

DEKALB COUNTY COMMISSIONERS' MEETING

November 9, 2020

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

Others Present: Auditor Jan Bauman
 Attorney James P McCanna

MATTER OF HUMAN RESOURCES

Dotty Miller said the CDC has changed its definition of “close contact” in that it now refers to being within 6 feet of an infected person for a cumulative total of 15 minutes over a 24-hour period. Determining close contact could be tricky with employees as brief as their encounters may be with fellow employees throughout any given day.

Ms. Miller went over open and filled positions.

There have been some educational sessions regarding health topics that employees are not availing themselves to, unfortunately. PHP is going to have a challenge for employees to not gain more than 2 pounds over the holidays. There will be a drawing for gift certificate for those employees who do not gain more than 2 pounds.

Departments have received notice whether they have been awarded the IPEP safety grants that they had applied for.

The employee handbook is nearing completion. Another draft will be ready for the Commissioners in the next couple of days.

An anti-harrasment training program is now in place, and employees will begin their training now through the end of the year with 6 videos. Judge Grimm indicated to HR that his employees do not need to take the training. This resulted in discussion about courts and the employees who work for the Courts and how they are technically not county employees even though they are being paid by the County and their benefits are through the County.

MATTER OF PERF AUDIT AND UPDATE

HR Assistant Lauren Deutch presented a PERF audit and update. For Council’s meeting packet, she had provided a list of covered positions in 1968, 1968 PERF Resolution, Sample PERF Audits 1 & 2, and the proposed 2021 PERF Resolution. During a recent audit, PERF indicated that the list of covered positions was out of date. Ms. Deutch provided the list of covered positions as they were in 1968 as well as an updated list to encompass positions as they are now. Ms. Deutch would like for a new resolution to be signed that will show that all full time positions and all elected officials are covered by PERF instead of indicating by each position title. Ms. Deutch said that no PERF plans or contributions are being changed. It will go into effect on January 1. Donald Grogg made the motion for the President to sign Resolution 2020-R-21, a Resolution Electing to Join the Public Employees’ Retirement Fund as Administered by the Indiana Public Retirement System. Jacqueline Rowan seconded, and all approved.

MATTER OF MINUTES

Jacqueline Rowan made a motion to approve the minutes dated November 2, 2020. Donald Grogg seconded, and all approved.

MATTER OF CLAIMS

Donald Grogg made a motion to approve General Claims consisting of warrant #131235 through #131307 in the amount of \$381,987.08, and wire transfer #16267 through #16330 in the amount of \$214,844.42, as presented. Jacqueline Rowan seconded, and all approved.

MATTER OF 2021 SHERIFF SALARY CONTRACT

A contract for the Sheriff's salary was presented for 2021. The amount of compensation will be \$109,287, and the allocation has already approved by Council with the budget. The Sheriff's salary is a percentage of the Prosecutor's pay per statute. Donald Grogg made a motion for the Commissioners to sign the 2021 Sheriff Salary Contract. Jacqueline Rowan seconded, and all approved. Council will approve the salary contract in their December 7 Council meeting.

MATTER OF COMMUNITY CORRECTIONS

Director Kellie Knauer is asking the Commissioners to approve an agreement that will allow her to install an ATM machine at Community Corrections. She said that the ATM machine would allow participants access to cash for the payment of their program fees without having to pay such a high percentage rate when using their credit card and to allow cash transactions only for the new Community Corrections Market (formerly Commissary). The machine will be wireless so it doesn't need to run by cable for data, and it only needs an outlet to be plugged in. There is a question about who is considered the "Merchant" in the contract. The merchant is responsible for maintaining the machine.

The question came up whether the marketplace is too close to being a commissary for the State to approve her operating the market. Kellie Knauer explained that she believes it should not have even been called a commissary to begin with because Community Corrections does not hold trust accounts for each resident. Items are purchased by point-of-sale.

Donald Grogg made a motion approve the ATM Merchant Processing Agreement – CASH LOAD PROGRAM with Ecash, Inc. Jacqueline Rowan seconded, and all approved.

There was discussion about the shower drain issue. Whoever fixes the issue, Mosaic will be responsible for paying for the correction.

The semis are cutting the corner very close and are into the grass about 6 feet trying to turn around. They are not delivery people. Ms. Knauer does not know who these semis are. There was discussion about signage to help prevent the problem.

A generator agreement was submitted through W.W. Williams for maintenance of the Community Corrections generator. The Commissioners have a contract with Evapar for the 5 generators housed by various departments. The Commissioners would like to expand the contract to include Community Corrections rather than sign a contract with a second vendor.

Next, Ms. Knauer would like the Commissioners to sign a letter to update signatories on the two Community Corrections bank accounts. Donald Grogg made a motion for all three Commissioners to sign a letter directing Community State Bank to remove Wendy Parker and add Sheena Miller to the Primary account and the DCCC Market account. Jacqueline Rowan seconded, and all approved.

Ms. Knauer said that her advisory board would be making a decision about the marketplace soon. There was no mention of State Board of Accounts' having given their approval prior to implementing the marketplace. Because State Board of Accounts recently told Community Corrections that they were not supposed to operate a commissary, Auditor Bauman had some things she needed to put on record as saying so that everyone was informed of potential issues with State Board of Accounts prior to the implementation of the new marketplace program. Ms. Bauman explained that if State Board of Accounts does the audit for 2020 and has an issue with the new marketplace, this would put into motion a series of events. Community Corrections would have to create a Corrective Action Plan and correct what they are doing wrong. If by the second audit year the correction is not made, then it becomes a Repeat Finding. The Repeat Finding has to be corrected in a certain amount of time. She remembered it as a 6-month period. If the correction has not been made by the 6-month deadline there can be serious consequences to the County's budget. State Board of Accounts finally got "teeth" to back up the corrections they require of local government. Ms. Bauman clarified that the problem with the audit would not be on her or her department to deal with. It would be on the Community Corrections department, and they would have to fix the problem.

Ms. Knauer said that she would like to get the response from her Advisory Board before reaching out to the State Board of Accounts. She says Ricci Hoffher from the State seems to be confusing the marketplace idea with commissary when they are quite different. Community Corrections will not be keeping trust accounts for residents. All items will be purchased by way of point of sale. Ms. Knauer said there seems to be a lot of confusion when it comes to Community Corrections and directives from State Board of Accounts. State auditors don't all give the same message. There are many ways counties run their programs, and why is DeKalb County Community Corrections having such a difficult time getting approval from State Board of Accounts? Auditor Bauman said that if Ms. Knauer tries to get a definitive response out of State Board of Accounts regarding the new marketplace but does not receive one, then at least she would have something to show them during next year's audit that indicates that she tried to get an answer prior to moving forward with the new program. Ms. Bauman said it is her responsibility to give the necessary information prior to decisions being made and to protect the County. She added that she believed the Commissioners and Council would both appreciate having the peace of mind that this would not be an issue in next year's audit because it is resolved now.

Finally, Ms. Bauman said that when a commissary was trying to be implemented, a request for an additional appropriation had come across her desk, and a claim was given to accounts payable, both which she had to hold while issues were being sorted out. Ms. Bauman said if during the course of implementing the marketplace requests for additional appropriations and/or transfers or accounts payable vouchers are submitted having to do with the marketplace, she will personally have to contact Ricci Hoffher to seek guidance on the correct way to process them. Commissioner Grogg thinks it would be a good idea for Ms. Knauer to reach out to Ms. Hoffher. President Hartman agreed, and if Ms. Hoffher can't give a definitive answer, then move forward. He would like to see something on paper from State Board.

MATTER OF TRAVEL

There is a break-out session at the Coroner's Conference that would be helpful for a Sheriff's SRO Deputy to attend. Donald Grogg made a motion to approve the following travel request:

- 1) Rick Short (Sheriff) to travel to Indianapolis on November 14th for the Indiana State Coroners Conference. There will be no expenses claimed.

Jacqueline Rowan seconded, and all approved.

MATTER OF EMS AGREEMENT

Councilman Rick Ring asked the Commissioners about the dispatching aspect of the proposed EMS agreement. He does not want to see dispatching turned over to Parkview from DeKalb County Central Dispatch. He believes there will be a delay because of the need to transfer the call. He would like the Commissioners to check with the other counties to see if they are experiencing a delay. He thinks the dispatching will be going backwards. Commissioner Grogg said he had talked with Don Amber from Whitley County; they fought Parkview on this but Parkview will not budge on the terms. There was discussion about the new "Oversight Committee" that will be formed for review of quality and service associated with Parkview's provision of emergency medical services to and for DeKalb County. Rick Ring said the only way to really know if there is a delay with dispatching will be to review this information from the Oversight Committee.

MATTER OF HIGHWAY

Ben Parker distributed the bid tabs for the Covered Bridge Restoration Project. R.G. Zachrich's bid was the lowest at \$269,000 for the entire project. This comes in at \$4,056 less than the engineer's estimate. R.G. Zachrich has worked with wood bridges as well as covered bridges. They do good work. Mr. Parker therefore recommends that the Commissioners award the bid to R.G. Zachrich. Donald Grogg made a motion to award the Covered Bridge Restoration Project to R.G. Zachrich for \$253,400 for the bridge and \$15,600 for the floor, at the total low bid of \$269,000. Second by Jacqueline Rowan, and all approved. All of the necessary points required to be in the contract due to the grant being involved are in the document and have been verified. President Hartman added that the Friends of the Bridge will cover the cost for the decking at \$21,422.50 and the installation of the decking at \$15,600

The study done at the intersection of County Road 39 and State Road 00 North indicates a roundabout would be the ideal answer to their concerns. However, the changes that have been made to the intersection thus far as a remedy in the meantime have made great strides to alleviate problems. NIRCC would like to monitor the changes for a while and see if they are enough. If they are not enough, then a roundabout will be suggested.

The Community Crossings grant for 2019 is now officially closed out.

Mr. Parker received notification that he was awarded over \$1,700 for flashlights, locks for dump trucks, and welding gear through the IPEP safety grant.

Some work on both sides of State Road 427 will have to be done (to the ditches) before a sidewalk can be installed near the high school.

Mr. Henderson told Mr. Parker that he had a Stage 3 Environmental report on the property the Commissioners may purchase. The Commissioners believe it would be best to see a copy of that report.

MATTER OF OTHER DISCUSSION

Other discussion topics included: affidavit for St. Joe property; Central Communications attendance policy; new jail committee; estimates on County Road 36A property the Commissioners are willing to sell; appointee to Hamilton ETJ; and building to be constructed at 208 East 7th Street and construction issues that need to be resolved before the County can close on the sale of 220 East 7th;

William L. Hartman – President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor