. Courthouses, jails, annex buildings, school systems, street lights, and fire halls are just a few of the examples. Lighting is a big power user, especially when lights are on half the day or all the time. One example of where governments can realize cost savings is by switching to LED lighting technology. Soon this technology will be equivalent to incandescent bulbs in terms of cost of unit replacement. Given a choice on new installations and retrofits for older systems, the LED wins hands down in long-term cost savings. As an example, just four to five years ago, a replacement LED light bar for fluorescent bulbs sold for around \$70 retail – today these same light bars cost under \$20 (the break-even cost using \$0.10 per kWh of electrical power).

CTAS and the Center for Industrial Services (CIS) joined forces to provide a lower cost alternative for county governments to assess their building energy usage. As of this writing, 17 assessments have been completed. Total energy savings across all 17 projects is estimated to be between \$605,000 and \$731,000. Each assessment is estimated to cost the county approximately \$2,500. As you can see, this program has been very beneficial for our customers.

Interested in having an assessment done? Contact your [County Government Consultant](#) to begin the process.

Upcoming Training Opportunities

| DATE | TIME | TITLE | LOCATION |
|-------------------------|----------------------|-----------------------------------|---|
| 09/23/2015 | 8:30am - 12:30pm CDT | Purchasing | Jackson - Union University (Harvey Hall), 1050 Union University Drive |
| 09/24/2015 | 8:30am - 12:30pm CDT | Purchasing | Dickson - Renaissance Center, 855 Highway 46 South |
| 09/29/2015 | 8:30am - 12:30pm EDT | Purchasing | Johnson City - Carnegie Hotel, 1216 W. State of Franklin Road |
| 09/30/2015 | 8:30am - 12:30pm EDT | Purchasing | Knoxville - Bridgewater Place, 205 Bridgewater Place |
| 10/07/2015 - 10/09/2015 | | TCSA Fall Conference & Trade Show | Murfreesboro - Embassy Suites, 1200 Conference Center Boulevard |
| 10/07/2015 | 8:30am - 12:30pm EDT | Cyber Security | Collegedale - City Hall, 4910 Swinyar Drive |

CTAS Training | Events Calendar

New CTAS County Officials Directory: Tips & Tricks

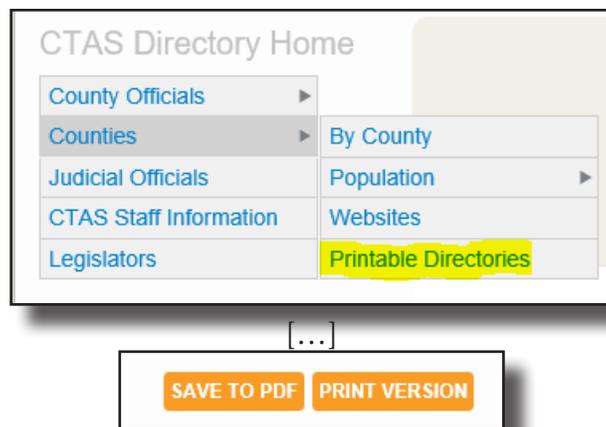


Viewing Directory Information

Finding and reviewing your county's Directory information is easier than ever! From the CTAS home page, go to Directory in the horizontal menu bar, find your county and click its name. Done!

Saving and Printing Directory Pages

We have designed the Directory to be useful for our customers and recognize that some users may wish to have a printed or electronic copy rather than having to check the website. The easiest way to save or print your county's Directory page is to go to the Printable Directories page by moving your mouse over Counties in the menu on the left and click on Printable Directories in the popup menu that appears. Select the county or counties you wish to save Directory information for, then click the "Save to PDF" button at the bottom of the page.



Internet Explorer/Microsoft Edge: The PDF will be saved in your Downloads folder. Open it from that location.

Firefox: You will be asked if you want to save or open the PDF. Open it from where you saved it.

Chrome: The PDF will be saved in your Downloads folder. Open it from that location.

To print the Directory page, simply choose the print option when viewing the PDF. You may also click on the Print Version button (shown above) for a printer-friendly (Non-PDF) version. Once that version opens, choose your browser's print option.

Downloading Directory Information

A new addition to the Directory is the ability for users to download the data as either

Continued on Page 4...

Reminder:

New CONUS Rates Effective October 1, 2015

The U.S. General Services Administration has released the new CONUS rates effective October 1, 2015 for all trips beginning on or after that date.

You may view the new rates by clicking this [LINK](#). Note: this link should show rates for all Tennessee locations. If you have trouble locating this information, please give Liz Gossett a call at (615) 532-5293 and she will be happy to assist.

Directory Tips & Tricks

...Continued from Page 3

a comma separated values (.csv) format or Excel (.xls) format. We receive many requests for this data and we wanted to make getting it easier for you.

To download data, go to the appropriate page that contains the data you're looking for. For example, if you need a list of Mayors/Executives, go to County Officials in the left menu, then click on County Execs and Mayors in the submenu that pops up. Once you are at the page in the Directory that displays a list of all of the mayors/executives, right-click on the CSV button and click Save Link As... OR left-click the XLS button to download an Excel file of the data. These buttons are located above the listing of officials, on the right hand side of the page.



Download View Data
CSV
XLS

We have included a link to the Directory in the orange navigation bar of our website as well as a button (see below) under the main rotating images on the front page.

IMPORTANT: We strongly recommend against bookmarking the PDF page of your county's information. The PDF is only a snapshot of the data in the Directory at the time it is created. This means changes made to the Directory after you created the PDF will not be included. You will need to recreate the PDF by going to the Printable Directories link mentioned above to capture those changes. Data changes constantly in the Directory and information can be outdated rather quickly.

We recommend bookmarking the Printable Directories page so it's easier for you to recreate the PDF if you need an updated copy. We also recommend checking your county's information on a periodic basis and letting us know if information needs to be updated. More on this process is included in the next section below.

Requesting Changes

Do you see information that needs to be updated? The quickest (and easiest) way to get information updated in the Directory is to send an email with the updated information to Liz Gossett, E-Media & Information Specialist at liz.gossett@tennessee.edu. She will make the updates and send confirmation of the updates being completed. If you ever have any questions about the Directory, please feel free to contact Liz.

We are also in the process of re-implementing a change request function in the new Directory. The prior version had this ability and we are confident we will get it working again soon (albeit in a more efficient, easier-to-use way!). Please keep an eye on emails from us or our monthly newsletter, *County Officials E-News*, for announcements when this feature is available.

Note: When the change request function is implemented, you may continue to send an email to Liz with updates.

Register Today!

The 62nd Annual TCSA Fall Conference and Trade Show will be held at the Embassy Suites in Murfreesboro October 7 - 9, 2015.

Click [HERE](#) to register online & get more information!



COCTP Frequently Asked Questions



If you're new to our County Officials Certificate Training Program (COCTP) or need a refresher, the following list of Frequently Asked Questions (FAQs) may be helpful. Contact our Training Department at ctas.training@tennessee.edu or (615) 532-3555.

Who can participate in the COCTP?

The COCTP was designed for elected and appointed county office holders. However, any county employee may attend COCTP training classes.

Do I have to pay a fee to attend COCTP classes?

No, a fee is not required of any county official or employee to attend COCTP classes. However, if you desire to pursue the designation of Certified Public Administrator, fees do apply.

When am I eligible to go to the Capstone Event?

Participation in the Capstone Event is by invitation only. This invitation will be extended to you once you have met the following criteria:

1. Completed 4 of 10 core classes;
2. Completed 40 credits of elective classes;
3. Completed the County Government Overview course;
4. Passed the COCTP exit exam with a score of 70 percent or better; and
5. Paid the Capstone fee.

How do I register to attend COCTP classes?

You may register for classes by logging into the Solution Point Training Center on the CTAS website at <http://ctas.tennessee.edu> and select Training from the menu across the page. In Solution Point click on the Register for a Class link at the top of the page. You will be able to view all available classroom and online classes. If you do not have a username and password, select register in the Solution Point Training Center and you will receive an email containing your username and password.

Do I have to complete all core classes before I complete elective classes or vice versa?

No, you may take core or elective classes in any order.

What happens to my certification if I fail to recertify?

To be reinstated, participants will be required to (1) successfully complete the County Government Overview course, (2) earn the hours they lack for the prior recertification cycle(s), and (3) earn the required 16 hours for the current recertification cycle by June 30.

What happens to my certification if I leave my elected office or government service?

Officials who leave office will be put into an inactive status. If they return to office they will be required to (1) pay the recertification fee, (2) successfully complete the 50 question COCTP exit exam, and (3) earn the 16 hours for the current recertification cycle by June 30. Officials will then be reinstated as Certified Public Administrators.

Continued on Page 6...

COCTP FAQs

...Continued from Page 5

Does COCTP credit count toward a college degree?

No. Courses taken through COCTP will not count toward a degree at the University of Tennessee. Check with your local college to determine whether or not certificate credits count toward one of its degree-seeking programs.

Can I earn CEU credits for COCTP course work?

Yes, all courses offered in the COCTP curriculum are approved for CEU credit, unless specifically noted.

If I receive a wait-listed registration confirmation for a class I want to attend, what should I do?

If your registration confirmation indicates that your status is wait-listed for a course, then we reached the seating capacity for that course at that particular location. Should space become available for that class, CTAS will contact you. With the exception of certain courses offered at various conferences, most COCTP courses are offered at two or more sites across the state. Feel free to register for the same course at another location.

If I have a conflict with a program date in my region, can I attend an open enrollment class outside of my region?

Yes, you are not limited to attending open enrollment classes in your region.

I took classes years ago but have been inactive in COCTP; does the previous credit I received still count toward certification?

Yes, if you paid the enrollment fee.

Do the training courses require you to pass a test to receive credit?

The core classes do require you to take a test and receive a score of 70 percent or better in order to receive credit. Elective classes are not tested.

When is testing done for the COCTP exit exam?

Testing for the COCTP exit exam is scheduled each year after January 1. Participants will receive a letter from CTAS informing them of the exam dates and locations.

More FAQs are available on the [CTAS website](#) under Training.



County Technical Assistance Service INSTITUTE FOR PUBLIC SERVICE

226 Capitol Boulevard, Suite 400, Nashville, Tennessee 37219

615-532-3555 | <http://ctas.tennessee.edu>

County Officials E-News is published every month to bring important information to county officials. For any questions or comments about the newsletter, please send Liz Gossett, CTAS E-Media & Information Specialist, an email at liz.gossett@tennessee.edu.