

NOV 01 2012

**APPLICATION FOR SERVICE
ON RUTHERFORD COUNTY BOARD OR COMMITTEE**

NAME: Donna Andrews

ADDRESS: P.O. Box 330251

M'boro, TN 37133 PHONE: 615-243-5617

E-MAIL donnaahonda99@aol.com DISTRICT # 13

.....
BOARD APPLYING FOR: Benefits & Insurance Committee

NEW APPLICANT: Yes REAPPOINTMENT: -0-

IF REAPPOINTMENT, YEARS SERVED: -0-

EXPLAIN WHY YOU WOULD LIKE TO SERVE: Involvement
and share knowledge:

QUALIFICATIONS & EXPERIENCE: Human Resources
Benefits -

EDUCATION: 14 yrs

.....
OCCUPATION: _____

EMPLOYER: -0- PHONE: -0-

REFERENCES: 1. Evelyn Anderson

2. Finda Wheeler

Donna Andrews
SIGNATURE

11-1-12
DATE

(Please see instructions on back.)

*Served on M'boro
Salvation Army
Advisory Board.*

Donna R. Andrews
P.O. Box 330251
Murfreesboro, TN 37133
donnaahonda99@yahoo.com
615-243-5617

Objective:

To offer professionalism, values and responsiveness to achieve customer satisfaction within your facility. I am an enthusiastic individual, compassionate with a pleasing personality and excellent interpersonal skills. Organized and a team player.

BRANCHES RECOVERY CENTER

Murfreesboro, TN 37129
Mike Courtney, Director (615) 904-7170
Position: Administrative Assistant/Manager

2010-2011: Collecting and posting clients payments. Verification of insurance and processing claims. Handling of new and completed client charts. Receiving all incoming calls with scheduling client appointments. Implemented office procedures. Secretarial duties for eight counselors while acting as office manager.

LIBERTY MANAGEMENT & REALTY COMPANY

Murfreesboro, TN 37130
Ruth Hollingsworth, Owner (615) 653-2466
Position: Office Manager

2006-2008: Duties consisted of maintaining the office on a daily basis. Maintain a correct bank book of all deposits and real estate earnest money. Posting all checks into the database. Accounts payable and receivable. Process pertinent delinquent information to the collection company. Maintain all statements in an orderly manner. Schedule with outside vendors for service calls to properties. Secretarial duties as assigned.

KINGS ENTERPRISES, INC.

Marathon, FL 33050
Charles Clayton, Superintendant (305) 394-3074
Position: Administration Assistant

2005-2006: Assistant to the President/General Contractor. Duties consisted of working with vendors for quotes on materials for the construction of a Government Border Patrol project. All general duties of an assistant including handling of vacation rental correspondents.

WACCAMAW COMMUNITY HOSPITAL

Murrells Inlet, SC 29576
Paul Hilton, Human Resources Director (803) 972-1504
Position: Assistant Human Resources Director

2002-2005: Responsibility of the day-to-day operation of new hospital. Developing and implementing Policies and Procedures for the overall facility. Wage and Benefits, Unemployment hearings. Workers Compensation, General Orientation, Retirement Compensation and Exit Interviews.

MIDDLE TENNESSEE MEDICAL CENTER, INC.

Murfreesboro, TN 37130
Paul Hilton, Vice president Human Resources (803) 972-1504
Position: Manager Human Resources

1978-2002: Performed Human Resources functions with over 1,100 employees. Primary duties included supervision of four employees within the department. Overall responsibility of the day-to-day operations including Benefits and Wages, Retirement Compensation, General Orientation, Disciplinary Action documentation. Implementing policies and procedures. All other duties as assigned.

Attached: Letters of reference

BRANCHES

RECOVERING HOPE * RESTORING LIVES *

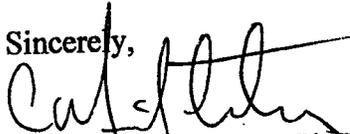
May 24, 2011

Donna Andrews has been the office manager at Branches Recovery Center for 9 months. She has worked with faithfulness and excellence in all that we have asked her to do. She is punctual, personable, and willing to tackle difficult tasks.

She was able to implement procedural changes and documentation as we developed a Policy and Procedures Manual. She managed an active, busy office that saw over 400 clients per month. She was terminated from our office only because of the economic turnaround and financial challenges we faced.

I have no reservations recommending her. She will be an asset to any organization.

Sincerely,



C. Michael Courtney, Ph.D.
Executive Director
Branches Recovery Center



Generations Mental Health Center

1833 Ward St. Suite 105
Murfreesboro, TN 37129

March 19, 2009

Dear Sir or Madam:

This letter is in reference to the work ethic and integrity of Ms. Donna Andrews. Ms. Andrews was hired on February 23, 2009. Due to unfortunate economic hardships, the agency's location in Murfreesboro, TN will now be closing. Although Ms. Andrews entered our establishment as an unknown, within four short weeks she has become a vital part of our operation and is now considered a friend.

Within one week she managed to bring organization to an otherwise chaotic office environment. Workflow was dramatically improved while under her management. Both clients and co-workers were pleased with the changes she influenced in GMHC. I cannot offer enough praise for her diligence and loyalty in the work place. She is a true gem.

Sincerely,

Laura Tucker Huggins

Laura Tucker-Huggins, LPC-MHSP(temp)
Executive Director

1833 Ward St. Suite 105
Murfreesboro, TN 37129

Office: (615) 895-7321
Fax: (615) 895-7394

December 23, 2009

TO WHOM IT MAY CONCERN

My name is Paul Hilton and I have known Ms. Donna Andrews since 1987. I first became acquainted with Ms. Andrews when I became the VP Human Resources at Middle Tennessee Medical Center. At that time, Ms Andrews was in the position of Human Resources Assistant. Over the next 15 years, she was promoted to the position of Human Resources Supervisor and then to Human Resources Manager.

In 2001, I took the position of System Human Resources Director for Georgetown (SC) Hospital System. I hired Ms. Andrews as the HR Manager to run the human resources function of the second hospital in that system.

Ms. Andrews is a quality employee and individual. She always goes the extra mile to insure that the job is done right and on time. She is extremely intelligent and quickly grasps the requirements of any job. She is a self starter who is always looking for ways to do the job better and faster while at the same time staying within the limits of organizational policy or Federal or State statutes. Her personality is to be helpful in any way that she can, while always understanding that the needs of the organization are of utmost importance.

I would unhesitatingly recommend Ms. Andrews for any position for which she applies.

Sincerely



J. Paul Hilton

VP Human Resources
SAFE Federal Credit Union
Sumter, South Carolina

**APPLICATION FOR SERVICE
ON RUTHERFORD COUNTY BOARD OR COMMITTEE**

NOV 01 2012

NAME: Dr. Nolan S. Barham, Sr.

ADDRESS: P.O. Box 296
Eagleville, TN 37060 PHONE: 615-274-2901 - (Home)
615-598-2162 (cell)

E-MAIL cnbarham1@hotmail.com DISTRICT # _____

BOARD APPLYING FOR: Benefits & Insurance Committee

NEW APPLICANT: REAPPOINTMENT: _____

IF REAPPOINTMENT, YEARS SERVED: _____

EXPLAIN WHY YOU WOULD LIKE TO SERVE: To assist in maintaining and improving county benefits and insurance for employees and for retirees.

QUALIFICATIONS & EXPERIENCE: Recommended and provided benefits for city employees for 15 years as Mayor of Eagleville

EDUCATION: Doctor's Degree, Baylor University, major - Administration
Master's Degree, MTSU major - Guidance and Counseling
Bachelor's Degree, MTSU, major - Music, Double major

OCCUPATION: Retired

EMPLOYER: _____ PHONE: _____

REFERENCES: 1. Evelyn Anderson 898-7715

2. Dr James Huffman, MTSU, 898-2855

Dr. Nolan S. Barham Sr.
SIGNATURE

10.27.12
DATE

APPLICATION FOR SERVICE
ON RUTHERFORD COUNTY BOARD OR COMMITTEE

OCT 12 2012

NAME: Greg Hall

ADDRESS: 2938 Longford Dr.

M'BORO TN. 37129 PHONE: 615 300 8532

E-MAIL gehall65@comcast.net DISTRICT # _____

BOARD APPLYING FOR: Insurance

NEW APPLICANT: _____ REAPPOINTMENT:

IF REAPPOINTMENT, YEARS SERVED: since 2000

EXPLAIN WHY YOU WOULD LIKE TO SERVE: Help the county to maintain great insurance within our budget.

QUALIFICATIONS & EXPERIENCE: Began in Business in 1985, manage small commercial real estate business.

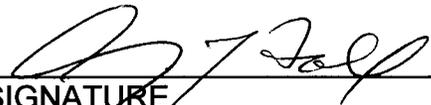
EDUCATION: Tenn. Tech + MTSU

OCCUPATION: Automobile sales

EMPLOYER: City Auto PHONE: 713-4900

REFERENCES: 1. Jim Tracy 931-580-8589

2. John Bratcher 615-869-8017


SIGNATURE

10-11-12
DATE

OCT 25 2012

APPLICATION FOR SERVICE
ON RUTHERFORD COUNTY BOARD OR COMMITTEE

NAME: Penny L. Hooper

ADDRESS: 11641 Lascassas Pike

Melton, TN PHONE: 615 273-2172

E-MAIL plh42@dtc.com.net DISTRICT #

BOARD APPLYING FOR: Insurance Committee

NEW APPLICANT: - Yes REAPPOINTMENT:

IF REAPPOINTMENT, YEARS SERVED:

EXPLAIN WHY YOU WOULD LIKE TO SERVE: Both my husband and I are members of the Rutherford Co. insurance program.

QUALIFICATIONS & EXPERIENCE: As both a school administrator and a member of the school board's negotiating team, I was required to have an in-depth understanding of employee insurance benefits.

EDUCATION: Masters Degree

OCCUPATION: Retired school administrator Rutherford Co. Schools (Coordinator Special Education)

EMPLOYER: Rutherford Co. Schools (Retired) PHONE: 893-5812

REFERENCES: 1. Don Odom (893-5812)

2. Elizabeth Bennett (896-9094)

Penny Hooper
SIGNATURE

10/25/2012
DATE

OCT 10 2012

**APPLICATION FOR SERVICE
ON RUTHERFORD COUNTY BOARD OR COMMITTEE**

NAME: Lois Miller

ADDRESS: 218 Churchill Farms Dr.

Murfreesboro, TN PHONE: 867-0809

E-MAIL 218.chfd@comcast.net DISTRICT #

BOARD APPLYING FOR: Insurance Committee

NEW APPLICANT: REAPPOINTMENT:

IF REAPPOINTMENT, YEARS SERVED:

EXPLAIN WHY YOU WOULD LIKE TO SERVE: please see attached

QUALIFICATIONS & EXPERIENCE: please see attached

EDUCATION: BBA - MTSU, Chartered Life Underwriter,
Certified Employee Benefits Specialist

OCCUPATION: Retired Insurance Professional

EMPLOYER: PHONE:

REFERENCES: 1. Lisa Nolan - Rutherford County Finance Director

2. Sonya Stephenson - Rutherford County Human Resource Director

Lois Miller
SIGNATURE

10/11/2012
DATE

(Please see instructions on back.)

Lois Miller CLU, CEBS

Attachment to Rutherford County Insurance Committee Application

Explanation of why I would like to serve:

As a recently retired citizen of Rutherford County, I feel it is important that community members contribute time and skills to help support the quality programs and efforts of County leaders and County employees as well as to stay informed on current local issues.

Qualifications and Experience:

My education and career have been focused on insurance and risk management programs.

I have 15 years experience in financial analysis and underwriting of group healthcare insurance. This background gives me familiarity with all health, life and disability insurance products, as well as applicable funding vehicles and appropriate pricing. I have knowledge of current legislation regarding healthcare insurance, and of trends to improve healthcare cost, such as wellness programs.

As a previous Rutherford County Insurance Director, I have knowledge of the risk management programs available to control costs related to work injury, property damage, and liability losses. I am aware of the colossal effort required by the staff of the Risk Management Department to manage current programs and to serve the County employees and their families.

I hold certification as a Chartered Life Underwriter (CLU) and as a Certified Employee Benefits Specialist (CEBS). I am a graduate of MTSU, with a degree in Finance/Insurance.