

MIAMI COUNTY COMMISSIONERS  
25 N BROADWAY  
PERU, IN 46970  
February 22, 2022

Commissioner Hunt called the regular meeting of the Board of Commissioners to order. All Commissioners were present.

**4 COUNTY MENTAL HEALTH SERVICES**

Dr. Kelly Cadwell, 4 County Mental Health came before the board to present a review of services in 2021. Dr. Cadwell noted 4 County Mental Health provided 48,000 services to residents in the 4 counties, with 1,393 Miami County residents served. The critical services addressed were alcohol, marijuana, methamphetamine and heroin. Dr. Cadwell also explained 4 County Mental Health purchased the Miami County Medical Center and plan to rehabilitate the entire building, making inpatient facilities, which will move from Logansport and include teen inpatient beds, something that is desperately needed. The renovated facility will also include a crisis stabilization unit, which is similar to long-term ER services. Dr. Cadwell noted construction is scheduled to start in the summer of 2022 and open spring of 2023.

Dr. Cadwell introduced Nichole Hiatt-Drang also with 4 County Mental Health who provided an update on the programs offered in the county. Ms. Hiatt-Drang explained 4 County offers robust school based programs and have doubled school based resources. 4 County has student support programs in all schools at no cost, as well as community based programs where 8 skill trainers help in assisting adults with mental services. 4 County also serves with Miami County Drug Court, implemented PEERS, where individuals in recovery and have 1 year of sobriety engage in helping those who are not in treatment, serving as mentors. Ms. Hiatt-Drang stated the Mobile Crisis Team averaged 30 calls per month in Miami County in 2021, totaling 441 calls since the inception of the program. The Mobile Crisis Team connects individuals to resources and treatment.

Chief Deputy Dave Vitek spoke about how well 4 County Mental Health has helped with services at the jail and appreciates all the changes made to assist the staff and individuals.

**IV-D CLOSURE**

Prosecutor Jeff Sinkovics came before the board to request closure of the IV-D Office 1 day a week for a temporary basis. Prosecutor Sinkovics explained Miami County is a pilot county for a new project required by all counties to transfer files to a new system by April 1. The IV-D staff has been coming in after hours to work and made some progress, but because of the ability for the entire staff to be able to work after hours, Prosecutor Sinkovics is concerned getting the work done by the deadline and would like to request closure of the office on Tuesday each week for 4-6 weeks. This would allow staff to devote their day to working on the project without waiting on customers or answering phones. Prosecutor Sinkovics noted there would be 1 employee assigned the day of the closure for emergency issues. Commissioner Musselman made a motion to close the IV-

D Office on Tuesday for up to 6 weeks. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

### **EMPLOYEE HANDBOOK UPDATES**

The board had several handbook updates to address as follows.

**3.1 WORK HOURS**-Update to include: Employees shall not attend meetings of the Board of Commissioners during normal work hours unless the employee is required to attend such meeting as part of their regular duties. Employees shall be represented by their elected officials/department heads at any meeting of the Board of Commissioners. If an employee is required to attend a meeting of the Board of Commissioners, the employee shall return to work immediately after the employee's business before the Board of Commissioners has concluded.

Commissioner Musselman made a motion to approve the update to section 3.1 Work Hours as presented. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

**4.1 VACATION LEAVE**-Update to include: Clarify verbiage to vacation earned based on length of service completed with no change to the current vacation schedule. To be eligible for Vacation Leave, an employee must be employed full-time as described in Section 2.4. Full-time employees will be entitled to a certain number of Vacation Leave days with pay per year based on length of service completed, measured from date of hire, which shall accrue as indicated in the schedule below:

<u>Length of service completed</u>	<u>Vacation Leave</u>
6 months	5 days
1 year	10 days
6 years	11 days
7 years	12 days
8 years	13 days
9 years	14 days
10 years	15 days
16 years	20 days
21 years	25 days

Employees who currently receive more than 25 vacation days will continue to receive the number of days earned under the previous handbook.

Commissioner Weaver made a motion to approve the update to section 4.1 Vacation Leave as presented. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

**4.4 SICK LEAVE POLICY**-Update to include: adding statement regarding extenuating circumstances regarding use of sick time the day before or after a holiday and update to the COVID 19 policy.

The following accrued time is permitted for use the day prior and/or the day after a holiday if the employee is not working their regularly scheduled shift; Vacation, Personal or Comp time. Sick leave, in any increments, may not be used the day prior and/or the day after a holiday. Any employee who uses sick leave, in any increments, the day before and/or the day after a holiday will lose their pay for that holiday. If an employee has extenuating circumstances, the employee must submit a form requesting an exception from the Board of Commissioners to receive pay for that holiday. The Board of Commissioners will review the form and determine if the employee will be allowed an exception. If the Board of Commissioners approve the exception, the employee will receive their holiday pay in the pay period following the approval. If the Board of Commissioners denies the request, the employee will not earn their holiday pay, but may still use sick leave. If the request is not made to the Board of Commissioners within thirty (30) days of the holiday, the employee will not earn their holiday pay.

### III. COVID-19

An employee that tests positive for COVID-19, regardless of vaccination status, shall notify their Department Head and:

1. Stay home for five (5) days; and
- 2.1. If you have no symptoms or your symptoms are resolving after five (5) days, you can return to work; or
- 2.2. If your symptoms are not resolving after five (5) days, continue to stay home until symptoms are resolving.

An employee that has been exposed to someone with COVID-19 shall notify their Department Head and:

1. Wear a mask for five (5) days;
2. Test for COVID-19 on day five (5), if possible; and
3. If you develop symptoms, Test for COVID-19 and stay home until you receive your test results.

All employees will be required to use accrued leave while off work pursuant to this section, except as required by law. The County will not pay employees for self-quarantine due to the COVID-19 virus, except as required by law.

Commissioner Weaver made a motion to approve the update to section 4.4 Sick Leave Pay as presented. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

**4.7 BEREAVEMENT LEAVE**-Update to include a change the number of days allowed and changed the family members in which bereavement days can be used.

- I. Bereavement leave may be granted to an employee for a death in the employee's immediate family.
- II. Employees will be paid only for days lost from their regular schedule and bereavement days must be used consecutively and limited to the time of funeral. If bereavement falls during a holiday or weekend, no extra time is given.

- III. Time off with pay may be granted to attend funerals of family or co-worker at the discretion of the department head or supervisor. (2 hours will be paid).
- IV. Bereavement leave of (3) days may be granted for death of an unborn child or miscarriage.
- V. Additional time for travel to and from the funeral or memorial service site and for other necessary funeral duties may be granted by the elected official/department head upon request, but will be charged against unused personal days.
- VI. Excluded from coverage are former relatives (i.e. ex-spouse, former in-laws, etc.) of the employee. To be eligible for paid Bereavement leave, the employee must be in active pay status. An obituary notice or certification of death shall be submitted to the Auditor's office for bereavement leave.

Full-time, regular employees are entitled to paid bereavement leave. Part-time and temporary employees are not eligible for bereavement leave. An employee wishing to take time off for the death of a family member should notify his/her department head immediately.

Bereavement days taken must be consecutive working days and taken in conjunction with the date of death, funeral, or memorial service. Bereavement days are given as set forth below:

<b>5 days</b>	<b>3 days</b>	<b>1 day</b>
<ul style="list-style-type: none"> <li>• Spouse</li> <li>• Parent or Stepparent</li> <li>• Child or Stepchild</li> </ul>	<ul style="list-style-type: none"> <li>• Father-in-law</li> <li>• Mother-in-law</li> <li>• Son-in-law</li> <li>• Daughter-in-law</li> <li>• Grandparent</li> <li>• Grandchild</li> <li>• Brother or Stepbrother</li> <li>• Sister or Stepsister</li> <li>• Brother-in-law</li> <li>• Sister-in-law</li> </ul>	<ul style="list-style-type: none"> <li>• Aunt</li> <li>• Uncle</li> <li>• Niece</li> <li>• Nephew</li> <li>• Cousin</li> </ul>

Commissioner Musselman made a motion to approve the update to 4.7 Bereavement Leave. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

Auditor Brown will send the updated handbook to all employees for acknowledgment as soon as the attorney makes the changes.

## **CLAIMS**

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

## **MINUTES**

Commissioner Weaver made a motion to approve the 2/7/2022 minutes. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

## **PAYROLL**

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

\*Commissioner Weaver spoke to Attorney Downs regarding allowing Auditor Brown to sign on her behalf due to not being able to use her dominant hand.

## **CHILLER BIDS**

Commissioner Hunt noted the engineer reviewed the bids and gave the recommendation to award the bid for chiller replacement to MC Contracting. Commissioner Weaver made a motion to award the chiller replacement to MC Contracting. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

## **CIRCUS CITY FESTIVAL**

The board received a request from Circus City Festival for permission to use the sidewalk in front of the Courthouse, County Parking Lot for rides, Court Street for rides/booths, Courthouse Lawn, access to Courthouse and water July 16-23, 2022 for Circus Week. Commissioner Musselman made a motion to approve the request, with the exception of access to the Courthouse. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

## **JAIL-WATER SOFTENER**

The board received a quote from Nancrede Engineering for the replacement of the water softener system at the Jail for \$6,500. Auditor Brown explained years ago, the former Sheriff took out the water softeners and switched to a different system, which has proven not to be effective. This would return the system back to what it was before and help reduce the lime and calcium buildup that accumulates in the lines at the Jail from the extremely hard water. Commissioner Weaver made a motion to approve the quote from Nancrede Engineering for \$6,500 to replace the water softener system at the Jail. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

## **HIGHWAY SUPERINTENDENT**

Kerry Worl, Highway Superintendent presented a request from BSM Group to bore under US 24 to 1083 Industrial Parkway to place UG Duct and coax at a minimum depth of 48". Commissioner Musselman made a motion to approve the request from BSM Group to bore under US 24 to 1083 Industrial Parkway to place UG Duct and coax at a minimum depth of 48". Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

Highway Superintendent Worl presented a request from Broadway Broadband to place UG Duct by directional bore with fiber optic cable at a minimum depth of 48” for 115 feet at 11 E 900 N Denver. Commissioner Musselman made a motion to approve Broadway Broadband to place UG Duct by directional bore with fiber optic cable at a minimum depth of 48” for 115 feet at 11 E 900 N Denver. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

Highway Superintendent Worl presented a quote from 10 Krypto for \$4,920 for the upgrade to the Highway server. Commissioner Musselman made a motion to approve the quote from 10 Krypto for \$4,920 for the upgrade to the Highway server. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

Highway Superintendent Worl and Janice Hughes, Office Manager presented a written policy for the Highway employees called out after hours, providing them with 3-hour minimum overtime pay. Office Manager Hughes explained the policy has been in existence, but Attorney Downs recommended having something in writing to eliminate confusion.

MIAMI COUNTY  
2/23/2022

Miami County Board of Commissioners  
25 N. Broadway  
Peru, IN 46970

Dear Miami County Board of Commissioners:

Kerry Worl, Miami County Highway Superintendent request your consideration to allow the Highway Department to continue to use a three (3) hour minimum overtime payroll exception. For at least thirty-years (30), the Highway Department has paid CDL Drivers a three (3) hour minimum overtime pay for after scheduled work hours. Before an applicant is consider for employment, the CDL Driver must agree to the Miami County Highway Departmental Internal Control Policy 2016, overtime requirements as stated below.

1. CDL Drivers are scheduled eight-hour shifts.
2. All overtime will be administered by Supervisor on duty.
3. Employee must be available to work overtime hours during adverse weather, and emergency situations, this includes weekends, nights and holidays.

Guidelines when the three (3) hour minimum does NOT apply:

1. If a COL Driver is called to work early, or ask to stay late during their shift NO three-hour (3) minimum overtime is required; pay will be actual overtime hours and minutes worked. Examples: (Snow removal or special paving projects) typically, the entire department is called to start work early, or drivers are informed the day before at the end of their shift.

2. If a Supervisor (Superintendent, Foreman, Asst. Foreman) clocks out, and on their way home they are dispatched to a road hazard, the (3) hour minimum pay will NOT apply. The same policy applies on the way to work before the morning shift.

Policy when the three-hour (3) minimum overtime pay DOES apply:

1. If CDL Driver is dispatched due to a road hazard while they are not at work, the three-hour (3) minimum overtime DOES apply.

Examples of three-hour (3) minimum overtime pay: Down stop signs, tree across road with powerlines entangled, roadway vehicle accident, floodwater across road.

Often emergencies are in the middle of the night while an employee is sleeping, eating dinner or engaged in a family function. Since the county has a new time-keeping system, our goal is to stay in compliance and to have the proper documentation.

The three-hour (3) minimum overtime policy and guidelines are currently in place, and it is our request that you allow us to continue with the overtime pay exception.

Commissioner Musselman made a motion to approve the minimum 3-hour overtime policy for the Highway Department as presented. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

## **SOLAR PROJECT**

Jim Tidd, MCEDA Director presented the following agreement for consideration related to the proposed solar project.

1. Barnes & Thornburg agreement, which would be an agreement to represent Miami County directly and negotiate with solar companies on projects. The cost is not to exceed \$45,000.
2. Baker Tily agreement, which would provide a review of financial analysis regarding financial impact, incentives, etc. related to a solar project. The cost is not to exceed \$20,000. Director Tidd spoke to Savion, a current solar company looking to build a project in Miami County about absorbing fees under this agreement, which is something that is being done in other counties. Savion will provide favorable consideration in absorbing the fees, depending on the cost.

Director Tidd further noted that additional agreements such as the Economic Development Agreement, Decommissioning Agreement and Road Use Agreement would also be required for any project. Commissioner Musselman noted that he had not reviewed the documents enough to review the documents and made a motion to table until the next meeting. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

## **VERIZON**

Laura Salzer, Verizon came before the board to present services offered for Government. Ms. Salzer noted Verizon has made improvements to coverage and wanted permission to contact departments about moving to Verizon. The board asked Ms. Salzer to verify

coverage of the entire county before they would make a decision. Ms. Salzer provided a mobile unit for the Sheriff's Department to utilize in different areas to check coverage.

### **YMCA RURAL TRANSIT**

Stacy McBride, YMCA Rural Transit presented the quarterly report to the board for approval of \$128,308. Commissioner Weaver made a motion to authorize Chairman Hunt to sign the reimbursement voucher. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

Ms. McBride gave an update on the opening of the new YMCA. Ms. McBride stated the current Transit would remain at the old facility for a few weeks after the opening of the new facility. Currently, Ms. McBride is looking for federal grant to build and move the garage to the new facility. Ms. McBride noted they still are not able to get new vehicles due to the chip shortage and maintaining the fleet as best as they can.

### **CLERK VOTING PRECINCT CHANGES**

Mary Kaye Jones, Clerk Election presented the updated precinct-voting list for final approval. The updated list removes Blair Ridge and the Miami County Fairgrounds from the approved list.

2022 May 3<sup>rd</sup> Primary Election Polling Places

Early Voting

The following poll locations will be utilized for early in-person and/or absentee voting before the May 3<sup>rd</sup> Primary Election Day. This will include 2 Saturdays April 23<sup>rd</sup> and April 30<sup>th</sup> from 10:00 am to 5:00 pm; also Election Day from 8:00 am to 6:00 pm. Courthouse early voting will start April 5<sup>th</sup>, 2022 during normal business hours.

Miami County Courthouse  
25 N. Broadway  
Peru, IN 46970

Denver Baptist Church  
111 North Yorick St  
Denver, IN 46926

Bunker Hill First Free Will Baptist  
278 W Broadway  
Bunker Hill, IN 46914

Converse Town Hall  
210 N Jefferson St  
Converse, IN 46919

Tuesday, May 3<sup>rd</sup> Primary Election

The following poll locations will be open 6 am to 6 pm on Election Day:

Miami County Courthouse  
25 N. Broadway  
Peru, IN 46970

Parkview United Methodist  
Church  
1785 South State Road 19  
Peru, IN 46970

Converse Town Hall  
210 N Jefferson St  
Converse, IN 46919

Area 5 Agency  
661 E Main St  
Peru, IN 46970

Bunker Hill First Free Baptist  
279 W. Broadway  
Bunker Hill, IN 46914

Denver Baptist Church  
111 N. Yorick Street  
Denver, IN 46926

Macy Christian Church  
190 E Commerce St  
Macy, IN 46951

The locations were designated in an Election Board meeting on February 11<sup>th</sup>, 2022 by the Miami County Election Board.

Commissioner Weaver made a motion to approve the precinct changes as presented. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

**EMA**

Kris Marks, EMA Director came before the board to present a quote of \$2,450 from All-State Tower for tower repair/inspection. Director Marks noted the radio tower needs repaired based on the recommendation of the last company who came to troubleshoot the light on the top of the tower. On September 2021, the company who did the troubleshooting on the light noted they tightened several bolts and several were missing. Director Marks noted the quote is only for an inspection, not any repairs. Commissioner Musselman made a motion to approve the quote from All-State Towers for \$2,450 for inspection of the radio tower. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

**ADJOURN**

Commissioner Musselman made a motion to adjourn. Commissioner Weaver 2<sup>nd</sup> the motion and it passed 3-0.

**Adjourned**

**MIAMI COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_, **Chairman**  
**Alan Hunt**

\_\_\_\_\_, **Vice Chairman**  
**Keith Musselman**

\_\_\_\_\_, **Member**  
**Brenda Weaver**

**Attest:** \_\_\_\_\_, **Auditor**  
**Mary Brown**