

HOWARD COUNTY COUNCIL REGULAR MEETING NOVEMBER 25TH, 2003

The Howard County Council met Tuesday, November 25th, 2003 at 7:00 p.m., in Room 338 of the Howard County Administration Center. Those present were Council President Richard Miller, Council Vice President James Papacek and Council Members Dwight Singer, James Shearer, Leslie Ellison, Stanley Ortman and Jeffrey Stout. Also present were County Attorney Larry Murrell, Personnel Administrator Wanda McKillip, and Auditor Martha Lake.

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

The minutes of the October 28th Regular Meeting and the November 12th, 2003 Special Meeting, having been previously reviewed, were approved as submitted on a motion made by Mr. Shearer, seconded by Mr. Singer, and carried.

IN THE MATTER OF ORDINANCE NO. 2003-HCC-48 ADDITIONAL APPROPRIATIONS:

Ordinance No. 2003-HCC-48 was read in full for the first time by Auditor Martha Lake, and read in full for the second time by President Richard Miller. Ordinance No. 2003-HCC-48 was presented and acted upon as follows:

APPROPRIATION ADDITIONS REQUESTED:

	<u>REQUESTED:</u>	<u>APPROVED:</u>
<u>001 HOWARD COUNTY GENERAL FUND:</u>		
<u>009 HOWARD COUNTY CORONERS DEPARTMENT:</u>		
3121 Autopsy & Lab Fees	\$ 8,000.00	\$ 8,000.00

Howard County Coroner Brad Bray requested additional money to pay for outstanding autopsy and laboratory fees. He projected that any further autopsy and laboratory fees would be paid from the 2004 appropriated budget. Mr. Bray reported that the law requiring Howard County to send money to Marion County is flowing back the other way. This month some money has been received by Howard County from Cass County.

Mr. Papacek made a motion to appropriate \$8,000.00 to Line Item 3121 as requested. Mr. Ellison seconded the motion, and it carried.

023 HOWARD COUNTY BOARD OF COMMISSIONERS:

1521 FICA	\$ 600.00	\$ 600.00
1522 PERF	\$ 650.00	\$ 650.00
1130 Return of Fugitives	\$ 9,500.00	\$ 9,500.00
1523 Health Insurance	\$ 55,000.00	\$ 55,000.00
3242 Publication of Legal Notices	\$ 4,000.00	\$ 4,000.00
3593 Examination of Records	\$ 14,500.00	\$ 14,500.00
Total Board of Commissioners:	\$ 84,250.00	\$ 84,250.00

Total General Fund: \$ 92,250.00 \$ 92,250.00

Commissioner President Bradley Bagwell explained that Line Items 1521 and 1522 would be taken from Line Item 3120.02 Contract Services to pay FICA and PERF for the new employee in the Information Systems Department. (*Refer to reductions on page 2, Account 031 Howard County Information Systems Department for related discussion*). Mr. Bagwell said it is anticipated that the request for additional funding in the remaining line items will cover costs incurred through the end of 2003.

Mr. Papacek made a motion to approve the additional money in Account 023, Howard County Board of Commissioners in the amount of \$84,250.00 as read. Seconded by Mr. Ortman, the motion carried.

SHERIFF'S DEPARTMENT REPORTS:

- Commissary Financial Report:** Sheriff Marshall Talbert distributed copies of the Commissary Financial Report for the month of October to Council members. When State of the Art Communications charged for labor to install equipment on the new prisoner transport van and K-9 trucks, they failed to charge for some of the equipment. Rather than request additional money in Police Equipment for lights and sirens, Sheriff Talbert paid for the additional equipment from the Commissary Fund in the amount of \$10,000.00. There were several expenditures during the month of October 2003, leaving a balance of \$11,266.15 in the Commissary Account.
- Block Grant:** A Federal amount of \$6,318.00 has been awarded from the FY 2003 Local Law Enforcement Block Grant to purchase equipment. The local match is about \$700.00.
- F.E.M.A. Reimbursement:** The Sheriff's Department received a check in the amount of \$3,005.34 for reimbursement of damages and costs resulting from the flooding in July 2003.

4. **Purchase of New Vehicle:** The new Ford was received from Kokomo Auto World bringing the total number of vehicles purchased in 2003 to nine (9).
5. **Thanksgiving Dinner at Jail:** Sheriff Talbert thanked Mr. Dick Trott, Class Act Catering, for donating 19 turkeys for Thanksgiving dinner for the inmates.

020 HOWARD COUNTY SHERIFF ACCIDENT REPORT FUND:

4710	Equipment	\$ 354.71	\$ 354.71
Total Accident Report Fund:		\$ 354.71	\$ 354.71

(See page 2 attached, Account 182 Howard County Law Enforcement Education Fund, for related discussion)

Sheriff Marshall Talbert explained the annual maintenance fee for the Data Master (breathalyzer) at the Criminal Justice Center is \$650.00 per instrument. Since this instrument deals with traffic safety and the reduction of accidents, money can be used from the Accident Report Fund instead of the General Fund.

Mr. Stout made a motion to appropriate \$354.71 in 020 Howard County Sheriff Accident Report Fund under Line Item 4710 Equipment. Mr. Papacek seconded the motion, which carried.

042 HOWARD COUNTY SARA RIGHT-TO-KNOW FUND:

3215	Travel & Training	\$ 3,700.00	\$ 3,700.00
3221	Business Meetings/Meals	\$ 500.00	\$ 500.00
Total Sara Right-To-Know Fund:		\$ 4,200.00	\$ 4,200.00

Emergency Management Agency Director Larry Smith explained the need for the additional appropriation in these two line items. Mr. Papacek made a motion to appropriate \$3,700.00 into Line Item 3215 and \$500.00 into Line Item 3221 for a total of \$4,200.00 in Account 042 Howard County Sara Right-To-Know Fund. Mr. Shearer seconded the motion, and it carried.

As a point of information, Mr. Smith said the generator was received approximately 1-1/2 months ago. A switch panel (relay switch) is needed in order to install the generator on a semi-trailer. The project is proposed to begin soon.

090 HOWARD COUNTY C T P PER DIEM (COMMUNITY CORRECTIONS) FUND:

1117	Transition Coord.	\$ 29,484.00	\$ 29,484.00
1119	Caseworker	\$ 13,500.00	\$ 13,500.00
1200	Worker's Comp.	\$ 430.00	\$ 430.00
1300	Unemployment Comp.	\$ 645.00	\$ 645.00
1500	FICA	\$ 3,288.00	\$ 3,288.00
1580	PERF	\$ 3,546.00	\$ 3,546.00
2010	Office Supplies	\$ 500.00	\$ 500.00
2300	Drug Testing Supplies	\$ 200.00	\$ 200.00
3010	Postage	\$ 107.00	\$ 107.00
3170	Pagers	\$ 100.00	\$ 100.00
3200	Telephone	\$ 400.00	\$ 400.00
3500	LSI-R	\$ 1,541.00	\$ 1,541.00
4990	Misc. Equipment	\$ 1,000.00	\$ 1,000.00
Total C T P Per Diem Fund:		\$ 54,741.00	\$ 54,741.00

Community Corrections Director Steve Maus stated this is the Per Diem Account for Community Transition Fund. These figures and descriptions were included in the original grant, but then the Department of Corrections advised the money needs to be in a separate fund. The proper procedure is to reduce the amount in Fund 510 Howard County Community Corrections Grant Fund (*See page 3*) and appropriate these line items into Account 090.

Mr. Maus explained a few years ago the State mandated Community Corrections to transition inmates from the Indiana Department of Corrections to a Community Corrections Program 60 to 180 days prior to their release date. The inmates are placed on the In Home Detention Program and the County is paid \$15.00 per day from the Department of Corrections. Howard Count receives \$53,200.00 per year and LSI-R money in the amount of \$1,541.00 to conduct assessments.

Mr. Papacek included approval of the appropriation of \$54,741.00 in Account 090 listed above with the motion to approve the reduction of \$54,741.00 in Account 510 (See page 4, attached). Seconded by Mr. Ortman, the motion carried.

106 HOWARD COUNTY HERITAGE MUSEUM/CONVENTION CENTER MORTGAGE CLEARING FUND:

3595	Mortgage Payments	\$ 145,000.00	\$ 145,000.00
Mortgage Clearing Fund:		\$ 145,000.00	\$ 145,000.00

County Auditor Martha Lake explained this is the approximate amount of money the County has paid on the four (4) mortgage payments for the museum and convention center. Mr. Papacek made a motion to approve \$145,000.00 in Account 106 for Line Item 3595 Mortgage Payments. Mr. Ortman seconded the motion, and it carried.

109 HOWARD COUNTY INNKEEPERS TAX CLEARING FUND:

3500 Clearing Fund	\$ 525,500.00	\$ 525,500.00
Innkeepers Tax Clearing Fund:	\$ 525,500.00	\$ 525,500.00

County Auditor Martha Lake explained this is the approximate amount of money that has been received through the Howard County Innkeepers Tax Clearing Fund. 40% goes to the mortgage fund; 60% goes to the Convention and Visitor's Bureau. Mr. Papacek made a motion, seconded by Mr. Shearer and carried, to appropriate \$525,500.00 to Line Item 3500 Clearing Fund in Account 109 as requested.

150 HOWARD COUNTY CUMULATIVE CAPITAL DEVELOPMENT FUND:

4320.01 Bldg. Repair County Haven	\$ 2,450.00	\$ 2,450.00
4723.01 Courthouse Comp. Upgrade	\$ 34,000.00	\$ 26,000.00
Total CCD Fund:	\$ 36,450.00	\$ 28,450.00

Maintenance Superintendent Tom Harrison said his maintenance staff has been very active for the last six weeks making numerous repairs at Howard Haven. In addition, the walkway to the north going toward the building and two cement slabs are severely deteriorated need replaced. A gas tank needs to be moved away from the west side of the building and placed on a cement slab to comply with OSHA requirements.

Information Systems Director Terry Tribby conducted a study of the computers in the Courthouse and is greatly concerned about the age of the equipment. There are approximately twenty-two outdated computers using Windows software that is no longer supported by Microsoft. Mr. Tribby recommends upgrading these computers to current standards. There are four outdated servers in the Communications Center that could be consolidated into one unit. This would save administrative costs and time. The money for the new server shall be paid from the Courthouse Renovation Fund. The systems in the Prosecutors and Drug Task Forces Divisions also need to be replaced but the Prosecutor has budgeted for this in 2004. Mr. Tribby stated the only improvements left to do is to replace the twenty-two computers at a cost of \$26,000.00.

Mr. Ortman made a motion to appropriate \$2,450.00 to Line Item 4320.01 and \$26,000.00 to Line Item 4723.01 for a total of \$28,450.00 in Account 150 Howard County Cumulative Capital Development Fund. Mr. Shearer seconded the motion, and it carried.

As a point of appreciation: Commissioner Bagwell said with Mr. Tribby putting all the computer systems in place and Mr. Raver having put everything else in place, the Courthouse is really coming together very well. The video monitoring system is very impressive.

Mr. Bagwell commended Co-Managers Joyce Colburn and Deborah France for their outstanding accomplishments in restoring the operation of Howard Haven.

182 HOWARD COUNTY LAW ENFORCEMENT EDUCATION FUND:

3213 Training & Travel	\$ 464.00	\$ 464.00
Total LEEF:	\$ 464.00	\$ 464.00

Sheriff Marshall Talbert requested an appropriation of \$464.00 generated from the collection of traffic tickets into the Law Enforcement Education Fund. Mr. Papacek made a motion, seconded by Mr. Ortman and carried, to allocate \$464.00 to Line Item 3213 in Account 182 as requested.

195 HOWARD COUNTY COMMUNITY CORRECTIONS PROJECT INCOME FUND:

4400 Electronic Monitoring Equip.	\$ 38,160.00	\$ 38,160.00
Total Community Corrections Project Income Fund:	\$ 38,160.00	\$ 38,160.00

Community Corrections Director Steve Maus requested an additional appropriation of \$38,160.00 to purchase a host computer for electronic monitoring of people on the In-Home Detention Program. The current unit is outdated and will no longer be supported by the company.

Mr. Papacek made a motion to allocate \$38,160.00 to Line Item 4400 as presented by Mr. Maus. Mr. Shearer seconded the motion, which carried.

TOTAL ADDITIONAL APPROPRIATIONS	\$ 897,219.71	\$ 889,119.71
ALL FUNDS:		

APPROPRIATION REDUCTIONS:

001 HOWARD COUNTY GENERAL FUND:

031 HOWARD COUNTY INFORMATION SYSTEMS DEPARTMENT:

3120.02 Contract Services	-\$ 1,250.00	-\$ 1,250.00
Total Information Systems Dept.	-\$ 1,250.00	-\$ 1,250.00
Total Reductions General Fund:	-\$ 1,250.00	-\$ 1,250.00

Mr. Singer made a motion to approve the transfer of money to the Line Items listed above. Seconded by Mr. Papacek, the motion carried.

018 HOWARD COUNTY MAINTENANCE DEPARTMENT:

3220	Utilities	3120	Contract Serv. Maint.	\$ 500.00	\$ 500.00
3220	Utilities	2333	Institutional	\$ 1,900.00	\$ 1,900.00
3251	Bldgs./Structures	1118	Part-time	\$ 336.00	\$ 336.00

Maintenance Superintendent Tom Harrison stated the transfer of \$500.00 from Utilities to Contract Service Maintenance is a matter of housekeeping to keep the account out of the red at the end of the 2003-year. The request to move \$1,900.00 to Institutional from the Utility account is a matter of correcting a mathematical error earlier in the year. Placing \$336.00 into the Part-time account will enable the part-time position to be paid to the end of 2003.

Mr. Stout made a motion to approve the transfers in the Line Items as requested by Mr. Harrison. The motion was seconded by Mr. Papacek and carried.

020 HOWARD COUNTY HAVEN HOME:

2321	Gasoline	3213	Mileage	\$ 200.00	\$ 200.00
4721	Furniture & Fixtures	3251	Repairs Bldgs. & Struct.	\$ 1,000.00	\$ 1,000.00

Co-Managers Joyce Colburn and Deborah France presented their transfer requests. Ms. France explained two part-time helpers used their own vehicles to take residents to appointments when the facility's van was inoperable. The private vehicles are sometimes used for the residents that have trouble getting into the van.

Ms. France obtained an estimate in the amount of \$850.00 to repair a leak in the roof of the building.

Mr. Papacek made a motion to transfer \$200.00 from Line Item 2321 Gasoline to 3213 Mileage and transfer \$1,000.00 from 4721 Furniture & Fixtures to 3251 Repairs Buildings & Structures. Mr. Singer seconded the motion, and it carried.

Mr. Papacek reminded everyone that during budget sessions he was not in favor of funding the County Haven Home for 2004. He commended Ms. Colburn and Ms. France for their amazing work in bringing the facility back to life.

023 HOWARD COUNTY BOARD OF COMMISSIONERS:

3120	Contract Services	1523	Health Insurance	\$ 20,000.00	\$ 20,000.00
3120.02	Contract Services MS4	1523	Health Insurance	\$ 35,000.00	\$ 35,000.00
3513	Workers' Comp.	1523	Health Insurance	\$ 90,000.00	\$ 90,000.00
1522	PERF	1521	FICA	\$ 28,000.00	\$ 28,000.00
3512	Ins. Bldg./Vehicles	3216	Telephone & Internet	\$ 32,000.00	\$ 32,000.00
3512	Ins. Bldg./Vehicles	1512.03	Unemployment Comp.	\$ 26,000.00	\$ 26,000.00
3512	Ins. Bldg./Vehicles	3592	Change of Venue	\$ 500.00	\$ 500.00

Commissioner Brad Bagwell briefly stated that these transfers would cover the bills until the end of the 2003-year. Mr. Papacek made a motion to approve the transfers in the Line Items as listed in Account 023. Mr. Shearer seconded the motion, which carried.

031 HOWARD COUNTY INFORMATION SYSTEMS DEPARTMENT:

3120.02	Contract Services	1112	Network Administrator	\$ 180.00	\$ 180.00
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Information Systems Director Terry Tribby explained this transfer is to correct a mathematical error that was discovered by the Auditor's Office. Mr. Singer made a motion to approve the transfer of \$180.00 from Line Item 3120.02 to Line Item 1112 in Account 031. Seconded by Mr. Ellison, the motion carried.

033 HOWARD COUNTY SUPERIOR COURT III:

1118	Clerk/Civil	1115	Overtime	\$ 2,000.00	\$ 2,000.00
1123	Per Diem Ct Rep Vened	1129	Special Court Reporters	\$ 100.00	\$ 100.00
1124	Per Diem Bailiff Vened	1129	Special Court Reporters	\$ 100.00	\$ 100.00
1125	Per Diem Judge Vened	1129	Special Court Reporters	\$ 200.00	\$ 200.00
1126	Petit Jurors	4724	Law Books	\$ 1,500.00	\$ 1,500.00

Howard Superior Court III Judge Douglas Tate submitted letters explaining the transfer request. The transfer from 1118 Clerical to 1115 Overtime is to cover overtime salary for Security Guard, Chad Smalley, for mandatory training necessary for his certification to perform his duties in Superior III. The transfer of money into 1129 Special Court Reporters is to cover expenses to the end of the year. Finally, the transfer of funds into 4724 Law Book is to cover the costs of new law books.

Mr. Papacek made a motion, seconded by Mr. Ortman and carried, to approve the transfers as read in Account 033 Howard County Superior Court III.

<u>035 ROBERT J. KINSEY YOUTH CENTER – SHELTER CARE:</u>					
2340	Food	4711	Appliances & Equipment	\$ 2,015.30	\$ 2,015.30
3220	Utilities	4711	Appliances & Equipment	\$ 2,015.31	\$ 2,015.31
<u>037 ROBERT J. KINSEY YOUTH CENTER – RESIDENTIAL:</u>					
2340	Food	4711	Appliances & Equipment	\$ 1,945.95	\$ 1,945.95
3220	Utilities	4711	Appliances & Equipment	\$ 1,945.96	\$ 1,945.96
<u>038 ROBERT J. KINSEY YOUTH CENTER – SECURE DETENTION:</u>					
2340	Food	4711	Appliances & Equipment	\$ 3,319.90	\$ 3,319.90
3220	Utilities	4711	Appliances & Equipment	\$ 3,319.90	\$ 3,319.90

Kinsey Youth Center Director Jan Weaver said Mr. Tribby and Mr. Don Travis have been doing a lot of work in updates to the computers for the Kinsey Center. A number of new personal computers were needed to support the updates. Other miscellaneous equipment needed replaced such as the snow blower and base radio unit in the main control booth. Ms. Weaver was able to move some money around within the existing accounts to cover the cost of these items.

Mr. Papacek made a motion to approve the transfers in Accounts 035, 037, and 038 as stated in the Ordinance. Mr. Shearer seconded the motion, and it carried.

<u>011 HOWARD COUNTY REASSESSMENT FUND:</u>					
4720	Computer System	3511	Professional Services	\$ 15,000.00	\$ 15,000.00
1115	Overtime	1122	PERF	\$ 135.00	\$ 135.00

County Assessor Ann Harrigan reported there are 335 appeals resulting from the reassessment; 83 appeals were withdrawn and the remaining appeals have proved to be valid. The transfer of \$15,000.00 would cover the costs of settling approximately 30 outstanding appeals. The real estate deputies were paid overtime out of the Reassessment Fund and PERF was supposed to be paid out of the fund.

A motion was made by Mr. Papacek to approve the transfers in the Line Items as requested in 011 Howard County Reassessment Fund. Mr. Singer seconded the motion, which carried.

<u>105 HOWARD COUNTY SUPPLEMENTAL ADULT PROBATION FUND:</u>					
4720	Computer Equipment	2371	Office Supplies	\$ 2,500.00	\$ 2,500.00

Chief Probation Officer Gary Conwell submitted a letter explaining that money was needed in the Office Supply account to purchase account sheets, receipts, two printers, and other miscellaneous supplies. Mr. Papacek made a motion to approve the transfer of \$2,500.00 from 4720 Computer Equipment to 2371 Office Supplies in Account 105. Seconded by Mr. Ortman, the motion carried.

<u>108 HOWARD COUNTY PLAT BOOK FUND:</u>					
3263	Maintenance Fees	4723.01	Software Upgrade	\$ 1,700.00	\$ 1,700.00

County Auditor Martha Lake explained the transfer is to upgrade software for two computers that use AutoCAD Mapping Software. Mr. Singer made a motion to approve the transfer of \$1,700.00 from Line Item 3263 Maintenance Fees to Line Item 4723.01 Software Upgrade as requested. Mr. Ortman seconded the motion, and it carried.

IN THE MATTER OF SALARY ORDINANCE NO. 2003-HCC-49 – AMENDING THE EXISTING SALARY ORDINANCE FOR 2003:

A motion was made by Mr. Singer, seconded by Mr. Shearer, and carried to approve Amended Salary Ordinance 2003-HCC-49 as read. The amended salaries, any changed position titles and all other pertinent information is shown as follows:

	POSITION/NUMBER/SALARY	REQUEST:	APPROVED:	YTD:
<u>001 HOWARD COUNTY GENERAL FUND:</u>				
<u>008 HOWARD COUNTY SUPERIOR COURT II:</u>				
1119	Court Secretary 1@\$26,028	-\$ 855.69	-\$ 855.69	\$25,172.31
1120	Overtime New	+\$ 855.69	+\$ 855.69	\$ 855.69
<u>018 HOWARD COUNTY MAINTENANCE DEPARTMENT:</u>				
1118	Part-time \$15,000.00	+\$ 336.00	+\$ 336.00	\$15,336.00
<u>031 HOWARD COUNTY INFORMATION SYSTEMS DEPARTMENT:</u>				
1112	Network Administrator 1@\$43,000 (\$38,900)	+\$ 180.00	+\$ 180.00	\$39,080.00
<u>033 HOWARD COUNTY SUPERIOR COURT III:</u>				
1118	Clerk/Civil 2@\$30,367=\$60,734-\$1,500	-\$ 2,000.00	-\$ 2,000.00	\$57,234.00

1115	Overtime \$1,000		+\$2,000.00	+\$ 2,000.00	\$ 3,000.00
<u>011 HOWARD COUNTY REASSESSMENT FUND:</u>					
1115	Overtime \$3,000		-\$ 135.00	-\$ 135.00	\$ 2,865.00
<u>090 HOWARD COUNTY C T P PER DIEM (COMMUNITY CORRECTIONS) FUND:</u>					
1117	Transition Coord. New		+\$29,484.00	+\$ 29,484.00	\$29,484.00
1119	Caseworker New		+\$13,500.00	+\$ 13,500.00	\$13,500.00
<u>510 HOWARD COUNTY COMMUNITY CORRECTIONS GRANT FUND:</u>					
1117	Transition Coord. 1@\$29,484		-\$29,484.00	-\$ 29,484.00	-0-
1119	Caseworker 1@\$13,500		-\$13,500.00	-\$ 13,500.00	-0-

IN THE MATTER OF SCHEDULING FINAL COUNCIL MEETING FOR 2003:

The final Council Meeting for this year was scheduled for **Tuesday, December 16th, 2003, at 1:00 p.m., in Room 338 of the Administration Center.** The primary business of this meeting is to address 2003-year end procedures.

IN THE MATTER OF PERSONNEL ADMINISTRATOR ISSUES:

Personnel Administrator Wanda McKillip presented the following issues for Council information and approval:

1. **Council Appointments for 2004:** The Council Appointments and Reappointments for the Year-2004 will be considered at the December 16th 2003 meeting except for the Public Library Board. Mr. Miller received a letter of interest and spoke with Ms. Susan Luttrell regarding reappointment to the Kokomo-Howard County Public Library Board. Director Charles N. Joray submitted a letter stating that Mrs. Luttrell is eligible for reappointment.

Mr. Singer made a motion to approve the reappointment of Mrs. Susan Luttrell to the Kokomo-Howard County Public Library Board for a four (4) year term, to expire on December 31st, 2007. Mr. Shearer seconded the motion, and it carried.
2. **Library Board Issue:** Mr. Miller advised that the Kokomo-Howard County Public Library Board is working on several issues and wants knowledge to help in their planning. The House of Representatives Bill regarding reassessment contained an item that brought a Library Board before the previews of a County Council. It is uncertain whether that item will get brought through but it was one interesting change that the legislation wants to make. Mr. Miller informed the Council that it is possible the Howard County Council will hear the requests of the Library Board in the future.
3. The Council members received an **invitation to the Coca-Cola Collectibles and Sports Show.** The event will be held on Wednesday, December 3rd, 2003 in the Johanning Civic Center from 11:30 a.m. to 1:00 p.m. Kokomo's Mayor, government representatives, business leaders, and the Howard County Sports Hall of Fame Board of Directors will be in attendance to launch this new event.
4. **Information Systems Director Tribby sent a letter thanking the Council** for helping in the reorganization of his department.
5. **An open enrollment meeting for medical insurance is scheduled for Tuesday, December 2nd and Wednesday, December 3rd, 2003.** The new changes will be included in the first payroll deductions on January 9, 2003. Mrs. McKillip expressed appreciation for the Council's extra contribution to the insurance premium during the 2004 year. She said many employees have commented that they also appreciate the considerate gesture.

IN THE MATTER OF HOWARD HAVEN UPDATE:

Howard Haven Co-Managers Joyce Colburn and Deborah France thanked the Council for granting approval for a budget in the year 2004. They expressed appreciation to the County Commissioners for appointing them to their positions for 2004.

- Currently there are 13 individuals residing at Howard Haven. Two additional applications will be submitted to the County Commissioners on Monday, December 1st.
- The amount of help and donations has been fantastic. A clothes dryer stopped working and a new one was donated by Mount Grove Church. The local Veterans of Foreign Wars donated a television to the facility. Mr. Jean Lushin and his daughter, Dawn Manfredi, are donating a freezer. The D.A.V. has been donating food and sodas every month.
- Maintenance Superintendent Tom Harrison and the maintenance staff were commended for all their work and wonderful help with the facility.
- The local newspaper has provided a lot of advertising and great articles on Howard Haven.

- A new nurse, Mr. David Lawson from the Howard Community Mental Health Department has been of great assistance regarding the institutional medications. He stops in every week or whenever he is called. Ms. France has not found a contract agreement for the nurse. This issue will be studied further. Discussion ensued regarding the need for a contract service agreement for the nursing services.
- The van to transport residents is 18 years old and showing signs of wear. When Sheriff Talbert was checking prices on detective vehicles, he found that Kokomo Chrysler Plymouth has a used 2002 Dodge van that retails at \$26,000.00 with less than 4,000 miles for a price of \$16,000.00. He suggested that it would be a good deal to consider if there is enough money in the budget for Howard Haven. Sheriff Talbert said he would deliver the information on the van to the Co-Managers tomorrow.

There being no further business to come before the Council, Mr. Papacek made a motion to adjourn. The motion was seconded by Mr. Singer and carried. The meeting adjourned at 8:45 p.m.

HOWARD COUNTY COUNCIL:

Richard H. Miller, President

James Papacek, Vice President

James Shearer, Councilman

Dwight Singer, Jr., Councilman

Leslie Ellison, Councilman

Stanley Ortman, Councilman

Jeffrey Stout, Councilman

ATTEST:

MARTHA J. LAKE, AUDITOR
 County Council Minutes, November 25th, 2003