

**Tennessee Highway Officials Certification Board**  
**Minutes of Meeting on March 09, 2020**

The Tennessee Highway Officials Certification Board met in Conference Room A, on the 3rd Floor of the William R. Snodgrass - Tennessee Tower in Nashville on March 9, 2020, at 11:00 a.m. Central Daylight Time.

**Attending were the following members of the board:**

Manny Belen (participated by phone)  
Bryon Fortner (participated by phone)  
Nicole Shaffer  
Bob Wormsley  
Jessica Lim

**Applicants Participating by Phone:**

Scottie Dane Poore – Claiborne County  
Richie Lynn Carroll – Lewis County

**Non-Applicant Persons Participating by Phone**

Tony Brown – Roane County

**Applicants Participating in Person:**

NONE

**Others Participating in Person:**

Rodney Carmical – Tennessee Highway Officials Association  
Brett Howell – County Technical Assistance Services

Chairman Lim called the meeting to order at 11:00 a.m. Central Daylight Time.

A motion was made by Nicole Shaffer, seconded by Bob Wormsley, to approve and correct the February 24, 2020, minutes to reflect Shannon Cauble as Ms. The amended minutes were unanimously approved.

Chairman Lim reviewed statutory requirements and the board's guidelines for certifying applicants.

The board proceeded to examine affidavits submitted for certification. The status next to each applicant's name indicates the final action of the board. Motions for the board action were made and seconded by the members indicated. All votes were unanimous unless otherwise indicated.

**Previously Certified Applicants**

**Claiborne County – Scottie Dane Poore - Approval – (Wormsley/Shaffer)**

**Obion County – Gary Lynn Lofton - Approval – (Wormsley/Shaffer)**

**New Applicants**

**Claiborne County – William Allen Singleton – Deferred – (Belen/Wormsley)**

Based on the application submitted by Mr. Singleton, the board requested clarification of the number of months worked in highway supervision and construction.

**Lewis County – Richie Lynn Carroll – Approval – (Fortner/Belen)**

Based on the application submitted by Mr. Carroll, the board was able to clearly identify four (4) years of supervisory experience in highway maintenance and/or construction.

Chairman Lim went over the revisions to the application for certification and discussed the handout. Board members will discuss the application and handout at their next meeting.

The next meeting date was not set.

Because there was no other business before the board, Chairman Lim adjourned the meeting at 11:19 p.m. Central Daylight Time.

Submitted this 9<sup>th</sup> day of March 2020.

  
\_\_\_\_\_  
Jessica Lim, Chairman