

**RE: Transfer of Funds
 Additional Appropriations
 Salary Ordinance
 Extra Help/Part-time
 Sheriffs' Salary
 John Koma's additional appropriation from last month
 Yearly Appointments
 Council Meeting schedule
 Budget Finance Committee
 Inmate Health Care**

Minutes-Vermillion County Council December 11, 2006

The Vermillion County Council met in the Commissioners Courtroom, Courthouse, Newport, Indiana.

The Vermillion County Council met in the Commissioners Courtroom, Courthouse, Newport, Indiana.

President mike Costello called the meeting to order and led in the pledge.

Roll call was taken. Present were Fred Daniels, Lavonna Mattick, Randy Dreher, John Cheesewright, Mike Costello, John Yoho, Jerry Hawkins, Auditor Sherrie Koma, Attorney Don Darnell, and Deputy Auditor Amy Tolbert.

Minutes from the November meeting. Cheesewright made a motion to accept, seconded by Dreher. All were in favor.

Transfer of funds.

Costello asked if the council if they wanted to go through the transfers one at a time or read them all and then take a vote. It was decided to read them all and then take a vote.

Vermillion County Circuit Court

\$1490.00 from 100-136-4322 Postage to 100-136-4414 Office Equipment
\$1000.00 from 100-136-4212 Office supplies to 100-136-4414 Office Equipment
\$800.00 from 100-136-4412 Office Furniture to 100-136-4414 Office Equipment
\$150.00 from 100-136-4131 Judge Pro-Tempore to 100-136-4222 Law books

Vermillion County Extension Service

\$11.60 from 100-123-4328 Photography, \$174.17 from 100-123-4342 Computer & Copier Rental to (total \$185.77) 100-123-4322 Postage

\$320.40 from 100-123-4343 Dues to 100-123-4325 Travel

Vermillion County Surveyor

\$48.77 from 100-106-4414 Office fixtures to 100-106-4411 Office equipment
\$700.00 from 100-106-4114 Surveyor helper to 100-106-4111 Office equipment
\$700.00 from 100-106-4113 Head chainman to 100-106-4411 Office equipment
\$50.00 from 100-106-4325 Telephone to 100-106-4111 Office equipment
\$250.00 from 100-106-4326 Printing to 100-106-4111 Office equipment
\$4.38 from 100-106-4214 Office supplies to 100-106-4213 Operating supplies
\$100.00 from 100-106-4327 Rental equipment to 100-406-4323 Travel
\$100.00 from 100-106-4328 Road school to 100-106-4323 Travel
\$75.00 from 100-106-4322 Postage to 100-106-4323 Travel
\$45.00 from 100-106-4324 dues to 100-106-4323 Travel

Costello asked if he was buying a piece of equipment. Councilman Dreher though he was buying a piece of equipment that is used to check elevation or distance, he was not sure what it was called.

Vermillion County Park and Recreation

\$104.16 from 100-146-4113 Maintenance Men, \$833.01 from 100-146-4412 Machinery & Equipment, \$79.35 from 100-146-4335 Maintenance Equipment to (total \$1016.52) 100-146-4112 Park Supervisor

Costello asked Koma if she had any idea what this was for and Koma said the their payroll ran short. Yoho said that last year they paid more than they should of, they were \$2,000.00 to \$3,000.00 over in payroll last year, according to the budget. Yoho said he doesn't think this one should be approved.

Vermillion County Jail

\$269.70 from 100-132-4334 Jail Maintenance to 100-132-4435 Jail equipment \$3300.00 from 100-105-43251 Training & Conference to 100-105-4218 Other garage repair

Vermillion County Health Department Tobacco Master Settlement Fund

\$200.00 from 433-000-4212 Office supplies to 433-000-4117 Data Entry Clerk \$100.00 from 433-000-4212 Office supplies to 433-000-4115 Nurse

Costello asked Yoho if he wanted to make a motion to accept all the transfers except Park and Recreation. Yoho said yes. Jerry Hawkins said his understanding is that the whole \$1016.52 from Park & Recreation is to be transferred to Park supervisor and Costello said yes. Yoho said last year they paid \$2,000.00 to \$3,000.00 more in wages than they were supposed to. Cheesewright said he didn't remember that and Yoho said he brought it in last January, and it had the totals and he discussed it with the council but nobody paid any attention to him. Yoho said someone should be here from Park and Recreation to explain this. Mattick said their salary should be in their budget. Costello does not understand why they would run short.

Yoho made a motion to allow all the transfers except the Park and Recreation transfer.

Mattick questioned the Health Departments transfers. Costello said the \$100.00 to the nurse was probably because of the shots, he said he was just guessing they were giving me more shots. Mattick asked if this was above the nurse's salary. Costello said no this is for a part time nurse that they have come in to help out. Costello said the Data entry probably deals with the shot records.

Dreher said that in 2006 the Park Supervisor had in his budget \$16755.00 or \$14.24 per hour. Costello said someone just needs to come in and explain it to him before they will approve it. Yoho said he thinks they should require people to come in and explain themselves whenever they do transfers and additional. Costello said he doesn't mind when its like \$11.00 but when it starts changing salaries and things it would be a good idea to have some present to discuss it. Costello said that Yoho has a motion to allow all the transfers except the Parks & Recreation. Dreher seconded the motion.

Hawkins asked what we were going to do with it now and Costello said that they are requesting that someone come to Januarys meeting and explain it to the council. Costello asked Koma to give them a heads up on last year's salary as well.

Costello said the next transfer came in late and asked the council if they will allow it or does it need to wait until next month.

Vermillion County Highway

Cum Bridge

\$415.00 from 203-000-4470 Financed Lease to 203-070-4331 Bridge #70 Right of way Highway

\$1000.00 from 201-146-4316 Truck repair to 201-146-4315 Utilities
\$12,285.00 from 201-145-4311 Lease rental, \$7600.00 from 201-145-4213 Salt to
(total \$19,885.00) to 201-145-4216 Bituminous
Local Roads & Streets
\$14,950.00 from 217-000-4440 Road Materials to 217-000-4441 Machinery

Costello asked Highway Superintendent if he was buying a piece of equipment. Clark said it was a pickup truck. Costello asked if he had gotten bids on that or have we already bought it. Clark said we already bought it. Cheesewright asked who the truck was for and Clark said it was for District 3. Costello asked if we were going to get in trouble if we take \$7600.00 from salt, and Clark said no, we are fine with salt. Cheesewright stated that he thought we were supposed to take bids on stuff like this. Costello asked how many bids were done or did we just go buy one and Clark said he didn't know. Koma said the truck was under \$25,000.00. Costello said he didn't care if it was \$25,000.00 or \$55,000.00, someone should of asked first. Costello said, so we already have it, the person we bought from is pretty trusting. Costello stated again that these transfers were late and that they have been pretty stingy about it in the past, so it's up to the council if they want to do it right now. Dreher said we originally talked about not allowing anything that was not in our packet but we have deviated from that because Sherrie had some once before that we took in. Dreher also said we had some offices turn them in late and we didn't accept them so he isn't sure what the policy is. Costello said the only thing that bothers him is that we have gone through this with a couple of cars and we go out and buy something and we don't have the money, we do have the money but we don't have it where it belongs. Costello said this continues and continues and continues, and we continue to pay for it. Hawkins said the confusion is between appropriations and cash. Costello said, yes it may be over here, but its not where its supposed to be yet and he is sure they got a great deal, there is no questioning that, and we probably needed one but can we not just wait one month. Cheesewright questioned why is it so hard to just ask first. Dreher asked if it was an emergency, if the other truck blew up. Clark said yes, it was just all but done. Hawkins said he is not sure if he understands. He said the major moves money for this county was \$277,000.00 and last month we dealt with an additional appropriation to appropriate that money so they can spend that money and that appropriation was denied by the state. Hawkins said he doesn't understand how we spend the \$277,000.00. Koma said the money from that was supposed to be used for this truck but the State had already calculated most of the major moves money in the highway budget. Costello said they basically replaced what they took from us, so we didn't really get any major moves money. Koma said it took her 4 days just to get the state to explain to her what they had done. Koma said we do get the money, but the hold something else out because we are getting the money. Costello said they took \$200,000.00 out and then gave us \$200,000.00. Clark said that is the reason for the transfers now because of this major moves money; the state told them it is not extra money. Hawkins said under the circumstance that makes some since because we approved that appropriation last month. Clark said that is pretty much what they working off of to buy the truck out of. Costello asked if we have bought anything else out of that money and Clark said no and Costello said not to. Hawkins said this is the perfect example of the difference between appropriation and cash. You can have an appropriation and not have the cash to support it. Cheesewright asked when Clark found out they weren't getting the money and he said last week, on December 6th. Costello said it wasn't too long ago because Tim Wilson called him at the end of last week and told him that the money they thought they got, was money we already had and they were just giving it back to us, its already been appropriated basically. Dreher said he is going to make a motion to allow this. Clark said this is kind of beyond our control, we were trying to do things right. Dreher said we would like to see in the future that they communicate with the council if they are going to buy something. Dreher said we have said that over and over. Daniels said he thinks that bids should be accepted as well. Costello said he is assuming that we did have money in the budget already for the sheriff's cars we bought and Koma said yes. Dreher said he makes a motion to allow, seconded by Yoho. Hawkins said, following up on what Dreher

said, this is the problem, when a county does not have a capital improvement plan. Hawkins feels that this is something the Commissioner might like to address, to get together with all department heads and produce a capital purchase plan for 2 or 3 years out.

Additional Appropriations

Judge Stengel said his server is about 14 years old and they can't get parts for it anymore. He said the next time it goes down, it is down for good. Stengel said he has not taken any bids at this time and he really can't do it before the end of the year, so he asked that if this is approved, does it carry over to next year and if it doesn't then he would like to table it until the first of the year. Costello said he would like for Stengel to get Mike Phelps involved in this and Stengel said he is involved. Stengel said Phelps gave him the estimate to how much to ask for it. Stengel said that if the council approves this and it won't carry over to next year, then he would like for them to table it and take it up again in January. Costello said he would like the money to come from cum capital as opposed to county general. Costello said that is what that money is for, so we can use it for that. Stengel said this server not only serves the judges office, it also serves the Clerks office, Prosecutors office, and Child Support. Costello, said that is fine, they can still use that money, and Hawkins agreed. Hawkins said that he has checked with the State Board of Accounts and they under code for cum capital development it list the things that you can use that money for. Hawkins said it includes employees to maintain the system, wires, servers, etc. Stengel asked Hawkins that if they approve it now but he doesn't spend until next year, is that ok or should he have it appropriated next year. Costello said he thinks we should just take it out of cum capital development when the bills is presented, you don't have to transfer anything or ask for anything. Stengel said he doesn't have any money in his budget to pay for that. Hawkins said it wouldn't be billed to Stengels budget. Stengel said he doesn't want to buy anything before the council says he can. Dreher said why don't we just do it the first of January, he can go ahead and make plans, the council will approve it. Stengel said there would also be some software costs and installation costs. He said that Phelps has estimated the server at \$6500.00 but we went with \$10,000.00 to cover the other costs. Dreher asked if Phelps would be installing it and Stengel said that usually the people that supply the server don't install it, they just over see it. They council agreed that he just proceed forward. Stengel said he will proceed and start advertising.

Clerks office. County General 100-101-4117 \$600.00 for part time help three days a week due to increased work load. Teresa Porter was present and said the Clerk Martha Padish is requesting this money because Rita Bond has came in and helped them out and they haven't paid her yet. She has worked about 49 hours. She they are doing more computer entry now and its time consuming and they just need a little extra help. Porter said that on September 1, 2006 the State required that the all entries be put on by the Clerks office instead of the Judge's office. Costello said there has also been an illness in the Clerks office, Diane Silotto. Porter said she has been coming in as much as she able to. Cheesewright asked why they work was transferred from the Judges office to the Clerks office. Stengel said the State enforced it; it has to do with being computerized and standardized all through the State. Yoho asked how County Government function before computers, they are supposed to save time and money but they cost billions. Porter said they just add to the workload. Cheesewright made a motion to allow, seconded by Hawkins.

Highway Department. \$60,000.00 201-146-4411. Reduction from the budget 145-4216 Bituminous into 146-4411 Machinery. Costello asked what is this for, to pay for a road that we have done and Clark said yes, it was several roads. Dreher commented that they have done a nice job with the roads. Dreher made a motion to allow, seconded by Daniels.

CSEPP Grant Fund. 512-000-4000 \$11250.00 Grant money. This was discussed last month and the council agreed to allow it. Dreher asked how it was going to be done. Koma said they designated a CSEPP fund for this transaction. Koma said

they called the State and that is what they told her to do. Cheewright made a motion to allow, seconded by Mattick. All were in favor except Dreher.

E911 266-000-4212 \$19,000.00 for 911 software. Costello said it was software to make our system a little bit better and user friendly. Daniels made a motion to allow, seconded by Mattick, all were in favor. Bob Spence was present with the software representative if any questions needed answered. Cheesewright asked that if the car is turned on, will they be able to identify where the car is. The representative said yes it will be automatically done when you turn the car on.

Unfinished Business

Salary Ordinance. Sheriffs Department under 105, there should only be a Chief Deputy and 5 deputies and a drug enforcement officer, according to Costello. He said there are one too many deputies listed. Costello asked Spence if first deputy was the same as chief deputy and he said it really didn't make any difference to him. Costello then advised everyone to cross out the 6th deputy.

Extra help. Costello said since we haven't approve the salary ordinance yet and it looks like we're going to be hiring more and more extra help, do we really want to leave extra help at \$10.00, we were at \$8.50 per hour. He is suggesting we just go up to \$9.00. Costello asked Attorney Don Darnell if we could still amend it since they haven't approved it and he said yes. Costello said \$9.00 is still quite a bit more than minimum wage. Yoho made a motion to allow the \$9.00 per hour for part-time help, seconded by Mattick. All in favor.

Costello brought up the ongoing discussion about part-time full time employees. He said historically, he would like to leave it like it's been if that is possible. Costello said the questions started with the soil and water secretary. Costello said she is a part time person but is required to be there 3 days so she is technically not a part-time fill in at part-time wages. He said if we operate on that premises then our surveyor has a person that is required to be there one day a week, so she is technically not a part time person because she is here on Thursdays and that is her day. Costello thought she should be at \$13.79 per hour as well. Costello said this might possible apply to the judges person as well because she is required to be here those days. She is technically not a part time person because you don't bring her in on Monday and somebody else on Tuesday. Stengel said he did not ask for enough to cover the \$13.79 per hour. Costello said they would work on that if they decide to do it. Costello said this is how it has historically been done and a part time person is somebody that they call a fill in. Yoho and Mattick both thought part time meant less than 35 hours per week. Costello said that in the handbook it states that they are required to be here. Yoho said everybody is required to be at work. Costello tried again to explain it by saying that the surveyor is required to be there every Thursday; part-time temporary may be called in to work on a certain day. Mattick believes that part time is part time and everyone should be paid the \$9.00 per hour, as does Yoho. Dreher asked if everyone has read the handbook. Kim Hawkins asked if the part time workers or seasonal workers get benefits and Costello said no they do not. Costello said we don't know have any one who works less than 35 hours a week on the insurance program and he believes the insurance would not allow it. Hawkins made a motion to allow the surveyors secretary; the soil and water secretary and the judge's part time worker are to be paid the \$13.79 per hour. Cheesewright asked how we are going to distinguish who gets the \$9.00 and the \$13.79. Costello said they have to be here, they are in an office, they have a position, and they've got to show up. That is the difference between part time help at \$9.00 an hour because they are hired on a temporary basis to fill in. The other people are here; they are in charge of the office. We would be continuing the way it's been because they are already in the budgets and they are already being paid. We would be changing these people from their salary part time position to an hourly part time position. Is that what we want to do or do we want to leave it like its been. Hawkins made a motion to leave it like it is, seconded by Cheesewright. All were in favor except for Yoho and Mattick. Costello said it passes and Yoho said it's still not right.

Sheriff's salary. Costello suggest they change the \$85,750.00 be changed to \$75000.00 and he has discussed this with Bob Spence. Costello said they have increased a couple of other line items but it all equals out.

Yoho asked who all gets the \$13.79. Costello said there are just 3 people because the others are already getting it. The three people are the Surveyors secretary for one day, soil and water secretary is already getting it, and the judge's extra help. So it's really just two that this increase will affect. Costello said he thought we should look into getting the handbook updated.

Daniels made a motion to accept the Salary Ordinance as amended, seconded by Dreher. All were in favor except Yoho and Mattick.

Costello said that they needed to discuss the \$1,000.00 for the 3rd and \$1,000.00 for the 4th installment due to Larry Thomas. Costello said last month John Koma asked for an additional appropriation for \$1,000.00, he then asked if there was another here for the other \$1,000.00. Costello said all we can approve is the \$1,000.00, that's all that was asked for. Dreher said he thought John Koma was here last month and they tabled it. Auditor Koma said that the council said that John Koma did not have to come back. Costello said for the \$1,000.00 he didn't have to come back. They can only appropriate \$1,00.00 because that is all he asked for. Ann Smith said that the Area Plan Commission meets Thursday night and she will ask them how they how they want to handle the other \$1,000.00. Smith said she also wanted to point out that that appropriation cannot be made in the 256 fund, the State will not approve it. She said it would have to be in 100-124. Smith said fund 256 is in the hole. Hawkins made a motion to approve the \$1,000.00 appropriation, seconded by Dreher. All were in favor.

Yearly Appointments.

County Property Tax Assessment Board, Betty Rayce and Tina Hall are on there now. Costello said he thought we appointed Carolyn Ives a couple of years ago. Koma said there appointment is not up until February or March. Costello said to ask them if they are interested, get a head start on it.

Solid Waste. Fred Daniels said he does not want to be appointed this time. He is currently on there but will not accept the appointment for 2007.

911-Lavonna Mattick is currently on there and will stay there.

West Central Indiana Economic Development. Harry Reiche and Mike Costello. Economic Development-Jerry Hawkins

Yoho suggested we let people apply for some of these vacancies. Costello said he is not even sure they have to appoint anyone at this point. Koma said for Area Plan, Mick Cappa is on there until 2007. Dreher suggested we table this and maybe seek some other people that might be interested. Costello thought that was a good idea. Koma said that maybe in October she would advertise the vacancies for the positions that expire in 2007. Hawkins and Costello agreed that it was a good idea.

Vermillion County Council Meetings. The second Monday of the month at 7:00 p.m. Costello said they might play with the schedule somewhere around August or September to accommodate the budget meetings. Costello said November 11th is listed but that Veterans Day, so the decided to change it to Tuesday the 12th. Costello said they are going to leave August right where it is right now but it will probably be changed.

Koma gave the Council the letter from Attorney Don Darnell, regarding his appointment. Cheesewright made a motion to accept Darnell as the Council attorney, seconded by Daniels. All were in favor.

Jerry Hawkins stated that when the council gave permission to set up this discussion committee a couple of years ago, the one thing we said we would do is report to you once a year. Hawkins said he wanted to thank John, Lavonna, Phyllis, Sherrie and Tim for showing up at 7 meetings this year. He said the biggest project they did this year was conducting a technology audit and we developed a monthly cash flow sheet. Hawkins had an investment report to give

to the council. He also said they did a tax distribution report, which they will do again after the December distribution. The one thing Hawkins wanted to give them is a copy of a sample job description for a technology coordinator. Hawkins said at the technology audit resulted in 10 recommendations and the #1 recommendation was to find someone to coordinate technology related purchases for the Courthouse and other County offices as needed. Hawkins said he thinks there is a way to get this person in place without significant impact on the general fund. Hawkins also discussed how money is invested. He said Treasurer Phyllis Orman was kind enough to put together a report outlining how monies are invested. Hawkins wanted to state that the monthly financial reports do not reflect investments. Hawkins discussed some funds and the hospital money payments. Hawkins just thought it would be interesting for people to see, even though it's not ours to question how people invest their money, what is going on. Costello asked if we had made any strides in doing the overnight investing. Hawkins said he doesn't really know anything about this sweep account at this time. Hawkins said he thinks we should be doing it. Cheesewright said there are some catches to that, you have to go to certain banks to do this and there are certain qualifications. Hawkins said it's not simple but it can be done. Cheesewright asked if the 207 budgets have been approved by the state and Hawkins said not, that they don't usually get approved until April or May. Hawkins also wanted to discuss the circuit breaker. He is trying to get a plan together for the future. He said he would suggest is that we do a more comprehensive study including the other municipalities too. No one can come in and tell you what the effect the circuit breaker might be on the general fund, because that is not the way it works. Hawkins thinks that after the first of the year we should get the schools and economic development and the county general and do a much more comprehensive study.

Bob Spence has a representative from Health Professionals LTD with him to discuss something he is interested in implicating in the future. Dale Clause, the representative said their company is based in Peoria Illinois. He gave a brief history of the company. He said basically what their company does is work out a relationship with the county for inmate healthcare. Clause said he has provided Spence and the county with 6 different contracts options. Option one is for an LPN 12 hours a week at \$28,021.00, Option two is for an LPN 15 hours a week at \$61,647.00, option three is for an LPN 20 hours a week at \$68,351.00, option four is for an RN 12 hours a week at \$62,837.00, option 5 is for an RN 15 hours a week at \$67,667.00 and option six is for an RN 20 hours a week at \$76,598.00. Clause said all options include a doctor that can be reached at any time. He said these options all also include all costs for the health care, from hospitalization to pharmacy costs. He said there are no limitations, that this is a no-cap policy with the exception of 3 drugs that are not covered. Clause stated that this takes the liability away from the Sheriff and deputies. Clause also stated he would suggest our County go with option three, which he said would be more than satisfactory. He said all options include a doctor 1 hour a week or 2 hours every other week. He stated that the doctor may not be on site but they are available to the nurse 24 hours a day.

(8:35 tape quit recording and the other tape would not work)

Judge Stengel said that inmate healthcare also affects him in his job. He stated that he can't evaluate the inmate, the Sheriff can't evaluate the inmate but he gets 2 to 3 calls a month from the jail to release an inmate early due to health reasons. Costello said they couldn't make a decision tonight; they will have to have a joint meeting with the Commissioners to discuss this. Clause also added that the billing is done on a monthly basis.

Yoho made a motion to adjourn, seconded by Daniels, all were in favor.

Adjourn: 8:50 p.m

Read in full and approved by the Vermillion County Council on the 8th day of January 2007.

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Attest: _____
 Sherrie A. Koma, Auditor