

# ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS

November 1st, 2010

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 9:00 a.m. in the Annex meeting room, Knox, Indiana, with all members present and the following proceedings were held to wit:

The meeting was called to order.

## **IN RE: PAYROLL CLAIMS**

Jennifer Davis moved to approve the 10-16-10 payroll claims seconded by Kathy Norem with 3 ayes.

## **IN RE: MINUTES**

Jennifer Davis moved to approve the October 4, 2010 minutes seconded by Kathy Norem with 3 ayes.

Jennifer Davis moved to approve the October 18, 2010 minutes seconded by Kathy Norem with 3 ayes.

## **IN RE: VENDOR CLAIMS**

Two claims were entered on the claims docket after it was printed. They are for Property Systems for \$13,538.80 and Arctic Air (for jail repairs) for \$5,283.91. The two claims totaled \$18,822.71. Kathy Norem moved to approve seconded by Jennifer Davis with 3 ayes.

Kathy Norem moved to approve the November 1, 2010 claims for \$316,019.28 seconded by Jennifer Davis with 3 ayes.

## **IN RE: E.M.S.**

Lisa Burger and Mary Lynn Ritchie submitted reports of collections from John O'Hara for \$406.97 and the county clerk for \$184.25.

Kathy Norem moved to approve the write offs of \$1,155.85 seconded by Jennifer Davis with 3 ayes.

Mary Lynn reported that collections for 2009 totaled \$363,000 and as of October 31, 2010, collections total \$394,000.

Mary Lynn reported that she is waiting for Medicare to give her final approval for filing claims online.

Lisa reported that the new ambulance is at the Knox Base and the old lettering is off and it is polished. They will not need a new light bar, so that will be a savings of \$1,200. The floor needs to be changed to accommodate the Starke County cots and she will be taking the vehicle out to the highway to be checked over. They are planning on it being in service in about 30 days.

## **IN RE: HIGHWAY**

Steve Siddall, Highway Superintendent, stated that he had nothing new to report at this meeting. Dan Bridegroom asked him about storm damage, and Steve reported that it has all been taken care of. Steve also stated that salt and trucks are ready for winter.

Dan Bridegroom asked that the commissioners start thinking about roads that they want included on the list for repairs in 2011.

## **IN RE: COUNTY HEALTH INSURANCE PROPOSALS**

Kathy Norem moved to open the proposals for the county health insurance seconded by Jennifer Davis with 3 ayes.

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Martin Lucas, County Attorney, opened them. Proposals were received from:

- 1<sup>st</sup> Source Insurance
- Healy Group
- TCU
- 1<sup>st</sup> Choice Insurance
- The Wealthcare Group

Financial Partners did not submit a proposal as they said they did not have enough time. It was noted that after Kathy Norem sent out the letters of request, Bridget Markin from 1<sup>st</sup> Source Insurance was the only company to pick up the information immediately. When the Auditor's Office advised Kathy that no one else had responded, she contacted them again. All six interested companies had the same amount of time to put proposals together.

Jennifer Davis took the proposals from Healy Group and The Wealthcare Group, Kathy Norem took the ones from 1<sup>st</sup> Choice and 1<sup>st</sup> Source and Dan Bridegroom took the one from TCU. They will look them over, make spreadsheets and meet to review them with the other commissioners at a public meeting on 11-16-10 at 4:30 pm (meeting posted at 3:30 pm 11-1-10 by Dona Hoban) and then set dates to discuss the proposals further with the individual companies.

## **IN RE: JAIL CAMERA SYSTEM BIDS**

Bob Smith presented three sealed bids for the jail camera system. Martin Lucas, County Attorney, opened the bids. They were received from:

- Vermillion Systems, Walkerton, IN for \$73,881
- Koehlinger Security Technology, Fort Wayne, IN for \$99,575  
With options add \$4395
- Communications Company, South Bend, IN Option 1 \$103,982 and  
Option 2 \$93,980

Jennifer Davis moved to take the bids under advisement seconded by Kathy Norem with 3 ayes. Bob Smith will review and bring back his recommendations to the commissioners.

## **IN RE: E-911 UPGRADE PROPOSAL**

Bob Smith presented Century Link's proposal to upgrade and replace the E-911 system. He will be working on more quotes. The system is 7 to 8 years old and had major problems in June of 2010. Kathy Norem does not remember any discussion on this issue previous to this and neither does Jennifer Davis. It should be included in the strategic plan. There is not enough money to do both the camera system upgrade and the E-911 upgrade. The commissioners all agree that the priority is the camera system at this time.

## **RE: DRUG TESTING OF COUNTY EMPLOYEES**

Deidre Cunningham with Forensic Fluids Laboratories in Kalamazoo, Michigan appeared before the commissioners at their request. They provide the drug testing for Starke County Community Corrections.

Our worker's compensation insurance company, Bituminous, has asked that the county start random drug testing of E.M.S., Jail and Sheriff Personnel, E-911 dispatchers and any employee that drives a county vehicle.

Forensic Fluids provides a 7 or a 5 panel drug test by oral swab. For \$18 they provide the test kit, paperwork, prepaid collection envelope to mail to them, and promise a turn-around of 24 hours or less from the receipt of the specimen. She explained in detail how the sample is collected, and what type of results are faxed, e-mailed or mailed to the company (our choice). They will make a list of random employees from the master list provided by the county. A medical review officer is also provided by Forensic Fluids to review any positive results and contact the county and the employee. This is not a screening test, it does not require confirmation. They also provide alcohol screening

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tests. This is also done with oral fluids. If positive, this would require further testing for confirmation.

Kathy Norem stated that they should consider random and pre-employment testing also. The county will need a proposal to vote on. Ms. Cunningham will provide that proposal as soon as possible. The commissioners would like to start this in 2011. It will require changes to the handbook for random and/or pre-employment testing.

The handbook for the sheriff/jail is not done yet. Martin Lucas, County Attorney, stated that they just need to meet and make the final changes.

## **IN RE: ANIMAL CONTROL**

There was discussion with Thomas Bozart regarding the animal control contract. Tom would like additional monies for large live traps and food for the traps. Dan Bridegroom stated that the county owns live traps, but that they are not at the glove factory or at the highway. He has one more place to check.

There was also discussion regarding who will call Tom or will calls be made to the sheriff department and then they will call him. Also, whether or not there is a time limit where an animal is no longer a stray.

Dan Bridegroom will talk to the city of Knox about using their live traps.

The commissioners agree that they need to move forward with this and the county attorney advises that they can do so and will remove the verbiage concerning the traps. Kathy Norem moved to approve seconded by Jennifer Davis with 3 ayes.

## **IN RE: SCHEDULE FOR STARKE COUNTY FLOATER EMPLOYEE**

Pam Starkey, Planning Commission; Jackie Bridegroom, Recorder; Linda Belork, Treasurer; and Dona Hoban, Deputy Auditor asked to address the floater employee until the end of the year. All have asked for her the last week of the month of December due to vacations in each office except for the Treasurer's Office.

Dan Bridegroom stated that the treasurer gets the floater and keeps her for months. Linda Belork replied that she has her there due to high level of work for tax collections, posting lock box payments, and settlement—not to cover vacations. Kathy Norem stated that the treasurer has cooperated with sharing the floater when asked by the commissioners to do so.

Kathy Norem stated that the assessor needs the floater to cover her office for certification meetings that are required by the state.

Jennifer Davis stated that she is willing to come in and answer phones the last week of December to cover. Dan Bridegroom stated that it is not the commissioners' job to do so.

Kathy Norem stated that office holders should not let 2 employees go at the end of the year when this is a busy time for their office. Dan Bridegroom stated that this issue needs to be looked at as there will be no floater for 2011.

Pam Starkey stated that she takes her vacation each year at this time as it is their office's slow time.

Jackie Bridegroom stated that if only a 2 person office, they need to be able to close for lunch as deputies are not paid for lunch hours. Dan Bridegroom stated that some businesses close during the lunch hour. Kathy Norem stated that we are here to serve the public and she does not feel this is a viable option. Jennifer Davis stated that employees need to be able to take their lunch hours out of their office.

Kathy Norem moved that the Recorder will post a sign and close the office for the lunch hour the last week of December, the floater will work in the Treasurer's office November 1 through November 12, November 22 and November 24, December 6 through

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December 10 in the afternoons, December 12 through the 22 in the afternoons, the floater will work in the Assessor's Office November 15 through November 19<sup>th</sup> and November 28<sup>th</sup> through December 3, the floater will work mornings in the planning commission office December 12 through December 22, December 27 through December 30 in the mornings and if Bruce has no inspections any of those days, the floater will work mornings in the Auditor's Office seconded by Jennifer Davis with 3 ayes. A calendar with these dates will be provided to each office and to the floater.

## **IN RE: OVERTIME CLAIM BY TERMINATED TREASURER'S OFFICE EMPLOYEE**

Dan Bridegroom asked what has happened with the claim for overtime hours for Kasey Clark, a former Treasurer's Office employee. Linda Belork stated that she never approved any overtime for Kasey and did not make her work any overtime. Dan Bridegroom will check her time card for these hours to see if they were logged on that or just submitted with a claim form.

## **IN RE: PROPOSED ORDINANCE PROHIBITING SALE OR USE OF SYNTHETIC CANNABINOIDS IN STARKE COUNTY**

Martin Lucas, County Attorney, presented a draft of an ordinance prohibiting sale or use of synthetic cannabinoids in Starke County. He said there are issues regarding the justification of the county position on removing or enforcing this ordinance. There was discussion on different aspects of the enforcement of the ordinance. Dan Bridegroom stated that other counties have moved forward on this issue and he is willing to take that step for Starke County. He would rather they come after the county for enforcing the ordinance than one innocent person suffer. Kathy Norem moved to have the auditor advertise the ordinance seconded by Jennifer Davis with 3 ayes.

Jenny Carter thanked the commissioners for taking this step for the county and says Knox will be doing the same.

## **IN RE: PROPOSED OPEN BURNING ORDINANCE**

Ted Bombagetti, EMA Director, submitted a revised open burning ordinance for the commissioners' consideration. He found one from 2002 that was never assigned a number. He has updated this 2002 ordinance and provided that update to the commissioners. Kathy Norem moved to take this under advisement seconded by Jennifer Davis with 3 ayes. The Auditor is to put this on the next agenda.

## **IN RE: EMERGENCY OPERATIONS CENTER FOR E.M.A. (IF NEEDED)**

Ted Bombagetti requested to use the commissioners' room as an emergency operations center for E.M.A. if ever needed. Jennifer Davis moved to approve seconded by Kathy Norem with 3 ayes.

## **IN RE: POSSIBILITY OF FUTURE CERTIFICATE SALE OF PROPERTY**

There was discussion regarding the commissioners holding another certificate sale with S.R.I. The commissioners agreed to schedule one in 2011 and Jennifer Davis will consult with the treasurer what months will work for her.

## **IN RE: F.M.L.A. LEAVE AND SICK/VACATION DAYS FOR EMPLOYEES THAT WORK FOUR DAYS ON AND FOUR DAYS OFF OR 24 HOURS**

There was discussion on F.M.L.A. leave and sick/vacation days for employees that work four days on and four days off (jail and sheriff's department) and those who work 24 hour shifts (E.M.S.). F.M.L.A. is 12 weeks unpaid leave. The commissioners need to change the handbook as it states that any vacation and sick time be part of the F.M.L.A. All the commissioners agree that this should not be included in the 12 weeks F.M.L.A. Sick/vacation days will be used on regularly scheduled working days for those positions at the jail, sheriff department and E.M.S.

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## **IN RE: BILL FOR STONE FROM MARK MILO**

Dan Bridegroom stated that Mark Milo called regarding money owed to him for stone. Dan Bridegroom stated that the minutes from 8-4-08 and 9-15-08 do not agree on an amount delivered or cost per ton. He doesn't feel that the county, in good faith, can pay this claim with no backup paperwork for S.B.O.A. There was discussion about if we owe, what we owe, etc. with input from all the commissioners and the county attorney. Jennifer Davis moved to tell Mr. Milo that the county suggests he take the claim to court and let the judge decide what should be paid from county funds seconded by Kathy Norem with 3 ayes.

## **IN RE: 2011 APPOINTMENTS**

Kathy Norem had the list of appointments that need to be made for 2011. She suggested that advertisements be made with all interested applicants submitting their requests to the Auditor by December 28, 2010. The commissioners will then have an executive session to go through the applicants. Dan Bridegroom and Jennifer Davis agreed to this and copies of the advertisement will be given to Ted Hayes, Cherylynn Patrick at the Leader, to Bob Smith for posting on the county's web site and to the Auditor. Jennifer Davis thinks that time and distance and daytime hours for some meetings should be explained to any interested applicants.

## **IN RE: BASS LAKE BEACH AND CAMPGROUND—SEWAGE CLEAN UP ISSUE**

The commissioners received a letter from I.D.E.M. regarding the Bass Lake Beach and Campground and the sewage clean up issue. Mr. Callahan has complied with the terms of the agreed order and the issues addressed by the order are considered resolved and the action is closed.

## **IN RE: K.I.R.P.C. REAPPOINTMENT**

John Simmons sent a letter stating that he did not want to be considered for reappointment to the K.I.R.P.C. Board, but would be interested in a more local level position. Jennifer Davis will call him to advise him of other appointments he may be interested in.

## **IN RE: COMMISSIONERS' CONFERENCE**

Jennifer Davis stated that she is interested in attending one day of the Association of Indiana Commissioners' meetings in Indianapolis and asked the other commissioners to go over the list to see what presentations they would be interested in attending.

Road School is coming up in March and the commissioners will do the same for those meetings.

Martin Lucas, County Attorney, is going to the Continuing Legal Education Seminar for County Commissioners. Jennifer Davis moved to pay his expenses seconded by Kathy Norem with 3 ayes.

There being no further business to come before the board, Jennifer Davis moved to adjourn seconded by Kathy Norem with 3 ayes.

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Dan Bridegroom, President

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Kathy Norem, Vice President

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Jennifer Davis

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Dona Hoban, Auditor Pro Tem