

Tennessee Highway Officials Certification Board
Minutes of Meeting on January 7, 2020

The Tennessee Highway Officials Certification Board met in Conference Room K, on the 3rd Floor of the William R. Snodgrass - Tennessee Tower in Nashville on January 7, 2019 at 10:03 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
Jessica Lim

Applicants Participating by Phone:

NONE

Non-Applicant Persons Participating by Phone

Roy Thomason, Jr. – Polk County
Nathan Hitson – Polk 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 10:03 a.m. Central Time.

A motion was made by Bob Wormsley, seconded by Manny Belen, and unanimously approved to accept meeting minutes from December 2, 2019.

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

None Reviewed

New Applicants

Polk County – Frankie Layne Womble – Denied – (Wormsley/Fortner)

Mr. Womble submitted an affidavit seeking certification to run for the office of Road Superintendent as a write-in candidate in the primary election. Mr. Womble did not submit evidence of a high school diploma or GED. Additionally, based on the application submitted by Mr. Womble, the board was not able to clearly identify four (4) years of supervisory experience in highway maintenance and/or construction.

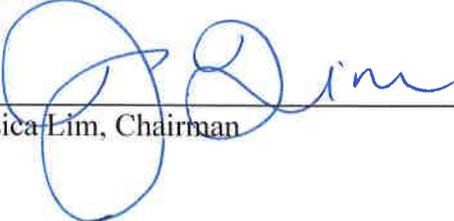
Board members further discussed adding information to the application and/or guidelines to assist the board in reviewing applications. Below are the suggested items:

- Shaffer – Where the name of the applicant’s position or title has changed or no longer exists, the board should suggest providing documentation or information regarding the exact duties. The board can recommend this on the handout or application.
- Wormsley – Add to the application and/or guidelines a suggestion that the applicant provide affidavits from supervisors with firsthand knowledge of the work performed. Or, alternatively, the previous superintendent can submit an affidavit regarding the applicant’s duties and supervisory role.
- Belen – Applicants often submit their title and position, but these often do not reflect the actual duties. Applicants need to be more thorough and detailed in describing their job duties.
- Fortner - For county or city employees specifically, requiring or recommending something from the county/city governing association verifying the applicant’s title and duties.

The next meeting date was not set.

Because there was no other business before the board, Chairman Lim adjourned the meeting at 10:17 a.m. Central Time.

Submitted this 7th day of January 2020.



Jessica Lim, Chairman