

MINUTES
MARSHALL COUNTY COUNCIL MEETING
MONDAY MARCH 14, 2011

BE IT REMEMBERED: That on Monday, March 14, 2011, the Marshall County Council met in a public meeting at the County Building, Plymouth, Indiana, pursuant to the call of the County Auditor. Present were the Honorable: Matt Hassel, President; Don Morrison, Vice President; Members John Benedict, Ralph Booker, Ward Byers, Judith Stone; and Auditor Penny Lukenbill. Council member Rex Gilliland was absent. The meeting was opened with the Pledge to the Flag.

PUBLIC INPUT

There was no public comment.

COMMISSIONER KEVIN OVERMYER
PART-TIME BUILDING COMMISSIONER POSITION

Mr. Overmyer explained that before Dennis Elliott retired as Building Commissioner, he recommended reducing the position to part-time until the economy improves. The Commissioners are in the process of hiring a replacement and feel this is the opportune time to make changes in the position, and propose making the Building Commissioner a part-time position. Mr. Overmyer recommended 20 hours per week, or 1040 hours annually, at a salary of \$20,000, or \$769.23 bi-weekly, with no insurance benefits or take-home vehicle. It is necessary to amend the salary ordinance to establish the position and bi-weekly pay.

The part-time basis will be re-evaluated as the economy improves, and the Commissioners will request the new building commissioner to provide an activity report twice a month.

Ward Byers moved, seconded by Judith Stone, to approve the salary ordinance amendment establishing the position of Part-Time Building Commissioner with a bi-weekly salary of \$769.23. Motion carried 6-0.

JOSH WAKELAND
VETERANS SERVICE OFFICE UPDATE

Josh Wakeland, newly-appointed Veterans Service Officer, appeared before the Council to provide an update. He has organized and updated the office in an effort to make it more efficient and better serve the county's 3500 veterans. The VA recently invested \$125 million to implement their electronic claims service, providing the capability to complete claim forms on line while veterans are in his office. Claims are stored in electronic format and the entire process is streamlined – reducing waiting time and the need for appeal, and results in increased benefits. He reported an average of ten walk-ins each day, and he is assisting with an average of five claims per day, covering claims for basic health benefits to compensation and disability claims.

Mr. Wakeland stated that with the increased numbers of combat veterans, the need for service is greater than ever. He feels the number of claims will continue to increase, especially with Agent Orange issues for both Vietnam and Korean veterans. He explained that many veterans are unaware of their benefits and he is making a determined effort to help them reconnect with the service office.

Mr. Wakeland has been selected to serve on the Indiana Veterans Advisory Commission with Congressman Donnelly, and feels honored to represent Marshall County in this capacity.

The Council thanked him for his enthusiasm and service to the County's veterans.

PERSONNEL REPLACEMENT POLICY
RECOMMENDATION TO PERSONNEL COMMITTEE

Commissioner Overmyer reported that the Personnel Committee has scheduled a meeting at 11:00 today, and asked whether Council had any recommendations for the uniform enforcement of the required review of vacant positions. Since 2009, it has been the policy of the Council and Commissioners that each vacant position must be reviewed by both bodies before a replacement can be hired. While most department heads comply with the policy, some are still hiring new personnel without review, arguing that since the position is already included in the budget, there is no need to have it approved. Council members agreed that everyone should follow the same procedure, and discussed ways to ensure compliance. One suggestion was to reduce the position's funding immediately when it becomes vacant, to be reappropriated only after replacement has been approved by both bodies. However, after extended discussion, the consensus was that HR should simply not process replacements or new employees without written authorization from both the Council and Commissioners, and to recommend that the Personnel Policy reflect this policy.

Ralph Booker moved, seconded by Don Morrison, to recommend that the Personnel Committee consider amending the Personnel Policy to require Council and Commissioner review of each vacant position, and that Human Resources must receive written approval from Council and Commissioners before enrolling new employees or replacements for vacant positions. Motion carried 6-0.

Mr. Booker felt that the longevity pay provisions in the Personnel Policy and the salary ordinance should reflect the same language in order to clarify who receives longevity. While the salary ordinance specifically states that elected officials and department heads do not receive longevity, the personnel policy merely states that longevity will be paid to "eligible" employees. He recommended that the Personnel Committee consider amending the Personnel Policy to agree with the salary ordinance.

MICHAEL MARSHALL – IT DIRECTOR
STORAGE SERVER

Mr. Marshall was present to discuss the purchase of an additional storage server for the county's computer system. The hardware servers have been replaced by a virtual system, enabling immediate disaster recovery capabilities. However, as a result of huge data storage requirements for several programs, the system is now at storage capacity. As a result, the GIS system cannot be upgraded to the next level. Mr. Marshall recommended a ten terabyte SAN, which would double the storage capacity and should be sufficient for several years at the current rate of use, unless there is a major technological shift. The estimated cost of the additional storage is \$22,000, and he will request an additional appropriation from the Rainy Day Fund in April.

Mr. Marshall explained that the issue was not anticipated for the 2011 budget, and the project cannot wait for 2012. Mr. Booker stated that IT is trying to be pro-active in extending the storage capacity. He also stated that computers are now the heart of government services, and that IT is trying to make employees as efficient as possible

Council members were concerned with the cost, but many stated they realize it is a necessary expenditure.

Members also expressed concern with the \$280,000 in annual maintenance and support fees. Mr. Marshall explained that in the past, both the Reassessment Fund and Recorder contributed toward their own maintenance, but funds had not been included in the Recorder's budget for 2011. He also reported that the new recorder is considering upgrading to a new system with reduced maintenance.

Ms. Stone asked about the status of upgrading the telephone system. Mr. Marshall recommended first establishing an advisory committee to consider the wide range of choices. He anticipates the cost will be between \$20,000 and \$40,000 if the existing cabling and handsets are utilized.

The Council will take action on Mr. Marshall's request on April 11.

SHERIFF TOM CHAMBERLIN **PERSONNEL REQUEST**

Sheriff Chamberlin was present to request approval to replace three vacant patrol positions. The request was approved by the Commissioners on March 7. He currently has 14 patrol officers on staff, down from the 17 budgeted for this year. The replacement process began in November of 2010, and takes approximately five months to complete. Newly-hired officers are required to complete training through the department and the Indiana Law Enforcement Academy, which takes several more months before they can be placed on the road.

Sheriff Chamberlin continues to discuss personnel needs with his staff in an effort to improve delivery of services, reduce expenses and develop more flexibility. He is currently utilizing two detectives rather than three, and will continue to review the need for the third.

Judith Stone moved, seconded by Don Morrison, to approve the Sheriff's request to replace three patrol positions. Motion carried 6-0.

The Sheriff reported that he will be moving a full-time jailer/dispatcher to patrol officer, and requested approval to replace the vacant jailer/dispatcher position.

Ralph Booker moved, seconded by Judith Stone, to approve Sheriff Chamberlin's request to replace a full-time jailer position. Motion carried 6-0.

The request will now go to the County Commissioners on March 21.

AUDITOR PENNY LUKENBILL **CLAIMS DEPUTY REPLACEMENT**

Auditor Penny Lukenbill reported that several personnel changes have taken place in the Auditor's Office over the past few months, and some redistribution of duties has resulted in the elimination of one position. However, since the Claims Deputy is now the HR Deputy, it is necessary to fill the claims position, and the Auditor requested approval to do so.

John Benedict moved, seconded by Don Morrison, to approve the Auditor's request to replace the Claims Deputy position in the Auditor's office. Motion carried 6-0.

ADDITIONAL APPROPRIATIONS:

Clerk: Clerk Julie Fox was not present at the meeting to discuss her requests for additional appropriations. Mr. Byers stated that Council had requested department heads to attend meetings when they had additional appropriation requests, and felt it was common courtesy. Mr. Hassel stated that Council meets during business hours and department heads should be able to attend.

Ward Byers moved, seconded by Don Morrison, to table the Clerk's additional appropriation request for \$12,000 for Overtime expenditures until she appears to discuss her request. Motion carried 6-0.

Clerk's Records Perpetuation Fund: Ward Byers moved, seconded by Ralph Booker, to table the \$4,000 additional appropriation request for the Clerk's Records Perpetuation Fund until the Clerk appears to discuss her request. Motion carried 6-0.

Probation: Don Morrison moved, seconded by Ralph Booker, to approve the Probation Department's additional appropriation request of \$4,500, to appropriate grant monies from

the Drug Free Community Local Coordinating Council to Urinalysis Supplies. Motion carried 6-0.

WIC: WIC director Annette Osborn was present to discuss her request for an additional \$500 into Professional Services. She explained that the State recently provided funding to local WIC programs to make their offices more inviting to clients and employees. As a result, a new mural has been painted, and Ms. Osborn requested appropriation of the \$500 into her budget.

Mr. Booker noted that the State is dealing with reduced revenues and levels of spending, yet finds funds to paint murals. Mr. Byers stated that Ms. Osborn should have secured the funding prior to beginning the work. She agreed and apologized for “putting the cart before the horse”.

Ralph Booker moved, seconded by John Benedict, to approve the additional appropriation request of \$500.00 to WIC for Professional Services. Motion carried 4-2, with Byers and Stone voting no.

EMA PERFORMANCE COMPETITIVE GRANT: In January, Mr. Avery had discussed his request to appropriate an EMA Performance Competitive Grant of \$3,750, which will be used to purchase flat screen monitors and incident command vests for the Emergency Ops Center.

Ward Byers moved, seconded by Don Morrison, to approve the additional appropriation request of \$3,750 for the EMA Performance Competitive Grant – Capital Outlays. Motion carried 6-0.

AUDITOR’S REPORT

January 10, 2011 Minutes: Ward Byers moved, seconded by John Benedict, to approve the minutes of the January 10, 2011 meeting as presented. Motion carried 6-0.

2010 County Annual Report: The Auditor had previously distributed copies of the County Annual Report to Council members for their review.

PERF designation: The Auditor presented a new PERF designation form, authorizing HR Deputy Debbie Palmer to conduct business with PERF on behalf of the County. The Auditor and Deputy Auditor Brenda Harper will also remain on the list of authorized personnel.

Judith Stone moved, seconded by Ward Byers, to approve the new PERF designation form, authorizing Auditor Penny Lukenbill and Deputy Auditors Brenda Harper and Debbie Palmer to conduct business with PERF on behalf of county employees. Motion carried 6-0.

CAGIT distribution: The Auditor discussed the Department of Revenue’s recent announcement that the certified CAGIT was over-distributed in 2007, 2008 and 2009 by \$609.7 million, largely as the result of reduced income tax collections for those years. As a result, the state will be reducing certified distributions for each county in 2012 through 2014 to make up for the over distributions, but have not yet reported firm numbers on the amounts by which revenues will be reduced.

COUNCIL COMMENTS

Ms. Stone noted that computer systems are very costly to maintain, even though they are a necessity.

Mr. Booker stated that budget time is approaching, and urged Council members consider what guidance they want to give Department Heads regarding a possible pay increase for 2012.

Mr. Hassel stated that unemployment statistics are reported on a regular basis, but he would be interested to know how many people are employed full time in the United States. He also stated he is disappointed by the walkouts in the Indiana legislature, and feels they should be on the job and working to represent the citizens of the state.

Following the day’s regular business, all documents and ordinances were signed.

ADJOURNMENT

With no further business to come before the council, **Don Morrison** moved, seconded by **Ward Byers**, to adjourn the meeting at 10:42 am. Motion carried 6-0.

Matt Hassel, President

Don Morrison, Vice President

John Benedict

Ralph Booker

Ward Byers

Rex Gilliland

Judith Stone

Attest: _____
Penny Lukenbill, Auditor