

**CASS COUNTY COMMISSIONERS**  
**July 17, 2017**

The Cass County Commissioners met at 9:00 a.m. in the Commissioners Hearing Room. Present for the meeting were Jim Sailors, Ralph Anderson, Jeff LeDonne, Attorney Jeff Stanton and Auditor Cheryl Alcorn. Jim Sailors opened the meeting with the Pledge of Allegiance.

**AGENDA AMENDMENT** – Jim Sailors request adding materiality ordinance to the agenda. Ralph Anderson made a motion to add ordinance as item ten to the agenda, Jeff LeDonne seconded. Motion carried unanimously.

**MINUTES** - Ralph Anderson made a motion to approve the minutes, Jeff LeDonne seconded. The motion carried unanimously.

**CLAIMS & PAYROLL-** Jeff LeDonne made a motion to approve the claims and payroll as presented, Ralph Anderson seconded. The motion carried unanimously.

**I.T. DEPARTMENT** – Cj Gilsinger appeared before the Commissioners with the monthly Technology report. Plans to replace the UPS battery power for the work release dispatch office have been made. The network bridge for the France Park Camp Store needed replaced. The network bridge allows the ability to process credit card sales for the store.

Health Department and Employee Health Clinic lost phone and network capabilities when a large truck pulled down the network line in the adjoining alley. Within two hours a temporary fix was in place. We are looking into underground conduit to prevent further incidents. Imaging system was reinstalled for the health department, at their request.

Network equipment was repaired at the fairgrounds in time for the 4-H Fair. Surplus access points and switches were used for the repair.

CJ requested the following item located at the Family Opportunity Center to be deemed surplus:

1 – Network storage device

Ralph Anderson made a motion to accept item listed from the FOC as surplus, Jeff LeDonne seconded. Motion carried unanimously.

**SHERIFF DEPARTMENT** – Sheriff Randy Pryor appeared before the Commissioners with the June monthly report.

PRISONER BOOKINGS	173
PRISONERS RELEASED	168
MILES TRANSPORTING PRISONERS	2,681
MEALS SERVED TO PRISONERS	17,089
OFFICER PATROL MILES	35,928
TRAFFIC WARNINGS ISSUED	159
TRAFFIC ARRESTS/CITATIONS	161
DWI/OWI ARRESTS	8
CRIMINAL ARRESTS	49
ACCIDENT INVESTIGATIONS	44
PROPERTY DAMAGE	33
PERSONAL INJURY	11

FATALITES	0
RESERVE OFFICER HOURS	N/A
CIVIL PROCESS MILAGE	1,234
CIVIL PROCESS PAPERS SERVED	425

Sheriff Randy Pryor requested permission to fill two vacant full-time positions; Corrections Officer and Deputy. Ralph Anderson made a motion to approve the request to fill the two vacant full-time positions, Jeff LeDonne seconded. Motion carried unanimously.

Sheriff Pryor presented Inmate Medical Care Contract renewal for review. Contract will be reviewed by Council and County Attorney.

**MAINTENANCE DEPARTMENT** – Richard Gundrum presented the monthly Maintenance Report. A fire alarm test was completed for the county building. I.T. Department assisted in the test to be sure the exterior doors operated correctly. Test results showed two doors did not release, Fire Alarm Company was contacted to correct the problem. Richard is scheduled to attend a building security controls software demonstration upgrade for the Jail. Richard attended ADA conference and met with ADA Director regarding updates.

Plans for a new security control software program are underway for the Jail. Training is schedule for the first of August in Indianapolis, with installation scheduled for September.

Work Release experienced electrical issues with UPS disconnects. A new unit was installed with the assistance of the I.T. Department. New security cameras have been installed.

Health Department remodeling project for patient consultation area is underway. Project costs have been received and area is being prepared for framing. All Phase Building inside air handler was cleaned and a drip pan installed. Consolidated Union building had a couple of roof leaks that were repaired at the front entrance. HVAC roof top unit was repaired at the 911 Center.

Family Opportunity Center is working with IVY Tech on an energy audit. New exit lights were installed and drinking water permit application was submitted for the FOC. Work Release assisted in cleaning the water out of the FOC basement from the recent heavy rains.

**COMMUNITY CORRECTIONS** – Dave Wegner requested approval to fill one vacant part-time position. Ralph Anderson made a motion to approval the request to fill the vacant part-time position, Jeff LeDonne seconded. Motion carried unanimously.

**PROBATION** – Terry Haney requested approval to fill a part-time clerical position for file scanning. This position has been budgeted and will be funded with user fees. Terry also requested approval to fill a vacant full-time position. Ralph Anderson made a motion to approval the request to fill the additional part-time and vacant full-time positions, Jeff LeDonne seconded. Motion carried unanimously.

**PROSECUTOR** – Lisa Swaim requested approval to fill a vacant part-time position. Ralph Anderson made a motion to approve request to fill vacant part-time position, Jeff LeDonne seconded. Motion carried unanimously.

**ORDINANCE 2017-09 - Adoption of a Minimum Internal Control Standard and Procedure Regarding Capital Fixed Assets**

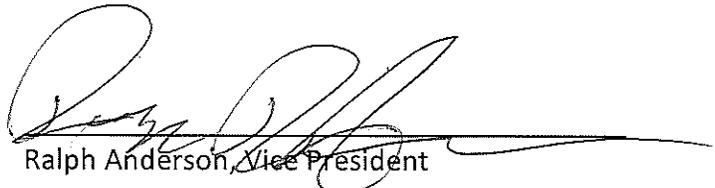
State requires a monetary threshold in the recording of capital fixed assets. Such threshold is to be determined by individual county unit. Fixed assets having a value of more than \$5,000 are to be reported to the Auditor. Ralph Anderson made a motion to approve Ordinance 2017-09, Jeff LeDonne seconded. Motion carried unanimously.

**PUBLIC COMMENT** – Elizabeth McQuinn, 509 – Eighth Street, Logansport appeared before the commission. Elizabeth inquired the proper procedure to fill a complaint against the Director of the Cass County Humane Society. Elizabeth believes the Director is not following current state law guidelines. Jim Sailors suggested Ms McQuinn should attend the Humane Society Board meeting to voice her concern.

**ADJOURNMENT**

Jeff LeDonne made a motion to adjourn, Ralph Anderson seconded. The motion carried unanimously.

  
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Jim Sailors, President

  
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Ralph Anderson, Vice President

  
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Jeff LeDonne, Member

ATTEST:   
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Cheryl Alcorn, Auditor