



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive
Gallatin, Tennessee 37066-5410

Opioid Abatement Committee:

Mary Genung, Chairman
Terri Boyt, Vice-Chairman
Chief Deputy Eric Craddock
John C. Isbell
Dillon Lamberth
Lori Middleton
Darrell Rogers
Danny Sullivan

Commissioners

Terry Moss- 1

Terry Wright- 2

Mark Harrison- 3

Dillon Lamberth- 4

Darrell Rogers- 5

David Klein- 6

Danny Sullivan- 7

Baker Ring- 8

Mary Genung- 9

Benjamin A. Harris- 10

Kevin Pomeroy- 11

Deborah Holmes- 12

Terri Boyt- 13

Jamie Teachenor- 14

J. Wes Wynne- 15

Jeremy Mansfield- 16

Robert B Brown III- 17

Don Schmit- 18

Shannon Burgdorf- 19

Merrol Hyde- 20

Jerry F. Becker- 21

Matthew Shoaf- 22

Tim Jones- 23

Chrissi S. Miller- 24

AGENDA
OPIOID ABATEMENT COMMITTEE
5:00 P.M.
October 26, 2023
Mary Genung, Chairman

- 1. Call to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
- 5. Approval of Minutes-October 12, 2023**
- 6. Recognition of the Public**
- 7. Report of the Chairman**
- 8. Old Business**
 - a. Discussion: Submission process/Website
 - b. Discussion: CTAS documentation
 - c. Discussion: Health Survey and goals/coalition
 - d. Discussion: Statistics on opioid deaths
 - e. Appointment of Secretary
 - f. Review of job description for Coordinator
 - g. Appointment of Coordinator
 - h. Agenda reporting requirements for Budget Committee
- 9. New Business**
 - a. Replacement for Judge Blanton
 - b. Discussion: Funding and recent information on bankruptcy filings and impact
- 10. Adjournment**

SUMNER COUNTY GRANT ACCOUNTANT

DESCRIPTION: Under the direction of the Sumner County Finance Director, the Grant Accountant's primary responsibilities are to account for any opioid abatement funds received by Sumner County, gather data and information, analyze data, and provide supporting documentation/reports to enable county leadership to make informed decisions related to the allocation of opioid abatement funds. This position will also be responsible for accounting functions related to other county programs as assigned by the Sumner County Finance Director.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

This position is a Fair Labor Standards Act-defined exempt position. Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. The employee in this position is paid a salary rather than an hourly wage. FLSA does not limit the amount of work time an employer may require or expect from any exempt employee on any schedule. Sumner County Government expects an employee in this position to complete the work assigned regardless of the number of hours involved in completing the tasks assigned.

TASKS:

- Accounting for opioid abatement funds received and the uses of these funds
- Providing opioid abatement related research and staff support to assigned staff groups and/or committees
- Gathering information/data and creating reports as a vital contribution to Opioid Abatement Committee activities
- Monitoring relevant research and policy developments at the local, state, and federal levels related to the opioid abatement settlements
- Conducting research on related, innovative local, state, and federal policies and programs.
- Presenting trends and best practices to the Opioid Abatement Committee
- Collaborating with executive leadership, staff, external writers, and other consultants on reports and research products
- Presenting research and other organizational information before various groups of people
- Developing and expanding a knowledge base on local, state, and federal policy, processes, and programming, and other relevant policy topics and best practices
- Leading related grant identification and proposal development
- Presenting data, analysis, and recommendations to governing bodies, elected leaders, and residents as needed
- Arranging and facilitating regular meetings of the Opioid Abatement Committee
- Performing accounting duties related to other county programs as assigned by the Sumner County Finance Director
- Performing other related duties as assigned by the Sumner County Finance Director

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of Opioid Settlement Structure in Tennessee
- Knowledge of customer service/public relations methods, practices, and procedures to support communications across county government
- Knowledge of committee management and administration methods, practices, and procedures
- Knowledge of the requirements of various Federal and State grants
- Skill in establishing and maintaining effective working relationships
- Skill in observing and documenting information

- Skill in researching policy issues
- Skill in developing, writing, and presenting reports for county government
- Skill in project management
- Skill in and willingness to take on new tasks as necessary to meet the evolving needs and objectives of the committee and its members
- Skill in and proficiency with technology used in office settings including but not limited to Microsoft Office including Word, Excel, and Outlook
- Skill in and dedication to public service with an unfailing commitment to act with civility and be nonpartisan in performing duties
- Skill in writing, including policy description and analysis, as well as more general writing such as correspondence, memos, and articles
- Ability to interact effectively with diverse people in different contexts and foster equity and inclusion through self-awareness, cultural sensitivity, and valuing others
- Ability to maintain confidentiality and handle politically sensitive work
- Ability to work with leading experts in the local and state government fields, including researchers, policy experts, and program providers
- Ability to identify related grant opportunities and support proposal and grant writing
- Ability to learn new software programs and evaluation/analysis techniques
- Ability to research and perform complex tasks with little to no direct supervision
- Ability to take initiative and see tasks through to completion
- Ability to think critically, distill, and present complex information in a concise manner
- Ability to work with various granting agencies and other stakeholders
- Ability to work with local, state, and national data collection and analysis partners as needed

MINIMUM QUALIFICATIONS:

A bachelor's degree (master's degree highly preferred) in accounting or finance with at least ten (10) years of applicable work experience required

ADDITIONAL REQUIREMENTS:

Attendance at meetings after regular working hours is required. Must be able and willing to work non-traditional hours, usually dependent on meeting schedules that work for committee members.

PHYSICAL REQUIREMENTS:

Ongoing community contact and a minimum to moderate amount of physical effort with intermittent typing, sitting, standing, walking, and driving is required.

ADDITIONAL INFORMATION:

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities required for this position. Duties, responsibilities, and activities may change at any time without notice.

All positions within Sumner County Government are considered work in-person and require regular and punctual attendance. All positions within Sumner County Government may require work on holidays or weekends.

AN EQUAL OPPORTUNITY EMPLOYER, Sumner County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. A copy of Sumner County's Equal Employment Opportunity Plan (EEO) and Utilization Report is available on the county's website.