

MIAMI COUNTY COMMISSIONERS  
25 N BROADWAY  
PERU, IN 46970  
MARCH 4, 2013

All members in attendance

Chairman Francis called the meeting to order.

#### MINUTES

Commissioner West made a motion to approve the February 25<sup>th</sup> minutes. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0.

#### CLAIMS

Commissioner West made a motion to approve the claims. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0.

#### PAYROLL

Commissioner West made a motion to approve the payroll. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0.

#### CLEANING CONTRACT

The Commissioners reviewed the current cleaning contract which began July 1, 2011 and ended 12-31-12. Commissioner West made a motion to advertise for cleaning bids. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0. The Auditor will try to get the advertisements in the paper March 11 & 18 with bids to be received by noon on April 5<sup>th</sup>.

#### HEATING & COOLING CONTRACT

The Commissioners also reviewed the Heating and Cooling contract. The current contract was done in 2006 and the Board feels it is in need of review and update. Commissioner West made a motion to advertise for Heating and cooling bids. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0. Commissioner West will work with Pat Roberts on the specs. The Board would like to have the advertisement in the paper March 18<sup>th</sup> and 25<sup>th</sup> with the bids being due back to the Auditor by noon on April 12<sup>th</sup>.

#### ROAD REQUEST

The Board received a written request for chip & seal to be done on Lovers Lane. The Board will speak with Sam Waltz but do not think it is feasible at this time.

#### AT&T LONG DISTANCE CONTRACT

Commissioner West made a motion to sign a 3-year long distance contract with AT&T at our current rate. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0.

#### PERU UTILITIES

The Board received a letter from Peru Utilities serving as a 30-day notice cancelling the current contract for IT services. Commissioner West made a motion accepting the 30-day notice. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0.

#### HEALTH DEPARTMENT

Ken Scott came before the Board with a floor plan of the office area of the old jail that the Health Department would like to move. Mr. Scott spoke with Keith Stockdale, Health Board member, who told Mr. Scott to proceed. The Health Board will discuss in April. The Commissioners discussed what it would take to get the heating and air conditioning operational in that area. Commissioner West suggested getting ahold of Julius Marburger, Ray Maggard, Mike Denham or Bruce Carson to see if they would look at the space to see if they have any ideas (cost cutting but effective) as a community service.

## 10:30 DEPARTMENT HEAD MEETING

The Board of Commissioners met with all of the Department Heads to address some issues that are of concern and changes that have been made in the Personnel Handbook. Commissioner Francis welcomed everyone and thanked them for coming.

Commissioner Hamman addressed the group as a team because everyone who works for the County is part of the team working together to better serve the taxpayers of this County.

The dress code for the Courthouse was a topic of discussion. Commissioner Hamman stated that the dress should be business attire, which would bring a more professional look to the Courthouse and to also do away with casual Fridays from County Government. Commissioner Hamman also shared that employees are paid well and should be able to afford business clothing.

Another issue is throwing of parties with banners and food being eaten at the desk. There is an issue regarding customers having to wait or not be helped at all while employees are eating at their desk or on personal phone calls, etc. Commissioner Hamman reported that he just recently had a complaint from a doctor that came in to a particular office and one person was on the phone with what appeared to be a personal call and the other one apparently said she didn't have time to help him. This behavior is simply not acceptable.

Comp time and the carry-over of vacation time is another serious issue. Quite a few employees have large amounts of vacation days that have been carried over as well as large amounts of comp time built up. If any of those people were to leave for any reason the County would have to pay them out and the office would be short a person for the amount of time paid out. This could prevent the office from functioning as it should and cause a tremendous hardship for the employee(s) left to run the office. The policy states that comp time should be used within 120 days of accruing it.

Commissioner Hamman also discussed the need for proper documentation when hiring new employees. This would include a completed application, a background check, and drug testing. Commissioner Hamman also noted that he would like to see random drug testing performed as well.

Treasurer Becky Morris addressed the Board. Mrs. Morris stated that she was taken back because she thought the meeting was to address the Personnel Book not to just listen to complaints and have a black cloud over her head. If the Board has a complaint about a particular office, they should address that office. Last year at tax time, her 1<sup>st</sup> Deputy acquired 67 hours of comp time and she doesn't feel like she should have to ask her to use it in 120 days.

Mrs. Morris also stated she did not think it was right to take away all of the fun things such as casual Fridays and occasional birthday party. Commissioner Francis said an occasion birthday celebration was not bad but sitting at your desk eating all day, and having a party that is a big production, is not appreciated by the taxpayer. Mrs. Morris asked if there is only one person in the office should they close the office for lunch instead of eating at their desk. Commissioner Francis again, reiterated that these types of instances are fine to eat at your desk as long as the public is still being waited on.

The Treasurer reminded the Board that the employees had not had a raise in 4 years, except this year, which was eaten up in taxes, so it does not seem fair to say that they should have no problems buying business attire. There are several single parents working for the county struggling to keep their homes, and they do not have extra money to buy more business clothing. Commissioner Francis said it is a government building and that when they hired on they should have realized (and been told) that business attire was expected.

Brenda Weaver, Recorder, stated that she felt the format of this meeting was not conducive to good communication. It feels as though the Commissioners are holding Court and they are the judges. Mrs. Weaver also stated she always thought the Personnel

Policy was a tool she could use to help run her office not something for the Commissioners to run over the elected officials. Commissioner Francis stated that the Personnel Policy is the minimum standard that is expected, and an office holder can add to it, but not get rid of anything.

Elise Kordis, Museum, thanked the Board for their work on the Handbook. Ms. Kordis asked the Board about ID Badges. Ms. Kordis stated that her she needed one for herself and her staff. Commissioners told her that was fine and she needed to see Kris Marks, EMA.

Steve McAuliffe asked a question regarding the comment about background checks and drug testing. Mr. McAuliffe wanted to know who was going to be asked to get background checks and drug testing, if it would be department heads or someone else. Mr. McAuliffe also asked who would be paying for pre-employment drug testing and random testing. Mr. McAuliffe also suggested having a directory for people when they come in so they know where to find what they are looking for. He has been here 15 years and this is the 2<sup>nd</sup> meeting of this nature and he thinks it is a good thing.

Kris Marks asked about the wearing of jeans because as EMA Director there are times he is out working where business attire is not appropriate. The Board said they understood that there are certain jobs that have different requirements.

Brenda Weaver also spoke about working together due to some offices being swamped and others not so busy. Mrs. Weaver thought the meeting was going to be about working together and brainstorming. Mrs. Weaver thinks it would help if the Board had a few more floats and all of them would be available to help the offices.

Commissioner Francis brought up that Cliff Gardner, 9-1-1 Director has a list of expectation of his employees, which include how they speak to one another, just as they should to the people coming in. Commissioner Francis feels this is a good tool to use, and should be something that all Dept. Heads look at adopting for their offices.

Sara McAuliffe wanted to address the issue of unused vacation time. Mrs. McAuliffe stated that she did not think it was right that an employee can work a year get their vacation time and then quit a month after their anniversary date and are paid out for it. It seems like there needs to be a better policy put in place for instances like these.

Commissioner Francis thanked everyone for coming. Commissioner West also stated he appreciated them coming in and the input they had.

#### HIGHWAY ENGINEER

Ken Einselen told the Board he would be Road School from Tuesday to Thursday.

#### EMA

Kris Marks brought an addendum to the 2008-2010 grant. Commissioner West made a motion to sign the amendment. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0.

#### AMCO BILL

Commissioner West made a motion to pay the AMCO bill. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0.

#### ASSESSOR

Sara McAuliffe informed the Board that she had spoken to John Evans, Interim IT Director about putting in the wiring before getting the counter top.

Mrs. McAuliffe also spoke to the Board about purchasing a new Ford Escape for the Assessor's office. Since they are doing Reassessment in house, she will need a vehicle for the fieldwork. Commissioner Hamman made a motion to allow the Assessor to purchase the Ford Escape (\$21,204). Commissioner West 2<sup>nd</sup> the motion and it passed 3-0.

Mrs. McAuliffe informed the Board she has an employee leaving 3-11-13 and she will need to replace them.

**MCEDA**

Jim Tidd came before the Board to ask for an advance. OCRA's pay schedule is not conducive to when the bills need to be paid so he is asking to borrow the money and within a week OCRA sends the money to put back in. Commissioner West made a motion to approve. Commissioner Hamman 2<sup>nd</sup> the motion and it passed 3-0.

**RECORDER**

Brenda Weaver, Recorder stopped back in to ask if the pants she was wearing was appropriate, since the topic was brought up about the dress code. Mrs. Weaver also suggested that the Board take all part time monies to fund additional floats.

Commissioner Hamman made a motion to adjourn and Commissioner West 2nd the motion and it passed 3-0.

**Adjourned**

**MIAMI COUNTY BOARD OF COMMISSION**

\_\_\_\_\_, **Chairman**  
**Joshua Francis**

\_\_\_\_\_, **Vice Chairman**  
**Larry West**

\_\_\_\_\_, **Member**  
**Jerry Hamman**

**Attest:** \_\_\_\_\_, **Auditor**  
**Jane Lilley**