Est

Martin

County

THE MARTIN COUNTY COUNCIL

REGULAR MEETING

January 8, 2024

MINUTES

The Martin County Council convened in regular session on Monday, January 8, 2024, in the Commissioners’ Room at the Courthouse located at 129 Main Street, Shoals, Indiana. Councilmen attending: Jordan Dant, Adam Greene, Warren Albright, Keith Gibson, Monty Gregory, Andrew Beaver, and Jim Hamby. Also attending was Auditor Michelle Norris.

President Jordan Dant called the meeting to order with the Pledge to the Flag at 6:00 pm.

**RE: REORGANIZATION**

Reorganization of the Officers of the Martin County Council transpired. A motion was made by Councilman Beaver to retain Councilman Dant as President, seconded by Councilman Gregory. All in favor, motion passed.

President Dant asked for nominations for Vice-President. A motion was made by Councilman Gregory to retain Councilman Greene as Vice-President, seconded by Councilman Beaver. All in favor, motion passed.

**RE: MINUTES**

The minutes from the regular meeting held December 4, 2023 were approved with a motion made by Councilman Albright, seconded by Councilman Hamby. All in favor, motion passed.

**RE: AMBULANCE UPDATE**

Ambulance Director Jeramey Osborn came before the Council with updates regarding the service. Director Osborn stated he was hoping to give the Council an aging report but was unable to obtain that from the billing company today. He has asked the billing company for access to run that report himself. Director Osborn stated last year there were 1,206 runs. Of those runs 779 were transported, which is roughly 65%. Memorial Hospital and DCH are the top two hospitals to which patients are transported. There have been 33 runs so far this month, which includes standby. Standby consists of ball games, fire standby, and anything done in the community.

The total income last year was $381,690.44, with three months in 2022 being billed in 2023 and the end of 2023 bills possibly not yet being received. Director Osborn stated there are dollars which have not been collected from people not paying bills, they are working on how to handle that. Councilman Hamby asked if the billing service had a collection service they use. Director Osborn stated it has been asked of the billing service, but that has not been released to us yet, we are waiting on a response.

Councilman Gregory asked if there is a website where people can pay ambulance bills. Director Osborn stated the service does not take credit card payments at this time, the reason being is the service would lose 3% or the patient is paying an extra 3%. There is 7% already going to the billing service.

Director Osborn stated all three ambulances are up and running. Things are going well in the department and the service started transfers recently and it looks like there will be quite a few available to do. Director Osborn stated there will be costs incurred with the additional transports but they will be making more than will be spent. Councilman Hamby asked which truck is being used for transports. Director Osborn stated the veteran truck is being used because it is the oldest truck, a 2008. It has the powerload system and air ride. Councilman Beaver asked if the service was fully staffed. Director Osborn stated they are very well staffed, but could use a couple of paramedics. There are two people who will finish the paramedic program by the end of the year and two drivers who will finish the basic paramedic program within the next month.

Director Osborn asked the Council how often they would like for him to attend Council meetings. The Council decided they would like to receive a monthly report but only need him to attend once a quarter.

**RE: EXTENSION UPDATES AND BROADBAND INITIATIVE**

Martin County Extension Director Dena Held came before the Council to inform them of the broadband initiative. Director Held stated it is important for citizens to do the internet speed test and to upload the results. The program consists of work be being done through the FCC, the Indiana Department of Connectivity, and research engagement at Purdue campus. Martin County specifically has a lot of pockets which do not have broadband. The program is working to update the FCC map for each individual’s home, place of business, or frequented places. A QR code can be scanned and speed test information can be entered into the website. This will help ensure the FCC maps are accurate and help determine funding that internet providers will apply for to provide broadband. Indiana will receive close to $870,000,000 and Director Held stated she would like to see Martin County internet providers be able to access those funds, but residents need to report speeds. Even if residents have high speed internet, a speed test can be run to make sure the speed they are buying is actually the speed they are receiving.

Director Held stated the 4-H Junior leaders will be holding their third cookies and canvas event on January 21st. Priority 4-H enrollment is currently being held. There were 279 members enrolled in 4-H in Martin County in 2023, up from 214 in 2022. Director Held stated registration is open for 4-H day at the Statehouse, when seventh to twelfth graders will be taken to the Indiana Statehouse on February 13th and learn about how laws are passed and tour the Statehouse. Last year the student attendees were capped at 200 throughout the State.

4-H is working with Crane and the Joint Hypersonic Transition Office to expand college and career pathways for the youth, particularly around hypersonics. Director Held stated the Extension office is taking camp counselor applications. Director Held stated 4-H scholarship applications are open to 10th through 12th grade students. Director Held stated 4-H overnight camp will be held May 31st through June 2nd. The camp will be held at County Lakes Retreat and Martin County is part of a 12-county conglomeration that offers the overnight 4-H camp. Day camp will be held at the Martin County 4-H grounds in mid-June for students in kindergarten through 4th grade.

**RE: SOIL AND WATER COORDINATOR**

Departing Soil and Water Coordinator Teresa Harder came before the Council to inform them that she has not had the opportunity to train the new Soil and Water Coordinator, Michelle Grace, due to the holidays and medical appointments. There are year-end reports which will be due to the State and the annual meeting and election will be held the second week of February. Coordinator Harder stated those are things Coordinator Grace has never been through and some things cannot be accessed until closer to when those reports are due. Coordinator Harder asked if the Council would support her working no more than 15 hours per week for the next two months to try to help Coordinator Grace complete those reports and meetings.

President Dant asked to clarify if the request was for an additional appropriation for $2,513.70 which is calculated based on 15 hours per week for eight weeks and if after February Coordinator Harder will be done. Coordinator Harder stated that is correct and she hopes to be done. Coordinator Harder states it may not take all that time, Coordinator Grace is doing really well and catches on quick. Coordinator Harder stated it may not take 15 hours a week, but there will be more hours needed when getting ready for year-end reporting and the time of annual meeting. Coordinator Harder stated she realizes money is tight and does not want to overburden the County with it, but at the same time Coordinator Grace needs to be trained well so she can do the job and so she will stay in the position. A motion was made by Councilman Albright to approve $2,513.70 for additional coordinator pay for Teresa Harder, seconded by Councilman Hamby. All in favor, motion passed. Auditor Norris informed the Council she will present at the next Council meeting the request for additional appropriation and a revised salary and wage ordinance.

**RE: 2024 BOARD APPOINTMENTS**

Martin County Council made the following appointments for 2024:

Alcoholic Beverage Board - Kenneth Inman

Samaritan Advisory Council – Andrew Beaver

Southern Indiana Development Committee – Monty Gregory

Solid Waste – Jim Hamby

Economic Development Commission - Warren Albright

PTABOA - August Bauer and Roger Downey

Martin County Park Board – Denise Craney and Donna Hawkins

Redevelopment Commission - Warren Albright and Monty Gregory

Community Corrections Advisory Board - by State Statute- Council President Jordan Dant

Loogootee Public Library Board - Chrystal Goodpaster

Alliance Board - Adam Greene

Shoals Public Library - Barb Loomis and Linda Sherfick

Board of Health- Jonathan Cropp

A motion was made by Councilman Greene to approve all the appointments, seconded by Councilman Albright. All in favor, motion passed.

**RE: ENCUMBRANCES**

Auditor Norris presented to the Council a listing of encumbrances requested by departments for expenses incurred and invoiced for 2023 to be paid in 2024. The encumbrances would allow the 2023 budgeted line item to be carried over to 2024 to pay for the expense.

**Highway Cum Bridge 1135**: Bridge Inspections- $23,352.32, Contract Services- $4,797.95; **Highway 1173**: Stone- $9,357.79. A motion was made by Councilman Hamby to approve the Highway’s encumbrances, seconded by Councilman Gregory. All in favor, motion passed.

**Ambulance 4002**: Medical Supplies- $6,383.36, Vehicle Maintenance- $6,708.33. A motion was made by Councilman Beaver to approve the encumbrances for the Ambulance, seconded by Councilman Albright. All in favor, motion passed.

**Soil and Water 1000.750**: Office Supplies- $406.80. A motion was made by Councilman Gregory to approve the encumbrance for Soil and Water, seconded by Councilman Greene. All in favor, motion passed.

**Commissioners 1000.068**: Juveniles in Institutions- $7,025.00. A motion was made by Councilman Albright to approve the encumbrance for the Commissioners, seconded by Councilman Beaver. All in favor, motion passed.

**Sheriff 1000.005**: Hire Bonus- $500, Postage- $253.53, Gas & Oil- $7,907.36, Car Maintenance/Repair- $40.82, Uniforms- $2,161.16, IDACS- $221.20, Training- $7,701.30, Computers- $861.75.

**Jail 1000.380**: Hire Bonus- $1,500, Office Supplies- $416.35, Clothing Bedding- $2,232.76, Building and Structure- $4,438.85, Janitorial Supplies- $534.60, Jail Officer Uniforms- $259.97, Lawncare- $383.49, Water Softener Salt- $362.60, Personal Protective Equipment- $531.12, Utilities- $3,924.85, Equipment Repair- $2,760.06, Maintenance on Doors- $1,197.00, Book Keeping Records- $49.54, Contractual Services- $1,845.56, Professional Services- $1,546.17, Live Scan Annual Fee- $2,000.00, Building Improvement- $5,172.38.

**LIT Public Safety 1170**: Jail Meals- $38,688.36, Patrol Vehicle- $15,748.00

A motion was made by Councilman Albright to approve the encumbrances for the Sheriff’s Department, seconded by Councilman Gibson. All in favor, motion passed.

**Extension 1000.011**: Telephone- $49.26, Office Supplies- $18.37. A motion was made by Councilman Hamby to approve the encumbrances from Extension, seconded by Councilman Beaver. All in favor, motion passed.

The totals are General Fund 1000: $56,301.85, Public Safety 1170- $54,436.36, Highway Restricted 1173: $9,357.79, Ambulance 4002- $13,091.69, and Cumulative Bridge 1135- $28,150.27 with a grand total of $161,337.96.

**RE: FINANCIAL SOLUTIONS GROUP CONTRACT**

Auditor Norris presented the Financial Solutions Group, who has been the financial advisor for the County for the past three years. The contract remained unchanged from the 2023 contract with FSG assisting in preparation of budgets and completing the budget versus sustainability analysis for the County for an amount not to exceed $25,000 for 2024. Auditor Norris was asked if she felt the financial advisor was needed again this year. Auditor Norris stated she did not feel like she could complete the budget versus sustainability model nor keep up with the most current updates and trends from the State. The Council asked Auditor Norris to go back to FSG and ask for a reduced scope of work and in-turn a reduced price. The contract was tabled until the next meeting.

**RE: 2023 SALARY AND WAGE ORDINANCE AMMENDMENT**

Auditor Norris stated Deputy Auditor Teresa Wininger was doing evaluation of salaries paid versus the salary and wage ordinance and found that the jail treatment coordinator had been approved for $13,500 on the salary and wage ordinance but had been paid $15,945. The Auditor’s office reached out to Community Corrections Director Danielle Murphy to verify this was correct and Director Murphy stated that salary amount paid was correct. Councilman Albright stated the jail treatment is a grant fund. Auditor Norris stated there is money in the fund for that salary, but it was not listed correctly on the salary and wage ordinance.

Auditor Norris stated the second part of the amendment is for general fund clerk incentive fund match. Auditor Norris stated at the end of 2023 the Auditor’s office went to conference and presenters spoke about the IV-D incentive funds, which are child support funds, and how the funds could be used including how stipends could be paid out of the funds. Auditor Norris stated the prosecutor’s office does receive stipends out of their IV-D funds.

Auditor Norris, Deputy Auditor Wininger, and Clerk Julie Fithian researched the use of IV-D funds and Auditor Norris found the IV-D manual which stated no appropriation is needed for the use of IV-D funds. Auditor Norris stated they thought they were okay paying the stipends out to three employees in the Clerk’s office who do child support duties, but when the Clerk submitted expenses to the IV-D contractor it was found that since the employees do not work child support issues 100% of the time the stipends could not be paid 100% out of the IV-D fund. The prosecutor can pay the bonuses 100% out of the IV-D fund because there are two employees in that office who only work on child support issues.

The clerk’s office has three people who work a total of 27% on child support. Auditor Norris reached out to State Board of Accounts and was told that she could come to the Council to get a salary and wage ordinance amendment to pay the difference of the stipends. Auditor Norris stated there is money left in the Clerk’s budget in salaries to pay the difference, which is $2,718.82, which cannot be paid from the clerk incentive fund.

Deputy Auditor Wininger stated the stipend was nothing the Clerk had asked for, the Auditor’s office went to conference, they deal with another fund which is similar and at conference all three funds were talked about at the same time and never once made any differentiation to the funds. Deputy Auditor Wininger did go to Clerk Fithian and stated the fund was there to use and stipends could be paid from the fund without appropriation, it was nothing the Clerk’s office came and approached for. Deputy Auditor Wininger stated the State does reimburse 27% of clerk’s office salaries which goes back into the general fund. Auditor Norris stated the clerk IV-D brought in $7,096.79 into the general fund last year. There was $3,600 brought into the Clerk IV-D fund last year and has a balance of $23,906.13. A motion was made by Councilman Gregory to approve the amended salary and wage ordinances for the clerk incentive fund in the amount of $2,718.82 and jail treatment coordinator for $15,945, seconded by Councilman Hamby. All in favor, motion passed.

**RE: 2024 SALARY AND WAGE ORDINANCE AMMENDMENT**

Clerk Fithian informed the Council that when she was doing payroll this week it was realized the way the salary and wage ordinance is written prevents the part-time clerk in her office from receiving the 5% wage increase for 2024. This part-time clerk was making $15 per hour in 2023 but the salary and wage ordinance states for part-time employees the wage range is $8-$15 per hour unless a wage is listed. Deputy Auditor Wininger stated Clerk Fithian budgeted for a 5% wage increase for the employee which would be $15.75 not realizing the salary and wage ordinance stated $8-$15 per hour. A motion was made by Councilman Albright to approve the 2024 salary and wage revision for the Clerk’s part-time deputy, seconded by Councilman Greene. All in favor, motion passed.

**RE: CYBERSECURITY ASSESSMENT RESULTS**

Auditor Norris stated there was a cybersecurity assessment performed by the Indiana Office of Technology with a partnership between Indiana University and Purdue University. This assessment was funded through a grant by the State to help Indiana governments assess cybersecurity and make local governments safer and locate weaknesses.

Auditor Norris stated the first recommendation was to expand the scope of the existing IT service contract to provide the MiAssurance style services to the entire County. Auditor Norris stated right now 13 people in 5 departments are getting full coverage, the rest of the County Matrix is in the dark about servers and environments.

The second recommendation was that Martin County formalize a cybersecurity lead role. Auditor Norris stated she is performing that lead role right now as needed, but that is not sufficient. The assessment recommended the role be more defined and the lead should meet with the Commissioners monthly or quarterly to give updates.

The third recommendation is to create a hardware inventory, and to document, monitor, and manage authorized and unauthorized software. Auditor Norris stated Matrix does have a hardware inventory for the five departments covered under the MiAssurance contract. Matrix currently cannot see hardware inventory or software of departments not covered under the MiAssurance contract. Auditor Norris stated this will improve if the other departments are monitored by Matrix.

The fourth recommendation is to implement multi-factor authentication throughout the environment. Auditor Norris stated there was a kick off meeting today to implement Duo software for multifactor authentication.

The fifth recommendation is to establish and maintain a secure configuration process for workstations, servers, network infrastructure, and implement automatic session locking. Auditor Norris stated currently the computers do not automatically lock when inactive. The assessment recommended the workstations automatically lock after fifteen minutes of inactivity.

Auditor Norris stated she is taking the Matrix contract to the Commissioners tomorrow to ask for additional coverage. Auditor Norris stated currently the Matrix contract covers 13 users, but she and HR Director Amy Rincker determined there is 57 users who need coverage. The monthly cost to cover the 57 users would be $5,130 for the additional users for remote only coverage. Currently the 13 users have full coverage which covers remote and onsite coverage. Councilman Albright asked if there were mandates that the County had to make changes by a certain date. Auditor Norris stated there is no mandate the County must do except implement the multifactor authentication for cybersecurity insurance coverage.

**RE: SHERIFF SALE**

Auditor Norris asked the Council if they were aware of the Commissioners’ interest in the Sheriff’s sale. Auditor Norris stated she is concerned where the funds would come from to pay for the purchase of the property. Auditor Norris stated the property would have to be paid for the date of the sale, which is on January 16th. Councilman Greene stated it had been mentioned to use money from the riverboat fund. Auditor Norris stated there has been no money appropriated from that fund.

President Dant stated the Commissioners are interested in the property to use for a County office instead of paying rent. Councilman Beaver asked how much renovations would cost and if the house is in good shape. President Dant stated that is unknown.

**RE: ECLIPSE**

EMA Deputy Director Andy Ringwald stated there are three months left until the eclipse. Councilman Beaver asked how the eclipse will affect Martin County. Deputy Director Ringwald stated it is likely the roads will be gridlocked with double travel times. If there is an accident that shuts down I-69 near Odon, Martin County will get a lot of traffic. If I-69 stays clear from Odon to Washington there should be no trouble in Martin County. Teresa Harder stated Martin County has one of the longest periods of total darkness. There will be people traveling from states away to see the eclipse.

The Courthouse will be closed on Monday, January 15th in observance of Martin Luther King Jr. Day.

With no further business, the meeting was adjourned at 7:29 pm with a motion made by Councilman Gibson and seconded by Councilman Greene, all were in favor and the motion passed. The next regular Council meeting will be held Monday, February 5, 2024, at 6:00 pm.

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Jordan Dant Adam Greene

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Warren D. Albright J. Keith Gibson

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Andrew Beaver Jim Hamby

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Monty Gregory

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michelle Norris, Martin County Auditor