

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING OCTOBER 20, 2008

The Howard County Board of Commissioners met in Regular Session on Monday, October 20, 2008 at 8:30 a.m. in Hearing Room No. 338 of the Howard County Administration Center. Those in attendance included President Bradley Bagwell, Vice President David Trine, Member Paul Raver, and Attorney Larry Murrell.

The meeting was called to order by Sheriff Marshall Talbert and conducted by President Bagwell.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes of the October 6, 2008 meeting, having been previously submitted and reviewed, were approved on a motion made by Mr. Raver and seconded by Mr. Trine.

IN THE MATTER OF HIGHWAY DEPARTMENT ISSUES:

Highway Department Engineer / Superintendent Ted Cain submitted the following issues for Board information and approval:

1. **Bridge 501 Change Order:** Mr. Cain submitted change order 001 for Bridge 501. There was a design error in the original specifications for excavation. The additional cost of the change order is \$72,382.60. Mr. Cain reminded the Board that the County is paying 20% of the cost for this project and the 80% is being paid by the Federal Government. A motion was made by Mr. Trine, seconded by Mr. Raver and carried to approve Change Order 001, for Bridge 501.
2. **EMA Reconstruction Report:** Mr. Cain gave a brief report concerning the EMA reconstruction project. The emergency generator has been moved to the Highway garage. The concrete walls have been poured and one third of the frame has been completed. Completion time for the framing will be within two weeks. The inside grade work is about 90% complete, and underground plumbing and slab work will continue in a few weeks.
3. **EMA Reconstruction Change Order:** A change order for the construction project was submitted to Mr. Bagwell in the amount of \$99,919.00. Copies were made and distributed to Mr. Trine and Mr. Raver, and the Board discussed the changes as submitted. Mr. Bagwell pointed out that \$68,673.00 worth of changes were required for code compliance, and those costs will be reimbursed by the insurance company. The change order was approved as submitted on a motion made by Mr. Raver and seconded by Mr. Trine.

IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

Sheriff Marshall Talbert submitted the following issues for the Commissioners' information and approval:

1. **Jail Population:** The current inmate population is three hundred thirty-three (333), with sixty-two being female.
2. **Firearms Registration Project:** Sheriff Talbert expressed appreciation to Mr. Terry Tribby and his department for their assistance with the On-Line Firearms Registration Project (*please refer to page two, item four, "In The Matter Of Sheriff Department Issues" of the Regular Meeting minutes dated September 15, 2008*). Howard County is the fourth county in Indiana to get on-line with this registration program. It was made easier because all of the law enforcement agencies in Howard County are on the County's network system. Sheriff Talbert would also like to install a kiosk in the lobby of the Criminal Justice Center. The Department's administrative office will still help those who do not have access to a computer. Sheriff Talbert commented that this will save his department many hours.
3. **Firearms Transition:** The Sheriff's Department began their Firearms Transition today. All Officers will be receiving new weapons that are the same make and model (*please refer to page one, item five, "In The Matter Of Sheriff Department Issues" of the Regular meeting minutes dated July 7, 2008*). Classroom work will be taking place at Grissom's North Central Indiana

Law Enforcement Academy and transition training at the prison's firearms range. The process will be completed by the end of the month. Miles & Finch will be contacted so that the recommended action can be reflected in our liability premiums.

4. **Death Of Monroe County Officer:** Sheriff Talbert informed the Board of the Monroe County Deputy Sheriff who was killed this weekend while making a traffic stop. Information from the Indiana State Police has been received informing the Department that beginning November 1st, new traffic vests will be required. The present vests do not meet the new requirements, and death benefits involving traffic stops on State and Federal highways will not be paid if the required safety vests were not used.

IN THE MATTER OF PLAN COMMISSION ISSUES:

Plan Commission Director Glen Boise was in attendance for any questions posed to him, but did not have anything new to report concerning Unsafe Buildings or the newly received Flood Mitigation Grant that applies to 2700 Dellwood Drive.

IN THE MATTER OF MAINTENANCE DEPARTMENT ISSUES:

Buildings and Grounds Superintendent Art Fross submitted the following issues for Board information and approval:

1. **Benchmark Contract:** At the October 6th meeting, Mr. Fross submitted an agreement with Benchmark for Attorney Murrell's review (*please refer to page two, item one, "In The Matter of Maintenance Department Issues", of the Regular Meeting minutes dated October 6, 2008*). Mr. Murrell made several changes that were approved by Benchmark. A motion was made by Mr. Trine, seconded by Mr. Raver and carried to approve the agreement with Benchmark Mechanical Inc. for HVAC maintenance services for one year beginning January 1, 2009, in the amount of \$26,000.00, and authorize the President to sign on behalf of the Board of Commissioners. Mr. Fross informed the Board that this contract would amount to a savings of about \$13,000.00 from the previous provider.
2. **Termination Letter:** Attorney Murrell was directed to write a letter to Siemens confirming that its contract will not be renewed (*please refer to page two, item one, "In The Matter Of Maintenance Department Issues", of the Regular Meeting minutes dated October 6, 2008*).

IN THE MATTER OF PERSONNEL DEPARTMENT ISSUES:

Personnel Director Wanda McKillip submitted the following issues for the Board's information and approval:

1. **Employee Group And Voluntary Life Insurance Change:** Ms. McKillip informed the Board that Lafayette Life Insurance Company, our present group and voluntary Life Insurance carrier, is terminating group coverage as of December 1, 2008. Miles & Finch (agent Doug Heath) has provided us an opportunity for coverage with Standard Insurance Company, and they will match our present voluntary rates with Lafayette Life. Our group rate will actually be one cent less per / thousand dollars. If approved, the effective date will be November 1, 2008. A new benefit, Line of Duty Accident, is available for eligible public safety officers. A motion was made by Mr. Trine, seconded by Mr. Raver and carried to approve using Standard Insurance Company for the employee group and voluntary life insurance coverage and authorize the President to sign on behalf of the Board of Commissioners.
2. **Employee Retirement Seminar:** Ms. McKillip submitted copies of an employee memo informing them of the Employee Retirement Seminar at the Government Center on Thursday, November 13, 2008 from 8:30 a.m. to 11:30 a.m. This is a joint venture between Howard County, City of Kokomo, Public Library and Center Township. Representatives from Social Security, RIPEA, and PERF will be there to speak to the employees. She would like to distribute the memos to the employees through payroll. The memo was approved for

distribution through the October 31st payroll on a motion made by Mr. Raver and seconded by Mr. Trine.

3. **Employee Wellness And Benefit Fair:** The Employee Wellness and Appreciation Day was a positive event. This was the first year for this event and Ms. McKillip reported that it was well received by the vendors who participated and the employees who attended. She plans on holding this event next year. She thanked the Board of Commissioners for allowing her to use the Kokomo Event Center, at no charge. She did have to pay for the workers at a cost of \$170.00. That claim will be paid from the fund of the Auditor's determination. A motion was made by Mr. Raver, seconded by Mr. Trine and carried to approve the claim for \$170.00 subject to the Auditor's fund determination.
4. **United Way Free Luncheon:** Ms. McKillip and 2nd Deputy Auditor Konny Zurcher reported on the 1st Annual United Way Employee Luncheon. The free luncheon for Howard County Employees was held on Friday, October 17, at the Administration Center for the purpose of acquainting employees with the services of United Way Agencies and allowing them to pledge to the 2008/2009 campaign. Pizza and drinks were donated, as well as many door prizes. Agency representatives were there to answer questions and explain their services, and Michelle Allen provided music. Special appreciation is given to Loaned Associate Tammy Mohr for all of her hard work and planning. They would like to have a 2nd Annual Pizza Luncheon.
5. **PAC Committee Recommendations:** Ms. McKillip submitted the PAC Committee's recommendation for a request from Kinsey Youth Center. The request is for a new position, Wraparound Coordinator, at a salary of \$35,000.00 effective November 1, 2008. Mr. Brent Kelley, Kinsey Youth Center Director, had been contacted by the Department of Mental Health and Addictions concerning a position that had been previously provided by Howard Regional Hospital. The hospital is no longer providing this position and the DMHA requested Kinsey Youth Center to consider providing this service. There are four years left of the grant that funds the position and if the grant is not renewed, the position would cease. The Wraparound Coordinator would be responsible for developing a case plan for those youth/families that are referred to the program. The Coordinator would conduct Child and Family Team meetings, bringing together the child / family and other family members, therapists, clergy, neighbors, case managers and therapists or other important individuals, to provide stability to the youth and their family. A motion was made by Mr. Trine, seconded by Mr. Raver and carried to approve the PAC Committee's recommendation for a Wraparound Coordinator, and forward it to the County Council.

The PAC Committee received a request from the Community Corrections Department for a salary increase for the Community Coordinator salary from \$29,741.00 to \$30,882.00. The position has experienced an increase in demands and responsibilities, and also acts as a "receptionist" for the programming section of the operation. The increase is approved by the Community Corrections Advisory Board, endorsed by Judge Doug Tate, and is not funded by County General funds, but is solely financed by user fees. The PAC Committee recommends this request. A motion was made by Mr. Trine, seconded by Mr. Raver and carried to approve the PAC Committee recommendation and forward it to the County Council.

6. **Future Events:** Anthem Health Insurance Open Enrollment information will be submitted at the November 3rd Commissioner meeting. The 2nd Annual Howard County Employee Holiday Party is planned for December 5th.

IN THE MATTER OF INFORMATION SYSTEMS DEPARTMENT ISSUES:

Information Systems Director Terry Tribby submitted the following issues for the Commissioners' information and approval:

1. **Howard Regional Video Conferencing:** Mr. Tribby and Public Defender Steve Raquet spoke to the Board of Commissioners concerning (*please refer to page three, item six, "In The Matter Of Information Systems Department", of the Regular Meeting Minutes dated October*

6, 2008). The video conferencing would allow mental health patients who are being hospitalized, to remain at the hospital in lieu of having to be transported to the Courthouse for trial and law consultations. A monitor and camera in the conference room of the Public Defender's Office at the Courthouse would allow for confidential client/lawyer meetings, and can be paid from their User Fee funds. Superior Court IV Judge Hopkins would like to use the system for other kinds of cases, as well. Sheriff Talbert is willing to put a camera and monitor in the two Jail conference rooms for confidential client/lawyer meetings, to be paid from Misdemeanor Funds. It offers clients a secured location as well as confidentiality.

2. **CODESPEAR Update:** Mr. Tribby reported that CodeSpear had sent additional contractual terms that needed to be reviewed (*please refer to page three, item five, "In The Matter Of Information Systems Department", of the Regular Meeting Minutes dated October 6, 2008*). Mr. Tribby and Mr. Murrell have reviewed the additional "Terms" and have found many items that need to be addressed. There is conflicting information with several contract items. Mr. Murrell will continue to review and work on the terms and conditions specified.
3. **Comcast Services At Kinsey Youth Center:** At the October 6th Commissioner Meeting, the Board of Commissioners approved a Service Order and Justification Form for services from Comcast for the Kinsey Youth Center (*please refer to page three, item one, "In The Matter Of Information Systems", of the Regular Meeting minutes dated October 6, 2008*). The installation date for their equipment was last Friday and Mr. Tribby was very impressed that Comcast took time to visit the site before installation. He appreciates their "extra efforts" for service to Howard County.
4. **V.O.I.P:** Mr. Tribby is reviewing what infrastructure improvements need to be made as the next step in the process of the use of Voice Over IP solution for our telephone system. There is a local company that has installed all the fiber cable for A T & T and they can install fiber for the County. Mr. Tribby is asking them to submit a quote for fiber installation for the downtown buildings, as well as a quote for fiber from the Criminal Justice Center to Kinsey Youth Center and the Emergency Tower. He will also be on a conference call with A T & T, requesting access to some of their facilities. He will be making a trip to Indianapolis to meet with a vendor who offers services for V.O.I.P. (*please refer to page three, item four, "In The Matter Of Information Systems Department" of the Regular Meeting minutes dated October 6, 2008*).

IN THE MATTER OF KOKOMO DOWNTOWN ASSOCIATION NEW YEAR'S EVE REQUEST:

Mr. John Wiles, Executive Director of the Kokomo Downtown Association, submitted a request for the use of the Courthouse Rooftop for a pyrotechnics show on New Year's Eve. The Association also requested that fees associated with the opening and closing of the Courthouse be waived. Proof of Liability insurance was submitted. The Board of Commissioners requested that only the southeast corner be used. A motion was made by Mr. Trine, seconded by Mr. Raver and carried to approve the request for use of the Courthouse roof for a pyrotechnic show on New Year's Eve, 2008, restricted to the southeast corner. The fees will be waived by consensus of the Board.

IN THE MATTER OF A VEHICLE PURCHASE REQUEST FROM COMMUNITY CORRECTIONS:

Community Corrections Director Steve Maus submitted two quotes for a new vehicle as follows:

Brad Howell Ford	2008 Ford Fusion SEL 4DR, 6 cylinder	13,195 miles	\$10,315.00 with trade-in
Kokomo Auto World	2008 Ford Taurus, 6 cylinder	23,225 miles	\$10,911.00 with trade-in

Brad Howell Ford offered \$7,500.00 for the Ford 500 that has 57,000 miles and has transmission problems. Kokomo Auto World offered \$8,000.00. At the conclusion of discussion, a motion was made by Mr. Raver, seconded by Mr. Trine and carried to authorize the purchase of the 2008 Ford Fusion from Brad Howell Ford, in the amount of \$10,315.00.

IN THE MATTER OF CLAIMS AND REPORTS:

In the absence of Auditor Ann Wells, Second Deputy Konny Zurcher submitted the following issues for the Board's information and approval:

1. **Commissioner Salary Claims:** The salary, hourly and overtime claims payable October 24 and October 31, 2008, in the amount of \$337929.59 each, was approved on a motion made by Mr. Trine and seconded by Mr. Raver.
2. **Commissioner Operating Claims:** The Operating Claims payable October 20, 2008, in the amount of \$427,044.79 were submitted: \$94,530.55 from County General, \$68,385.92 from the Jail & Juvenile COIT, and \$398.64 from the Health Department. The Operating Claims were approved on a motion made by Mr. Raver and seconded by Mr. Trine.
3. **Contested Claims:** Ms. Zurcher submitted two claims that were contested by Auditor Wells, as follows:

A travel reimbursement claim payable to Laura Rood from Superior Court I was submitted. The claim did not comply with the County's Travel Policy. Superior Court I Judge Menges spoke in defense of the claim and at the conclusion of discussion, a motion was made by Mr. Trine, seconded by Mr. Raver and carried to approve the travel reimbursement claim for Laura Rood, as submitted.

A travel reimbursement claim payable to Brian Day from Community Corrections was submitted. This claim did not comply with the County's travel policy and Community Corrections Director Steve Maus spoke in defense of the claim. At the conclusion of discussion, the claim was approved on a motion made by Mr. Trine and seconded by Mr. Raver.

The Board of Commissioners understand that the present County Travel Policy does not adequately meet the needs of present travel costs, and needs to be revisited. Commissioner Bagwell commended the Auditor's Office for their diligence in reviewing the claims and for bringing non-compliant claims to the Board for their disposition.

4. **Monthly Treasurer's Report:** The Treasurer's Monthly Report for the month ending September 30, 2008 was accepted on a motion made by Mr. Trine and seconded by Mr. Raver.
5. **Monthly Clerk's Report:** The Clerk's Monthly report for the month of September, 2008, was submitted and accepted on a motion made by Mr. Trine and seconded by Mr. Raver.
6. **Weights & Measures Report:** The Weights and Measures Monthly Report for the month of September 15, to October 15, 2008, was submitted and accepted on a motion made by Mr. Trine and seconded by Mr. Raver.
7. **KDA Activities Report:** The Kokomo Downtown Association submitted an Activities Report, which was accepted on a motion made by Mr. Trine and seconded by Mr. Raver.

IN THE MATTER OF COUNTY ATTORNEY ISSUES:

County Attorney Larry Murrell submitted the following issues for the Commissioners' information and approval:

1. **Kinsey Youth Center Contracts:** Mr. Murrell is still reviewing the Swank Video Rental Contract, but is now ready to submit the pharmaceutical service contract with Safe Dose. A motion was made by Mr. Trine, seconded by Mr. Raver and carried to approve the contract with Safe Dose for pharmaceutical services at Kinsey Youth Center, and authorize the President to sign on behalf of the Board of Commissioners.

2. **Austen Invoice:** Mr. Murrell submitted an invoice from Starr Austen & Miller, LLP in the amount of \$149.57 for additional services rendered in the representation of Matt Roberson at the Kokomo Board of Public Works & Safety proceeding. The invoice for Starr Austen & Miller, LLP was approved on a motion made by Mr. Trine and seconded by Mr. Raver.
3. **Contract Log:** Mr. Murrell submitted copies of the current Contract Log for the Commissioners' review.
4. **A T & T Centrex Contract:** Mr. Murrell informed the Board of Commissioners that the Auditor's Office received word from A T & T that they are still working on determining a monthly rate for the contract. When that has been determined, they will begin the credit process from the monthly bills that are in error. We are currently continuing to withhold payment until we receive word from A T & T concerning the corrections.

IN THE MATTER OF COMMISSIONER ISSUES:

1. **Post Office Address Issues:** At the previous Commissioner Meeting, Mr. Trine was appointed to chair a committee to review the current posting system for the Government Center, Administration Center and the Courthouse. Mr. Trine has been in contact with H & H Express, a business that may be able to offer a similar service that D L & T Pro-Sort has given to County offices. After meeting with the Postmaster of Kokomo it was determined that the official Courthouse address is 104 North Buckeye Street, Kokomo, Indiana, 46901. It was suggested that the same system of one street address and multiple office room or suite numbers be used for all three buildings. Mr. Trine will hold another meeting with his committee and report at the November 3rd meeting.
2. **Commissioner Appointment To L.C.C. Council:** Commissioner Bagwell received word from Kathy Horton, Chairperson for the Local Coordinating Council, that the committee has changed their by-laws. The Howard County Board of Commissioners is asked to make one appointment to the LCC Council and the County Council is also to make one appointment. It was the suggestion of Commissioner Bagwell that the Board coordinates with other entities involved in making sure that they don't appoint the same people.

There being no further business to come before the Board of Commissioners at this time, the meeting was adjourned at 10:10 a.m. on a motion made by Mr. Raver and seconded by Mr. Trine.

HOWARD COUNTY BOARD OF COMMISSIONERS:

BRADLEY J. BAGWELL, PRESIDENT

DAVID A. TRINE, VICE PRESIDENT

PAUL J. RAVEN, MEMBER

ATTEST:

ANN WELLS, AUDITOR

Howard County Board of Commissioner Meeting October 20, 2008