

DEKALB COUNTY COMMISSIONERS' MEETING
July 8, 2019

Commissioners Present: President Donald D Grogg
 Vice President Jacqueline Rowan
 Vice President William Hartman

Others Present: Acting Auditor Susan Sleeper
 Attorney James P McCanna

MATTER OF HUMAN RESOURCES

Dotty reported she received 36 applications for the Director of Central Communications position, the Mayor, Jackie and Dotty are meeting to pair it down to the top 5 applicants that will then go to the Governance Board for interviews and decision. The Veteran's Affairs posting closes today and Dotty will wrap those resumes up for the Commissioners. Change Academy is looking for a program facilitator and some interviews are taking place. Title IV-D has begun to look at resumes and have updated the job description for the position that had been terminated a week or so ago. Sunny Meadows lost one of their weekend part-time employees, and was able to hire a replacement. Sunny Meadows was also able to replace the full-time position that had been open, and they are close to being fully staffed at this time. The highway clerk begins today to start training before Diane Shockney's retirement.

Dotty is having a meeting with OneAmerica about meetings they will be having on July 11th in the RED Room, to inform the employees of the new short-term disability and voluntary long-term disability policies.

The handbook committee is taking a break until July 19th, as we wait for the labor law attorney to have time to respond to all the topics we have sent to him. Dotty continues to send out different topics via email to the committee as they come about.

The Safety Committee met on July 3rd, Roger Powers will continue to chair the meeting until a new Homeland Security Director is hired. Roger will become the Sheriff Representative for the Safety Meetings, and the actual chair position of the Safety Committee is in the Homeland Security job description. Laruen met with the OneBeacon rep. after the meeting on miscellaneous topics to help with reporting of claims and how to drill down the data to possibly take care of issues before they happen.

Open Enrollment is winding down; Lauren has received forms from all employees now. She is working on getting the Beneficiary Forms for the Life Insurance for all the employees.

MATTER OF HEALTH DEPARTMENT: NEW POSITION-ENVIRONMENTALIST

Cheryl was in to speak on the need for an employee to help supplement the work that both Bernie Sukala and Cathie Manuel are currently performing. The duties that new employee would be part of would include: food establishment inspections, assist with housing/nuisance complaints, public education on septic systems, records requests for septic permits, collaboration with Plan Commission for services, and voluntary certified inspections. Cheryl would like approval to hire a full time

Environmental position to help assist in the above mentioned needs, she feels a part-time position would not be beneficial for the needs that are warranted.

William Hartman made a motion to add a full-time Environmentalist to the Health Department, Jacqueline Rowan seconded and all approved.

UPDATE ON COMMUNITY CORRECTIONS

Steve said not much is going on at all; he doesn't really have much to say with no productivity taking place. Neil is trying to get another contractor in to get things completed. The progress meeting on Thursday needs to be attended by at least one Commissioner, William Hartman will be there. The communication with Elevatus is extremely poor; the issue is with Tony and Mike. Commissioners are considering acting on a delay claim against Elevatus. The shower step issue has been decided and a formal pricing will be coming. Kellie said interviews are scheduled to fill some open positions they have at this time. Steve Fetters is meeting with Scott Karst and Ben Parker on Thursday to walk Potter Drive to review the punch list items that have been completed. Steve stated "we are very close with Geiger being finished." Kellie reminded the Commissioners the furniture vendors will be presenting at the next two meetings, and Don Grogg welcomes Kellie's opinion.

Jackie left the meeting to attend meeting with HR and Mayor of Auburn on Director of Homeland Security applications.

MATTER OF HIGHWAY

Ben reported they are very busy and the new administrative assistant started today. AEP has been traveling County Road 3 so heavily that it will be treated for dust control. A lady has been calling on Cr 36 east of Cr 27 with a tree over the road with great concern the tree is going to fall on someone; this tree is in our right-of-way. The Commissioners do not want the highway to start taking down trees, the landowner needs to take the responsibility. Bridge #90 is still on hold due to Frontier, because customer's notices of service interruption were not properly mailed timely. We are now of 30 days past when Frontier should have been in and out of the project. Century Link's line was missed on the USI report, and they stopped at the site last week, and have already bored the new line and switched everything, they are done and gone. Ben said Zachrich has been a wonderful company to work with throughout this whole ordeal. Ben brought two quotes on buildings #1 & #2 to be re-roofed. Eicher Roofing Solutions sent in two quotes, one came in at \$92,250.00, the other quote came in at \$15,950.00 and the company would not warranty the work because it would just be sealing and painting and a very cheap fix. Lengacher also sent in a quote of \$60,000.00 for both buildings.

William Hartman made a motion for Ben to have the \$15,950.00 repair done on buildings #1 & #2 to be paid for from LITED #62, Don Grogg seconded and motion passed.

Ben is being asked about Touch-a-truck events and he would like to have something to hand out to the kids at these events. The Commissioners do not have a problem with Ben attending these events and getting something to hand out to the kids.

MATTER OF OPENING BID FOR COUNTY ROAD 71 PROJECT

One bid was submitted by Engineered Soils in the amount of \$343,200.00 with an alternate bid of \$35,000 for milling, for a total bid of \$378,200.00.

Jacqueline Rowan made a motion to reject all bids and have Ben consider if he wants to rebid the County Road 71 project or has an alternative solution to report next week. Seconded William Hartman by and all approved.

MATTER OF MINUTES

William Hartman made a motion to approve minutes as amended with the change dated June 24, 2019. Jacqueline Rowan seconded and all approved.

MATTER OF CLAIMS

Jacqueline Rowan made a motion to approve Special Claims as written for the week of July 8th. William Hartman seconded and all approved.

MATTER OF TRAVEL REQUESTS

Jacqueline Rowan made a motion to approve travel request for the following:

- 1) Mark Olivero, Marcia Linsky, & Todd Hendrickson to travel to DeKalb County on July 12th at attend the Regional Suppression Litigation Strategy Training. Registration cost of \$105.00 per person for a total of \$315.00 to be paid for from Commissioners travel.
- 2) David Bundy to travel to Chicago on July 17th-18th to attend the 2019 National Symposium on Sex Offender Management and Accountability. Estimated Cost of \$628.48 to be paid for by Commissioners travel.
- 3) Cheryl Lynch & Debra Krafft to travel to Fort Wayne on August 8th to attend D3 Coalition meeting/LHD Preparedness Meeting. Estimated cost of \$30.00 to be paid for by departmental travel.
- 4) Cheryl Lynch & Debra Krafft to travel to Indianapolis on September 12th-13th to attend IHEPS 2019 Conference. Estimated cost of \$1,110.00 to be paid for by departmental travel.
- 5) Cheryl Lynch & Debra Krafft to travel to Fort Wayne on October 11th to attend D3 Coalition meeting/LHD Preparedness Meeting. Estimated cost of \$30.00 to be paid for by departmental travel.
- 6) Cheryl Lynch & Debra Krafft to travel to Fort Wayne on November 11th to attend D3 Healthcare Coalition Meeting. Estimated cost of \$0.00 to be paid for by departmental travel.
- 7) Cheryl Lynch & Debra Krafft to travel to Fort Wayne on December 6th to attend LHD Preparedness Meeting. Estimated Cost of \$0.00 to be paid for by departmental travel.

Seconded by William Hartman and all approved.

MATTER OF PTO DECISION

All Commissioners are in agreement to the following: move all vacation & sick time to PTO, move anniversary date from calendar year to their hire date, employees will be allowed to carry over a maximum of 10 days into the next year, PTO balance will be paid upon employee's termination of employment with the county, start date of PTO at 1/1/2020.

On 1/1/2020, the employees will get the awarded the number of days of vacation, sick according to their years of service that **would have** been awarded on the prior vacation/sick policy, those days (calculated on the number of hours of a normal workday) will all be put in a reserve account to be used according to the new PTO guidelines (meaning an employee does NOT have to specify whether the time is used as vacation or sick) within 5 years, these hours in the reserve account will **NOT** be paid out on an employee's termination. As of 12/31/2024 all remaining hours in the reserve account for ALL employees will be deleted.

The employee will then be awarded on their **anniversary date** according to the following schedule and years of service to be used by the next anniversary date, with the ability to carry over a maximum of 10 days.

Earning PTO Schedule

Continuous Service at	Length of PTO	Workdays* of
<u>Beginning of PTO Leave Period</u>	<u>Leave Period</u>	<u>PTO Available</u>
6 months	6 months	5 days
1 complete year	1 year	10 days
2, 3 or 4 complete years	1 year	15 days
5, 6, 7, 8, or 9 complete years	1 year	20 days
10, 11, 12, 13 or 14 complete years	1 year	25 days
15, 16, 17, 18 or 19 complete years	1 year	30 days
20 or more complete years	1 year	35 days

****Definition of 'Workdays'***

1 PTO Day = Regularly scheduled 7 hour per day employees = 7 hours

1 PTO Day = Regularly scheduled 8 hour per day employees = 8 hours

1 PTO Day = Regularly scheduled 9 hour per day employees = 9 hours

1 PTO Day = Regularly scheduled 10 hour per day employees = 10 hours

1 PTO Day = Regularly scheduled 12 hour per day employees = 12 hours

***PTO can be used in 1 hour increments.**

MATTER OF OVERTIME

The Commissioners want to include Holiday and PTO time towards hours worked when figuring overtime. Employees must work 40 hours per week before being eligible to receive time and one-half overtime pay, except for departments the Federal Wage and Hour Division have an exception for such as the Sheriff Department road deputies and confinement officers who must work 86 hours within 14 day before being eligible for time and one-half overtime pay. For the purpose of the previous sentence work includes PTO time, Holidays, Bereavement, and Jury Duty.

~~Commissioners will review the PTO and Overtime Decision in these minutes and make a formal motion at the July 15, 2019 meeting~~

MATTER OF COUNTY HOME REPORT FOR JUNE 2019

The Commissioners acknowledge receipt of the June 2019 County Home Report.

MATTER OF OTHER DISCUSSION

Other discussion included the following topics: LITED, PTO, covered bridge decking, highway buildings, light post grant, furniture purchasing guidelines, Drug Free DeKalb letter,

Donald D. Grogg - President

Jacqueline R. Rowan – Vice President

William L. Hartman – Vice President

Attest: _____

Jan Bauman, Auditor

Susan Sleeper, Acting Auditor