

CENTER TOWNSHIP BOARD MEETING MINUTES

1/04/2022

Called to order at 12:01 pm in the Conference Room at the Center Township Trustee's Office.

Present:

Jada Ray
Zack Light
Jami Pratt
Don Stock
Alicia Albertson

Approve Minutes from November 23, 2021 Meeting:

- Jami Pratt presented the minutes from the November 23, 2021 meetings for approval. Zack Light made a motion to approve the minutes. Don Stock seconds. Motion approved unanimously, 3-0.

2022 Salary Ordinance

- Jami Pratt presented the Board with the Salary Ordinance for 2022. She requested a \$2,000 increase in pay for herself, Dena Barkley and Alexis Marcum. She stated that they have been working tirelessly organizing things for the shelter and helping with shelter activities and she would like to compensate them for it. The new salaries would be as follows:
 - Jami Pratt (Trustee) \$62,000/year
 - Dena Barkley (Front Desk Resource) \$32,000/year
 - Alexis Marcum (First Deputy/Investigator) \$40,000/year
 - Don Stock made a motion to approve the 2022 Salary Ordinance, Jada Ray seconds. Motion approved unanimously, 3-0.

2022 Lions Club Request

- Jami Pratt presented the Board with the 2021 Annual Report from the Lions Club. She also presented them with a letter from them asking for \$2,500 again for 2022. Zack Light made a motion to approve. Don Stock seconds. Motion approved unanimously, 3-0.

2022 Aspire at the Y Request

- Jami Pratt presented the Board with the 2022 Aspire at the Y request from Emilee Norris, CEO. She would like to continue to partner with the Trustees office to have youth sports complimentary to Center Township residents but would like the Center Township families to also pay up to \$10 per youth, per sport. Zack Light made a motion to table this discussion so they can have more time to review and possibly come up with questions. Don Stock seconds. Motion unanimously approved, 3-0.

2022 Employee Handbook Updates

- Jami Pratt asked the Board to consider changes to the employee handbook since Center Township is now managing the Home for the Night Shelter and its staff. The following additions are being proposed:
 - Timekeeping additions stating that it is the employees responsibility to accurately keep their own timesheet.
 - Work schedules: distinguish between Home for the Night work schedule and the Center Township of Clinton County work schedule.
 - Attendance and punctuality expectations and what happens if an employee is a no call/no show.
 - Employee benefits such as vacation and how it is accrued/earned and sick leave benefits.
 - Zack Light made a motion to approve these additions to the Employee Handbook. Don Stock seconds. Motion unanimously approved, 3-0.

2022 Standards & Guidelines Adoption/Updates

- Jami Pratt asked the Board to consider raising the income levels in the Standards and Guidelines to the 2022 Federal Poverty Guideline levels. This would increase the number of clients we are able to serve. This would make our township more comparable to the other area township offices. Zack Light made a motion to approve the increase in income level. Don Stock seconds. Motion unanimously approved, 3-0.

2022 Board Meeting Dates

- Jami Pratt presented the 2022 Board Meeting dates. They will be at noon on the first business day of the month. Zack Light made a motion to approve the meeting dates. Don Stock seconds. Motion unanimously approved, 3-0.

2022 Officers

- Zack Light made a motion to keep the officers the same for 2022 as they were for 2021. Jada Ray seconds. Motion unanimously approved, 3-0. The officers are as follows:

- President of the Board, Jada Ray
- Secretary of the Board Zack Light
- President of Fiscal Body Don Stock
- Secretary of Fiscal Body Zack Light

Next board meeting is set for 12:00 pm on Tuesday, February 1, 2022 in the conference room at the Center Township Trustee's Office. Meeting was adjourned at 12:20pm. Minutes typed by Jami Pratt.