

## **HOWARD COUNTY COUNCIL REGULAR MEETING FEBRUARY 23, 2016**

The Howard County Council met in Regular Session on Tuesday, February 23, 2016, at 4:00 p.m. in Hearing Room 338 of the Administration Center. Those in attendance included President Richard Miller, Vice President Jim Papacek, and members Stan Ortman, Leslie Ellison, Jeff Stout, John Roberts, and Dwight Singer. Also in attendance were County Attorney Larry Murrell and Auditor Martha Lake.

The meeting was called to order by Sheriff Steve Rogers and conducted by President Richard Miller.

### **IN THE MATTER OF THE APPROVAL OF MINUTES:**

The minutes of the January 26, 2016 meeting, having been previously submitted and reviewed, were approved on a motion made by Mr. Ortman, seconded by Mr. Ellison, and carried.

Vice President Jim Papacek led in the Pledge of Allegiance and Councilman Stout led in a word of prayer.

### **IN THE MATTER OF THE EXECUTIVE SESSION MINUTES:**

Auditor Martha Lake read the Executive Session minutes through one time as follows:

#### MINUTES OF THE EXECUTIVE SESSION ON THE HOWARD COUNTY COUNCIL HELD FEBRUARY 12, 2016

An Executive Session of the Howard County Council was held at 10:00 am. On February 12, 2016 in Room 220D, Howard County Administration Center, Kokomo, Indiana, pursuant to notice required under IC 5-14-1.5-5, a copy of which is attached. Present were County Council members Richard Miller, James Papacek, Dwight Singer, Les Ellison and John Roberts, and Howard County Auditor Martha Lake. The subject matter considered was that permitted under IC 5-14-1.5-6.1(b)(2)(D), and no other unrelated subject matter was discussed.

*Certified this 23<sup>rd</sup> day of February, 2016.*

A motion was made by Mr. Papacek to approve the Executive Session minutes as read. The motion was seconded by Mr. Singer and carried.

### **IN THE MATTER OF ORDINANCE NO. 2016-HCCO-06 – ADDITIONAL APPROPRIATIONS:**

Ordinance No. 2016-HCCO-06 – Additional Appropriations, was read in full one time by Auditor Martha Lake, and acted upon as follows:

		<b>AMOUNT REQUESTED:</b>	<b>APPROVED:</b>
<b><u>1120</u></b>	<b><u>Howard Co Jail &amp; Juvenile COIT Fund</u></b>		
<b><u>035</u></b>	<b><u>Kinsey Youth Center – Shelter Care</u></b>		
01117.04	Secretary Juvenile	\$ 6,358.66	\$ 6,358.66
<b><u>038</u></b>	<b><u>Kinsey Youth Center – Secure Detention</u></b>		
01117.04	Secretary Juvenile	\$ 6,358.66	\$ 6,358.66
<b><u>2100</u></b>	<b><u>Howard Co Supplemental Adult Probation Fund</u></b>		
01117.04	Secretary Juvenile	\$ 6,358.67	\$ 6,358.67

Chief Probation Officer Dustin Delong reminded the Council members that the secretary in the Juvenile Probation Department will be retiring March, 2016. Per county policy, Mr. Delong had to go to the committee in order to re-hire for the position. The position is for the Juvenile Probation Department but is also the first contact for Kinsey Youth Center, as the desk is located in the front portion of the Kinsey Youth Center. Mr. Delong and KYC Director Jeff Lipinski have agreed to co-fund this position so it could be re-hired. Additional job responsibilities will be added to justify the position being paid from three different funds: 50% from Jail & Juvenile COIT, 25% from County General, and 25% from Supplemental Adult Probation Fund.

A motion was made by Mr. Papacek to approve the request of \$6,358.66 to line item 1120-035-01117.04, Secretary Juvenile; \$6,358.66 to line item 1120-038-01117.04, Secretary Juvenile; and \$6,358.67 to line item 2100-000-01117.04, Secretary Juvenile. The motion was seconded by Mr. Ortman and carried.

<b>TOTAL ADDITIONALS HOWARD CO JAIL &amp; JUV COIT FUND</b>	<b>\$12,717.32</b>	<b>\$ 12,717.32</b>
<b>TOTAL ADDITIONALS ALL FUNDS</b>	<b>\$19,075.99</b>	<b>\$ 19,075.99</b>

**IN THE MATTER OF RESOLUTION NO. 2016-HCCR-04 – TRANSFERS:**

Auditor Martha Lake read Resolution No. 2016-HCCR-04 – Transfers in full one time and it was acted upon as follows:

	<b>Transfer From:</b>	<b>To:</b>	<b>Requested:</b>	<b>Approved:</b>
<b><u>1000</u></b>	<b><u>Howard County General Fund</u></b>			
<b><u>008</u></b>	<b><u>Superior Court II</u></b>			
01113.01	Assistant Court Reporter	01113.00 Court Reporter	\$ 1,896.55	Tabled
*01113.01	Assistant Court Reporter	*01113.01 Assistant Ct Rptr	\$ 1,896.55	Tabled
01113.01	Assistant Court Reporter	01140.00 Security Officer	\$ 679.39	Tabled
* This line item funds 2 positions. One position was eliminated. A percentage of the savings goes to remaining position.				
<b><u>023</u></b>	<b><u>Howard County Commissioner</u></b>			
01115.01	Legal Secretary	03120.00 Contract Services	\$ 8,000.00	\$ 8,000.00
<b><u>031</u></b>	<b><u>Information Systems</u></b>			
01113.00	Systems Administrator	01112.00 Network Administrator	\$ 2,385.44	\$ 2,385.44
01113.00	Systems Administrator	01112.01 Network Technician	\$ 842.91	\$ 842.91
01113.00	Systems Administrator	01112.02 Network & Database Adm	\$ 1,491.95	\$ 1,491.95

Board of Commissioner President Paul Wyman informed the Council members that the transfers are part of the newly approved Attrition Program. The program states that when a position in an office is vacated, if the position needs to be rehired it must be evaluated and approved by a special committee. If the position is not rehired, a percentage of the savings can be distributed to remaining positions if the positions accept additional responsibility. He believes the program has saved the County General fund about \$200,000.00 to date. The Transfers in Superior Court II and Information Systems departments reflect the additional responsibilities and pay given when a position is eliminated. The transfer in the Commissioners' Department reflects that the Legal Secretary is now being paid on contract in lieu of being on the County's payroll.

Discussion ensued concerning the Security Officer line item transfer request between Mr. Wyman, Judge Parry, and Council members.

A motion was made by Mr. Papacek to table the Transfer request of \$679.39 from 1000-008-01113.01, Assistant Court Reporter, to line item 01140.00, Security Officer. The motion was seconded by Mr. Ellison. A vote was taken as follows:

<u>Aye</u>	<u>Nay</u>
Dwight Singer	Jeff Stout
Les Ellison	John Roberts
Jim Papacek	Stan Ortman
Richard Miller	

The motion carried.

Discussion continued.

A motion was made Mr. Papacek, seconded by Mr. Stout and carried to table the remaining Superior Court II transfer requests.

A motion was made by Mr. Papacek to approve the transfer request of \$8,000.00 from line item 01115.01, Legal Secretary, to line item 03120.00, Contract Services line item. Mr. Murrell clarified that there is also a reduction of \$2,000.00 from the 2015 Salary, because some of the previous duties are now being assigned to the Project Manager position. The motion was seconded by Mr. Roberts and carried.

A motion was made by Mr. Roberts to approve the transfer request of \$2,385.44 from line item 01113.00, Systems Administrator, to line item 01112.00, Network Administrator; the transfer of \$842.91 from line item 01113.00, Systems Administrator to 01112.01, Network Technician; the request of \$1,491.95 from line item 01113.00, Systems Administrator, to line item 01112.02, Network & Database Administrator. The motion was seconded by Mr. Ellison and carried.

**IN THE MATTER OF SALARY ORDINANCE NO. 2016-HCCO-07 – AMENDING SALARY ORDINANCE FOR 2016:**

Auditor Martha Lake read Salary Ordinance No. 2016-HCCO-07 – Amending Salary Ordinance for 2016, and it was acted upon as follows:

<b><u>1000</u></b>	<b><u>Howard County General Fund</u></b>	<b>AMOUNT REQUESTED:</b>	<b>APPROVED:</b>
<b><u>008</u></b>	<b><u>Superior Court II</u></b>		
01113.01	Assistant Court Reporter	\$ -4,472.49	\$ Tabled
01113.01	Assistant Court Reporter	\$ 1,896.55	\$ Tabled
*01113.01	Assistant Court Reporter	\$ 1,896.55	\$ Tabled
01140.00	Security Guard	\$ 679.39	\$ Tabled
* This line item funds 2 positions. One position was eliminated. A percentage of the savings goes to remaining position.			
<b><u>023</u></b>	<b><u>Legal Secretary</u></b>		
01115.00	Legal Secretary	\$ -8,000.00	\$ -8,000.00
<b><u>031</u></b>	<b><u>Information Systems</u></b>		
01113.00	System Administrator	\$ -4,720.30	\$ - 4,720.30
01112.00	Network Administrator	\$ 2,385.44	\$ 2,385.44
01112.01	Network Technician	\$ 842.91	\$ 842.91
01112.02	Network & Data Base Administrator	\$ 1,491.95	\$ 1,491.95
<b><u>*1120</u></b>	<b><u>Howard Co Jail &amp; Juvenile COIT Fund</u></b>		
<b><u>035</u></b>	<b><u>Kinsey Youth Center – Shelter Care</u></b>		
01117.04	Secretary Juvenile	\$ 6,385.66	\$ 6,385.66
<b><u>035</u></b>	<b><u>Kinsey Youth Center – Secure Care</u></b>		
01117.04	Secretary Juvenile	\$ 6,358.66	\$ 6,385.66
<b><u>*2100</u></b>	<b><u>Howard Co Supplemental Adult Probation Fund</u></b>		
01117.04	Secretary Juvenile	\$ 6,358.67	\$ 6,358.67

A motion was made by Mr. Roberts, seconded by Mr. Singer and carried, to approve Salary Ordinance No. 2016-HCCO-07 – Amending Salary Ordinance No. 2016, including the tabled items. The motion was seconded by Mr. Singer and carried.

\*Effective date Kinsey Secretary - 03/01/15.

**IN THE MATTER OF OLD BUSINESS:**

Councilman Singer directed a question to Commissioner Wyman, concerning information about the Vote Centers. Mr. Wyman informed him of the previous Public Hearing held and information available on the County's website. He also reminded Mr. Singer about the next Public Hearing on March 3<sup>rd</sup>, and the Special Global Session including a meeting of the County Council and the Board of Commissioners, at 4:00 p.m., in Hearing Room 338, of the Administration Center. County Attorney Larry Murrell added more detail concerning the needed process for Vote Centers. Discussion ensued.

At this time a listing of the 2016 Encumbrances were distributed to the Council members.

*There being no further business to come before the County Council at this time  
the meeting was adjourned at 5:36 p.m. on a motion made by  
Mr. Singer, seconded by Mr. Ortman and carried.*

**HOWARD COUNTY COUNCIL:**

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RICHARD H. MILLER, PRESIDENT

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JAMES T. PAPACEK, VICE PRESIDENT

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STAN E. ORTMAN, MEMBER

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LESLIE W. ELLISON, MEMBER

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JEFFREY A. STOUT, MEMBER

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JOHN J. ROBERTS, MEMBER

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DWIGHT V. SINGER, MEMBER

ATTEST:

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MARTHA J. LAKE, AUDITOR  
Howard County Council Meeting February 23, 2016