

**ALLEN COUNTY COUNCIL
MEETING MINUTES
FEBRUARY 21, 2008
8:30 AM**

The Allen County Council met on Thursday, February 21, 2008 at 8:30 am in the County Council/Commissioners Courtroom. The purpose of the meeting was for additional appropriations, transfer of funds in excess of the current budget, grants and any other business to come before Council.

Attending: Paul G. Moss, President; Roy A. Buskirk, Vice President; Paula S. Hughes, Maye L. Johnson, Darren E. Vogt, Calvert S. Miller and Paulette Kite.

Also Attending: Lisa Blosser, Auditor; Tera Klutz, Chief Deputy; Jackie Scheuman, Finance Director; Bill Brown, Commissioner and Becky Butler, Administrative Assistant.

The meeting was called to order at 8:30 a.m. by President Paul Moss with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Paula Hughes: Move approval of the minutes of January 17, 2008.

Darren Vogt: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

FINANCIAL REPORT:

Lisa Blosser: The amount left for appropriation today is \$6,149,104. For your consideration today, there is one request for an additional appropriation in the County General Fund in the amount of \$33,000. Because of the delay in the assessment process, we will not have a 2008 certified budget until probably May or June. Until we receive that certified budget from the DLGF, they will not approve any of our additional appropriations. Miscellaneous revenues are at 9.6% at the end of January.

Paul Moss: Are there any questions from Council in regards to the financial report?

Darren Vogt: Move to approve the financial report.

Maye Johnson: Second.

ALLEN COUNTY COUNCIL MEETING MINUTES

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

Cal Miller: The speakers are not working so everyone needs to speak up.

Paul Moss: All right. We are going to move right into the appropriations out of County General and the Sheriff is in the front row.

Kenny Fries: Kenny Fries, Sheriff of Allen County. I am here to request appropriation of \$33,000 from the General Fund. January 15th, a check was sent from Commissary to the Auditor's Office and this will pay for the part-time employees at the commissary.

Lisa Blosser: Since it is in the General Fund, we can't appropriate this yet. If you need it right away, they can transfer from the contractual line to the Sheriff's line. I don't know how urgent it is. You can transfer from within until it is approved.

Kenny Fries: That would probably work best because we don't need the entire amount now. This amount covers the entire year for the part-time employees.

Darren Vogt: Wouldn't it be better to transfer money from his line to our line than just leave it in the General Fund and put it back later?

Lisa Blosser: If he can wait, that is probably the easiest way to do it. Just go ahead and approve it now. When we get final approval, we will then make the transfer.

Kenny Fries: I am sure we will be able to figure out a different funding mechanism between now and then.

Cal Miller: Move for approval of the Sheriff's request for \$33,000.

Paula Hughes: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

Paula Hughes: If I could ask the Sheriff, and I apologize for putting you on the spot, could you share with the Council the information about the Wellness Program that you are embarking on?

Kenny Fries: Yes. I appreciate you bringing that up. Concordia Theological Seminary has offered a Wellness Program for our department. I can pay \$300, hopefully for all of the employees, and we will be starting a pilot program on March 3rd. It is a thirteen week program that is an entire wellness program and not just physical fitness. It is all about health and diet and how to change your life for the better. We have twenty-five people signed up right now for the pilot program. It will

ALLEN COUNTY COUNCIL MEETING MINUTES

cost each of us five dollars a week for the thirteen weeks. Councilwoman Hughes has agreed to participate and the instructor said that he is like a drill sergeant. He guarantees that you will lose at least twenty-six pounds. The entire department will eventually go to a wellness program of some type and hopefully we will lower insurance rates.

Paul Moss: Don't we have a Wellness Program already?

Ken Fries: Of sorts. It is not as complete as what we can get at Concordia Theological Seminary. They are allowing us to use their gym. This is a thirteen week program and his goal is to have us for thirteen weeks and then not see us again. After those thirteen weeks, you will have learned what you need to do to have a healthy lifestyle. Rather than joining a gym and you are there forever but his goal is to teach us how to live.

Paul Moss: And this is \$300 for all of your employees?

Kenny Fries: All of the employees.

Roy Buskirk: But it is five dollars a week and the \$300 is a bonus to the employees?

Kenny Fries: If we could do all of the employees for \$300, it is well worth the money.

Paul Moss: Maybe I didn't understand. It is \$300 paid to the employee.

Kenny Fries: No, we would pay \$300 to Concordia Theological Seminary for all of the employees.

Patt Kite: Is it a class-like setting or do they work with a personal trainer?

Kenny Fries: The very first day, it is all about fitness, diet and how to eat healthier. Then you start working on a program. Every one of us is different and in the first class, you start at 5:00 in the morning. There are ten of us in that class. He said that each one of us will do things a little differently. You start out with aerobics in a group and then they will go individually with each person to see what they can and can't do. They will then push each one to their limit.

Paul Moss: I was not aware that the Seminary was in that business.

Kenny Fries: Nationwide, they are pushing for these wellness programs. I am hoping that after the thirteen weeks, we will come in here and you will say, "Boy that program works." This program will not be mandatory, it will be an option.

Paul Moss: Are there any additional questions? Thank you. Item two is appropriation in Community Corrections.

ALLEN COUNTY COUNCIL MEETING MINUTES

Sheila Hudson: My name is Sheila Hudson and I am the Director of Allen County Community Corrections. I can speak very loud but I don't hear very well so if you have any questions for me, can you speak loudly so I can hear? I am hear before you today to ask for your permission to appropriate a portion of the Transitional Housing dollars that Community Corrections received at the beginning of July. There was \$833,000 but we are only asking for \$257,741. We had some issues getting started and we weren't quite sure which way we were going to go with the transitional housing facility. We want to show the DOC that we are intent on making this work. There is no location in the northern part of Indiana for persons to live when they come out of prison. We are working with the Sheriff on an arrangement to use some of his unused beds from Work Release. We are in the middle of negotiations with the Sheriff right now and that would be part of this money. Some of that is to hire a part-time transportation officer to have a van to transport people back and forth from the facility. Then there would be other part-time staff to facilitate the testing programs. Included in this money is \$49,000 that the DOC had appropriated from the Juvenile Community Corrections Grant and when that went away, they reassigned that money to us. The contract was signed last week and is part of this appropriation too.

Paul Moss: I have one quick question. The contractual, \$65,000, what is that?

Sheila Hudson: That is an average per diem, somewhere between \$19 and \$21 a day that we would pay the Sheriff's Department for the use of the unused beds.

Roy Buskirk: I have a question about the transportation. That is to and from what?

Sheila Hudson: Besides housing, transportation is the greatest issue that we have. Why I appreciate the building that I am in right now is because we are a block away from the bus hub and people can come from everywhere. If we work an arrangement with the Sheriff, it is a couple of miles before you can get on a bus. We are hoping for four to six trips back and forth to the center.

Roy Buskirk: Would part of that be to their worksite?

Sheila Hudson: I have to say that I haven't thought that far out yet. We were thinking mostly to the center. If they are coming out of prison, most times they don't have a job in the first thirty to sixty days anyway. The first thing we do is a lot of testing and reintegrating them with their families and substance abuse classes and things like that.

Roy Buskirk: The reason for my question is that, to my knowledge, the County does not provide transportation to job sites for work release.

Sheila Hudson: That's right. We haven't gotten that far either. I have spoken to the County Attorney about offering that van for Work Release people if they are ready to hop on at the same time that we are ready to leave. Since Community Corrections' liability insurance is covered by the County, we might be able to work out an

ALLEN COUNTY COUNCIL MEETING MINUTES

arrangement. I don't want to speak for the County Attorney until I have all of the details worked out.

Paula Hughes: If I could say, this is the fallback position that we couldn't figure out how to make a building work. The State approached us and asked us to pilot this program because we have piloted a lot of other programs. They were asking us to set up a formal residential re-entry program. I think it is a great program and anything we can do to cut down on the recidivism is a benefit for the entire community. It came about fairly quickly. A million dollars was assigned at the beginning of the year and we have not appropriated any of that. What is not spent on this program will go back to the State. This partnership with Work Release, to use the unused beds, is a way to get the program up and running to see what works and what doesn't. Right now, it doesn't look feasible to do a facility because the State is not interested in participating in the capital expense of a building. This may be a good compromise to get some sort of ball rolling.

Paul Moss: In taking that a step further, it is safe to assume that being near some sort of transportation hub is a pretty important component.

Sheila Hudson: It is almost vital.

Darren Vogt: Is the Sheriff going to need additional staff?

Sheila Hudson: No. The staff that he has out there can accommodate between 100 and 110 people. His capacity right now is 85 so we will just use those unused beds.

Darren Vogt: I know there was talk at one point about opening an additional wing but at this point, that is not going to happen.

Paul Moss: Council, are there any other questions on this issue?

Paula Hughes: Move for approval of item 2 in the amount of \$257,741.

Roy Buskirk: Second.

Paul Moss: **We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.**

Sheila Hudson: Additionally, I am asking for approval for salary ordinances for four of our Allen County dispatchers that were reclassified and for a reclassification of a Section Chief.

Paula Hughes: Do we have a salary ordinance to read?

Roy Buskirk: I make a motion that the salary ordinance for the four dispatchers...

ALLEN COUNTY COUNCIL MEETING MINUTES

Paula Hughes: We should read the ordinance. Move approval of an amended salary ordinance reclassifying a position within the budget of Community Corrections, Civilian Communication Commissioner from PAT 2/2 to CM 5/2 with an annual salary of \$32,549.

Patt Kite: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

Paula Hughes: Move approval of an amended salary ordinance reclassifying a position within the budget of Community Corrections, Civilian Communication Commissioner from PAT 2/1 to CM 5/1 with an annual salary of \$31,280.

Roy Buskirk: Second.

Paul Moss: All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

Paula Hughes: Move approval of an amended salary ordinance reclassifying a position within the budget of Community Corrections, Civilian Communication Commissioner from PAT 2/2 to CM 5/2 with an annual salary of \$32,549.

Darren Vogt: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

Paula Hughes: Move approval of an amended salary ordinance reclassifying a position within the budget of Community Corrections, Civilian Communication Commissioner from PAT 2/4 to CM 5/4 with an annual salary of \$35,886.

Patt Kite: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

Paula Hughes: Move approval of an amended salary ordinance reclassifying a position within the budget of Community Correction, Case Management Section Chief, from PAT 3 to PAT 4 with annual salary of \$42,750.

Darren Vogt: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

ALLEN COUNTY COUNCIL MEETING MINUTES

Paula Hughes: If I could, I would like to thank Marlana, the new administration person in Human Resources for getting the minutes of the Personnel Committee out, not only in a timely manner but making sure they were distributed so that we could see the actions. So you know, she is doing a good job.

Paul Moss: We will now move to items three through seven, appropriation in the Highway Fund.

Bill Hartman: Bill Hartman with the Allen County Highway Department.

Martha Starnes: Martha Starnes with the Allen County Highway Department.

Paul Moss: You have some appropriations related to road salt.

Bill Hartman: We have had more frequent snowfalls this year than last. We had a budget reduction across the board. We are carrying some money in our cash and we are holding back in case. As you know, our winter this year will begin in November again. We have until March or April this year to finish up. We are in hopes that this will be enough to carry us.

Paul Moss: How does this number compare with last year, if I might ask?

Martha Starnes: Are you looking at salt or which line?

Paul Moss: Salt. How much did we spend on salt and sand last year? What is the difference between salt and sand and road salt?

Bill Hartman: That should just be sand. It is hard to judge from one year to the next. Last year we had a big event in December and then one on Valentine's Day. With salt and sand, we use about the same amount whether you get two inches of snow or ten inches of snow. You spend a little more time pushing it but you have to treat the roads equally with sand and salt. You still have to cover the 1,200 miles and this year we have had more frequency of small snows than we had last year. If you get an emergency declared, you will get some reimbursement. When you get the small events, you have to go out more frequently and if they hit on a weekend, then you are into the overtime. We had one on a holiday and so that makes the overtime even higher. It is an educated guess every year.

Roy Buskirk: Bill, I mentioned this to you when you discussed this with me and yesterday Commissioner Bloom and I discussed this. Council wants to know what you had budgeted for this year and what the actual use was last year. If you check the figures, what you actually used last year, you budgeted less this year.

Bill Hartman: We budgeted less on everything this year. We carry a cash balance but know that we would probably have to come to Council for various items this year. I had to raise my budget on projections.

ALLEN COUNTY COUNCIL MEETING MINUTES

Darren Vogt: Council, in 2007, road salt spent was \$269,000 and some change. The budget for 2008 was \$188,000. Usage in 2006 was \$132,000. The question I have is, when you are crafting the budget and you know you have a known expense and you have a cut based on funding, this is a known quantity. What are you using to guess when you know that you spent \$269,000 last year?

Bill Hartman: I know I carry a cash balance and I knew that in all likelihood I was going to be here. It is difficult to know where to cut so we just cut across the board.

Patt Kite: Have you seen an increase in your cost?

Bill Hartman: Oh, sure. Yes, they go up every year. With overtime, you just don't know because of the frequency of the events dictates the overtime.

Paul Moss: I understand that there are going to be variables, obviously, due to the weather. I think that the only way you are going to deal with that from a budgeting perspective is to trend it out over time and then plug in a number. But in terms of across the board cuts, it would be prudent to look at those items, such as this, that you don't really have any control over. And again, assuming that this is something that we have to do, we can't cut back and we have to salt the roads. I am assuming that we would have to. It is really a budgeting issue. I have one other question. You said that we have 1,200 miles that you cover. Has that been pretty static?

Bill Hartman: We lost 121 miles when Aboite was annexed. Out of that, only about twenty miles was covered because of subdivisions that are plowed by private contractors.

Paul Moss: Are there any other questions from Council?

Roy Buskirk: I think that what Councilman Moss said, as far as the budgeting, is the thing that Council was concerned about. You need to use past history in the budget process. Last year, the overtime expense was \$80,000 and you only budgeted this year at \$25,000. Even though you are not coming for appropriations out of the General Fund, it is something that Council is concerned about. I make a motion that we approve items three through seven.

Paula Hughes: Second. Just an additional bit, the point is that we consider things, like road salt, to be similar to what we have instructed other departments to do with utilities. You can not deliberately under budget what you think your utility expenses are going to be and then think you can come back and ask for additional appropriations. You can't budget for less than you needed the year before unless you have reason to prove that you would need less. This is coming out of Highway and means it will come out of projects that you can do for roads and streets. It is germane within that fund but it would be an entirely different story if you were coming to the General Fund.

ALLEN COUNTY COUNCIL MEETING MINUTES

Cal Miller: There is a specific instruction that Council gives out every year at budget time to not deliberately under-budget something that could be reasonably anticipated. You have realized that you under-budgeted and that is what we want to avoid. That is why you have to make the tough decisions when you make your budget. I agree with Councilwoman Hughes that if this had been General Fund dollars, things would have been looked on differently.

Darren Vogt: One other comment, in his defense, he said he did intend on using the cash balance. But we would like to see it cleaner with budgeting done on the front end.

Bill Hartman: If we do get a big event, I need to carry a cash balance for this kind of item because no matter how much is put in it, we have to clear the roads. I could go back to the blizzard of 1978 figures and carry that every year knowing that I might have to potentially spend that money.

Cal Miller: I think that the reference to the blizzard of 1978 and carrying a balance sufficient for that isn't following the request that you reasonably anticipate what you need to spend.

Paul Moss: **We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.** Thank you very much. Okay, items eight through eleven, appropriations in the Youth Services Center Placement Fund.

Chris Dunn: Good morning, Chris Dunn with the Youth Services Center. I have to reduce the cost of the vehicle. I was able to get it for a less amount. The cost of the minivan is reduced by \$1,475.

Paula Hughes: So, \$20,025?

Chris Dunn: Yes. This is a brand new minivan to replace a Taurus. The transmission went out and it would have cost more to repair than what we would have been able to get at auction for the vehicle. We currently have a loaner from the Maintenance Department. I sent out for several quotes from various dealers and used the State bid system to get the initial price for the vehicle. The office equipment includes a replacement desktop copier and a replacement shredder. These were two items that had to be thrown away. We are starting our ceramic program back up. This is a program that was initially under a four-year grant from Arts United. The grant ended in December 2006. The grant paid for a guest artist and all of the supplies and when it ran out, we were unable to afford the artist and therefore couldn't keep it going. Working with Commissioner Brown and some local artists, we have been able to start the program back up and they are going to teach the kids by volunteering their time. All we need to do is purchase the supplies that they need. I have a long list of items including a lot of clay. They are also bringing in a lot of

ALLEN COUNTY COUNCIL MEETING MINUTES

their personal items. They will use some of their own supplies. They have these things in their own studios where they do their work and sell it.

Paula Hughes: You already have a kiln, right?

Chris Dunn: We have a kiln and pottery wheels. The grant paid for all of this and so we held on to all of that. We have the room and it is a pretty popular program. The last item is two fiberglass replacement doors. We have had two steel doors rust out and they are the second set of doors in this opening. This is the third time in twelve years.

Paul Moss: Councilman Vogt, do you have anything to add to this?

Darren Vogt: No, the only thing is the van. They went from a Taurus to a van because they can use it much more efficiently.

Chris Dunn: I am requesting this out of the 737 Placement Fund which currently has \$148,000.

Paula Hughes: Move for approval of items eight through eleven for \$24,927.

Patt Kite: Second.

Paul Moss: **We have a motion and a second.** Councilman Buskirk, do you have something?

Roy Buskirk: I have a question. On the Taurus, that now goes to the auction?

Chris Dunn: It is turned in and going to the auction.

Paul Moss: **All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.**

Roy Buskirk: Chris, may I suggest that, on the volunteer artists, I think they should get some recognition and maybe the press could help us out on this. They could put an article out on how this program that the County is doing and how they are saving the taxpayers some money.

Chris Dunn: I think they would like that too.

Jerry Noble: Good morning Council. I am Jerry Noble, Court Executive of Allen Superior Court. I am here to request approval of item twelve, Promotional Expense line item. This is from the ACP User Fund. This came to us again as an annual donation from the Christmas Bureau. They have funds left over at the end of their holiday season and you may have seen the letter from Jane Surbeck. They offer this money for Drug Court programs to assist us in providing incentive gifts for the Drug

ALLEN COUNTY COUNCIL MEETING MINUTES

Court graduates. This is something that we have done over several years and we take this opportunity to publicly thank the good folks at the Christmas Bureau for this donation.

Darren Vogt: Move for approval of item twelve in the amount of \$750.

Paula Hughes: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0. Thank you. Okay, item thirteen, appropriation in CEDIT.

Kim Bowman: I am going to take items thirteen, fourteen and fifteen. My name is Kim Bowman and I am the Executive Director of the Department of Planning Services. In about six business days we will be the Land Use Department for both the City and the County. That is the reason for the request today. As you may recall, in November of 2007, it was announced that the two departments would merge. In December, 2007, this Council, along with seven other City and County commissions and councils, signed an interlocal agreement. As part of that interlocal agreement, the City agreed to pay 40% of our operating expenses for the Land Use Division. The \$552,752 represents the City's portion of the operating expenses for 2008. This number was based on the approved City budget for their Land Use Division. Since we don't have a history of our operating expenses, we are going on our existing budgets. As we get more into the department, we will understand our costs better. As part of this request, I am sure that you are well aware that the City is on a forty hour workweek. The commission of the merged Land Use Department, along with Economic Development and GIS is to be a customer service and friendly department. It was my decision to request a forty hour workweek because, in essence, if we ask our City counterparts to reduce their hours to thirty-seven and a half, we are cutting services for the City clients that come into our office. Having a forty hour workweek provides flexibility and extended or early business hours that I am hoping to examine as we get more into the operation of the department. The CEDIT request for \$8,720, the Economic Development staff is funded from the CEDIT funds and there is no increase for the four executive positions. This will be handled through the Executive Committee before I make the request to Council. I will be more than happy to answer any questions that you may have.

Paul Moss: The most obvious question that I think may help people understand this is as combining these two entities, are there any economies in terms of total FTE's?

Kim Bowman: Overall, the County staff is currently at nineteen employees and the City is eight. Just in the reorganization there are two positions that were duplicated and eliminated as part of the reorganization. We have already found that sharing resources and staff will provide some economies. If you recall, some of my numbers from last year, over \$200,000 was returned back to County Council for the unspent Department of Planning Services funds. Part of that was because I was holding on

ALLEN COUNTY COUNCIL MEETING MINUTES

filling positions until the reorganization unfolded. It is my goal to not only provide better service and more efficiencies but also, in the long run, to have soft cost savings. I can't calculate that right now but it is a goal of mine.

Paul Moss: It has to shake out a little bit. Councilman Buskirk?

Roy Buskirk: Some of these expenses will be reimbursed by the City?

Kim Bowman: Yes. These will all be reimbursed. I am working with the Auditor's Office and the interlocal agreement provides for quarterly reimbursement. If we spend every penny of the \$553,000, then the City will reimburse either through the fees that we are generating, we are capturing all of the fees for applications, permits and everything and then the balance will be billed to them on a quarterly basis.

Paul Moss: This is a shining example of what we are supposed to be doing in terms of cooperating and creating some efficiencies and save some taxpayer dollars. Is there a motion?

Roy Buskirk: I make a motion to approve items thirteen, fourteen and fifteen.

Paula Hughes: Second.

Paul Moss: **We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.**

Kim Bowman: Thank you.

Paul Moss: Item sixteen, County Council.

Ed Steenman: Ed Steenman, County IT Director. If you recall, back at pre-allocation discussions last year, I brought a request for an increased allocation of \$763,000. That was broken down into additional resources to the tune of \$613,000 and additional capital to the tune of \$149,000. Through that discussion, you determined and allocated \$335,000 of that \$763,000. In doing so, you put that in your contractual line and not directly into my budget. I am now here to ask for that to be transferred to my budget and it is for the same thing that I asked for before. The list I just passed out to you is a reduction in the list of items to meet the \$335,000. There is a new internal position that was discussed with the Personnel Committee at their last meeting. The rest are additional positions for ACS and then the \$149,000 capital has been whittled down to \$60,000 based on taking into account what I already have in my capital line item.

Paula Hughes: Council, I believe that this probably should have been appropriated into the Technology budget to begin with but it wound up earmarked in our budget. In my mind, this is just switching it to where it should have been in the first place.

ALLEN COUNTY COUNCIL MEETING MINUTES

Cal Miller: What was our rationale for putting it in County Council's budget, at the time?

Tera Klutz: There was a lot of discussion about until we could decide whether we were going to study in-house and if there would be advantages in that. You just decided to put it in your Council's budget until you had more clarification.

Darren Vogt: Where is that conversation going?

Paula Hughes: That is the next thing on the agenda.

Ed Steenman: I actually forgot to run copies of this but part of the IT contract evaluation and moving forward with the RFP was an evaluation by the consultants on whether we in-source, outsource or do a hybrid of both. Their recommendation is to do a hybrid of the two. I apologize for not making copies of this.

Paul Moss: Let me interrupt you for just a minute here. Maybe what we could do with this, because I think this could be a fairly lengthy discussion. Would you have any problem if we allowed you to make some copies of that? I am assuming that since we have two judges back here to talk about the JTAC system, given court dockets and backups, I am a little frustrated to see them sitting back there too much longer. We can have them come up and we could get through that and then you could come back since you are here anyway. Would that be okay with you?

Ed Steenman: Yes.

Paul Moss: Is everyone okay with that? So now, we are going to talk about JTAC.

Therese Brown: I am Therese Brown, Clerk of the Allen County Circuit and Superior Courts.

Fran Gull: I am Fran Gull, Judge of Allen County Superior Court. I was on the bench, taking care of my morning calendar. I have a trial starting back up at 10:00 and thank you for giving us an opportunity to visit with you about JTAC. We have had an opportunity to meet with our liaison, Darren Vogt, and have been burning up the phone lines and bugging him like crazy. He has been very kind and gracious on providing us feedback on some of the stuff that we have provided to Council. You should have a packet of information that gives you some brief information about the Judicial Technology Administration Committee and the project that has been on-going. I have been involved in this project since 2000. The impetus has basically been a push by the Indiana Supreme Court to get a 21st century case management system in all of the courts in Indiana. They will provide, at no cost, the software to get the system up and going and the expertise from not only the committee as well as the vendor, Tyler Technology. This is the vendor that has been hired to install the software that they have proposed. JTAC is funded by court costs. There is a portion of the court costs that goes to fund the JTAC incentive and we have, recently, been

ALLEN COUNTY COUNCIL MEETING MINUTES

provided a memorandum of understanding by the JTAC Committee. The JTAC Committee is headed up by Justice Sullivan from the Indiana Supreme Court and our own Judge Paul Mathias who is on the Board of Appeals. Judge Mathias and Andy Kain, the project manager, came to Fort Wayne and met with Councilman Miller, Councilwoman Hughes and Councilman Vogt as well as Commissioners Peters and Brown. They presented the overview and explained the process of what we are trying to do. Basically, we are looking at a system that, in the Allen County court system is old, antiquated and does not talk to other systems that we routinely use. It will be unsupported after 2010. That is scary, that we have a system in place and is so old and not functioning as well as it needs to. One of the comments that Judge Mathias made is that our constituents think that we already have this fabulous system and that we already have the ability to communicate with other courts in the County and across the State. We don't. We do not have the technology. The system that we currently have is pretty old. JTAC will provide to us, free, the software to get us up and going with a better case management system that will talk to the system that is being installed in Monroe County. They were the pilot project for JTAC. The pilot projects have not been without their glitches. If you have ever been the first in anything, you know that it doesn't come easy and it doesn't come without problems. I am not going to tell you that it is going to come into Allen County and will be perfect and beautiful and there won't be any hitches. Of course there are going to be hitches. If you have been out in the private sector and tried to get a case management system or a new system up and rolling, you know it doesn't happen without some growing pains. We have a local committee that has been meeting regularly and we have been very lucky in Allen County that we have a wonderful IT department. Phil Pease has been instrumental in talking with the JTAC people. I don't mean to be disrespectful but I don't talk that language. I don't talk the techy thing and Phil can talk the techy stuff with their people and then he can translate it for me. There is much more technically savvy than I am and we have been appointed the co-chairs of the local JTAC initiative. This has the support and the memorandum of understanding, that we are ultimately going to ask the Council to support with a signature of the President, has been signed by all ten of the Allen Superior and Circuit Court judges. It was presented to the Data Board yesterday and Data Board is also in support of this. We have the support of our Clerk who is anxious to get a good case management system up and running.

Therese Brown: To tandem on what Judge Gull is saying, this is the core system. This is going to give us the ability and the flexibility for future endeavors. I know that Cal Miller, as an attorney, e-filing is something that he would like to see in the future. It would allow that to eventually happen. One of the things that Judge Gull was trying to tap into is that we are in Phase Two. There are seven other counties in the State and we would be going along, to some degree, with them. One of the things in the Phase Two process is that we are not only partnered with JTAC but we are tied in with Tyler being able to take advantage and leverage those technically savvy individuals with the software and make some potential adjustments that will be advantageous to some of the things that we do here in Allen County. It will also enhance things for the software when it ends up being rolled out to the remaining

ALLEN COUNTY COUNCIL MEETING MINUTES

counties that are interested. It is a system that has its potential to give us more flexibility. As Judge Gull said, we don't communicate with internal systems as easily as we possibly could and this is going to give us that opportunity. I know that Phil has given a lot of renditions, if you will, and one of the things that we wanted to make sure that you understood is that there is going to be some soft costs that the County is going to have to pay. Ultimately, there is going to be overtime that my office and the courts are going to have to deal with. We wanted to make sure to try to get you some numbers that will give you a ballpark. There were numbers, two or three years ago, that we gave you for some strategic planning and this is in line with that. It is giving you the overview that though there is going to be some expense, if we remain on the same system that we are currently on, the platform will not be supported, there will be maintenance being paid on a dying system and ultimately we would have to shift from one platform to another. If we go to another software package, we will have to pay for that system. In retrospect, this is an opportunity costs. Yes, we will have to expend some dollars on the front end but not as much as if we would have if we would have had to go out shopping for a system. We are coming to you, today, to ask for your seal of approval for us to be able to move forward and bring the courts into the twenty-first century.

Darren Vogt: Let me add onto that. When this idea originally came up, that we were going to have to sign a memorandum of understanding without having any idea of what we were financially getting ourselves into, I said I wasn't a fan of supporting something I don't know what the cost was going to be. Phil Pease did a great job. The big issue is conversion because we have to convert all of our data to the new system. The good thing about our system is that we have been using the same one for about fifteen years and so conversion will probably be better for us because we have had the same system. Some of the cost, we would have to maintain, no matter what. That is approximately \$651,000 to maintain the existing system and about one million dollars in 2009 for the new system. The old system will have some continuing costs going into the future. The new system, once it is up and running will be supported mainly by JTAC.

Fran Gull: We are very fortunate, in Allen County, to have the hard costs already in place. We have great computer systems. We have been lucky with the Refresh program in that we have new monitors and all of that and we won't have some of the problems that the smaller counties are going to have. They don't have a computer system at all. They will have to purchase computers and monitors and we already have those. So we are very fortunate, in that respect. Is there going to be cost? Of course there is. As Councilman Vogt said, it is a bit of a moving target because we are not exactly sure until JTAC and the IT people get in and start drilling down to the nitty gritty and find out what it is that we are going to need. It is a web-based system and is all over the internet. The support is going to be based in Indianapolis. We will not need the giant servers in Allen County because it is going to be housed in Indianapolis. The biggest expense that has occurred so far is with counties that have taken the system in, such as Monroe County, is data conversion. They took

ALLEN COUNTY COUNCIL MEETING MINUTES

600,000 cases that they had in their old system and converted all of data into the new system. Anytime you do that, you are going to have a few glitches and problems.

Cal Miller: I remember Judge Mathias was talking about, if we got on now in Phase Two, the software is being funded by JTAC but if you wait until the system is implemented, there won't be any freebies at that time.

Fran Gull: That is correct. If we come in on Phase Two, we come in with not only the full support of JTAC but also the vendor. Tyler Technologies will come and provide training, assistance with the data conversion and that will be at their cost.

Cal Miller: I share some of the same concerns as Councilman Vogt about the uncertainty of the cost. One of the things that Ed Steenman talked about when we met with the group was that there is also some uncertainty with what the cost will be when we need a new system. The cost analysis put together by Phil Pease is overwhelming in jumping on board now. From a user standpoint, the ability to do the filing and access the information is tremendous. Is this something that the public, if they want to see what is happening in different cases, will be able to access as well?

Fran Gull: There is a public access module and they are currently working to figure out how much public access. There are cases that nobody can have access to such as juvenile cases and adoptions. There is some information that is currently in cases that would not be available on line such as your social security number. We have been discussing whether or not we should have your date of birth be available to the public. And that is mainly because you end up with John Q. Smith who is a defendant and has a couple of other cases pending. If you get into John Q. Smith, in the system, you might find fifty of them. The only way to distinguish the one you are looking for may be by date of birth. That is a little less cumbersome than a social security number. Right now, if you want access to the courts files, you have to come to the Clerk's Office, have one of Therese's folks pull the file and then have them stand there and watch you as you look through the file. And that is presuming that the file is available and not stuck on someone's desk somewhere. The public access would be much greater on line than what we currently have. There is access, as well, if you want to get in and look at another county. Right now, you can get on the JTAC website and get into the system in Monroe County. You can look at things that have been happening in Monroe County. You could access calendars in Monroe County.

Therese Brown: If I could tag onto that. There are other programs within this process to such as protective order registry. That is another thing that JTAC has been pushing and the State of Indiana has been pushing. It is all in the essence of trying to have one area that an individual or an entity can look at information and know that is out there. It is a goal of JTAC, I believe, to have more continuity across the State so that individuals don't get picked up for the wrong reasons or that they do get picked up.

ALLEN COUNTY COUNCIL MEETING MINUTES

Darren Vogt: So before us today, we have to agree to have Councilman Moss, as President, sign the memorandum of understanding. I make a motion that we approve the memorandum of understanding request for participation in the statewide case management system.

Paula Hughes: Second.

Paul Moss: We have a motion and a second. Is there any further discussion, Councilman Buskirk?

Roy Buskirk: I realize we are talking a lot of money here. The system is going to have to be replaced in 2010 but when I read through the memorandum, I am sorry but I get a little nervous, but the one thing that stands out is that if you don't jump on now, you will have to pay for all of it in a couple of years. That is kind of threatening. The other thing, on item six, it says that they have agreed to do these following items subject to appropriating funding. So if they don't have the appropriated funding, then I guess they don't have to do it.

Fran Gull: That is the Supreme Courts' appropriated funding. That is up to the Supreme Court and the Legislature.

Roy Buskirk: Correct. So if they don't have the appropriated funding, they don't have to do it.

Fran Gull: Correct but keep in mind that JTAC has been funded by court costs since 2000. There is a portion of court costs that is specifically earmarked for Judicial Technology and Administration. I think it is fourteen dollars.

Roy Buskirk: Through fines and stuff, you are saying.

Fran Gull: Yes. Through filing fees, that is the pot of money that is being referred to as appropriations.

Cal Miller: So, every time someone files a complaint or action, JTAC gets fourteen dollars of the court costs. The funding stream is going to be healthy, unfortunately, since we live in a litigious society. There is no reason to think that it wouldn't be healthy.

Darren Vogt: And the courts control the appropriation of that funding, correct?

Fran Gull: The court controls that.

Roy Buskirk: But in old laymen's terms, they do have an out.

Fran Gull: Absolutely.

ALLEN COUNTY COUNCIL MEETING MINUTES

Roy Buskirk: Do we?

Fran Gull: Do we have an out?

Darren Vogt: Either way we go, we have to do something.

Patt Kite: I see this as a fantastic opportunity to get on board with something that we really need and can use.

Paula Hughes: You can put this program in contradiction with what is happening with Re-Entry where the State wants us to do a program but we have to pay for it. This is one that they are funding the majority of it. I think it is going to be a tremendous benefit to us. To get on board at this time, I understood the hesitation to get on board in Phase One. Allen County is such a larger county and it would have been a much larger chunk for them to take on. The timing is right for this and we are certainly ready for it. And with the advances that we have made with our technology staff, it is much better timing for us.

Paul Moss: It is very difficult to account for every scenario in a contract. There is always going to be some risk that you can't get everything in there that you think you may need to get in there.

Roy Buskirk: I understand that but what is going on down in Indianapolis right now, I am not sure we are going to have the appropriate funding available.

Paul Moss: But we can't be frozen by fear. **We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.** Mr. Miller, is Judge Felts going to join us on this salary ordinance?

Tom Felts: I am sure that Tim can handle it.

Tim Miller: Good morning, Tim Miller with the Circuit Court. We met with the Personnel Committee this week and we are combining two part-time positions to a full-time position. It is within our allotted budget and we can transfer the funds to cover this.

Roy Buskirk: I will point out again that the information has been provided to the Council, of the action that was taken by the Personnel Committee. They have the funding for this year. On some of the other positions that we approve, the funding for following years will probably come out of the General budget.

Darren Vogt: This is one where they are taking two part-time positions and making it into one full-time position. Move for approval of consideration of a salary ordinance setting the pay for employees within the budget of Circuit Court, Secretary/Receptionist, OSS 3/2 with an annual salary of \$26,452.

ALLEN COUNTY COUNCIL MEETING MINUTES

Paula Hughes: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0. Okay, we have to bounce back up here. Let's do the Board of Health here. Mindy has been waiting patiently.

Mindy Waldron: Mindy Waldron, Administrator for the Department of Health. I am here this morning to request an amended salary ordinance for the reclassification of our Emergency Preparedness and Response Coordinator. This would be from PAT 5 to PAT 6. This was approved by the Personnel Committee earlier this week.

Roy Buskirk: Again, you see on the report from the Personnel Committee that it was approved.

Darren Vogt: Move for approval of consideration of an amended salary ordinance reclassifying the position within the budget of the Department of Health, Emergency Preparedness and Response Coordinator from PAT 5 to PAT 6 in the amount of \$48,366.

Paula Hughes: Second.

Paul Moss: We have a motion and a second. Is this the one that we talked about that was not part of the overall position evaluations?

Mindy Waldron: No, this is one that we presented to Human Resources a couple of months ago because it was rewritten. It has been vacant for a while and we changed that position because of the changes in the State rules about our responsibility for preparedness. We had held it open for about two years to rewrite it for what we would need. We did not submit it until two months ago.

Paul Moss: Okay, thanks for refreshing my memory. There is a motion and a second on the floor. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

Mindy Waldron: Roy had asked me to prepare a brief summary on the status of our refugee issue. Do you still want that presented?

Paul Moss: Oh sure.

Mindy Waldron: Roy, I didn't know if you wanted to pose questions or if you wanted me to just give you an update of where we were.

Roy Buskirk: I was just curious as to the number that is arriving in the Fort Wayne area and what you are foreseeing in the future. Are they on the increase or decrease or what?

ALLEN COUNTY COUNCIL MEETING MINUTES

Mindy Waldron: Okay, sure. I will give just a brief summary and if there is anything you want me to email to you or follow up on, just let me know. As you know, last year, we were informed that we might receive 500 to 600 for 2007. We normally receive around 150 to 200 in any given year. Last year, we saw over 600 and we were told to prepare for 800 over the next three years. What we did was to look at each cost associated with the tasks that we perform with any refugee that comes through our system and predict some of the cost that we had budgeted. That budgeting would have been in June and based on the prior years of 150. We have also projected what we might be looking at for 2008 and have started seeking additional funding by the way of grants and through the Office of Refugee Resettlement from federal government. I will give you an update on that following our emergency board meeting that we had in November. You might find it interesting to know that Indiana is ranked third, in terms of the numbers of refugees that are resettled, behind Texas and New York. There were about 1,500 Burmese refugees resettled last year and of those, 600 came here. The rest went to Marion County. We have projected, in our budget and based on what we do for refugees, that the budget is about \$75,000. That would be all of the costs associated with 150. It would take about an additional \$187,000 to cover our costs for 2008. That would bring our refugee expenditures to about \$260,000 for 2008. We began seeking funding from any grant source that there was for refugee screening, follow-up, physician hours, through local foundations and that type of thing. At the last Council meeting, we asked for permission to apply for a couple of grants. One from the State Department of Health for \$25,000 for physician hours and we were successful in receiving that. We are working out the reporting requirements and hope to see that very soon. That will only increase us four hours a week in terms of physician hours. We need a total of about sixteen hours additional per week. Through FSSA, we requested \$50,000 but they have told us we might be eligible for \$80,000 and that would be for screening. That one is about six to eight months out. It is a very long process and is usually based on three years of data and that won't account for too much of what we are expecting. We do hope to receive that grant by the end of the year because we had transferred some funding to internal medical positions to cover this. We are hoping to receive the \$105,000 this year to accommodate 2008 costs. Currently there are members from the Office of Refugee Resettlement, here in Fort Wayne this week. They are holding a series of meetings for technical assistance with various agencies and schools and so forth. Today there are meetings on some of the health related issues and some funding that may or may not be available, depending on eligibility. The last two things I will mention are that we often partner with St. Joe Community Health Foundation on multiple projects and they have, through their budget, allocated money to a refugee coordinator which would be a liaison from Catholic Charities and to our department on the medical end to not let some of these people slip through the cracks. It has yet to be filled but the money has been allocated for that. It will be a really good position to interface between the two agencies. There will be some money coming thorough the St. Joe Community Health Foundation for translation issues. It will augment the translator pool that we can tap into when they come to our clinics. When there is one translator for a family of eight to ten people, that is pretty much the whole day. We need more translators to go one person at a time. They need to be medical translators because

ALLEN COUNTY COUNCIL MEETING MINUTES

that has been a significant problem for us. The last thing I want to bring up is where we are with respect to billing Medicaid. It is a lengthy process but we have become a provider and are moving forward with the ability to bill once we receive our waiver. The waiver keeps us from having to bill all insurance. This will not create the disincentive to seek treatment. We had hoped to move forward with this in April. I met with Tera, earlier in the month, about how the funding works and how the reimbursement works. We have been delayed a bit because our trainer has been ill. We had hoped for April first but my guess is that it will be closer to May or June. I would be glad to answer any questions that you may have.

Paul Moss: How many Burmese refugees have come to Fort Wayne?

Mindy Waldron: Overall? It is probably somewhere in 700 to 800 or more in the last two years and then we have had a lot of secondary migration come from multiple states. As you know, we are the largest resettlement site outside of Burma. There are several thousand that are here. In terms of when they came and how they come, I can't account for that.

Paul Moss: Over the past two or three years, over a thousand, you would suspect?

Mindy Waldron: It would probably be more than that. I am assuming we have somewhere between three and four thousand but I do not know.

Paul Moss: You talk about different grants and a variety of funding streams but is it possible to quantify the dollars spent from property tax dollars specific to this issue? Is there any way to get a ballpark figure in terms of what sort of dollars have been spent? Then it would be interesting to do the math on a per person basis. The Burmese people are hardworking people and this is not in any way negative towards them. I think it is useful for people to understand what sort of expense that taxpayers have to take on as a result of us being the third resettlement site in the country.

Mindy Waldron: I think I can give you some estimates of what you are asking for. I can tell you what it costs us to do certain things. We can then maybe extrapolate that in percentages of what we are seeing and then the third layer would be numbers of overall folks that have come through our system. It costs us somewhere around \$300 to see anyone, refugee or not. That would be initial screening and some of the TB testing, x-rays and all of that. If they develop active TB that brings it up to roughly between \$2,000 and \$3,000 if there are not extenuating circumstances. We have broken it down in such a way that it might be helpful to share with you what it takes us to see anyone through our system. If we are seeing someone with latent TB, we do a simple screening and treatment and then have follow up, it is several hundred dollars, at our cost. Many times, when they go on these treatments, they may have liver failure or come to us with Hepatitis B or C, those are not included in these costs and I do not have those costs. Normally we would see about 150 a year but have been seeing over 600 and are expecting 800. What I could do is calculate for you based on 50% coming with latent TB and how many become active.

ALLEN COUNTY COUNCIL MEETING MINUTES

Paul Moss: I think that would be helpful and would that also capture the employee expense and the overhead expense too?

Mindy Waldron: It purely calculates that. It is very hard to capture the supply and some of the overhead costs. We purely based our numbers on the salary issues.

Paul Moss: I think it would be useful because I suspect that it is going to be a considerable amount of money and as you are aware, we have a lot of current citizens that have needs as well. It is just one of those philosophical issues that we are going to have to deal with as we try to prioritize limited funds.

Mindy Waldron: Just for 2008, the additional funding that we had to seek is \$187,000. Even if we were to receive the entire \$105,000, it won't come until the end of the year and we have to try to find that within.

Paul Moss: That \$187,000 is specific to the Burmese.

Mindy Waldron: It is specific to refugees.

Paul Moss: That then is very easy to quantify.

Tera Klutz: About 65% of that is related to property tax.

Mindy Waldron: Thank you.

Paul Moss: So the dollars get pretty big, pretty quick. Again, I am not casting aspersions on the effort or anything like that. I think these are things that people don't connect the dots on and are something that we are going to have to discuss.

Paula Hughes: In my research, it seems that our very active Catholic Charities organization may be the original source of this community receiving this designation. I think that ongoing conversations with the leadership of Catholic Charities and making them aware that while we appreciate the intentions, we need to find a balance to the solution so that it is not over-burdening this community.

Paul Moss: You are absolutely correct. They do a phenomenal job but there are some unintended consequences as a result of the good work that they are doing.

Mindy Waldron: Just so you know, they don't have a choice as well. Because they are a resettlement agency, they are told the number that they will receive. It is not that they say yes to that.

Paula Hughes: But they agree to be a resettlement agency.

Mindy Waldron: Correct.

ALLEN COUNTY COUNCIL MEETING MINUTES

Paul Moss: Councilman Buskirk?

Roy Buskirk: I have a question for Tera. Sixty-five percent is from property taxes. Is the rest of it from grants?

Tera Klutz: The rest is made up from other types of revenue, including some excise tax but mostly fees. Their budget is funded through fees. We will have to get together on the property tax money.

Roy Buskirk: I don't think Paul is looking for property tax money. He is looking for public funding.

Paul Moss: Essentially, yes. I am looking for both. How many are ending up on the Medicaid roll?

Mindy Waldron: They all come in with Medicaid for eight months. We assume all of those costs because we can't bill for Medicaid.

Paul Moss: We are all assuming the cost for Medicaid. That is an entitlement program and it is coming out of all of our pockets. I think it would just be interesting to quantify that sort of thing.

Roy Buskirk: As far as that number is concerned, I think we need to go back to the federal government, Senators and Representatives and tell them we need some help on this. We are trying to work with the people and accept them and work them into our society with jobs and everything and we need some assistance. They can't expect all of the expenses to be dumped on Allen County.

Mindy Waldron: Right. Dr. McMahon and Debbie Schmidt, the Director of Catholic Charities went to Washington in January to meet with Congressman Souder and the Office of Refugee Resettlement for that very purpose. Congressman Souder tasked the Office of Refugee Resettlement to come here and present the technical review and assistance program. That provides us with some information but it goes through the State. It is not like we can apply directly to the federal government for this money. There is another layer to it. They are actually very well aware of the issue and have asked that we work with the resources that are available to see what is available to us for screening and physician hours. It is a very complicated process on how the decisions are made and how many refugees are accepted into the country and all of that. I have found it to be a very cumbersome process to even wrap my head around it. We welcome any support from any of you to speak with those folks as well.

Paul Moss: I don't take a whole lot of comfort in having the federal government provide too much guidance in this but we will take what we can get, I guess. Your explanation and update on this is appreciated. Are there any other questions from

ALLEN COUNTY COUNCIL MEETING MINUTES

Council for Mindy? Thank you very much. Ed Steenman, thank you for your patience.

Paula Hughes: While we are waiting for Ed to join us, I want to direct Councilman Vogt and the rest to the backside of the paper that he gave us. That is the RFP update. Part of this is my fault. I may not have updated Council on a regular basis, of the work that was going on behind the scenes. I was a part of several meetings last summer and fall with Mr. Steenman, Commissioner Peters and Cliff Clarke from the City IT Department. As we went through the process of an RFP for a consultant to help us determine what the best mix of in-sourcing and outsourcing of technology would be, Premise was hired to do that work. After the RFP process, they completed that and got the report to us in October. This page is a piece of that report and recommends that mix. They spent a lot of time interviewing department heads and elected officials and looking at the way our system works now. Some of our conversations on that committee were that we wanted some of the controls of having an in-source IT department but there is a great benefit, as well, of having a component of our IT being done on an outsource basis because an outside vendor would bring resources beyond just our internal resources. They would be in connection with nationwide technology departments about things that are working in other communities, advances and what is going on. It is kind of the best of both worlds scenario. That was found to be the most efficient and effective programming going forward for Fort Wayne and Allen County. For your information, this is a joint proposal. The City and County have jointly put out an RFP asking for a company to help us put together the new IT departments of both City and County.

Paul Moss: Anything else you would like to say?

Ed Steenman: To answer the question that brought this all up, why is this new position being an internal position? I refer you to the org chart that I just distributed. You will see in the yellow portion at the top, that is the leadership, I and Clifford Clarke. The blue area is the day-to-day army that is out helping to accomplish everything. In the middle is the strategic portion, which is the project management and analysis people that drive the projects from beginning to end. This Technical Analyst position fits in that area. That is why it was selected to be an internal position. To expand on a couple of things about Councilman Hughes' point, as to why to outsource part of it, is the flexibility of these operations services folks in the blue area. As technology changes, there are some radical shifts in skill sets. As direct County employees, losing one employee and replacing them with another is not the best thing that we want to have to do. By having an outsource vendor for these types of positions, it gives us the flexibility through them to more rapidly change skill sets in the environment.

Darren Vogt: So under this new position, which one of these boxes does that person fall into?

Ed Steenman: That person fall into the BRM/Business Analyst.

ALLEN COUNTY COUNCIL MEETING MINUTES

Darren Vogt: What is a BRM?

Ed Steenman: Business Relationship Manager.

Paula Hughes: Someone like Phil Pease would fall on the other side of that as Project Manager?

Ed Steenman: Correct.

Paul Moss: It is difficult for me to understand this particularly in regards to the current City structure and the FTE's that are dedicated to our IT. For the County, it is pretty simple because it is a pretty small department. You and Phil and who else do we have on the County payroll?

Ed Steenman: Currently it is just me and Phil. On the City side, there is Clifford Clarke and he has one person that works for him.

Paul Moss: And everybody else is outsourced?

Ed Steenman: Correct, they are ACS.

Paul Moss: That makes that crosswalk a little bit easier. Is it possible to identify what outsource positions would be essentially on our payroll? Do you understand what I am saying?

Ed Steenman: From the City's perspective, they have a Project Manager that is outsourced. That position would likely become an in-source position beginning January 1, 2009. I think that is the only position that is currently with ACS and falls within the strategic rules block of this organization chart.

Paul Moss: So the bluish-yellow ones are kind of internal or external as needed. But you are saying that there would be a total of two to three FTE's dedicated to that.

Ed Steenman: Yes.

Paul Moss: One would potentially be internal and on our payroll. Is that correct?

Ed Steenman: Yes.

Paul Moss: And there may be one or two more that are still outsourced.

Ed Steenman: The goal would be to bring the currently outsourced City Project Manager to an internal position. The other positions within the Strategic Rolls area already exist in Phil Pease and the Technical Analyst that doesn't exist yet. That would be the three that would initially staff that area.

ALLEN COUNTY COUNCIL MEETING MINUTES

Darren Vogt: I think I get what you are saying. There will be one IT Department for the City and County together, under this new model. Is that what you are saying?

Ed Steenman: That is an eventual goal.

Darren Vogt: So under this, what you are saying is that they will have a Project Manager and we will have a Project Manager. That box will be a combined City and County Department. Does that help you?

Paul Moss: I am just really trying to better understand the FTE's that we are taking onto our payroll. And then what is the offset there in terms of the outsource piece? Obviously we are paying ACS something now and I don't know what that figure is but we are going to assume the expenses on our payroll is just fine assuming there is an appropriate offset. I would hope that part of this is some efficiencies.

Paula Hughes: Some of it will be determined on the proposals that we receive. Some of that is fuzzy until we get proposals in on the RFP. It is hard to answer some of those questions directly. It is all pretty fluid right now. There is a goal and we know where we want to take it but it depends on who bids.

Ed Steenman: The RFP is out and on January 30th, we had a pre-bid meeting with interested vendors. There were seventeen companies represented at that meeting. It was a non-mandatory meeting so that doesn't say that there aren't more that are interested. Whether we actually get a proposal from all seventeen, it lends itself to the fact that we are going to have a wide variety of proposals that will come in.

Paul Moss: Councilman Buskirk?

Roy Buskirk: ACS, on a daily basis, has how many people working for the City and the County?

Ed Steenman: Somewhere between fifty-five and sixty. Approximately half of them are paid for by the County.

Roy Buskirk: Does that help you with the number you were looking for? There are fifty-five or sixty individuals, everyday, working on Refreshing, updating and programs.

Paula Hughes: To keep things running.

Darren Vogt: Let me take this full circle and back to this position. Why are we approving this position today? Are we putting the cart before the horse and if not, tell me why?

Ed Steenman: Through the Tax Accounting System Replacement Project, we have had a Technical Analyst in place since last June. I think Lisa and Tera will vouch to

ALLEN COUNTY COUNCIL MEETING MINUTES

the fact that having that position in place during this project has been a time saver for the staff in their department, the Assessor's Office and the Treasurer's Office.

Paula Hughes: Ed, as a contract employee with ACS. That was part of that project's budget.

Ed Steenman: Yes. That is a separate contract with ACS. The advantages and efficiencies that have come to light through that project make it, as we look forward to other projects like JTAC and Consolidated Enforcement, having a position like this is an infinite advantage. And the person doesn't wash their hands of the project when the implementation is complete. They stay with that platform throughout its eternity as a liaison through the departmental staff and the vendor.

Darren Vogt: So, basically, no matter what form we end up with, this position is needed by the County.

Ed Steenman: Correct. And it matches with the recommendation.

Paul Moss: This is a big deal and I personally take comfort in the fact that you are leading it. You and Clifford are both very capable and I appreciate it.

Maye Johnson: Understanding that this is a work in progress, can you give an educated guess at when the City and County will have this one department?

Ed Steenman: Well...

Paul Moss: About the same time that the Call Centers are combined?

Ed Steenman: There are a lot of factors involved. It is something that we continue to work on. I don't know if we will see the fruits of that this year.

Paul Moss: Take some comfort I think, through this, you are acting as if you are combined. The combination itself, while the marriage might not be consummated, you are at least living together, kind of. That is probably a bad analogy.

Ed Steenman: I think I have said it before and I will say it again, Clifford Clarke and I have worked very closely since we have been in comparable positions here. We do things on a weekly and sometimes daily basis so that we are not unwisely spending money on something that the other one has already spent money on. Things like that. We share resources. When I buy a server, I don't prevent the City from using it. When he buys a server, he doesn't prevent us from tagging on and using it. We are almost combined but not officially.

Paula Hughes: You may want to share with Council the Blackberry Enterprise server.

ALLEN COUNTY COUNCIL MEETING MINUTES

Ed Steenman: A very recent example is when Mayor Henry came into office, he requested that the top staff in the City carry Blackberries to be able to stay in constant communication. The City installed the Blackberry Enterprise Server that allows you to sink your Blackberry with your Outlook on your desktop. Before they even had that in place, the offer was opened to the County that if there are Blackberry users in the County, they are welcome to purchase a license and use the same server.

Paul Moss: Well, as someone whose company has had the Enterprise Server for quite some time, it is very nice. It is a double-edged sword by having continuous contact. I just wanted to clarify that I did not expect you and Clifford to consummate anything in regards to this. Just for the record. I do appreciate what you are doing here. Are there any additional questions on that?

Paula Hughes: Move approval of items sixteen through twenty-one.

Darren Vogt: Second.

Paul Moss: **We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.**

Ed Steenman: Is there further discussion that you would like to have on the flip side of the paper? It is an update on the RFP.

Darren Vogt: Are we meeting the timeline?

Ed Steenman: Yes. The responses for the RFP are due March 21st.

Paul Moss: It is a pretty aggressive timeline when you think of the two entities that you are dealing with.

Ed Steenman: We have a deadline for the end of the year because we told ACS that we were terminating their contract as of the end of the year.

Paula Hughes: Was ACS at the non-mandatory meeting?

Ed Steenman: Yes.

Paul Moss: There are no noncompete issues or anything like that, is there?

Ed Steenman: No. We just don't hold any discussions with them in the room.

Darren Vogt: We have a salary ordinance to establish the pay of an employee within the budget of Allen County IT Department, Technical Analyst as a PAT 5 with an annual salary of \$42,617.

Paula Hughes: Second.

ALLEN COUNTY COUNCIL MEETING MINUTES

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0. Thanks a lot for your time. I think we are down to Recent and/or Upcoming Meetings.

Paula Hughes: We have an addendum.

Darren Vogt: We have the Auditor's Office. Did that go through Personnel Committee?

Lisa Blosser: Yes it did.

Darren Vogt: I would like to say that this is helpful but I would like to have some more interaction with it, such as was there any other discussion with it?

Paul Moss: In what way?

Darren Vogt: What the discussion was instead of just being an automatic decision.

Paul Moss: They record these and I would hate to get into the position...

Darren Vogt: Not this, us as Council discussing them.

Paul Moss: Oh, okay. I can tell you one thing, Paula and I are very pleased to say that Councilman Buskirk has assumed the Chairmanship position of the Personnel Committee. He has committed to a three-year term in that role.

Roy Buskirk: That was not brought into that.

Paul Moss: I think the best avenue for that is to go through our esteemed Chairman.

Paula Hughes: Are you just asking for more discussion at this table?

Darren Vogt: Yes.

Paul Moss: We could have our Chairman give a routine report as part of the agenda here.

Roy Buskirk: Part of this was because of trying to eliminate the requirement that the department head has to sit through this meeting.

Darren Vogt: We have talked about having a consent agenda.

Paula Hughes: Also, on that note, the Personnel Committee has set up standing meetings so that they will meet every month. We are dedicated with getting through the remaining countywide issues for Executive and whether or not there is a grid for

ALLEN COUNTY COUNCIL MEETING MINUTES

external inequities. We have dealt with the internal inequities and we still have a few that are bubbling up but hopefully we will get through that this year.

Darren Vogt: I came across an article from 2004 that started this initial conversation which was a piece that is dearly lacking. That is our Executive study. That is the backbone of County government and are people that have an extreme knowledge base running the day-to-day operational pieces along with the folks that are not executives. We need to make sure those folks are compensated correctly. I would like to see some sort of timeline put together with the Human Resources Department as to when and where and what the next steps are. We can't continue to not move it forward. I know this is not County Council's doing but is a department issue that needs to be put forward.

Roy Buskirk: I appreciate your comments and that is one thing that I will definitely work towards.

Darren Vogt: With that, we have one more salary ordinance. Consideration of an amended salary ordinance reclassifying the position within the budget of the Auditor's Office, Tax Sale Manager, PAT 2 to PAT 3 in the amount of \$37,988.

Paula Hughes: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.

Paula Hughes: Move for approval of a transfer in County General from Compensation County Wide in the amount of \$6,206 to the Auditor's Office.

Darren Vogt: Second.

Paul Moss: We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0. I think that is it for the addendums. We do have this letter that was drafted by the Commissioners and Chris Cloud, who by the way is doing a very good job. I think we all appreciate the work that you are doing in terms of enhancing the communication between Council and the Commissioners. This is the first that I have seen this letter. Everybody has a copy and has been able to look at it. I am perfectly comfortable with it. It is really, in my mind, an encouragement letter to department heads. I would support all of us signing this. Is there somebody that would like to question it or have some discussion, I am certainly open to that.

Cal Miller: It is always difficult to have someone else write a letter for you. In the second paragraph, third sentence starting with "we can not emphasize enough the importance of the countywide impact of each department's budget...". What does that sentence mean? Are we referring to the \$4 million loss in revenue or what does that mean?

ALLEN COUNTY COUNCIL MEETING MINUTES

Paul Moss: To me, if given the opportunity, I would probably edit the Bible, I don't mean that the wrong way. If you put something in front of me that was not written by me, you always have a tendency to want to edit it a little bit. The way that I read that sentence is that it is important to better understand each of the departments' budgets. I don't believe they are talking about the specific loss in revenue. That is not the way I read it.

Paula Hughes: I took that sentence in context of the paragraph that it is in the middle of. My impression is that it was simply a lead-in to the next sentence that says "It is our hope that through this process that we will be able to change the paradigm in Allen County so that the departments no longer think of themselves as isolated islands but rather as unified and interconnected pieces of a much larger puzzle." So, in that context, we can not emphasize the importance of countywide impact of each department's budget. Maybe if the sentences were reversed.

Cal Miller: Can we just strike the sentence? I don't want to be nitpicky. I just don't think it makes any sense. I am not criticizing the author of the letter. I am just saying that I don't understand what it means. Does the paragraph still make sense if we strike that sentence?

Paul Moss: We can have him strike it and we can still sign the rest of it because the second page is the signature page.

Cal Miller: That would be fine with me.

Paul Moss: I would like to clarify that I have no interest in editing the Bible. We need to end this meeting.

Roy Buskirk: "We can not emphasize enough..." Is that the sentence you are referring to?

Darren Vogt: Yes. Strike the sentence and let's move on.

Roy Buskirk: I think it is important, really. I think it is important that each department realizes that they are important in the whole web of things.

Cal Miller: That is not what this sentence says. If you want to insert that sentence, that would be fine.

Paul Moss: What I don't want to do is get bogged down too much over one sentence here.

Darren Vogt: I make a motion that we strike the sentence beginning with "We can not..." and ending in "budget".

Paula Hughes: Second.

ALLEN COUNTY COUNCIL MEETING MINUTES

Paul Moss: We have a motion and a second and the only comment I will make is that we need to keep in mind what this is. It is not a law that we are writing but is an encouragement to department heads. Is there any further discussion?

Cal Miller: That is exactly why I bring it up. Why would we send a letter out to encourage department heads and all of them are intelligent people who are looking at this and saying "What in the Sam H-E-double L", as my grandma likes to say, does that mean in the context of this paragraph?

Paul Moss: All in favor please signify by saying aye. All opposed same sign.

Roy Buskirk: I abstain.

Paul Moss: The motion carries 6-0-1 (Buskirk).

Darren Vogt: I move to approve to waive the second reading on any matter approved today for which it may be deemed necessary for the County Council meeting of February 21, 2008.

Paula Hughes: Second.

Paul Moss: I do want to go through a couple of things but we can do this first. We have a motion and a second. Is there any further discussion? All in favor signify by saying aye. All opposed same sign. The motion carries 7-0. We have already talked about the Personnel Committee. The Local Government Efficiency Study Committee has been meeting bi-weekly. Mr. Cloud has been doing a very good job of helping to facilitate those meetings. We are moving forward and have had some good discussions. Attendance has generally been pretty good. It is a little hamstrung right now as a result of things going on at the Legislature. I would anticipate, after March 17th, we'll be able to pick up the ball and run with it again. I have been pleasantly surprised with the direction that it has taken this far. We have engaged John Stafford, on a contract basis, to assist us. As you recall, the County and the City did pony up a little money to assist the committee. Those meetings are open and are every other Wednesday, the second and fourth Wednesday of the month at 4:30 and generally in the Omni Room. You are welcome to come and participate and I encourage that. If anyone has any question, for me, don't hesitate to ask.

Tera Klutz: Do you see that this committee will actually have a study or is it going to be a lot of discussion twice a month about philosophy?

Paul Moss: That is one of the things that we are trying to figure out right now. My hope is that there will be something similar to what the State Commission did and that there will be some recommendations that will come out of this. If we don't do that, I will consider it a bit of a failure. I think there is a pretty strong desire, on the part of the committee members to not just talk in circles. It is difficult. The scope of

ALLEN COUNTY COUNCIL MEETING MINUTES

the assignment was so broad that we are spending a considerable amount of time trying to figure out where we focus. That is a struggle.

Darren Vogt: I think that was the charge to come up with some sort of a plan and not just discuss philosophy.

Paul Moss: Absolutely. Does anybody else have any other meetings that they want to bring up?

Roy Buskirk: I have about a dozen things I want to bring up. On the Wayne Township loan that we made...

Lisa Blosser: They repaid it by the end of the year.

Roy Buskirk: They did? The other thing I wanted to mention, by the way, I want to thank you Chris for emailing out the Commissioners' agendas. Hopefully we will be able to stay on that. One thing that they have on the agenda for tomorrow is approving a contract with Barnes & Thornburg. This is for lobbying on the Maplecrest Road to get additional federal money. I wanted to know if anyone on the Council had received the TIF information that we requested and was promised to receive from the Commissioners, at the last Council meeting.

Darren Vogt: No, but I have had conversations with the Commissioner Peters and the information will be coming and they will be at the March meeting.

Roy Buskirk: According to the notes in the minutes, he had them available but just didn't have copies for us. That is what surprised me that we haven't received them yet. The other thing is what is going on down in Indianapolis with the possibility of having to vote on any type of funding that would be over \$7 million or a half percent of the assessed valuation. Do you know what that would be in this County?

Tera Klutz: Our net assessed value is \$15 billion. One percent is \$15 million.

Paula Hughes: So \$7.5 million.

Roy Buskirk: So the \$25 million bond issue that they are proposing for the Maplecrest Road Project would have to go for a vote.

Paula Hughes: A referendum.

Darren Vogt: That is assuming that we would pass it at this point.

Roy Buskirk: Yes but that is one of the possibilities that could occur. The only other thing is the rollover of \$6.1 million and having a discussion to earmark that money.

ALLEN COUNTY COUNCIL MEETING MINUTES

Paul Moss: In the Auditor's opinion, when would be the best time to have that discussion?

Lisa Blosser: Anytime that fits your calendar.

Paul Moss: There are no constraints.

Lisa Blosser: You won't be able to appropriate anything until we get a certified budget. There is not a big hurry right now. We will have a certified budget in May or June.

Roy Buskirk: That's true.

Paula Hughes: I think it might be good to do it before the pre-allocation hearings which are in early June. Maybe in late April or early May we can schedule a meeting.

Darren Vogt: Along those same lines, I want to mention the fact that if the pending legislation goes through and we lose the approximate \$4 million, we need to convene as a Council and a re-discussion of our priorities for what we fund. We have done that before but haven't had a philosophical discussion about funding certain things and how we fund them.

Roy Buskirk: With this roll-over, we might want to wait until the legislation is over to see if we are going to have to use part of that to make up for the \$4 million that we are losing in property taxes.

Paul Moss: Hopefully that won't be the case.

Roy Buskirk: Do you agree on waiting for the legislation?

Paul Moss: I think the answer to that is that we will be doing that anyway.

Paula Hughes: The session is supposed to be over in mid-March even if the Governor holds them over for a few weeks it should be wrapped up by that time. The few things I had to talk about are City Councilman Mitch Harper is following through on a campaign promise of making City government more accessible. His initial proposals are video streaming, podcasts and those sorts of things. County government is already doing some of that but I don't believe the County Council sessions are being uploaded for podcasts. I want to bring it up as a topic because I am very supportive of open government. I would like us to think about ways and maybe in the next month, conversations with the Commissioners and other departments, that we further that cause on the County front. Also, a point of information, Acela software, for the Consolidated Enforcement Platform, the meetings have been going through the fall and winter. I believe that they are going to have a meeting that finalizes the implementation of that software within the next month. Part of the

ALLEN COUNTY COUNCIL MEETING MINUTES

reason for keeping that Technical Analyst is because Acela is a major software change for County government. It involves multiple departments in the same way that the Tax Accounting System involves many departments. The Consolidated Enforcement Platform will be more widespread than the Tax Accounting Software will. It is key to have someone on board to manage that project. I don't have numbers and thought that you would but I know the Tax Accounting Project is under-budget in large part because of having that person in place. It might be good for Council to see some of those numbers.

Lisa Blosser: We will update you at the next meeting.

Paula Hughes: It is pretty rare for those kinds of projects to come in under budget. I have been involved enough software implementation projects are change-ordered to death before they are finished.

Lisa Blosser: The conversion costs weren't as high as what we thought, which was a big part of it.

Paula Hughes: Good. Another point, I was made aware of a meeting that is happening at the State level that I am going to participate in. They will overlap with our pre-allocation hearings. They are set for the first week of June, Monday through Thursday. The State level meeting is set for Sunday and Monday. I am wondering if we want to move the pre-allocation meetings to Tuesday through Friday.

Roy Buskirk: How about Tuesday through Thursday?

Paula Hughes: Depending on how many days we need.

Paul Moss: We don't end up doing all of the days though, do we?

Paula Hughes: That is true.

Paul Moss: I would suggest that we just move it back a day.

Cal Miller: I only have three days held on my calendar.

Roy Buskirk: Same as me, Cal.

Paula Hughes: Okay. But those three days will need to be Tuesday, Wednesday and Thursday.

Paul Moss: Kind of piggy backing on Councilwoman Hughes' comments about the openness of County Council and City Council and all of that, one of the things is that City Council has a call-in show on Comcast. With the new PIO, I would ask Chris to communicate this on my behalf, I think it would be interesting for County Council to have the opportunity to have an hour-long show. We could rotate it

ALLEN COUNTY COUNCIL MEETING MINUTES

around and pick a guest or pick a topic or something along that line. I think it would be an opportunity to get some of these issues out there to the public. If you don't have an interest in it, let me know.

Darren Vogt: One more, quick thing, I was at a meeting in New Haven and Brian Yoh, who has been chairing the East Allen Alliance, said they are in a holding pattern given the pending legislation. I asked them where they were in their resolution. They went through 1362 which has specific timelines involved in it and I believe they are close to running out of their timeline. I don't think anything is going forward at this time.

Paul Moss: There are two members of the Local Government Efficiency Study Committee, the Mayor of Woodburn, Mr. Hoepfner and the name of the other man escapes me, but they are very active in that committee. They have been very open in saying that they have to report back to the East Allen community in terms of what the committee recommendations are going to be.

Roy Buskirk: If anyone is interested, besides Paula and Paul and I, the Personnel Committee meeting is on March 18th at 2:00. You are all welcomed to attend.

Darren Vogt: What might be helpful is, if you are going to be having it regularly, is to give us a copy of the agenda.

Paula Hughes: I am sure it wouldn't be a problem for Marlana to do that.

Cal Miller: I don't want to impose on the Council but I will very likely not be here for the next meeting. I have a trial in Dearborn County. If there is any interest in moving the meeting, I would be happy to make accommodations but I don't want to impose if it is going to be a big problem.

Paul Moss: It certainly doesn't matter to me if we move it or not.

Paula Hughes: I think we would have to go a week later for advertising.

Roy Buskirk: That would be a good idea because legislation would be completed at that time.

Paula Hughes: So we are looking at the 27th instead of the 20th?

Darren Vogt: We don't have to go Thursday do we?

Paul Moss: Let's shoot for March 26th.

Darren Vogt: That is a Wednesday.

Paula Hughes: Same time?

ALLEN COUNTY COUNCIL MEETING MINUTES

Paula Hughes: So we are moving the meeting from the 20th to the 26th.

Cal Miller: I appreciate the accommodation.

Paul Moss: Okay. Any other items for discussion today?

Darren Vogt: Move to adjourn.

Paula Hughes: Second.

Paul Moss: **We have a motion and a second. All in favor please signify by saying aye. All opposed same sign. The motion carries 7-0.** The next meeting will be held on March 26, 2008 at 8:30 am.

There being no further business the meeting was adjourned at 10:56 a.m.