

Tennessee Highway Officials Certification Board Minutes of Meeting on April 11, 2018

The Tennessee Highway Officials Certification Board met in Conference Room G, on the 3rd Floor of the William R. Snodgrass Tennessee Tower in Nashville on April 11, 2018, at 10:00 a.m. Central Time.

Attending were the following members of the board:

Manny Belen (participated by phone)
Bryon Fortner (participated by phone)
Nicole Shaffer
Bob Wormsley
Abby Sutton Carver

Chairman Carver called the meeting to order at 10:00 a.m. Central Time.

A motion was made by Nicole Shaffer, seconded by Bob Wormsley, and unanimously approved to accept the meeting minutes from March 27, 2018.

There were no affidavits submitted for the board to review.

The board proceeded to review the proposed changes to the Guidelines, Application, and a newly designed Challenge Form. Chairman Carver sent the board members the draft documents that incorporated previous board discussion on changes to the documents. Below outlines the changes made to each document and the board's discussion regarding changes to each document.

Application

- Clarified and emphasized language throughout the application to make it clear to applicants the types of documents and information that is being asked on the application.
- Provided more detailed instruction under Section 4 to instruct applicants to be specific regarding when they held a supervisory position.
- Added more detailed instructions under Section 5 to instruct applicants to provide enough evidence of experience required by statute. Added a line in Section 5 that asks what role the applicant had during each project.

A motion was made by Bryon Fortner, seconded by Bob Wormsley, and unanimously approved by the board to accept the changes to the application.

Challenge Form

- At the previous meeting, the board agreed to create a "Challenge Form" that may be used if an individual wishes to challenge an applicant's qualifications.
- The challenge form will provide the board with the necessary information related to the challenge such as the challenger's contact information and explanation to demonstrate how the challenger has first-hand knowledge of the applicant's experience or qualifications.

A motion was made by Bryon Fortner, seconded by Nicole Shaffer, and unanimously approved by the board to accept the challenge form.

Guidelines

- Added clarification regarding the deadline to provide evidence of a high school diploma or a GED.
- Added more information regarding the challenge process including: how to file challenges if the deadline falls during non-business hours, added the use of the challenge form, clarification that challengers must have first-hand knowledge of the applicant's qualifications, and clarification that applicants who have been challenged can provide evidence after the filing deadline if they have been challenged.
- The board discussed adding instructions to previously certified applicants regarding what documents they need to submit.
- The board discussed clarifying that highway construction and maintenance does not include inspection.

A motion was made by Bob Wormsley, seconded by Bryon Fortner, and unanimously approved by the board to accept the changes to the guidelines.

Chairman Carver will incorporate the changes discussed at the meeting into the documents. The updated documents will be distributed to the board, posted online, and distributed to county election commissions.

The next meeting will be scheduled if any write-in applicants or applicants in counties where the position is appointed submit affidavits.

Since there was no other business before the board, Chairman Carver adjourned the meeting.

Submitted this 11th day of April, 2018.



Abby Sutton Carver, Chairman