



Greene County Election Commission

311 CCU Blvd., Suite # 1

Greeneville, TN 37745

Phone: 423-798-1715 Fax: 423-798-1719

Email: ElectionCommission@greencountytn.gov

January 6, 2021

BOARD MEMBERS

PEGGY A. MCCAMEY
CHAIRMAN

WILLIAM WEST
SECRETARY

CHARLES L. JOHNSON
MEMBER

LATASHA W. KELLER
MEMBER

CHARLENA KENDRICK DEAN
MEMBER

ADMINISTRATOR

DONNA A. BURGNER
ADMINISTRATOR OF ELECTIONS

County Mayor Kevin Morrison
Greene County Courthouse Annex
204 N Cutler St, Ste 206
Greeneville, TN 37745

Dear Mayor Morrison:

Our office wanted to provide you with the following information in response to an email received on January 6, 2021. The Greene County Election Commission Office has reviewed the following three (3) applicants for the County Commissioner- 7th District vacancy:

- Jeffrey L. Justis- 807 Harmon Dr., Greeneville, TN 37745
- April M Lane- 200 Mayor Ave., Greeneville, TN 37745
- Steven George Stout- 183 Oregon Trail, Greeneville, TN 37743

As of Wednesday, January 6, 2021, the applicants listed above are registered voters in Greene County, Tennessee. The address provided by the applicant matches the address on file for each applicant in our voter registration database and are within the 7th County Commissioner district. We have no record that any of the above applicants have lost their citizenship or right to vote.

If you have any additional questions, please contact our office.

Sincerely,

Greene County Election Commission
Donna A. Burgner, Administrator of Elections

RECEIVED
DEC 23 2020

April M. (Harmon) Lane

200 Mayor Avenue, Greeneville, TN 37745

Phone: (423)-620-9415 Email: alane@tusculum.edu

Education:

Tusculum University, Class of 2016

- Master of Arts in Education, Human Resource Development (Talent Development)
- GPA: 4.0

Tusculum University, Class of 2014

- Bachelor of Science in Organizational Management, Financial Management
- GPA: 3.22

Walters State Community College, Class of 2006

- Associate of Applied Science, Management-Business Administration

Work Experience:

Administrative Assistant to the TRIO Programs at Tusculum University

June 2008-Present

- Manage the central TRIO office for Upward Bound, Upward Bound Math and Science, and Talent Search
- Prepare monthly budgetary reports, requisition supplies and other invoices
- Help prepare federally-funded TRIO Program grants for government submission
- Purchase academic materials for students, staff, and instructors
- Distribute stipend and per diem to students and staff
- Handle facility bookings and maintenance requests for department
- Perform general bookkeeping procedures, i.e. typing, filing, and correspondence
- Generate student and instructor contracts
- Maintain a database and files on students, staff, and instructors (Excel and Access)
- Conduct a yearly follow-up study on all former Upward Bound graduates on the National Student Clearinghouse website
- Assist the Director of TRIO Programs with professional membership/civic duties
- Assist co-workers with TRIO in-services
- Distribute and maintain forms such as W-4, I-9, W-9, FRCA, background investigations, and syllabus, etc.
- Prepare monthly PTO forms and PTO request forms for department
- Prepare monthly budget reconciliation for department
- Supervise department work-study students, TRIO students, and summer staff as needed

Bookkeeper/Administrative Assistant at Blackburn, Childers, and Steagall PLC, CPA.
July 2006-May 2008

- Handled client calls, and greeted clients at the front desk
- Prepared and processed payroll and bookkeeping for numerous companies and individuals using (QuickBooks, Practice, and MAS-90), including quarterly payroll returns, W-2's, 1099's, etc.
- Processed accounts payable
- Prepared bank reconciliations
- Filed State & Federal business and income tax returns
- Compiled monthly, quarterly, and annual financial statements for individuals, partnerships, corporations, and non-profit organizations
- Filed State & Federal business and income tax returns
- Compiled financial statements for individuals, partnerships, corporations, and non-profit organizations
- Provided inventory control and ordered office supplies
- Conformed with and abided by all Firm, Federal, and State regulations, policies, work procedures, and instructions

Trade-In Department Lead/Order Line Representative at EcoQuest International
August 2003-July 2006

- Was responsible for all trade-in and exchange requests
- Handled the billing and invoicing for all orders
- Issued replacement shipping requests and return material authorizations (RMA's)
- Calculated pricing and deductions of re-stocking fees
- Kept spreadsheets for all transactions
- Assisted all departments with filing, tracking and data entry
- Supervised three employees in the trade-in department

Substitute Teacher for the Greene County School System
2000-2001

- Helped students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms in the absence of the regular classroom teacher

Certifications:

- Volunteer for the Tusculum University Veteran Services Green Zone program, Current
- State of Tennessee Notary Public, Current
- Lacai Database 12 Hour Training Certification, 2019
- TN Achieves Mentor at Greeneville High School with the TN Promise Program, 2018
- Candidate for Greene County Commission, 7th District, 2018
- Graduate of the Greeneville Citizens Academy, Class of 2017
- Mistake-Free Grammar and Proofreading seminar, 2008
- QuickBooks Certified User Program, 2008

Skills:

- Typing and computer skills include: Microsoft Windows, Excel, Word, PowerPoint, Outlook, Access, Publisher, QuickBooks, Practice, Quicken, Google Docs, Blumen, Lacai, SchoolCast, and MAS-90
- 65+ WPM typing
- Collecting and maintaining student data and databases
- Collaboration with school personnel, parents, and students
- Experience and familiarity with disadvantaged student populations

References:

Dr. Jeff Burleson, former Graduate Professor at Tusculum University
60 Shiloh Road, Greeneville, TN 37743
(423)-367-8083 Jburleson@tusculum.edu

Dr. Michael Bodary, former Undergraduate Professor at Tusculum University
2185 Horse Creek Park Road, Chuckey, TN 37642
(901) 289-3339 rtperch@yahoo.com

Mr. Dennis Rasnake, Blackburn, Childers & Steagall PLC, former Office Manager
550 Tusculum Boulevard, Greeneville, TN 37745
(423) 638-8516 Dennis@BCScpa.com

Ms. Karen Hartman, former Upward Bound Associate Director at Tusculum University
1007 Old Shiloh Road, Greeneville, TN 37743
(423) 552-4235, Hartmank@hcboe.net

Mr. Tim Ward, Neighbor
109 Mayor Avenue, Greeneville, TN 37745
(423) 620-5932

*More references available upon request.

RECEIVED
DEC 24 2020

jjustis@msn.com
(770) 262-5293
807 Harmon Drive
Greeneville, TN

Jeffery (Jeff) Justis

Summary

Greene County Commissioner District #7

I am a retired Federal auditor interested in using my experience and skills to serve Greene County. I was born and raised in Greeneville. I graduated from Greeneville High School and the University of Tennessee. After spending 32 years in Atlanta for my career, I retired and moved back to Greeneville in 2015.

Experience

Assistant Regional Inspector General/Assistant Director

U.S. Dept. of Agriculture-Office of Inspector General • Atlanta, GA

08/1997 - 10/2015

Supervised/Managed nationwide audits of various U.S. Department of Agriculture (USDA) agencies and programs including financial and compliance audits, and operational (effectiveness, economy, and efficiency) audits.

Senior Auditor

USDA - Office of Inspector General • Atlanta, GA

06/1991 - 08/1997

Led nationwide audits of various USDA programs including compliance and operational audits.

Auditor

USDA - Office of Inspector General • Atlanta, GA

01/1985 - 06/1991

Team member on nationwide audits of various USDA programs including compliance and operational audits

Auditor

U.S. Department of Labor - Office of Inspector General • Atlanta, GA

07/1983 - 01/1985

Skills

- Business Acumen (Analyze Risks and Opportunities)
- Auditing
- Management Experience
- Microsoft Office

Education

Bachelor of Science Business Administration/Accounting Major

University of Tennessee • Knoxville, Tennessee

03/1983

183 OREGON TRAIL • GREENEVILLE, TN 37743
(423) 620-2071 • STEVEHD28@AOL.COM

RECEIVED
JAN 06 2021
KH

STEVEN G. STOUT

OBJECTIVE

To obtain employment in a growth-oriented organization wherein my education and work experience can best be utilized.

EMPLOYMENT

07/20/2015 to 9/20/2018 Self Employed
Contract work for By-Pass Lawn and Garden
Greeneville, TN
Perform lawn mower repairs.

06/01/2014 to 07/17/2015 Greeneville Power sports
Greeneville, TN
Sales person. Sale Atv,s, Motorcycles, Utv's and accessories.

03/15/2010 to 02/07/2014 Greeneville Iron & Metals Inc.
Greeneville, TN
Pay customers for their materials. Scale in tractor and trailers. Fill out bill of lading. Inspect customer loads coming in. Weigh loads coming in. Open up and close up daily.

10/26/1992 to 8/29/2008 Tegrant Corp. Greeneville, TN
Maintenance Technician
• Assistant supervisor in daily operations, assisted in production reports and entering information in computer system using Microsoft Excel, filled in for supervisor, make adjustment to machinery, repair machinery, boiler testing and documenting each test, backup shipping and receiving.

EDUCATION

Summer 1989 Walter State Community College, Morristown TN
Associate Degree (Cum Laude)
• Management Technology/Business Computer Applications
• *Graduated with honors*

Steven G. Stout
183 Oregon Trail
Greeneville, TN. 37743
(423) 620-2071

REFERENCES:

Tom Hopson
1140 River Village Ln.
Afton, TN 37616
(423) 620-0101

Kenneth Randolph
210 Oregon TRAIL
Greeneville, TN
(423) 636-1710

Mayor Kevin Morrison
Greene County Annex
(423) 798-1766

University of Tennessee State Community College

Morrisston, Tennessee

The State Board of Regents for the State University and Community College System of Tennessee upon the recommendation of the Faculty of the College hereby confers upon

Steven George Stout

Comm. Grade

the degree of

Associate of Science

Management Technology/Business-Computer Applications Option

In Testimony Whereof, the seal of the State and signatures as authorized are herunto affixed this month of August, 1989.



Ned Newbater

Secretary
Chairman, State Board of Regents

Thomas J. Garland

Chancellor, State Board of Regents

Paul E. Campbell

President



Greene County Election Commission

311 CCU Blvd., Suite # 1

Greeneville, TN 37745

Phone: 423-798-1715 Fax: 423-798-1719

Email: ElectionCommission@greencountytn.gov

January 12, 2021

BOARD MEMBERS

PEGGY A. MCCAMEY
CHAIRMAN

WILLIAM WEST
SECRETARY

CHARLES L. JOHNSON
MEMBER

LATASHA W. KELLER
MEMBER

CHARLENA KENDRICK DEAN
MEMBER

ADMINISTRATOR

DONNA A. BURGNER
ADMINISTRATOR OF ELECTIONS

County Mayor Kevin Morrison
Greene County Courthouse Annex
204 N Cutler St, Ste 206
Greeneville, TN 37745

Dear Mayor Morrison:

Our office wanted to provide you with the following information in response to an email received on January 12, 2021, containing two additional applicants for the County Commissioner- 7th District vacancy. The Greene County Election Commission Office has reviewed the following two (2) applicants:

- Kristin M. Girton- 403 Oak Grove Ave., Greeneville, TN 37745
- Peter E Higgins- 113 S Highland Ave., Greeneville, TN 37743

As of Tuesday, January 12, 2021, the applicants listed above are registered voters in Greene County, Tennessee. The address provided by the applicant matches the address on file for each applicant in our voter registration database and are within the 7th County Commissioner district. We have no record that any of the above applicants have lost their citizenship or right to vote.

If you have any additional questions, please contact our office.

Sincerely,

Greene County Election Commission
Justin Reaves, Chief Deputy Administrator

Greene Commission

From: Kimberly Hinson <khinson@greenecountytn.gov>
Sent: Tuesday, January 12, 2021 8:31 AM
To: DonnaBurgner@greenecountytn.gov.com; Greene Commission
Subject: [EXTERNAL] RE: 2 additional applicants for 7th District Commission seat

I just received an email from Peter Higgins with his address. Per his email, his address is 113 S. Highland Ave., Greeneville, TN 37743.

Kim Hinson



Executive Assistant
Office of County Mayor
Greene County, Tennessee
204 North Cutler Street, Suite 206
Greeneville, TN 37745
423-798-1766
fax 423-798-1771

From: Kimberly Hinson
Sent: Tuesday, January 12, 2021 8:01 AM
To: DonnaBurgner@greenecountytn.gov.com; Greene Election Commission <greene.commission@tn.gov>
Subject: 2 additional applicants for 7th District Commission seat

We had 2 more to turn in resume's applying for the 7th District Commission seat. Can you please verify if these two names are eligible? Thank you.

- Kristin M. Girton; 403 Oak Grove Ave, Greeneville, TN 37745
- Peter Higgins: no address given, 423-278-8279

Thank you.

Kim Hinson



Executive Assistant
Office of County Mayor
Greene County, Tennessee
204 North Cutler Street, Suite 206
Greeneville, TN 37745
423-798-1766
fax 423-798-1771

Kristin M. GIrton
403 Oak Grove Ave.
Greeneville, TN 37745
828.450.6771
kmgirton@gmail.com

RECEIVED
JAN 11 2021 *KH*

January 8, 2021

The Honorable Kevin Morrison

The Greene County Commission

204 N. Cutler Street, Suite 206,
Greeneville, TN 37745

Dear Mr. Morrison and our County Commissioners,

It has come to my attention that you will be filling the vacancy for the County Commissioner Position for the 7th Commission District of Greene County, and I am excited to submit myself for consideration. As an ambitious leader who adapts and learns quickly, I feel I can be a valuable member of the commission and help lead our community into the new year and beyond.

While I was growing up, my mother was an elected official. She instilled in her daughters the importance of community and taking up the causes that affect our neighbors. I have always believed this was part of what God had intended for me, to serve and give back to my Community.

As a member of the Greene County Regional Planning Commission I believe I have served my community and understand the challenges that our county is facing. I am happy to dedicate my time and skills to take this next step to join the County Commission and continue serving my community.

Sincerely,



Kristin M. GIrton

Kristin M. Girton

403 Oak Grove Ave.
Greeneville, TN 37745
828.450.6771
kmgirton@gmail.com

EXPERIENCE

Greene County YMCA, Greeneville, TN—

Personal Trainer

March 2010- PRESENT

Personal Trainer, Group Exercise Instructor, Couch 25k Program Organizer and Instructor, former Active Older Adults Coordinator, former Health Fair Organizer

Heritage Home Scholars, Greeneville, TN—

Elementary Coordinator

August 2014 - PRESENT

Course sequencing and planning management and direction of volunteers, management of field trips, organizing community outreach to students including Youth Builders, 911, Greeneville Police Department and Fire Department visits.

EDUCATION

West Virginia University, Morgantown, WV—

BA Religious Studies

Graduated December 2003

Gauley Bridge High School, Gauley Bridge, WV—

Graduated 1998

COMMUNITY INVOLVEMENT

Greene County Regional Planning Commissioner

September 2016 - PRESENT

Appointed by David Crum

Capitol Theatre Board Member

2019 - PRESENT

SKILLS

- Strong Communication & Interpersonal Skills

- Team Player

- Quick Learner

- Goal Oriented

- Hard Working

- Motivated and Dedicated

- Excellent People Management Skills

VOLUNTEER WORK


Dedicated member of the Arts Community, including Greeneville Theatre Guild, Central Ballet Theatre and Tusculum Arts Outreach.


Tabernacle Soup Kitchen.

Notre Dame Catholic Church.

Peter Higgins


 phiggins@gmail.com

 linkedin.com/in/peterehiggins

 423-278-8279


RECEIVED
JAN 11 2021 *KH*


Experience


 **Principal Engineer**
Amwell
Sep 2018 - Present (2 years 5 months +)

 **Lead Developer**
Leaf Group
Feb 2013 - Sep 2018 (5 years 8 months)

 **Sr. Software Engineer**
Adconion Media Group
Jun 2009 - Jan 2013 (3 years 8 months)
code monkey

 **Technical Staff**
Jun 2009 - Apr 2012 (2 years 11 months)

 **Project Lead**
Dojo JavaScript Toolkit
2009 - Jan 2012 (3 years 1 month)
cat herding

 **Software Engineer**
SitePen
Dec 2007 - Mar 2009 (1 year 4 months)
support

Education

 **Tusculum University**
1998 - 2001

 **GHS**
1994 - 1998

Skills

REST • Django • JSON • AJAX • Git • Dojo • Subversion • Web Standards • Python • Apache

Kimberly Hinson

From: Peter E Higgins <phiggins@gmail.com>
Sent: Tuesday, January 12, 2021 8:29 AM
To: Kimberly Hinson
Subject: Re: Address for 7th District Commission open seat

Ouch, terribly sorry. My voter registration points to 113 S Highland Ave, 37743.

Sent from my iPhone

On Jan 12, 2021, at 8:04 AM, Kimberly Hinson <khinson@greencountytn.gov> wrote:

We did receive your resume for the open 7th District Commission seat. However, there was no address listed. Can you please let me know what your address is so that we may verify eligibility? Thank you.

Kim Hinson

<image001.jpg>

Executive Assistant
Office of County Mayor
Greene County, Tennessee
204 North Cutler Street, Suite 206
Greeneville, TN 37745
423-798-1766
fax 423-798-1771