

PUBLIC RECORD REQUEST RESPONSE FORM

Town of Jasper 4460 Main Street. Jasper, TN 37347

January 30, 2026

Thomas Morgan:

In response to your records request received on January 12, 2026, our office is taking the action(s)¹ indicated below:

- The public record(s) responsive to your request will be made available for inspection:
Location: _____
Date & Time: _____
- Copies of public record(s) responsive to your request are:
 Attached;
 Available for pickup at the following location: _____; or
 Being delivered via: USPS First-Class Mail Electronically Other: _____.
- Your request is denied on the following grounds:
 Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
 No such record(s) exists or this office does not maintain record(s) responsive to your request.
 No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
 You are not a Tennessee citizen.
 You have not paid the estimated copying/production fees.
 The following state, federal, or other applicable law prohibits disclosure of the requested records:
_____.
- It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
 It has not yet been determined that records responsive to your request exist; or
 The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

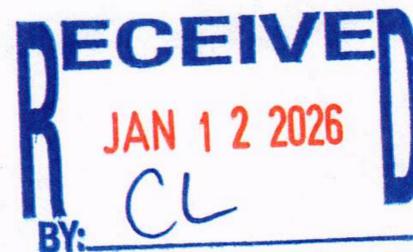
The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact
Town of Jasper 32 Courthouse Sq. Jasper, TN 37347 942-3180

Sincerely,

Town of Jasper 32 Courthouse Sq. Jasper, TN 37347 942-3180
Candy Lancaster - Email: candylancaster@jaspertn.gov

¹ If all requested records do not have the same response, so indicate.



PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

(Governmental Entity Name and Name and Contact Information for the Public Records Request Coordinator)

To: Town of Jasper 4460 Main Street. Jasper, TN 37347

(Insert Requestor's Name and Contact Information (include an address for any TPRA required written response))

From:

Is the requestor a Tennessee citizen? [X] Yes [] No

Request: [X] Inspection (The TPRA does not permit fees or require a written request for inspection only¹.)

[] Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ 50.00 ? If so, initial here: [initials]

Delivery preference: [] On-Site Pick-Up [] USPS First-Class Mail [X] Electronic [] Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

see attached TWO Documents

Signature of Requestor and Date Submitted

Signature of Public Records Request Coordinator and Date Received

Thomas Morgan

Print Form Reset Form

¹Note, Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

423 437 3333

Tom@I Buy 423.com

PUBLIC RECORD REQUEST RESPONSE FORM

Town of Jasper 4460 Main Street. Jasper, TN 37347

January 20, 2026

Thomas Morgan:

In response to your records request received on January 12, 2026, our office is taking the action(s)¹ indicated below:

- The public record(s) responsive to your request will be made available for inspection:
Location: _____
Date & Time: _____
- Copies of public record(s) responsive to your request are:
 Attached;
 Available for pickup at the following location: _____; or
 Being delivered via: USPS First-Class Mail Electronically Other: _____.
- Your request is denied on the following grounds:
 Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
 No such record(s) exists or this office does not maintain record(s) responsive to your request.
 No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.
 You are not a Tennessee citizen.
 You have not paid the estimated copying/production fees.
 The following state, federal, or other applicable law prohibits disclosure of the requested records:
_____.
- It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:
 It has not yet been determined that records responsive to your request exist; or
 The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: Estimated timeframe: 2 Weeks.

If you have any additional questions regarding your record request, please contact
Town of Jasper 32 Courthouse Sq. Jasper, TN 37347 942-3180

Sincerely,

Town of Jasper 32 Courthouse Sq. Jasper, TN 37347 942-3180
Candy Lancaster - Email: candylancaster@jaspertn.gov

¹ If all requested records do not have the same response, so indicate.

Recommended FOIA / TPRA Request Language

PUBLIC RECORDS REQUEST – TENNESSEE PUBLIC RECORDS ACT (T.C.A. § 10-7-503)

Pursuant to the Tennessee Public Records Act, T.C.A. § 10-7-503 et seq., I respectfully request access to and copies of public records relating to Linda Mason employed by **Town of Jasper**, including records maintained in the officer's personnel file **and any other departmental files**, for the period of their time of employment.

Specifically, I request the following categories of records:

1. **Employment records**, including dates of employment, rank, job titles, promotions, demotions, assignments, and separation records (if applicable).
2. **Disciplinary records**, including written reprimands, suspensions, terminations, counseling memoranda, internal disciplinary findings, and records of any sustained or unsustained violations.
3. **Internal affairs records**, including complaints, investigations, findings, and disposition records, whether initiated internally or by the public.
4. **Use-of-force records**, including reports, reviews, determinations, and related supervisory or command-level evaluations.
5. **Training and certification records**, including academy training, in-service training, firearms qualification, POST certification, and continuing education records.
6. **Commendations, awards, or performance evaluations**, including written evaluations or formal recognition.
7. **Policies or acknowledgments signed by the officer**, including use-of-force policies, code of conduct acknowledgments, or disciplinary policy acknowledgments.

If any portion of these records is deemed exempt from disclosure, please provide the **non-exempt portions with redactions**, and identify the **specific statutory exemption** relied upon for each redaction or withheld record.

I request these records in **electronic format** where available. If fees are anticipated, please provide an **itemized cost estimate** prior to processing.

This request is made for **inspection and copying of public records** and is not intended to seek confidential medical information, Social Security numbers, home addresses, or other information exempt by law.

Thank you for your prompt attention to this request.

 COPY

General Handbook Acknowledgment

This Employees Handbook is an important document intended to help employee become acquainted with Town of Jasper. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because Town of Jasper's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

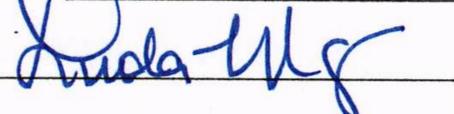
I have received and read a copy of Town of Jasper's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Town of Jasper at any time.

I further understand that my employment is terminable at will, either by myself or Town of Jasper, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Town of Jasper other than Mayor may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of Town of Jasper's Employees Handbook.

Employees's Printed Name: Linda Mason

Employees's Signature: 

Position: _____

Date: 5-3-24

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

CL 5/3/24



Receipt of Non-Harassment Policy

It is the Town of Jasper's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employee by another employees, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by the Town of Jasper.

The purpose of this policy is not to regulate our employee' personal morality, but to ensure that no one harasses another individual in the workplace, including while on the Town of Jasper premises, while on the Town of Jasper business (whether or not on Town of Jasper premises) or while representing the Town of Jasper. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employee are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.



Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employees has been subjected to or witnessed conduct which violates this policy, the employees should immediately report the matter to the Employees's Supervisor. If the employees is unable for any reason to contact this person, or if the employees has not received an initial response within five (5) business days after reporting any incident of what the employees perceives to be harassment, the employees should contact Mayor. If the person toward whom the complaint is directed is one of the individuals indicated above, the employees should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employee must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, Town of Jasper will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employees has been subjected to any such retaliation, the employees should report it in the same manner in which the employees would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand Town of Jasper's Non-Harassment Policy.

Employees's Printed Name: Linda Mason

Employees's Signature: Linda Mason

Position: _____

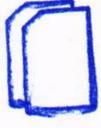
Date: 5-3-24

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

a 5/3/24



Certificate of Attendance
2024 TGFOA Fall Institute
Tennessee Government Finance Officers Association
Murfreesboro, Tennessee
October 2-4, 2024



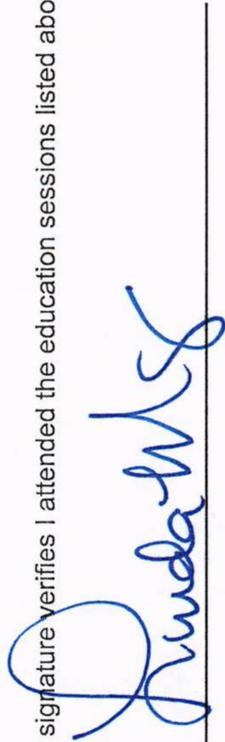
COPY

This is to certify that **Linda Mason** attended the following educational courses.

Session Date	CMFO/CCFO Credit Type	Session Name	CPA Credit Type	CEUs
10-02-2024	CMFO/CCFO = Financial	General Session 1 - Economic Update	CPA = Economics	1.00
10-02-2024	CMFO/CCFO = Financial	General Session 2 - Comptroller Update	CPA = Specialized Knowledge	1.00
10-02-2024	CMFO/CCFO = Financial	General Session 3 - Impact of TN Property Tax Reappraisals	CPA = Specialized Knowledge	1.00
10-02-2024	CMFO/CCFO = Financial	General Session 4 - Panel: Software Conversion	CPA = Computer Software and Applications	1.00
10-03-2024	CMFO/CCFO = Financial	General Session 5 - Rating Agency Update	CPA = Finance	1.00
10-03-2024	CMFO/CCFO = Financial	General Session 6 - Keynote Speaker Mila Grigg: Personal Branding	CPA = Personal Development	1.00
10-03-2024	CMFO/CCFO = Financial	Mirabella: Budgeting in an Uncertain Economic & Financial Climate	CPA = Finance	1.00
10-03-2024	CMFO/CCFO = Financial	Mirabella: Open Records Update	CPA = Specialized Knowledge	1.00
10-03-2024	CMFO/CCFO = Financial	Mirabella: Tourism in Tennessee	CPA = Specialized Knowledge	1.00

10-03-2024	CMFO/CCFO = Financial	Mirabella: Issues in Government Purchasing	CPA = Specialized Knowledge	1.00
10-03-2024	CMFO/CCFO = Financial	General Session 7 - Opioid Settlements	CPA = Specialized Knowledge	1.00
10-03-2024	CMFO/CCFO = Financial	General Session 8 - Accounting for Capital Assets	CPA = Accounting (Governmental)	1.00
Total:				12.00

My signature verifies I attended the education sessions listed above. I am not claiming credit for education sessions I did not attend or for education sessions I only partially attended.



Signature of Attendee,

The programming at this Conference is approved by the Tennessee Government Finance Officers Association to be eligible for continuing education credit with the State of Tennessee and the AICPA.



COPY

Linda Mason

From: edison.erp@tn.gov
Sent: Tuesday, July 2, 2024 6:15 PM
To: Linda Mason
Subject: Completion Notification for LG_LE_HIPAA_2024



COPY

Dear Linda,

This email confirms your completion of following training:

Class : Annual HIPAA Training
Class Code : LG_LE_HIPAA_2024
Type : Web Based Training
From : 01/04/2024
To : --

Confirmation number : 7779478
Enrollment Status : Completed

Your training history will be updated to reflect this accomplishment. You can see more completion details at your "My Learning" page. To access this page go to the Learning Home and click the "My Learning" link found at the bottom of the My Current Learning pagelet.

Please do not respond to this email. If you have any questions contact your Training Coordinator.

Thank you,
Edison

CERTIFICATE OF COMPLETION

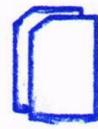
Linda Mason

has completed

Legislative Updates 2024

This course provided 3 hour(s) of CPE, Financial.

6/20/2024

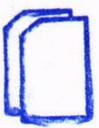


COPY



Municipal Technical Advisory Service
INSTITUTE for PUBLIC SERVICE

CERTIFICATE OF COMPLETION



COPY

Linda Mason

has completed

Municipal Court Conference 2024

This course provided 6 hour(s) of CPE.

4/12/2024



Municipal Technical Advisory Service
INSTITUTE for PUBLIC SERVICE

CERTIFICATE OF COMPLETION



COPY

has completed

Linda Mason

Current Financial Issues Workshop

This course provided 4 hour(s) of CPE, .

3/12/2024



Municipal Technical Advisory Service
INSTITUTE for PUBLIC SERVICE



COPY

Certificate of Attendance
2023 TGFOA Fall Conference
Tennessee Government Finance Officers Association
 Murfreesboro, Tennessee
 September 27-29, 2023

This is to certify that **Linda Mason** attended the following educational courses.

Session Date	CMFO/CCFO Credit Type	Session Name	CPA Credit Type	CEUs
09-27-2023	CMFO/CCFO = Financial	Economic Update	CPA = Economics	1.00
09-27-2023	CMFO/CCFO = Financial	Comptroller Update	CPA = Specialized Knowledge	1.00
09-28-2023	CMFO/CCFO = Financial	Update from the Bond Rating Agency Perspective	CPA = Finance	1.50
09-28-2023	CMFO/CCFO = Financial	Internal Controls and Fraud	CPA = Accounting/Governmental	1.00
09-28-2023	CMFO/CCFO = Financial	Municipal Chart of Accounts- State of TN Comptroller Division of Local Government Audit	CPA = Specialized Knowledge	1.00
09-28-2023	CMFO/CCFO = Financial	Hot Topics in Continuing Disclosure for Municipal Bonds	CPA = Finance	1.00
09-28-2023	CMFO/CCFO = Financial	New Technologies in Banking and Treasury Management	CPA = Finance	1.00
09-28-2023	CMFO/CCFO = Financial	Financial Considerations of Strategic Long Term Planning	CPA = Finance	1.00
09-28-2023	CMFO/CCFO = Financial	Government and its Role in the Economy	CPA = Specialized Knowledge	1.00
09-28-2023	CMFO/CCFO = Financial	Federal Social Security Program and TCRS Update	CPA = Specialized Knowledge	1.00
Total:				10.50

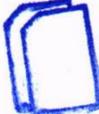
My signature verifies I attended the education sessions listed above. I am not claiming credit for education sessions I did not attend or for education sessions I only partially attended.

Signature of Attendee,

The programming at this Conference is approved by the Tennessee Government Finance Officers Association to be eligible for continuing education credit with the State of Tennessee and the AICPA.



Risk & Insurance Symposium
CERTIFICATE OF COMPLETION

 COPY

PARTICIPANT NAME: Linda Mason

<u>COURSE</u>	<u>DATE</u>	<u>CMFO</u>	<u>Utility Board</u>
7 Mistakes You're Making in Cybersecurity as a Non	8/23/2023	1.5 (F)	0.0
Be Nice: Six Interpersonal Superpowers for Success in a Hybrid World	8/24/2023	2.0 (F)	0.0
Conflict Management: A New View of an Old Topic	8/24/2023	1.0 (F)	0.0
Customer Service Excellence	8/24/2023	1.0 (F)	0.0
Risk Appetite and Ability	8/24/2023	1.5 (F)	0.0
Risk Management	8/25/2023	1.0 (F)	0.0
Workers' Comp: Catastrophic Claims	8/23/2023	1.5 (F)	0.0

Financial (F): 9.5
CMFO Total Hours: 9.5

PROVIDER CERTIFICATION:

I hereby certify that this course was conducted as approved by the office of the Tennessee Comptroller of the Treasury and the POST commission. I further certify that the person whose name appears above did personally scan into this course on the date indicated.

Name: Michael G. Fann

Signature: 

Date: 9/1/2023

Linda Mason

From: edison.erp@tn.gov
Sent: Friday, February 17, 2023 6:08 PM
To: Linda Mason
Subject: Completion Notification for State_HE_HIPAA_2023



Dear Linda,

This email confirms your completion of following training:

Class : Annual HIPAA Training
Class Code : State_HE_HIPAA_2023
Type : Web Based Training
From : 02/17/2023
To : --

Confirmation number : 7324517
Enrollment Status : Completed

Your training history will be updated to reflect this accomplishment. You can see more completion details at your "My Learning" page. To access this page go to the Learning Home and click the "My Learning" link found at the bottom of the My Current Learning pagelet.

Please do not respond to this email. If you have any questions contact your Training Coordinator.

Thank you,
Edison



COPY

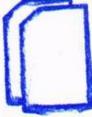
Certificate of Attendance
2022 TGFOA Fall Conference
Tennessee Government Finance Officers Association
 Murfreesboro, Tennessee
 September 21-23, 2022

This is to certify that **Linda Mason** attended the following educational courses.

Session Date	Session Name	Credit Type 1	Type Credit 2	CEUs
09-21-2022	Federal Legislative and GFOA Update: Emily Brock, Director of the Federal Liason Center for Government Financial Officers Association	CMFO/CCFO = Financial	CPA = Specialized Knowledge	1.00
09-21-2022	Comptroller Update: Jason Mumpower, Tennessee Comptroller of the Treasury	CMFO/CCFO = Financial	CPA = Specialized Knowledge	1.00
09-21-2022	Economic Update: Dr. Bill Fox, Professor and Director of the Boyd Center for Business and Economic Research at the University of Tennessee - Knoxville	CMFO/CCFO = Financial	CPA = Economics	1.00
09-21-2022	Education Funding in Tennessee: Maryanne Durski, Executive Director, Office of Local Finance- Tennessee Department of Education	CMFO/CCFO = Financial	CPA = Accounting/Governmental	1.00
09-22-2022	Update from the Bond Rating Agency Perspective: Orlie Prince, Vice President/Senior Credit Officer/Manager and Chris Coviello, Vice President/Senior Analyst, Moody's Investors Service	CMFO/CCFO = Financial	CPA = Finance	1.00
09-22-2022	Tennessee Department of Revenue Update: Amanda McGraw, Chief Financial Officer	CMFO/CCFO = Financial	CPA = Accounting/Governmental	1.00
09-22-2022	HR 101; What Every Manager Needs to Know- Betsy Cunningham, HR Consultant, MTAS	CMFO/CCFO = Financial	CPA = Personnel-HR	1.00
09-22-2022	Hot Topics for Small Cities- Brad Harris and Kay Stegall, MTAS and Callie Croom Smithson, City of Greenfield	CMFO/CCFO = Financial	CPA = Specialized Knowledge	1.00
09-22-2022	Retirement Readiness- Personal Financial Health- Risk & Insurance- Samantha Dwyer, CFP- Retirement Plan Advisor, RetireReady TN	CMFO/CCFO = Financial	CPA = Personal Development	1.00
09-22-2022	TDEC American Rescue Plan Act Program for Water, Wastewater & Stormwater Projects- Vena Jones, Manager, Division of Water Resources, Tennessee Department of Environment & Conservation	CMFO/CCFO = Financial	CPA = Specialized Knowledge	1.00
09-22-2022	Panel Discussion- Financial System Software Conversion- Betsy Knotts, Moderator- Janet Jennings, Kelly Flannery, Kari Barrett	CMFO/CCFO = Financial	CPA = Computer Software and Applications	1.00
Total:				11.00

My signature verifies I attended the education sessions listed above. I am not claiming credit for education sessions I did not attend or for education sessions I only partially attended.



 **COPY**

**Risk & Insurance Symposium
CERTIFICATE OF COMPLETION**

PARTICIPANT NAME: **Linda Mason**

COURSE

DATE **CMFO** **Utility Board**

Be Nice: Six Interpersonal Superpowers Every Leader Needs Now	8/26/2022	1.5 (F)	0.0
Compliance with the Requirements of the Tennessee Public Records Act: What Grade Would Your Municipality Receive?	8/25/2022	1.0 (F)	1.0
Cyber Exercise—Simulation of a Cyber Event	8/24/2022	2.0 (F)	1.5
Domino Effect—Cascading Effect of a Cyber Attack	8/24/2022	1.3 (F)	1.5
IT Security: Don't Forget to Lock the Doors	8/24/2022	1.5 (F)	1.5
Predicting Problem Employees	8/25/2022	1.5 (F)	1.5
Recruiting and Retaining a Great Workforce	8/26/2022	1.5 (F)	1.5

Financial (F): **10.25**
CMFO Total Hours: **10.25**

Utility Board Hours: **8.5**

PROVIDER CERTIFICATION:

I hereby certify that this course was conducted as approved by the office of the Tennessee Comptroller of the Treasury and the POST commission. I further certify that the person whose name appears above did personally scan into this course on the date indicated.

Name: Michael G. Fann

Signature:

Date: 8/31/2022



COPY

Certificate of Attendance
2022 TGFOA Spring Institute
Tennessee Government Finance Officers Association
 Lenoir City, Tennessee
 March 3-4, 2022

This is to certify that **Linda Mason** attended the following educational courses.

Session Date	Session Name	Credit Type	CEUs
03-03-2022	Cybersecurity- A Case Study- Speaker Jerry Durham, Asst Director, Office of Local Government Audit, TN Comptroller's Office	CMFO/CCFO = Financial CPA = Accounting/Governmental	1.00
03-03-2022	Grant Management Panel Discussion with Ron Woody, Roane County Mayor; Kaley Walker of CTAS and Travis Lowe of Pugh & Associates. Moderator Brad Harris	CMFO/CCFO = Financial CPA = Accounting/Governmental	1.00
03-03-2022	TCRS Update- Speaker from TCRS	CMFO/CCFO = Financial CPA = Accounting/Governmental	1.00
03-03-2022	Fraud & Internal Controls- Speaker Kevin Huffman, Senior Deputy Investigator, Division of Investigations, TN Comptroller's Office	CMFO/CCFO = Financial CPA = Accounting/Governmental	1.00
03-04-2022	Updated Budget Manual- Speakers Betsy Knotts, Director and Sheila Reed, Asst Director, Office of Local Government Finance, TN Comptroller's Office	CMFO/CCFO = Financial CPA = Accounting/Governmental	1.00
03-04-2022	GASB 87 and Leases- Speaker from Audit Firm and Betsy Knotts, Dir of Local Government Finance, TN Comptroller's Office	CMFO/CCFO = Financial CPA = Accounting/Governmental	1.00
03-04-2022	Current Topics in Purchasing- Speaker Bryan Burklin, CPA, CGFM Asst. Director for Financial & Compliance Audits, Office of Local Government Audit, TN	CMFO/CCFO = Financial CPA = Accounting/Governmental	1.00
03-04-2022	ARPA Update- Speaker Eugene Neubert, Deputy Commissioner, State of TN Department of Finance & Administration	CMFO/CCFO = Financial CPA = Accounting/Governmental	1.00
Total:			8.00

My signature verifies I attended the education sessions listed above. I am not claiming credit for education sessions I did not attend or for education sessions I only partially attended.

 Signature of Attendee,

The programming at this Conference is approved by the Tennessee Government Finance Officers Association to be eligible for continuing education credit with the State of Tennessee and the AICPA.



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Completed Training: Linda Mason



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Title	Type	Completion Date	Score	Status
CMFO Government Accounting Government Wide Financials Retest (Starts 4/14/2022)	Session	4/14/2022	0	Completed
CMFO Payroll, Benefits & Pensions 11.0 (Starts 12/7/2021)	Session	12/7/2021	0	Completed
CMFO Purchasing, Risk Management & ERP 11.0 (Starts 11/9/2021)	Session	11/9/2021	0	Completed
CMFO Debt Management 11.0 (Starts 9/21/2021)	Session	9/21/2021	0	Completed
CMFO Cash and Grants Management 11.0 (Starts 8/17/2021)	Session	8/17/2021	0	Completed
CMFO Internal Control and Auditing 11.0 (Starts 7/20/2021)	Session	7/20/2021	0	Completed
CMFO Government Accounting Government Wide Financials and CAFR 11.0 (Starts 5/27/2021)	Session	5/27/2021	0	Completed
CMFO Government Accounting Fund Financials 11.0 (Starts 4/15/2021)	Session	4/15/2021	0	Completed
CMFO Introduction to Government Accounting 11.0 (Starts 3/18/2021)	Session	3/18/2021	0	Completed
CMFO Municipal Budgeting 11.0 (Starts 2/18/2021)	Session	2/18/2021	0	Completed
CMFO: GE Pre-Class Assignment	Material	1/25/2021		Completed
Tennessee Public Records and Open Meeting Act (CMFO-F)	Online Class	1/22/2021		Completed
CMFO Government Environment 11.0 (Starts 1/21/2021)	Session	1/21/2021	0	Completed

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Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Monday, April 18, 2022 2:13 PM
To: Linda Mason
Subject: CMFO Completed!!



Congratulations!! You have successfully passed all the CMFO tests !!!!!!!!!!!

You will now need to download your transcript from your K@te account and then upload it to your account on the Comptroller's website.

Once you enter your K@te account, here are the steps to download your transcript of CMFO classes:

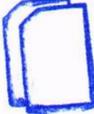
1. Open the transcript and set the default view to "completed".
2. Do a search in the "search for training" bar for "CMFO"
3. Pull options menu (three little dots to the upper right) down to "print transcript" and either print or print as PDF to save to your hard drive

Let me know if you have any questions and congratulations again!!

Thanks!
Michelle



**Risk & Insurance Symposium
CERTIFICATE OF COMPLETION**

 **COPY**

PARTICIPANT NAME: **Linda Mason**

<u>COURSE</u>	<u>DATE</u>	<u>CMFO</u>	<u>Utility Board</u>
Be the Right Person to do the Right Thing	8/25/2021	0.0 (F)	1.5
Employee's 1st Amendment Rights and Employment Actions	8/25/2021	1.5 (F)	1.5
Police Excessive Use of Force and the Impact of Duty to Intervene Policies	8/25/2021	1.5 (F)	0.0
Social Media: What Your Employees Need to Know	8/25/2021	0.0 (F)	1.0
Thriving in the Face of a Catastrophic Injury	8/26/2021	0.0 (F)	1.0
Workers' Compensation Overview	8/27/2021	1.5 (F)	1.5

Financial (F): **4.5**
Other (O): **0.0**
CMFO Total Hours: **4.5**

Utility Board Hours: **6.5**

PROVIDER CERTIFICATION:

I hereby certify that this course was conducted as approved by the office of the Tennessee Comptroller of the Treasury and the POST commission. I further certify that the person whose name appears above did personally scan into this course on the date indicated.

Name: Michael G. Fann

Signature:

Date: 9/9/2021

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Monday, April 18, 2022 2:10 PM
To: Linda Mason
Subject: Test Result

 **COPY**

Congratulations! You passed the exam!!

You have completed **Government Accounting Government-Wide Financials** of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 37921

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Thursday, December 9, 2021 12:04 PM
To: Linda Mason
Subject: Test Result



Congratulations! You passed the exam!!

You have completed **Payroll, Benefits and Pensions** of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 3792

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Wednesday, November 10, 2021 9:18 AM
To: Buckner, Michelle Renee'
Subject: Test Result



Congratulations! You passed the exam!!!

You have completed **Purchasing & Risk Management** of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 3792

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Wednesday, September 22, 2021 12:16 PM
To: Buckner, Michelle Renee'
Subject: Test Result



Congratulations! You passed the exam!!!

You have completed *Debt Management* of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 3792

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Wednesday, August 18, 2021 10:16 AM
To: Buckner, Michelle Renee'
Subject: Test Result



Congratulations! You passed the exam!!!

You have completed *Cash and Grants Management* of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 3792

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Wednesday, July 21, 2021 3:29 PM
To: Buckner, Michelle Renee'
Subject: Test Result



Congratulations! You passed the exam!!!

You have completed *Internal Control and Auditing* of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 3792

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Friday, April 23, 2021 3:56 AM
To: Linda Mason
Subject: Test Result Fund Financials



Congratulations! You passed the exam!!!

You have completed Government Accounting Fund Financials of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 3792

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Friday, March 19, 2021 7:36 AM
To: Buckner, Michelle Renee'
Subject: Test Result



Congratulations! You passed the exam!!!

You have completed *CMFO Introduction to Government Accounting* of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 3792

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Friday, February 19, 2021 6:07 AM
To: Buckner, Michelle Renee'
Subject: Test Result



Congratulations! You passed the exam!!!

You have completed **Municipal Budgeting** of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 3792

Linda Mason

From: Buckner, Michelle Renee' <Michelle.Buckner@tennessee.edu>
Sent: Friday, January 22, 2021 8:30 AM
To: Buckner, Michelle Renee'
Subject: Test Result



Congratulations! You passed the exam!!!

You have completed **Government Environment** of the Certified Municipal Finance Officers program

Thanks!

Michelle

Michelle Buckner
UT-MTAS
1610 University Avenue
Knoxville, TN 3792

CERTIFICATE OF COMPLETION

COPY



Linda Mason

has completed

Tennessee Public Records and Open Meeting Act (CMFO-F)

This course provided 1 hour(s) of CPE, Financial.

1/22/2021



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