

**HOWARD COUNTY COUNCIL REGULAR MEETING JUNE 25, 2013**

The Howard County Council met in Regular Session on Tuesday, June 25, 2013, at 4:00 p.m. in Hearing Room 338 of the Administration Center. Those in attendance included President Richard Miller, Vice President Stan Ortman, and Members Les Ellison, Jeff Stout, John Roberts, Dwight Singer, and James Papacek. Also in attendance were County Attorney Larry Murrell and Auditor Martha Lake.

The meeting was called to order by Sheriff Steve Rogers and conducted by President Miller.

**IN THE MATTER OF APPROVAL OF MINUTES:**

The minutes of the May 28, 2013, Regular Meeting, having been previously submitted and reviewed, were approved on a motion made by Mr. Ortman and seconded by Mr. Ellison.

At this time Councilman Ellison led the Council in a word of prayer.

**IN THE MATTER OF COUNCIL OPENING COMMENT:**

Mr. Miller opened the floor for Council comment as follows:

Mr. Papacek suggested that the Council open the meeting with prayer and the Pledge of Allegiance, beginning next month.

Usually the Council will recognize local school teams that excel and advance in State tournaments, but not individuals. Mr. Papacek made an exception and recognized Bethany and Brittney Neely, who have both excelled athletically and in the classroom. He asked the County Attorney to prepare a resolution in recognition of their achievements.

**IN THE MATTER OF ORDINANCE NO. 2013-HCCO-14 – ADDITIONAL APPROPRIATIONS:**

Ordinance No. 2013-BCCO-14 – Additional Appropriations was read in full one time by Auditor Martha Lake and acted upon as follows:

		<b>AMOUNT</b>	
<b><u>1175</u></b>	<b><u>HOWARD COUNTY MISDEMEANANT GRANT FUND</u></b>	<b>REQUESTED:</b>	<b>APPROVED:</b>
01115.02	Part-Time Clerical ( <i>Medical Office</i> )	\$ 7,500.00	\$ 7,500.00

Sheriff Rogers explained that this position includes the duties of DNA testing on incoming inmates, filing, returning calls to doctors' offices, and assisting in the billing process. The position is paid \$10 per hour, and Sheriff Rogers believes this to be an appropriate expense from the Misdemeanant Grant Fund. It should be enough to pay the wages and FICA through the end of the year.

A motion was made by Mr. Papacek to approve the request of \$7,500 to line item 01115.02, Part Time Clerical (Medical Office) in the Misdemeanant Grant Fund. The motion was seconded by Mr. Stout and carried.

<b><u>1216</u></b>	<b><u>HOWARD COUNTY INELIGIBLE HOMESTEAD FUND</u></b>		
03121.00	Contract Services	\$ 100,000.00	\$ 100,000.00

Information Systems Director Terry Tribby and Auditor Martha Lake informed the Council that the IT Department is looking at extending the Document Imaging and Management project to the Auditor's Office. As there are many offices that will be using the document imaging project, Mr. Tribby is trying to find the best company for all the offices that can be managed through the IT department and on the same license. The software company we are using is SBS Group Information and Records Associates. The module to be purchased is a one-time purchase and can be used in any office, and this first phase of the project (software & licensing for forward import) is not more than \$45,000 (as approved by the Board of Commissioners at their June 17<sup>th</sup> meeting). The second phase is for back scanning and indexing. Mr. Tribby and Ms. Lake are interviewing companies that will allow us to scan and index in house. The appropriation request of \$100,000 is the estimated total price for both phases of the project. This project will assure document preservation, help with work flow in the office, and save time once the project is completed. Ms. Lake reviewed the process with the Council members and she and Mr. Tribby fielded questions from the Councilmen.

A motion was made by Mr. Ortman to approve the request of \$100,000 to line item 03121.00, Contract Services. The motion was seconded by Mr. Singer and carried.

**IN THE MATTER OF A PRESENTATION BY THE COUNTY EXTENSION OFFICE:**

County Extension Officer Paul Marcellino thanked the County Council and the Board of Commissioners for the generosity and help given to the County Extension Office and the 4-H program. Kelly Shearer, 4-H and Youth Development Educator, introduced the videos the Councilmen were to view. At the conclusion of the video presentation, Ms. Shearer invited the Councilmen to attend the Howard County 4-H Fair, July 8 – 12, and view the projects and exhibits submitted by the youth of Howard County.

**IN THE MATTER OF SALARY ORDINANCE NO. 2013-HCCO-15 - AMENDING SALARY ORDINANCE FOR 2013:**

Auditor Martha Lake read Salary Ordinance No. 2013-HCCO-15 – Amending Salary Ordinance for 2013 through one time and it was acted upon as follows:

		AMOUNT	
<u>1175</u>	<u>HOWARD COUNTY MISDEMEANANT FUND</u>	REQUESTED:	APPROVED:
01115.02	Part Time Clerical ( <i>Medical Office</i> )	\$ 7,500.00	\$ 7,500.00

Salary Ordinance No. 2013-HCCO-15 – Amending Salary Ordinance for 2013 was approved as submitted on a motion made by Mr. Papacek and seconded by Mr. Singer.

**IN THE MATTER OF EMPLOYEE 2013 BONUS DISCUSSION:**

Councilman Papacek opened the discussion concerning bonuses for County employees. During the 2012 / 2013 budget session an Employee Service Bonus line item was budgeted in the amount of \$450,408.00. There is an “unspent balance” in the 2012 budget, in the amount of \$815,000+, and the June 4<sup>th</sup> Operating Balance showed close to \$10 million. At the most recent Department Head and Elected Official meeting, it was reported that employees were questioning whether they would be receiving a bonus, this year, as suggested by the Council during the budget sessions. He sees no reason to delay the bonus, believing the County could sustain it, partially because of the efficiency of county employees, Department Heads, and Elected Officials. A motion was made by Mr. Papacek to offer an Employee Service Bonus in an amount to be determined by the Council, with the suggestion of \$700 to full-time employees and \$350 to part-time employees. The bonus would be paid either the second or third pay date of July pending the Auditor and Personnel Director approval. The motion was seconded by Mr. Ellison. Auditor Lake and Chief Deputy Laurie Martin informed Mr. Papacek that during the budget session discussion, a motion was made, fixing the bonus amounts at \$800 for full-time and \$400 for part-time (*please refer to page seven, “In The Matter of Employee Bonuses”, of the Howard County Budget Sessions dated August 14, 15, 16 and September 5, 2012*). Mr. Papacek amended his motion to reflect the previous Council decision of \$800 for full-time and \$400 for part-time employee bonus amounts. The amended motion was seconded by Mr. Ellison. Discussion ensued; for the record, Commissioner Paul Wyman asked to be exempted from the bonus. Discussion continued, and it was determined that the 2012 Bonus discussion **did include Elected Officials**. At the conclusion of discussion President Miller outlined the original motion and the amended motion (amended to \$800 for full-time and \$400 for part-time employees). As a Point of Order, Attorney Murrell asked if the amended motion addressed the bonus for Elected Officials. Mr. Papacek explained that the original intent of his motion was for ALL Howard County employees to receive the bonus (including elected officials). Mr. Murrell continued to explain the Indiana Code that specifies that no elected officials’ salary can be changed for the year that the salary was fixed. The fact that the Councilmen included the elected officials in their motion for an employee bonus in the year 2013, and that they are now implementing the action that was approved (fixed) in 2012, would put them in compliance with Indiana Code 36-2-5-13(a). It was also clarified that those county employees that receive salary increases by the State would not be eligible for this bonus (probation officers, Prosecutor). This bonus is not a mandate; it can be refused by any employee. *The motion on the floor, made by Mr. Papacek and seconded by Mr. Ellison, is clarified to offer an employee bonus to all employees, including Office Holders and Department Heads, in an amount of \$800 for full-time employees and \$400 to part-time employees who have been employed as of July 1, 2013. The bonuses will be distributed the 2<sup>nd</sup> or 3<sup>rd</sup> week of July as determined by the Auditor and Personnel offices and Auditor Lake will prepare an employee memo outlining the specifics of the bonus, as soon as possible. The bonus will not include those employees who receive salary increases approved by the State of Indiana. The motion carried.*

**IN THE MATTER OF AN ADDITIONAL BUDGET SESSION MEETING:**

Auditor Martha Lake requested that an additional Budget Session meeting be scheduled in order to enable the Councilmen to review, approve, and sign a final 2014 Budget, to be submitted and posted to the Gateway public portal. It was the consensus of the Council to set an additional session on Thursday, September 12, 2013 at 8:00 a.m.

**IN THE MATTER OF A THANK YOU FROM THE VETERANS SERVICE OFFICE:**

Veterans Service Officer Retired Colonel Ross Waltemath expressed appreciation to the County Council for providing a Department to serve Howard County Veterans. At a recent VSO State Training, held several weeks ago, Mr. Waltemath got the chance to talk with many Officers from other counties. He found about thirty (30) Officers that are operating out of their vehicle or an office in their home. Some have no computer or no supplies. It made Mr. Waltemath very appreciative of what Howard County Government had already established for veterans, before he assumed the VSO position. Mr. Waltemath also reminded the Councilmen that House Bill 1387 was passed into law and becomes effective in July. This bill mandates that all Veterans Service Officers pass accreditation. There will be a five-day training course in March or April, 2014. Mr. Waltemath will budget enough training money for both he and Assistant Linda Ritchie to attend.

Mr. Waltemath reviewed the Monthly VSO report and called attention to the addition of the new Veteran Death statistic. There have been one hundred fifteen reported veteran deaths since January 1, 2013. Eleven of those veterans had been drawing disability compensation. Of the reported veteran deaths, only sixty-nine families filed for death benefits. That leaves a gap of families that have not been contacted or do not know of the death benefits. Mr. Waltemath and his office will work to close that gap.

**IN THE MATTER OF THE SHERIFF COMMISSARY MONTHLY REPORT:**

Sheriff Steve Rogers submitted the Sheriff Commissary Monthly Report for the month of May, 2013.

*There being no further business to come before the Council at this time,  
the meeting was adjourned at 5:23 p.m.  
on a motion made by Mr. Singer and seconded by Mr. Ellison.*

**HOWARD COUNTY COUNCIL:**

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RICHARD H. MILLER, PRESIDENT

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STAN ORTMAN, VICE PRESIDENT

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JEFF STOUT, MEMBER

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LESLIE ELLISON, MEMBER

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JOHN J. ROBERTS, MEMBER

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DWIGHT SINGER, MEMBER

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JAMES J. PAPACEK, MEMBER

ATTEST:

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MARTHA J. LAKE, AUDITOR  
Howard County Council Meeting June 25, 2013