SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET

Referred to Commission Committee General Government

For Commission Action on 3/31/08

DESCRIPTION OF ITEM: RESOLUTION APPROVING THE COUNTY MAYOR'S NOMINATION OF CAROL A. FARRIS AND ULYSSES TRUITT FOR REAPPOINTMENT AND RICHARD C. SWIGGART FOR APPOINTMENT TO THE SHELBY COUNTY RETIREMENT BOARD. SPONSORED BY COMMISSIONER JOE FORD.

CHECK ALL THAT APPLY BELOW:

x This Action does NOT require expenditure of funds.

_____ This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: $_____ ; County CIP Funds- $_____

State Grant Funds: $_____; State Gas Tax Funds: $_____

Federal Grant Funds: $_____

Other funds (Specify source and amount): $_____

Other pass-thru funds (Specify source and amount): $ _____

Originating Department: Mayor's Office

APPROVAL:

	(Type your name & phone #.)	(Initials)	(Date)
Dept. Head:	Grace Hutchinson (545-4429)		
Elected Official:			
Division Director:	Grace Hutchinson (545-4429)		
CIP – A&F Director:			
Finance Dept.	Mike Swift (545-4269)	MWS	3/3/08
County Attorney:	Christy Kinard (545-4233)	CK	03-01-08
CAO/Mayor:	Jim Huntzicker (545-		3/3/08

SUMMARY

I. **Description of Item**

This resolution reappoints two members—Carol A. Farris and Ulysses Truitt and appoints Richard C. Swiggart to the Shelby County Retirement Board.

II. **Source and Amount of Funding**

III. **Contract Items**

A. Type of Contract – N/A

B. Terms – N/A

IV. **Additional Information Relevant to Approval of this Item**

Members of the Shelby County Retirement Board are appointed for terms of four (4) years each. Carol a. Farris has been a member since 6/11/07. Ulysses Truitt has been a member since 9/29/03. This will be the first term for Richard C. Swiggart.

ITEM#_____ **PREPARED BY:** Lois Riseling

APPROVED BY: Christy L. Kinard CK
Assistant County Attorney

RESOLUTION APPROVING THE COUNTY MAYOR'S NOMINATION OF CAROL A. FARRIS AND ULYSSES TRUITT FOR REAPPOINTMENT and RICHARD C. SWIGGART FOR APPOINTMENT TO THE SHELBY COUNTY RETIREMENT BOARD. SPONSORED BY COMMISSIONER JOE FORD.

WHEREAS, Pursuant to the rules and regulations governing the members of the Shelby County Retirement Board, in written correspondence to the Chairman of the Shelby County Board of Commissioners dated February 29, 2008, the County Mayor nominated Carol A. Farris and Ulysses Truitt for reappointment and Richard C. Swiggart for appointment to the board; and

WHEREAS, The ratification and approval by the Shelby County Board of Commissioners is required; and

WHEREAS, The members of the Shelby County Retirement Board are appointed for a term of four (4) years upon approval by the Shelby County Board of Commissioners or until the appointment of their successors; and

WHEREAS, The term of service for Carol A. Farris and Ulysses Truitt should be retroactive to December 31, 2007, expiring December 31, 2011, for a term of four (4) years.

WHEREAS, Richard Swiggart is replacing Helen Cole who has resigned and his term of service will begin upon Commission approval and will expire on December 31, 2011.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the reappointment of Carol A. Farris and Ulysses Truitt and appointment of Richard Swiggart for the terms listed above are with this Resolution hereby approved by the Shelby County Board of Commissioners.

BE IT FURTHER RESOLVED, That this Resolution shall take effect from and after the date it shall have been enacted according to due process of law, the public welfare requiring it.

_____
A C Wharton, Jr., County Mayor

Date: _____

ATTEST:

_____
Clerk, County Commission

ADOPTED: _____

Shelby County Government

A C Wharton, Jr.
Mayor

February 29, 2008

The Honorable David Lillard
Chairman, Shelby County Board of Commissioners
160 N. Main, Suite 450
Memphis, TN 38103

Dear Chairman Lillard:

Pursuant to the rules and regulations governing the Shelby County Retirement Board, I hereby nominate Carol A. Farris and Ulysses Truitt for reappointment and Richard C. Swiggart for appointment. Term of service for Carol A. Farris and Ulysses Truitt should be retroactive to December 31, 2007, expiring on December 31, 2011, for a term of four (4) years. Term of service for Richard Swiggart will begin upon Commission approval and will expire on December 31, 2011.

For your use, biographical information is attached and approval of the Board of Commissioners will be appreciated.

Sincerely,

A C Wharton, Jr.
Mayor

ACW/lar

Enclosure

160 North Main Street, Suite 850 ✦ Memphis, TN 38103 ✦ 901-545-4500 ✦ Fax 901-545-4759

Retirement Board
Board/Commission

Division of County Government

Name: Carol A. Farris Date of Birth: 05-26-1958

Business Name: Memphis & Shelby County Health Dept.

Business Address: 814 Jefferson Avenue Zip: 38109 Phone: (901) 544-7735

E-mail cfarris@co.shelby.tn.us Fax: (901) 544-7408

Business or Profession: HR Manager

Education: MS, HR

Name of Spouse: N/A Number of Children: N/A

Home Address: 720 Sunstone Avenue Zip: 38109 Phone: (901) 785-2069

Resident of Shelby County 49 years.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

Barbara Dentley (Sister) IRS; Marva Farris (Sister) FedEx; Vickie Farris-Taylor (Sister) First TN; Eric Farris (Brother) SC Juvenile Court (Detention Officer)

Carol A Farris
Signature

2-13-08
Date

(For Office Use Only)
Attendance Record (if applicable)
No. of Meetings 9 No. Attend 8 No. Absent 1
Disposition:
Approval _____ Resolution _____ Item# _____
2/4/2008

Retirement Board
Board/Commission

NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS, AUTHORITIES OR COMMISSIONS

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private county, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are disciminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 N/A
2
3
4
5
6
7
8

List below any of the aforementioned clubs of which you belong that do not have female members.

1
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 N/A
2
3
4

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes No

Submitted: Carol A. Farris
(Print Name)

Signature: Carol A Farris

Date: 2-13-08

Carol A. Farris

720 Sunstone Avenue • Memphis, TN 38109 • (901) 785 2069 • farris2wheel@yahoo.com

EDUCATION

M.S. Human Resources
Indiana State University, Terre, Haute, Indiana, August 2003

B.S. Education
University of Memphis, Memphis, Tennessee, August 2001

PROFESSIONAL EXPERIENCE

HR Manager (2003 – Present), Memphis & Shelby County Health Department, Memphis, Tennessee
Works under limited administrative direction of the Division Director for Health Services to handle a wide variety of complex and discretionary administrative HR issues including preparing, monitoring and controlling the Division's Personnel Control Budget ($30+ million personnel budget), as well as resolving all personnel and HR related issues. This position serves as the Health Department's Labor Relations Coordinator, responsible for all bargaining unit issues, and represents the Division in all court actions (from Federal to General Sessions), Loudermill and Civil Service Hearings, EOC, and EEOC hearings, as well as resolves all Administrative Grievance matters. Also responsible as HR representative between Health Department and The MED (Health Loop) to ensure HR compliance of contractual obligations for 75 Health Department employees assigned to MED Clinics; as well as responsible as State of TN Personnel Officer assigned to West TN Region and serves as personnel liaison to State of TN employees assigned to Health Department.

Training Coordinator (2001-2003), Shelby County Government Human Resources, Memphis, Tennessee
Develop, design and facilitate training programs for Shelby County Government's 5,500÷ management and non-management employees; develop, design and facilitate regulation specific human resource training programs per federal/local laws and policies (Sexual Harassment, Performance Appraisal, Shelby County Disciplinary/Administrative Grievance Process, Americans with Disabilities, Fair Labor Standards, Family Medical Leave, etc); serve as County's internal performance consultant to divisions/departments to promote employee performance improvement/development; lead/facilitate several county-wide process improvement and/or project teams; manage County's educational reimbursement program; assign/design process evaluation methods to determine program efficiency; coordinate County's training and resource budget

Training Specialist (1997-2001), Shelby County Government Human Resources, Memphis, Tennessee
Develop, design and facilitate training programs for Shelby County Government's 5,500+ management and non-management employees; develop, design and facilitate regulation specific human resource training programs per federal/local laws and policies (Sexual Harassment, Performance Appraisal, Shelby County Disciplinary/Administrative Grievance Process, Americans with Disabilities, Fair Labor Standards, Family Medical Leave, etc); develop, design and facilitate specialized supervisory development training programs for managers/supervisors (Pathway to High Performance-Levels I & II, Strategies of Supervision and Enlightened Leadership)

Administrative Supervisor (1988-1997), Memphis & Shelby County Health Department, Memphis, Tennessee

Processed human resource/administrative paperwork for Environmental Sanitation staff (60÷ personnel); recommended personnel for hiring, promotions, merit increases, transfers and terminations; supervised and evaluated fifteen (15) personnel in Environmental Health Bureau; maintained departmental budget ($1.2 million); provided quality control of required departmental forms/documents; designed, facilitated and tracked computer training for Department's 190+ administrative support personnel; coordinated departmental special projects/assignments per Health Department Director.

Executive Secretary (1986-1988) Memphis & Shelby County Health Department, Memphis, Tennessee

Provided executive administrative support to the Chief of Nursing and seven (7) Nursing Consultants. Responsible for all document processing, medical records security and maintenance, travel and/or meeting arrangements, distribution of clinical protocols, creating in-service agendas and scheduling approximately 190+ public health nurses (Including nurse practitioners).

Division Coordinator (1980-1986) Division of Arts & Sciences, Southwest TN Community College, Memphis, Tennessee

Coordinated efforts of Division of General Studies, Mid-town Campus.; responsible for scheduling classes for 65 full-time and 100+ part-time faculty; maintained departmental budget, scheduled staff meetings, monitored payroll/travel expenses and referred students to appropriate faculty for counseling/advising; member of several college search committees per College President.

PROFESSIONAL ORGANIZATIONS

Society for Human Resource Development

American Society for Training & Development

Tennessee Public Health Association

CIVIC & PROFESSIONAL SERVICE

Juvenile Court of Memphis, Tennessee
CASA (Court Appointed Special Advocate) Volunteer