

**ALLEN COUNTY COUNCIL MEETING MINUTES**  
**JULY 16, 2015**  
**8:30 AM**

The Allen County Council met on Thursday, July 16, 2015 at 8:30 am in the Discussion Room at Citizens Square. 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: Robert A. Armstrong, Joel M. Benz, Larry L. Brown, William E. Brown, Roy A. Buskirk, Tom A. Harris and Sharon L. Tucker.

Also Attending: Tera Klutz, Auditor; Nick Jordan, Chief Deputy Auditor; Jackie Scheuman, Finance and Budget Director and Becky Butler, Administrative Assistant.

The meeting was called to order by President Tom Harris with the Pledge of Allegiance and a moment of silent prayer.

**Tom Harris:** Good morning everyone. First on the agenda is the approval of the June 22<sup>nd</sup> meeting minutes. Are there any additions or corrections?

**Bill Brown:** Move to approve the minutes from June 22, 2015.

**Sharon Tucker:** Second.

**Tom Harris:** All in favor signify by saying aye, opposed, same sign. The motion passes 6-0-1 (Buskirk absent). Next is the financial report from Auditor Tera Klutz.

**Tera Klutz:** Good morning, Council. In your packet is the June 30<sup>th</sup> financial statements and through the first six months, we collected about 56% of our expected revenue. Our other revenue is tracking at 56% also. We are on track with projections and we have about \$3 million left for appropriations this year. Today you have requests for \$466,725 from the General Fund.

**Tom Harris:** Council, are there any questions?

**Larry Brown:** I offer a motion to approve the financial report.

**Bob Armstrong:** Second.

**Tom Harris:** All in favor signify by saying aye, opposed, same sign. The motion passes 6-0-1 (Buskirk absent). Next is the unemployment rate that we like to look at for this area, Nick.

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**Nick Jordan:** Good morning, Council. On your agenda you see the April and May, non-seasonally adjusted unemployment rates. For Allen County we went from 4.3% to 4.6%. Indiana is from 4.6% to 4.8%. National is 5.1% to 5.3%.

**Tom Harris:** Noting in this lineup that Allen County is lower than all of the other entities. That is an impressive number. Thank you. The first item up is Economic Development.

**Scott Harrold:** Scott Harrold, Department of Planning Services. I have with me Matt Hansel from D & W Fine Pack and Todd Churchward, their Accountant from Baden. As you may recall, at your last meeting we discussed the CF-1 compliance. You requested two companies to come before you and explain the situation a little bit better. I have talked with Todd this week and I will let him explain but I understand the situation better now. I have not talked to anyone from Terex and so I don't know if they are here today or not.

**Tom Harris:** Okay, we will talk through this. Maybe just back up a little bit and where we are today is that there is a process that they have to comply with.

**Scott Harrold:** Under State law, if someone is out of compliance, you can ask them to come before you to explain themselves. If you aren't happy with the explanation you have the option to rescind their abatement deduction for next year. We would do that with a resolution at your next meeting. I would need some indication today as to what direction you are going.

**Tom Harris:** Okay. With that our first one is D & W Fine Pack.

**Matt Hansel:** I am Matt Hansel, Controller for D & W Fine Pack. Again, Todd Churchward is here from Baden. We appreciate the opportunity to discuss this tax abatement. C & M Fine Pack, now D & W Fine Pack was awarded the tax abatement on an estimated \$25 million overall capital spend. In that abatement, we had a growth of 269 on a current basis of 302. In 2005, we had an aggressive anticipated employment growth of almost 90%. That was forecasted ten years ago. On the capital expense side, the spend of \$25 million was realized however due to the acquisition of D & W Fine Pack, the new Federal tax basis valuation of equipment does reflect that in 2014. That is why I have Todd here to explain any of those questions. The \$25 million actual cash was spent by C & M Fine Pack. There was just an evaluation change on the form.

**Todd Churchward:** Basically, here is the situation. In November of 2009, D & W acquired the assets of C & M Fine Pack. It was an asset purchase and under IRS regulations, what is required is that those assets, on D & W's books be recorded at the new acquisition price at the purchase cost. That was significantly lower than the original \$25 million cost on those assets. Indiana Property Tax Regulations require that the taxpayers report their assets on the property tax returns on the Federal basis. We helped with their new abatement application last fall and in preparing this year's property tax return as of March 1, 2015. And as we were going through the fixed asset detail it came

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to my attention that this asset basis was completely different than the original basis. After going through the process that is when we realized that this change should have occurred with the 2010 property tax return. For several years they were actually over-reporting their cost basis but nonetheless, when we filed the 2015 return, we made the change. On the CF-1, it reflects the estimated in accordance with the SB-1 of the \$25 million. What is reflected on the CF-1 is \$7 million which is about half of the re-valued cost of those assets. The assets are there and they have just been re-valued at a different cost. That is the reason for the cost difference.

**Tom Harris:** One of the concerns and I will open it up for questions but one of the concerns that we had was the process of communications. We had reached out to find out what was going on and if you wanted to continue in the abatement process. We did not hear anything back. Are there any thoughts on what happened there?

**Matt Hansel:** Due to a scheduling basis, we were unable to get together and reply back. That was more our fault of not being able to get it in writing and get back to you.

**Tom Harris:** Scott, from an economic development standpoint, regulations, statutes and processes, do they now comply?

**Scott Harrold:** Yes. If I had understood that they had adjusted the numbers on the CF-1, they would have passed under your Council procedures. I am not sure if they should have adjusted the numbers on the CF-1 or not but it is what it is. The fact is that their predecessor did invest the full amount. They have added 77 jobs. It is not the amount that they had hoped for at the time. Talking with Matt prior to the meeting, it sounds like the company is doing well and may continue to grow further.

**Tom Harris:** One of the things, gentlemen, we like to do from time to time is visit some of the different facilities. Is that a possibility that we could schedule something in the future?

**Matt Hansel:** You are more than welcome to come out.

**Tom Harris:** We will work through Economic Development to set something up. With that Council, are there any questions? Thank you very much. The second company was Terex.

**Scott Harrold:** Terex Advanced Mixer.

**Tom Harris:** Is there anyone here from that company? At this point, with not having the representation from that company, our responsibility today is to let you know what we want to do with each of these.

**Scott Harrold:** Yes. Let me give you a little background on Terex again. I handled the application back in 2005 and it was shortly after that as they were getting ready to invest, the economy took a turn for the worst. They actually struggled quite a bit. If I recall

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correctly, they may have filed for bankruptcy and were taken over by Terex. It was a different ownership prior to that. I am not sure how their business is doing now but I think we are fortunate just to have them in the community. This abatement is about to expire anyway. Maybe they don't feel it is worth the effort to...

**Tom Harris:** At this point, your department has reached out to say that they need to complete the necessary paperwork to continue the abatement process.

**Scott Harrold:** They did complete the paperwork but just didn't meet their original goals from ten years ago.

**Tom Harris:** What would be the recommendation from your department?

**Joel Benz:** When does their thing expire? Is it this year?

**Scott Harrold:** I don't think I have that with me. I think part of it does but I can't remember between the two of them now. D & W had a few years left but sometimes with personal property that has been invested in over a few years you can have a little bit left. The amount that is left is about an \$800 tax impact. They are nearly done.

**Tom Harris:** So in essence, so by voting that we would continue, they would receive a reduction of \$800 in their taxes. If we would say no, not to continue, they would not receive that reduction. And that is on Terex. All right, Council, questions for Scott?

**Sharon Tucker:** I have a question. They have just completely not responded?

**Scott Harrold:** Not this year. We have talked to them over the years.

**Sharon Tucker:** And they are still in operation?

**Scott Harrold:** Yes.

**Tom Harris:** Council, are there any other questions?

**Tera Klutz:** I don't believe we have received Terex's CF-1.

**Scott Harrold:** This is personal property and so it goes to the Assessor.

**Tera Klutz:** Okay.

**Tom Harris:** Council, we can take these differently. The first one, D & W Fine Pack, how would you like to proceed? Scott, you need a direction either way.

**Scott Harrold:** Right.

**Bill Brown:** It sounds like D & W have things in good order there.

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**Sharon Tucker:** I appreciate that they took the time to come in and explain it after we made the request. I wish they had done that prior to but they are in a lot better shape than the second one.

**Joel Benz:** I would be in favor of following Scott's recommendation.

**Tom Harris:** Is that in the form of a motion? Do we need to vote on this?

**Scott Harrold:** I would think so, yes.

**Joel Benz:** I will make a motion that we accept their CF-1.

**Bob Armstrong:** Second.

**Tom Harris:** **We have a motion and a second. All in favor say aye, all opposed same. The motion passes 6-0-1 (Buskirk absent).** Next is the second company. Is there any discussion or questions?

**Joel Benz:** My thought would be that they haven't sent in a CF-1 and didn't show up here today, I would we withdraw it even though it is a minor amount.

**Sharon Tucker:** I agree. The amount doesn't matter to me. It is the fact that they did not respond or complete the process. I make a recommendation that we withdraw it.

**Joel Benz:** Second.

**Tom Harris:** **We have a motion and a second. All in favor say aye, all opposed same. The motion passes 6-0-1 (Buskirk absent).**

**Scott Harrold:** I will draft a resolution to make it formal for your next meeting.

**Tom Harris:** So this will come back before us again in the form of a resolution.

**Scott Harrold:** Yes.

**Tom Harris:** All right, next up is the Building Department. I think we have heard a little bit about this request.

**Dave Fuller:** Dave Fuller, Building Commissioner.

**Tracy Mitchener:** Tracy Mitchener, Assistant HR Director.

**Dawn Kennedy:** Dawn Kennedy, Compensation Specialist. We are here to discuss the Permit Specialist position. It is an existing position at an OSS 2 and the Department Head is here to speak about it.

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**Dave Fuller:** We did discuss this yesterday and I don't want to repeat a lot of what we discussed yesterday. This is a new position. Several years ago we had four full-time Permit Clerks and with the economy we reduced that to three, over the years. The workload is picking back up and on top of that with General Motors work that is going on we feel that we need to get a fourth to keep up with the load.

**Tom Harris:** So this is an addition to staff but is the same position that already exists.

**Dave Fuller:** Correct.

**Tom Harris:** Council, are there any questions?

**Bill Brown:** Does anybody have any concerns?

**Tom Harris:** I guess questions and concerns go together.

**Bill Brown:** That is a good point. I would like to make a motion for a salary ordinance establishing the pay of an employee within the budget of the Allen County Building Department for a Permit Specialist OSS 2/2 at \$26,604, non-exempt.

**Tom Harris:** That is a different number than what is on the agenda but it was corrected from yesterday.

**Bob Armstrong:** Second.

**Tom Harris:** Tera, did you want to make a comment?

**Tera Klutz:** The one listed on your agenda is just the first step and normally the salary ordinances have the second step because it is only a six-month step.

**Tom Harris:** **We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.** The next item is the Election Board.

**Beth Dlug:** I am Beth Dlug, Director of the Election Board. Thank you for your time this morning. A lot has happened since I spoke with this group in April. We had a municipal primary election. We developed and issued our Request for Electronic Poll Books and five more Indiana Counties have purchased electronic poll books for their own jurisdictions. It is a pleasure to be here this morning to talk about the results of our RFP for electronic poll books. The vendor we have chosen is KNOWiNK out of St Louis, Missouri and they have an outstanding product. We have spoken with many of the users of this service and they all raved about the great product, the service and how easy it is to use. The Election Board met last Friday and signed an order authorizing electronic poll books for Allen County. We are ready to put them in place in November. Although it was published that the price of the system was \$525,000, we were able to work with the vendor to reduce the cost by \$75,000. Our final purchase price is \$373,725 for the

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hardware, software, installation and training. There is an additional three years of maintenance for \$93,000. That brings a total cost of \$466,725. These prices are well within the range that we gave to Council in April. We anticipate savings in poll workers and courier cost. Many of the jurisdictions that we spoke with also saved in the reduction of seasonal help needed for Election Day phone coverage and processing paper poll books. In Allen County, those functions are handled by our Voter Registration Department and so not all savings would be found in my budget. Electronic poll books are rapidly becoming a standard for jurisdictions throughout Indiana. Allen County has always been a leader in bringing innovative improvements to their constituents. I believe that this is one of those investments that will serve Allen County citizens well into the future. The ability of this technology to increase efficiency and accuracy, reduce long-term cost and enhance our operational transparency will increase voter confidence in our elections. I am sure you have questions and I am ready to answer those.

**Tom Harris:** We have spoken in the past and I just want clarification that you are responsible to a Board and that Board has also evaluated this and had made recommendations. Was there any concern or anything from the Election Board?

**Beth Dlug:** I do report to a Board. It is an appointee from the Republican Party, an appointee from the Democratic Party and the Circuit Court Clerk. They are all in favor as shown by the fact that they signed that order last Friday authorizing the use of electronic poll books. They know that it would start in this November election.

**Tom Harris:** I made a point to reach out to both party chairmen to find out their views on it. Their only concern was that this year would be backed up with a paper process during the election just in case some technological glitch would happen. Is that your plan? Is there a plan to do something like that?

**Beth Dlug:** Absolutely. The problem with election technology is the only time you can test it is on Election Day. It can't be something gradual that you go into. We do have to have a lot of contingencies built in just in case something would go wrong. We don't anticipate that it would but we will have a paper backup process.

**Tom Harris:** This municipal election is a lower number than you have seen in comparison to next year and so there is a reason that you want to look at it now. We are kind of late in the season, is that any concern that we will be looking at this in August? And you will be able to effectively implement this change by the time the election happens?

**Beth Dlug:** This Company has done more than 50 installations over eight States. They have told me over and over again that this is a very doable timeline. Lake County, which is much bigger than us, had the exact same timeline and in fact, Lake County actually got off a month and weren't able to get all of their approvals done. They were behind us a month. We would actually get access to the electronic poll books three months before the actual election. We feel confident that we are going to be able to put this all into place for this election. This is the election to do that. We have 95 voting locations and 500 poll

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workers to train as opposed to the next election with 120 locations and 800 poll workers to train. This is a much better election to introduce this new technology.

**Tom Harris:** One other question and then I will open it up to the rest of Council. I think we mentioned the last time we spoke about the possibility of Allen County moving to a voting center philosophy in the future. This technology opens that opportunity and without this technology, we can't move to that opportunity. Is that a fair statement?

**Beth Dlug:** Yes, this is one of several steps that we would have to make in order to go to vote centers. The other hurdle is our voting machines but we cannot go to vote centers without this technology being in place and working.

**Tom Harris:** Council, are there any questions?

**Larry Brown:** Beth, can you speak about the print media has suggested that if we would have had these in place, the incident in Woodburn might not have happened? Can you address that?

**Beth Dlug:** What happened in Woodburn is with the paper poll books, people can mark down what kind of ballot they want before they sign. With electronic poll books, you can reduce the options that they have to select. Instead of selecting a Republican ballot and then go and vote a Democratic ballot, the option to select the Republican ballot would not have been available to them. The only selection they would have had was a Democratic ballot. That technology overrides possible poll worker error. That is what would have happened.

**Roy Buskirk:** So, in other words, whatever ballot you select when you sign in, is the ballot that you are going to receive. You can't change between this point and that point.

**Beth Dlug:** What happened in Woodburn is that there was only one ballot available. You could only vote a Democratic ballot. What happened was there were people coming in requesting a Republican ballot and the poll workers didn't tell them that they couldn't have a Republican ballot because there is nothing available. The only thing available was a Democratic ballot. They let everybody sign the book wanting a Republican ballot knowing that what they were going to vote was a Democratic ballot.

**Roy Buskirk:** You made a statement that bothers me a little bit in that it reduces your selection. I don't think it does.

**Beth Dlug:** It wouldn't allow someone to select something that wasn't available to them. Let's put it that way.

**Roy Buskirk:** Okay, yeah.

**Beth Dlug:** If there is a Republican and Democratic ballot available, it will let you choose which one you want.

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**Larry Brown:** Could you give us the current opinion of the Board on proceeding forward to voting centers in the future?

**Beth Dlug:** It is a goal and we still have a lot of work to do in that area. Our voting machines are probably one of our biggest hurdles. With an upgrade to those, we should be able to do that. Another hurdle is the number of precincts that we have. We have 338 precincts and recently the law changed that allows us to possibly reduce the number of precincts that we have. That will help us in the voting machine area. With those two items in place and the electronic poll books, we should be able to go to a vote center. That is their ultimate goal.

**Tom Harris:** Sharon.

**Sharon Tucker:** Beth thanks for the work that you have done in pulling all of this together. One of the things that concerns me most about this is that we only have one bid to look at.

**Beth Dlug:** I wish that we would have had more as well. There are only five vendors in the State of Indiana that are certified to give bids for electronic poll books. We got one bid from one of those people. There were two companies that I talked to that said the RFP process was a very lengthy and time consuming process and they were not convinced that they would win the bid and so they chose as a business decision not to do that. The fourth company that I talked to wanted to have me look at a system that was not certified and use a system that is not certified and replace it in a year or so with something that would be better and certified. Part of the RFP said that it had to be a certified unit. That was four of the five. I was not able to talk to the fifth one to see why they chose not to.

**Sharon Tucker:** So the other two would have provided us a bid if we delayed the process beyond this November election?

**Beth Dlug:** No. They said they didn't think they could win the bid. And they did not want to take the time that it took to complete an RFP. That was their business decision.

**Sharon Tucker:** Well, okay then. The second thing is I know that it will take Voter Registration and the Election Board together to make this process work. How does Voter Registration feel with the three-month timeline that we have to implement it?

**Beth Dlug:** Voter Registration was part of the review board on the RFP Board. I believe one of the Board members said they were a little concerned about the timeline. Their job is going to be to make sure that Voter Registrations are correct and accurate. The vendor will be taking the information from the Voter Registration database and downloading it into the electronic poll books. At that point, it is our duty to make sure that the electronic poll books get to the locations. A lot of that is going to be our responsibility. As long as Voter Registration has their registrations in place, I think we will be just fine.

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**Sharon Tucker:** Okay. Last question is I know you said that Lake County and a couple of other Counties have gone to this and because we have nothing to compare it to, were we able to reach out to them and find any glitches or beware notices that we can look at in the event that we implement it within the next three months?

**Beth Dlug:** Sure, we have been in touch with Lake County quite a bit. It's funny some of the things that have come up. One of the things is that we should make sure we put fingernail polish on the charger cords that go out for the iPads because some people switch a bad cord for a good cord. They said if you put a little fingernail polish on the cord, you can keep track of your cords. So, yes, it is little things but they are very forthcoming with all of the help that they can give us.

**Joel Benz:** I have a question about the maintenance contract. This is a three-year maintenance contract?

**Beth Dlug:** Correct.

**Joel Benz:** And it is about \$31,000 a year?

**Beth Dlug:** Correct.

**Joel Benz:** What happens when that expires? Do they no longer service it or are there...

**Beth Dlug:** There would be an extension. We would agree to extend that.

**Joel Benz:** And you don't have any idea what those ongoing costs would be whether they would raise or not?

**Beth Dlug:** Generally they are going to rise. I would negotiate with them as strongly as I could to try to keep them at the same amount. I feel good that we were able to get a three-year contract with a fixed amount. At the end of three years, we will have to renegotiate a price.

**Joel Benz:** How do you think that the potential cost savings are going to compare to the cost of the service contract? I know it is not all going to be saved in your department but can you speak to that at all?

**Beth Dlug:** The best estimate that I can come up with is for my department alone. I think we will be able to save somewhere around \$10,000, in minimum, in poll workers and courier cost. I think there may be other things that come up but a lot of the savings that the other jurisdictions saw were in the areas for Voter Registration.

**Joel Benz:** I think this is a necessary step as we go forward but I feel it is going to be more expensive. That's the bottom line.

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**Tom Harris:** We spoke a little bit about this as well and the cost that you incur for an election is charged back to the municipalities for running that election.

**Beth Dlug:** Yes. In a municipal election like this year, any of the expenses that are directly or indirectly related to those costs are billed back to the municipalities.

**Roy Buskirk:** I know that we have discussed this before, Beth, but I understand you cannot charge all of your expenses. The bulk of them, maybe, but you don't get all of the expenses incurred in a metropolitan election.

**Beth Dlug:** Right. We spent probably about \$250,000 so far in the primary election and I was able to bill \$183,000 out to the municipalities. It is not 100% but it is a large chunk.

**Roy Buskirk:** I will take this opportunity to say that is one reason why I think the municipalities and the Presidential elections should be in the same year. You would get more participation in voters and hopefully raise the percentage of voters and then it would just be every other year we would have an election. Currently we have elections for three years and then we skip one and then three more years. It is a difficulty on your staff as far as being up higher for one year and then you have to reduce your staff and costs for the following year. That's enough on that. I do have a question concerning another one of my pet peeves is that you immediately have a maintenance agreement. Isn't there any warranty on this equipment?

**Beth Dlug:** Yes, the equipment is actually iPads. We would have a one-year hardware warranty on the iPad itself. The maintenance agreement, what we are really buying is the software and the expertise of the support personnel for the software. Yes, I do have a warranty on any of the hardware, but don't do the software that will be doing the work on Election Day.

**Roy Buskirk:** They are not guaranteeing that their software is going to work and so they have to have a maintenance agreement?

**Beth Dlug:** No, I think you will find that a lot of technology firms, and I talked to Ed Steenman who was part of the review board and he said generally the agreement is a support agreement and not a maintenance agreement.

**Roy Buskirk:** Sometimes, and it is not necessarily this but other things that the County purchases but the equipment is insignificant because it is the maintenance agreement where they must get the bulk of their profit. The maintenance agreement can be as much or more than what the original purchase is. My final question is what kind of a life is the iPads?

**Beth Dlug:** The vendor has said seven to ten years of use on the iPads. With the limited amount of use that we would have for them, we'd go for the ten years.

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**Roy Buskirk:** Okay and this includes enough iPads and software and everything for the Presidential election?

**Beth Dlug:** Yes.

**Tom Harris:** A question in terms of some of the process with Voter Registration. We talked the other day and you mentioned that some of this will actually reduce some of the work that happens in Voter Registration. They wouldn't have to even hire some additional staff to take care of some of the post-election responsibilities. Maybe we can talk a little bit about that.

**Beth Dlug:** Currently a paper poll book comes back to Voter Registration.

**Tom Harris:** They have to create that.

**Beth Dlug:** They create the paper poll books and then they give them to us. After Election Day, when people have signed in on the paper poll books, they take them back and have staff scan in a barcode that is associated with each voter that signed that poll book. Voter Registration has told me before that it normally takes a seasonal staff member and they can do two to three poll books in one day. When you have 338 poll books and you are averaging that out over two to three days, you can see that there is quite a bit of work involved in that. Voter Registration has also told me that they do other things while they are scanning those poll books. The fact remains that it is a time consuming manual process to scan every signature in. In the electronic poll books, that system is all gone. It will take a technician four hours to go through the electronic files and zip it up to the Voter Registration Department. That whole process would be eliminated. It doesn't say that Voter Registration doesn't have other things for the temps to do but that process would be eliminated.

**Tom Harris:** Not only does this technology improve a lot of efficiencies within your system but it also crosses into the Voter Registration and improve their processes.

**Beth Dlug:** That is correct.

**Sharon Tucker:** Beth, back to the poll books. The iPads, is one is dropped and broken, will we have to have the process stopped or slowed down? What will we do?

**Beth Dlug:** We will have at least two poll books in every location. Actually that is probably overkill because we probably could deal with just one iPad in each location because of how quick it works. The second iPad is there for a backup.

**Sharon Tucker:** And since that will make the process of signing in easier and we are only allowed six people in the shoot at a time by code, so we only allow six people to sign in at a time?

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**Beth Dlug:** The law states that you can't have more than six people in between signing in the book and before you vote. The reason for that is that they don't want people signing in the book and then standing in line and realizing that they have to go. Once they sign the book, they are done. They can't come back and vote again. The idea is to keep the line between the Clerk and the voting machine as small as possible. As many machines as we have available to vote that is how many people can be waiting in line. Yes, there will still be a bottleneck but the bottleneck will stop with the clerk.

**Sharon Tucker:** Okay and since we would be using the electronic poll books, would there be a need for locations that have WIFI?

**Beth Dlug:** Part of this whole process would be that it is our own private network. That is another one of the security features that is built into this system. We will have a Verizon private network and will have our hot spots. Our electronic poll books will be connected to those hot spots. I know this is kind of getting into the weeds but it will go directly up to an Amazon Cloud and will be stored on three redundant servers.

**Sharon Tucker:** Is that part of the maintenance fee?

**Beth Dlug:** Yes, all of that is included in the price.

**Tom Harris:** Council, are there any other questions?

**Bill Brown:** I would like to make a motion to approve the Election Board appropriations for Election Expense of \$373,725 and Maintenance Agreements for \$93,000.

**Tom Harris:** Is there a second?

**Larry Brown:** Second.

**Tom Harris:** Are there any more questions or concerns.

**Bill Brown:** I would just like to have a little bit more conversation about what the individuals think about the process. That is what we are looking at right now.

**Tom Harris:** Are there any other questions or concerns at this point?

**Sharon Tucker:** I can express my concern. One of the things that I am concerned about although I think it is the way that we are ultimately going to have to go, I am concerned that we are rushing it through right now within the three months. My vote will be based on that. I am worried that we will be able to get the proper training and be able to get it implemented. I don't really see the first year cost savings because we are going to be working with dual books and so I don't see the savings there. I think with a little more time we could implement it. To me, I feel we are rushing it.

**Tom Harris:** Any other comments?

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**Roy Buskirk:** I have a concern that we only had one bid. I realize that you said that two companies didn't like the RFP and thought it was too difficult or lengthy as far as being able to fill it out. I wonder if the RFP should have been rewritten so that there would have been more.

**Beth Dlug:** I think a lot of their concern was based on the fact that they all filed an RFP in Lake County and ours was much less of a burdensome document than Lake County's. They all did that and I think they felt that the County had already made their decision. I think it was a bad business decision on their part but I think they all had some kind of problem with that.

**Roy Buskirk:** How many Counties have gone to this now?

**Beth Dlug:** There are 28 Counties. Half of the jurisdictions with over 100,000 registered voters have electronic poll books now.

**Roy Buskirk:** Of the 28 Counties and I have forgotten the name of the firm we are working with, how many Counties do they have?

**Beth Dlug:** KNOWiNK, I think 16.

**Roy Buskirk:** The other companies have the other 12?

**Beth Dlug:** ES&S, which is a company that had a product that is not certified.

**Roy Buskirk:** Okay, forget them.

**Beth Dlug:** Robis has one and VR Systems have two.

**Roy Buskirk:** So there are nine that you don't know who they have.

**Beth Dlug:** The others, I think, would be ES&S. ES&S has a product that is certified but they did not want to quote it to me because they are going to something new and they didn't want to give me technology that wasn't going to cover our needs.

**Joel Benz:** So they will have that technology in a couple of years?

**Beth Dlug:** I don't know when they will get it certified.

**Roy Buskirk:** They are probably in the process to get it certified now?

**Beth Dlug:** That is what they said. I asked Ball State who has a V-Stop program that certifies and they had no idea when that would be certified.

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**Tom Harris:** From my standpoint, I like this process and think it makes sense to get us onboard now in preparation for next year. One of the concerns that I expressed previously is that we have had problems staffing the polls and that is going to continue and could become a big issue next year if we don't deal with this now. Now is the opportunity from the Board's standpoint to say we would like to do this now. We have both party chairmen saying they would like to do this now. I think it makes sense for the County and from a financial standpoint and a strategic standpoint. Also, depending on where you are on the voting centers, it gets us a little bit closer to that discussion which ultimately helps strategically in this County to be able to look at ways to improve the election process.

**Bill Brown:** I would just like to mention that also. Modernization positions us, as you said without being redundant, towards best practices and I think it increases voter confidence.

**Roy Buskirk:** I have one more question on the poll workers. How big of a reduction of poll workers do you see with this?

**Beth Dlug:** We would not need any Greeters and there were 74 of those in the last election. For Presidential there would probably be 120 that we would no longer need. Any Assistant Clerks because we would only need two Clerks per location because they would handle the two books.

**Roy Buskirk:** I don't understand the elimination of the Greeters because of this.

**Beth Dlug:** The Greeters function is when somebody comes into the voting location and they look at a list of everybody who is to be voting in that location. They tell them that they are in the right place and you go over to that line because that is where your poll book is. We wouldn't need anybody to do that anymore because when they get up in the one line. If there is a line waiting at the Clerk's table, you can simply pick up the iPad, walk up and down any kind of line and ask their name and scan their driver's license and then tell them if they are in the wrong place. You tell them that they need to go over there and here are the directions. That second person can just be going up and down the line and there is just no need to have a Greeter there because the second Clerk can actually do that for you.

**Roy Buskirk:** So it is necessary to have your driver's license to be able to vote?

**Beth Dlug:** It is not the only one but you have to have a photo id and nine times out of ten, it is the driver's license. If you don't have an Indiana driver's license but have an acceptable form of id, they can manually type it in.

**Tom Harris:** That is still required.

**Joel Benz:** It seems to me too that the benefit really is that you can check the box saying you are a Republican or Democrat, and it speeds up the process on the front end and that's a primary thing and not a General Election. It seems that we are losing the

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advantage of it by not having it already in place. Why didn't we get it in place for the primary?

**Beth Dlug:** I didn't get inspired to do that until I saw Lake County's success. I talked to Lake County quite a bit in December about their success in putting electronic poll books in. I figured if Lake County, with 100,000 more registered voters, can get this in place in that kind of timeline that Allen County could do that as well.

**Tom Harris:** Sharon.

**Sharon Tucker:** I know you said we would reduce our Greeters, but do you see us losing some of our other volunteers with technology coming into place? I know it would be a fear for some of our senior volunteers wanting to deal with that. Do you see us having trouble getting volunteers?

**Beth Dlug:** I don't and I know there was some concern about training and whether people were going to be able to pick this up but it is so, so easy. If anybody was at the Republican convention last year, these poll books were in place at that time. I know you weren't. All of those people were trained within fifteen to twenty minutes.

**Tom Harris:** And that is crucial. There is a concern about the training piece. What is the training curve to do this process?

**Beth Dlug:** Most of the poll workers have been trained in thirty minutes or less. It is very simple, very simple.

**Tom Harris:** All right, Council, are there any other questions? **We have a motion and a second. All in favor say aye, all opposed same. The motion passes 4 (B Brown, Buskirk, Harris and L Brown) – 3 (Benz, Armstrong and Tucker).** Thank you very much, Beth. The next item up is the Commissioners.

**Chris Cloud:** Chris Cloud, Executive Assistant to the Board of Commissioners.

**Dawn Rose:** Dawn Rose, Controller for the Board of Commissioners.

**Chris Cloud:** We are here for our annual appropriation out of a mis-titled sort of fund. This is the fund where we pay automotive repairs out of. Either we have caused damage to a vehicle or someone else has caused damage to a vehicle. It is sort of the in and out of both departments repaying for that damage as well as insurance companies giving us money if someone hit one of our cars. There is plenty of money in unappropriated cash and we would like to put it in appropriated cash. Usually we come in the September timeframe but due to the balance that is in there now, we thought we would just come now.

**Tom Harris:** Council, are there any questions?

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**Roy Buskirk:** I guess I am a little confused. This is what the County has to pay for any cars that have an accident?

**Chris Cloud:** We are fully self-insured on damage to our own vehicles. We have a \$250,000 deductible on damage to other people's vehicles. Generally speaking, we are self-insured on all accidents. We pay out and the first \$7,500 is reimbursed by departments back into the fund. And if someone hit our vehicle and sent a check for the damages, those go in there as well.

**Roy Buskirk:** So each department pays how much?

**Chris Cloud:** Up to \$7,500. If it was a fender bender at \$1,000, it's that but the cap is \$7,500. It is an artificial cap and we are not expecting them to pay for the full thing but when we were forced to a \$250,000 deductible, it became a little more crucial to do that because if not that fund gets upside down really quickly.

**Tom Harris:** This change happened approximately two years ago, wasn't it?

**Chris Cloud:** We had a really bad year of accidents and very large payouts. We lost insurance coverage and so for us to keep insurance coverage at the cost we were paying we had to take on the risk of self-insurance retention of \$250,000.

**Tom Harris:** But we also split that cost right to departments.

**Chris Cloud:** It all used to be in the Commissioners' budget and we took that money and put it into the department budgets.

**Tom Harris:** With two years into this, how does it look? Is it having an impact? Do we see the fact that there is ownership in that responsibility? Do we see any stats showing a difference in behavior, maybe?

**Chris Cloud:** I would have to defer to Dawn because she works a little more with Charity, Risk Manager, Charity Murphy, and she is the one who interfaces with insurance companies and the individuals.

**Dawn Rose:** I think everyone is trying to do the best they can and limit the number of accidents. There were just a few more this past year than we had prior and so we are paying out a little bit more. The money is being billed back to the departments and is coming back in. I think everyone is doing the best they can to limit the number of accidents.

**Tom Harris:** That might be something we look at down the road. Bob.

**Bob Armstrong:** So the amount is \$7,500 per department?

**Chris Cloud:** Per accident.

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**Bob Armstrong:** So let's say I go to whoever's department, where in their budget does it show where their line item is? Do you know that?

**Chris Cloud:** Probably Garage and Motor or Auto Repair. People who have fleets will typically have a line. What they choose to fund it at is their discretion. They are good at the history and know if they have to up it or lower it. Generally speaking we have a couple of departments with large fleets and they are the bulk of accidents. They know about funding it.

**Tom Harris:** Council, are there any other questions?

**Bill Brown:** I will make a motion for Department 40, Commissioners appropriation into Vehicle/Voting Machines Fund 267 for Automotive Repair in the amount of \$200,000.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. Is there any other discussion?

**Roy Buskirk:** Yes, I would like a report on the accidents periodically.

**Chris Cloud:** The number of and cost?

**Roy Buskirk:** And department.

**Chris Cloud:** We can do that.

**Roy Buskirk:** Quarterly or something like that.

**Chris Cloud:** We can do that.

**Tom Harris:** Are there any other questions?

**Sharon Tucker:** Just a comment. Twenty-five years in the insurance industry and having \$7,500 as your kind of cap, is really a small amount. If you guys are staying within that, it is good.

**Roy Buskirk:** That is per accident.

**Tom Harris:** That is per accident and per department and so the Commissioners could turn that number into \$10,000 which then affects the behavior to departments to say that if they are going to have to pony up \$10,000 out of our department, I am going to focus on making sure that my employees don't get into an accident.

**Chris Cloud:** That is true but the flip side of that though is that they are going to be budgeting that into their budget.

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**Tom Harris:** Do you want to budget for accidents?

**Chris Cloud:** The number used to be \$5,000 and the number has been raised in the last two years.

**Tom Harris:** We will look forward to the report. Council, is there anything else? **All in favor say aye, all opposed same. The motion passes 7-0.** The next item up is ACJC.

**Jamie Mann:** Good morning, I am Jamie Mann, Chief Probation Officer and Superintendent at the Juvenile Center.

**Dave Korus:** Good morning, Council and Auditors, I am Dave Korus, Budget Analyst.

**Jamie Mann:** The first item we are discussing today is requesting permission to apply for the Juvenile Accountability Block Grant (JBAG) through the Indiana Criminal Justice Institute. We received a letter in April indicating that Allen County was entitled to receive a direct portion of the State's JBAG money of \$15,814. Unfortunately they did not release the actual grant requirements or the program requirements until June 3<sup>rd</sup> and the grant was due on June 30<sup>th</sup>. We have already submitted the grant for this particular program because we were not able to get on the June agenda. The \$15,814 will be used to purchase equipment to support our Juvenile Detention Alternative Initiative or JDAI. We will be purchasing tables and chairs and other equipment for the day and evening reporting program which is falling under JDAI as well as purchasing additional equipment to support our existing Detention Alternative Program.

**Tom Harris:** Jamie, when do you find out if you receive that?

**Jamie Mann:** I am told they will be reviewing it the week of July 29<sup>th</sup> and so hopefully we will be back next month asking for the appropriation.

**Tom Harris:** Thank you for coming before us before you have already received it. That is a good thing. Roy.

**Roy Buskirk:** Are there any required matching funds?

**Jamie Mann:** I believe there is a ten percent cash match which we will draw from our Probation User Feed account.

**Tom Harris:** Council, are there any other questions?

**Bill Brown:** I will make a motion for Department 55, ACJC, approve permission to apply for the Juvenile Accountability Block Grant.

**Roy Buskirk:** Second.

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**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0. You have a second item that is listed as an addendum, correct?

**Dave Korus:** The JDAI grant, we would like to table that one pending our letter of acceptance.

**Tom Harris:** Council, the next thing on the agenda, Appropriation in JDAI Grant Fund 223 has been tabled. There is one other item?

**Dave Korus:** Yes, we would like to appropriate from Fund 844 to begin year two of the Check and Connect mentorship program.

**Tom Harris:** So talk a little bit about that. This is the salary ordinance for the \$10 to \$50, correct?

**Dave Korus:** No, this is not. These are funds we received from the community. These are donations for our Truancy Mentorship Program and we would just like to appropriate the funds so that we can begin a second year of the Check and Connect Program.

**Tom Harris:** Great and Council are there any questions?

**Bill Brown:** I would like to make a motion for Department 55, ACJC, for an appropriation in the Check and Connect Fund 844 for a total of \$46,281.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0. Next is the addendum and the Extra Deputy Hire salary ordinance.

**Roy Buskirk:** You are just increasing the Extra Deputy Hire range from \$10 to \$50. That seems like quite a jump.

**Jamie Mann:** In Fund 844.

**Nick Jordan:** That is the range from \$10 to \$50.

**Roy Buskirk:** I know.

**Nick Jordan:** They are not increasing it, but establishing it.

**Jamie Mann:** So we don't have to come back in a few years asking for it.

**Roy Buskirk:** Okay.

**Tom Harris:** Council, are there any other questions or comments?

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**Bill Brown:** Make a motion for a salary ordinance establishing the pay for the Extra Deputy Hire with a range of \$10 to \$50 within the budget of the Truancy Reduction Fund 844. This is retroactive to June 13, 2015.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0. Next up is Superior Court.

**John McGauley:** Good morning, Council. I am John McGauley, Court Executive for Allen Superior Court.

**Judge Levine:** I am Judge Stanley Levine, Allen Superior Court. I am here wearing my Probate Judge hat. This is a grant that we applied for on the fifth of June because that was the deadline. We have already gotten approval from the Legislative hearing before the Commissioners. This is what is called a VASIA grant. It is a Supreme Court grant to the Allen Superior Court and required matching funds. We have a Memorandum of Understanding with the Mental Health America of Allen County, Inc. to administer this program. It required a matching amount. The total grant is \$77,000 and the grant is \$38,800. The matching funds came from Anthony Wayne Services Foundation. This is to serve a group of, at least Roy Buskirk and I are members of, Senior Citizens and incapacitated adults which we are not a member of. We have a system in place for people who don't have family members to serve as guardians. We have a volunteer lawyer program that provides the legal work for the guardianship and Mental Health America will be named guardian. This grant allows Mental Health America to train volunteers to assist people that need guardians. Mostly some Senior Citizens but incapacitated adults and they handle their personal needs. These will be handled like any other guardianship. They will come before us, Probate Magistrate Houk or me to approve. There is a reporting system as to what they are doing for the wards. One thing you always have a question about is what happens if the grant is withdrawn and the answer to that is the program is over. To give you a little background, this happened with a change in legislation. The original legislation had the county getting the grant and then going and getting matching money. We knew that wouldn't work and so we, among other people, lobbied to get this done. I think it is good for the citizens and what we have written into the Memorandum of Understanding is that all of the expenditures have to be approved by Magistrate Houk and me. Essentially what this will do is our \$38,800 will be paying 92% of the salary of the coordinator that the Mental Health of America hires. It is a wonderful program and is needed in this community. Unfortunately we had to meet the June deadline but we hope that you will approve it. Let me just say incidentally and unrelated to this, I don't often get a chance to watch you folks in action and I will admit to you under oath that I don't watch you on television. I find it interesting that you have very pointed questions and I hope you don't have those kinds of questions of me but if you do, we are prepared to answer them.

**Tom Harris:** It looks like we have one from Roy.

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**Roy Buskirk:** I know there have been a lot of current issues with mental illness in the jails and everything. This program is for people that are not incarcerated.

**Judge Levine:** That is right, it is. One of the examples would be somebody that is in the hospital, they don't have relatives and they need somebody to make decisions about going into a nursing home, etc. That is that sort of thing and getting them to doctor's appointments, managing their money and that sort of thing. It does not apply and is a whole separate issue. This won't apply to people who are necessarily on 72-hour holds and in hospitals for mental illness etc. If they need a guardian, yes this will apply. It shouldn't be incarcerated people. We have systems in place for people with mental illness and incapacitation that shouldn't be in jail.

**Roy Buskirk:** So how do people get on the program? How do they recognize that someone in the community needs help?

**Judge Levine:** Because they go through mental health at the hospitals and Park Center and St. Joe has a mental unit. They contact Mental Health of America and get into the program that way.

**Roy Buskirk:** Do they have to commit a crime?

**Judge Levine:** Oh, no, no, no, no, no.

**Roy Buskirk:** I have a neighbor that I think maybe needs this assistance.

**Judge Levine:** You would call Mental Health America of Allen County and they would send somebody out. That is what that organization does.

**Roy Buskirk:** Okay, thank you.

**Judge Levine:** Are there any other questions?

**Bill Brown:** Move to approve Department 62, Superior Court, the request to apply for the grant through the Indiana Supreme Court to us Mental Health America.

**Joel Benz:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Judge Levine:** Thank you very much and for what you did yesterday for the Court.

**Tom Harris:** Sure. Council, we have the Prosecutor here with us and what I would like to do is move to the addendum and have the Prosecutor join us. It is also in the form of a

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grant. We will allow her to do this and then get back to serving the people of the community.

**Karen Richards:** I am Karen Richards and I am the Allen County Prosecuting Attorney. This is a little bit more complicated grant depending on what you want. Victims of Violent Crime is a Federal fund that is administered through the Indiana Criminal Justice Institute. They notified us a couple of months ago that there was going to be quite a bit more money available this year than there ever had been before. They were encouraging Prosecutor's Offices and others to apply for these grants. There have been a couple of needs that we have had for some time that I thought this grant would be perfect for. We are supposed to be looking for services, direct services to underserved populations. That is kind of a buzzword in these grants but underserved populations include victims of domestic violence, crimes and a little bit similar to what Judge Levine just talked about. Also, there are endangered adults who are elderly people who are victims of crime or people with intellectual deficiencies. Putting all of that together, we could really use a Victims Service Specialist which would do what the Victim Advocate does that we have in Felony Court. That is to serve as a Victim Advocate for victims of domestic violence in Misdemeanor Court. The other thing I would really like to do is to provide some training for people who interview endangered adults, either people who are elderly or have intellectual deficiencies and someone has alleged that they are victims of violent crime. This is a really different and specialized population and you need some really specialized skills to interview these folks. They can have a disability in communicating and have problems processing information and there is a whole set of skills in interviewing these folks that is really specialized and there really isn't anybody in the County that is specifically trained to do that. Another small piece of the grant would be to reimburse the Child Advocacy Center for actually doing these interviews as it is not their normal population to interview. They normally use the center for children but when you have an intellectual deficiency, or an elderly person with Alzheimer's or something like that I don't want to say you are childlike but it is a special population like that who needs specialized skills to talk to them. We have used the center before for this and that would give us the ability to reimburse them for some interviews. The total grant is for the salary of the Victims Specialist plus \$5,000 to provide training plus \$1,500 which would reimburse the center for five interviews per year. The grant period begins October first of 2015 and runs for a year and you can apply for it to be renewed for the second year. That, in essence, is the grant and I know it is a little more complicated that I normally ask for.

**Tom Harris:** What was the total amount of the grant?

**Karen Richards:** \$73,000 and some change.

**Roy Buskirk:** You refer to it being for the salary.

**Karen Richards:** It is for three things. It is for the salary, \$5,000 for training and \$1,500 for the center and five interviews. I added FICA and PERF to the salary and everything I could think of that goes into a salary including insurance.

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**Tom Harris:** If the grant should go away, what would happen to this position?

**Karen Richards:** It will go away.

**Tom Harris:** Council, are there any other questions?

**Sharon Tucker:** Is this an annual grant?

**Karen Richards:** It is for a one-year period and is renewable for a second year. Whatever happens after that is totally and completely up to the Federal government and the money that they give out. What my understanding was is that if you got it for one year and did a good job, you were probably going to get it for the second year. After that there are no promises.

**Tom Harris:** Have you already applied for this?

**Karen Richards:** No, it is due a week from Friday. I wanted to come before you before I applied for it.

**Tom Harris:** That's right.

**Roy Buskirk:** We appreciate that.

**Karen Richards:** I am normally not this close to a deadline but this thing just came through and got this application at the end of June. It took a while for us to figure out.

**Roy Buskirk:** But the good thing is that this is not past the deadline.

**Karen Richards:** No, it is not. It is due at noon on July 31<sup>st</sup>.

**Roy Buskirk:** Move for approval of the request to apply for the Victims of Crime Grant through the Indiana Criminal Justice Institute.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second.

**Joel Benz:** I have one question. I didn't catch if there are matching funds with this one.

**Karen Richards:** There is a 20% cash matching fund which will come from our Infraction Deferral Program.

**Tom Harris:** All in favor say aye, all opposed same. The motion passes 7-0. Next is the Coliseum and Mr. Brown.

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**Tera Klutz:** While he is coming up, I want to give a little credit to all of the departments that come and are past the deadline. She was on the addendum because the deadline for the meeting had already passed. You can see the tight turnaround on all of these.

**Roy Buskirk:** I would like to thank the Auditor's Office for getting her on so quickly.

**Randy Brown:** I am Randy Brown, Executive Vice President and General Manager of the Memorial Coliseum and with me is CJ Steigmeyer, Vice President of Finance and COO. We are here to talk a little bit about the new conference center today and the debt service payment that will be coming up before the end of the year.

**CJ Steigmeyer:** We are requesting a transfer from our Capital line in the Fund 248 which is the Professional Sports and Convention Development Fund. We have \$280,000 in that fund in the Capital line and need to move it over to the Debt Service Line in order to make our last Debt Service payment this year. Next year we will be paying the entire Debt Service out of the Professional Sports and Convention Development Fund. The amount will be about \$1.1 million next year.

**Roy Buskirk:** So how many years do you have left on this? What is it, a bond?

**CJ Steigmeyer:** It is a twenty-year bond.

**Roy Buskirk:** And it just started?

**CJ Steigmeyer:** It started this year, correct.

**Randy Brown:** You may recall that this was part of when we came before you for approval that had to do with legislation that had to be changed extending the time period for the Professional Sports Fund. The original legislation had it running to make the Debt Service work and the State Legislature agreed to extend that for a period of time. It was a benefit for the Coliseum but also the Grand Wayne and the Capital Improvements Board.

**Tom Harris:** Council, are there any questions?

**Bill Brown:** I will make a motion for Department 79, Coliseum, transfer within the Professional Sports and Convention Development Fund 248, from the Equipment/Property Renovation to Debt Service in the amount of \$280,000.

**Sharon Tucker:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Randy Brown:** Thank you. If I may, I would like to give you an update on the Conference Center. Even with our rainiest June in history and July is certainly going that way, I am told by our contractors we are two to three weeks ahead of schedule. Bookings

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are well ahead of where we anticipated. Our pro-forma for the first year was 200 use days and we are already in excess of 250 contracted use days. It is very good. If I may ask you to put a tentative date on your calendar, December 18<sup>th</sup> is the target date for the ribbon cutting. You have been instrumental in making this happen and we certainly want to involve you in that process.

**Tom Harris:** Fantastic. As the community and Northeast Indiana continue to grow, the timing of this is wonderful because it will be poised for that continued growth.

**Randy Brown:** The other element that you probably have followed in the paper is the development of what we are calling the Veterans Plaza. I would like to give you an update on that. We are dedicated as a living memorial to the veterans of Allen County. We are in the process of moving the airplane and moving the eternal flame from the east side of the building to right outside Memorial Hall and the new area, Veterans Plaza. There will be new hardscape and concrete work, landscaping and relocation of the plane and the eternal flame. There will be benches and areas for quiet reflection. This is just a further commitment to the men and women of Allen County who have given so much. That dedication date, another one for your calendar, will be on Veterans Day. We are starting the process this weekend of renovating the plane. We have a company that is doing some work for the Air Force and so they are certified. They will be stripping off all of the paint starting this weekend. If you have seen car/van wraps that plane will have a wrap on it. That will give it further protection from the elements and should extend, I don't know what the useful life of a plane on a base is but I have been told it shouldn't require any significant maintenance for ten years.

**Tom Harris:** Thank you and thanks for all you do there. We appreciate the update as well. Next on the agenda is Community Corrections.

**Kim Churchward:** I am Kim Churchward and the Executive Director of Allen County Community Corrections.

**Jeff Stevens:** Jeff Stevens, Senior Finance Manager at Allen County Community Corrections.

**Tracy Mitchener:** Tracy Mitchener, Assistant Human Resources Director.

**Dawn Kennedy:** Dawn Kennedy, Compensation Specialist. We are here today to discuss three positions for Community Corrections. Would Council like me to introduce them separately or together?

**Tom Harris:** Together is fine.

**Dawn Kennedy:** Okay. The first position that we will be talking about is Case Managers. We are recommending moving them from PAT 3 to PAT 4 and that they go from 37.5 hours a week to 40 hours a week. The second position is a Case Management Section Chief that we are recommending goes from PAT 4 to PAT 5 and also from 37.5 hours a

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week to 40 hours a week. The third recommendation is the Kelley House Manager will become a Finance Assistant that will move from a PAT 3/5 to OSS 4/5 and we are recommending that it be red-circled. The Department Head is here to speak about these.

**Kim Churchward:** Thank you, Dawn. Good morning, Council, we appreciate your time. I will try to be concise as we have a number of positions here for your consideration in light of your challenging schedule here this morning. As Dawn indicated, we have a number of positions that were reviewed by the HR staff and all of these positions were then presented to the Personnel Committee in May. The Personnel Committee voted unanimously to approve each of the reclassified positions as they are listed for you on the agenda today. Positions one through four represent the Case Managers for Allen County Community Corrections. There are actually ten of those positions, ten line items. I was concerned when I came to Community Corrections to find that the Case Managers were classified at a lower level and receiving lower pay for similar positions in the County and for similar duties. Since getting a full understanding of the supervision or extra supervision requirements that come with the electronic monitoring and home detention components and the fact that we typically supervise a higher risk and higher need population I appreciate the work that HR did and the work that the Personnel Committee did and request that you consider reclassifying these positions as they are listed today. Items five and six represents the Case Management Section Chiefs and those individuals are responsible for the daily supervision of our Case Managers. They also, out of volume necessity, typically carry a caseload of their own. Again, I would ask that you consider reclassifying those positions as they are indicated today. Item number seven on the agenda is the former Kelley House Manager position. As you know, unfortunately the Kelley House Program was closed in January of this year. This is a position that was retained in that closure process. The employee that occupied the position was performing duties at the Kelley House and at the main operations at Community Corrections. The employee was retained and reassigned to the main operations in our Financial Division and has been conducting those duties at that time. Obviously it was necessary to look at the position in light of the new title and new duties and make an assessment of the appropriate level for that position. The HR staff has looked at that and recommended an OSS grid Step 4 for the duties of the Finance Assistant. I ask that you consider that as well. I am happy to answer any questions you might have.

**Tom Harris:** One question would be on that position. The incumbent is at \$43,598 presently?

**Kim Churchward:** That is correct.

**Tom Harris:** They fully understand that within a two-year period they would fall back? Is that correct?

**Kim Churchward:** That is correct.

**Tom Harris:** Council, I will open it up for questions.

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**Bob Armstrong:** Of the items one through six, do you have a total cost of what is involved in the 37.5 to 40 hours per week?

**Kim Churchward:** The total cost for the reclassification of all of these positions is \$119,000.

**Jeff Stevens:** That was more of a net figure. It was probably closer to \$130,000 is what the total cost would be.

**Bob Armstrong:** All right.

**Roy Buskirk:** But that isn't only because they are going from 37.5 to 40.

**Bob Armstrong:** Right.

**Tom Harris:** And these additional funds do not come out of County General. They come out of Community Corrections?

**Jeff Stevens:** It comes out of the State grants.

**Tom Harris:** Council, are there other questions?

**Roy Buskirk:** I should know this but as far as the red-circle on item seven, over the two-year period that individual's wages will be reduced from the \$43,598 to \$37,062. How is that done? It's not just in two years they are dropped.

**Kim Churchward:** I have that data, if you would like.

**Dawn Kennedy:** It is incremental. If it is over ten percent of the salary, it is over a 24-month period. The first year is 50% and then the second year it goes all the way down.

**Tom Harris:** And I think we passed that process about three or four years ago.

**Roy Buskirk:** You reduce it 50% the first year and then the second year it is reduced 100%. Is that at the beginning of the second year or the end of the second year?

**Tera Klutz:** The end.

**Kim Churchward:** If I may, it is my understanding that the position will remain at \$43,598 until 7/15/2016. Then between 7/15/2016 and 7/15/2017 the salary would be \$40,330 and then at 7/15/2017, it would be \$37,062. While there is an incremental change, it gives us an opportunity and the employee in the position to make those adjustments.

**Roy Buskirk:** You might have other issues that might come in like steps and everything else.

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**Tom Harris:** Council, are there other questions?

**Bill Brown:** I will make a motion for the salary ordinance reclassifying employees within the budget of Community Corrections, 234/235/236, for Case Managers from PAT 3 to PAT 4, \$37,662 to \$45,208 and from 37.5 to 40 hours per week and are non-exempt.

**Tom Harris:** And that is just for the first four positions.

**Tera Klutz:** That is for all of the Case Managers and is a total of eleven.

**Tom Harris:** And so we can break this up. Is there a second?

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0. We have two more positions, right?

**Kim Churchward:** We have the Case Managers going to Section Chiefs. Those are items five and six.

**Bill Brown:** I will make a motion for a salary ordinance reclassifying employees within the budget of Community Corrections, 235/236-9001-423, Case Manager Section Chief, from PAT 4 to PAT 5, \$42,383 to \$49,687 and from 37.5 to 40 hours per week, non-exempt.

**Tera Klutz:** And those are three positions that have that title.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Bill Brown:** I will make a motion for a salary ordinance reclassifying an employee within the budget of Community Corrections, 234/236-9001/9005-423, Kelley House to Finance Assistant, PAT 3 to OSS 4, non-exempt and red-circled at \$43,598 until 7/15/2016 and \$40,330 until 7/15/2017.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second. All in favor say aye, all opposed same. The motion passes 7-0.

**Bob Armstrong:** I have a question. What are we doing with the Kelley House, the building out there? Did you turn that back to the Commissioners?

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**Kim Churchward:** It has been turned back to the Commissioners and I know they are in discussions with a number of individuals seeking to sell the property.

**Bob Armstrong:** Okay, thank you.

**Tom Harris:** Council, there is one other item on the addendum. The Sheriff's Department has requested permission to apply for the Norfolk Southern grant to purchase a video surveillance system for the Sheriff's Training Facility. Do we have anyone here from the Sheriff's Department to speak of that? I gave them the option in terms of this is something that they have done in the past. They are simply re-applying for that.

**Bob Armstrong:** So what is the purpose? They are going to put cameras up out there on that facility?

**Tom Harris:** Yes.

**Nick Jordan:** It says it is to cover the cost of purchasing a video surveillance system with hard drive for the Allen County Training Facility.

**Tera Klutz:** It said the system will have a hard drive so that staff can check previous recordings in the event of theft or other incidents occurred at the site.

**Tom Harris:** With that is there any discussion that we choose to have over that? If there is we can ask them to come back but at this point I told them this was at their discretion to come or not.

**Bill Brown:** I will make a motion for Department 5, Sheriff, to grant permission to apply for the Norfolk Southern grant to purchase video surveillance system for the Sheriff's Training Facility.

**Bob Armstrong:** Second.

**Tom Harris:** We have a motion and a second.

**Roy Buskirk:** I appreciate the liaison working with the Sheriff's Department so that they don't have to waste their time sitting here to have this automatic approval.

**Tom Harris:** All in favor say aye, all opposed same. The motion passes 7-0. Next is the Discussion of Other Business to Come before Council. Are there any recent or upcoming meetings? Let's move to Liaison Reports.

**Bob Armstrong:** Did we get any of the organization charts?

**Tom Harris:** I can update you on that. I had a chance to meet with the HR Department yesterday and we have received org charts from all departments. They are compiling those trying to put them into some kind of a format and be given to us. Instead of a large

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book, it will probably come as a PDF or something. They received the last one yesterday. Along with that there are two departments that do not do performance appraisals. One is the Surveyor's Office and the other one is the Coroner's Office. The Coroner's office is three people. The Surveyor's Office is one that we might talk further about. I will have a chance to talk with the Surveyor about that. Performance is something that we should be looking at on behalf of the taxpayers. Having no process to evaluate the performance of the Surveyor's staff does not do our citizens as good as they could be. Bob, are there any other questions on that piece?

**Bob Armstrong:** No.

**Tom Harris:** Are there any other updates from a liaison standpoint?

**Roy Buskirk:** Do we want to discuss the budget at all? I mean as far as what took place yesterday?

**Tom Harris:** If you would like to talk a little bit about that. We still have the opportunity for the budget hearing in September with passage in October.

**Roy Buskirk:** The one thing was on 911 and the "old funds". I was a little shocked when I heard a number of \$2.3 million. I think we need to know what their intent is for that money.

**Larry Brown:** It is in our control by legislation.

**Roy Buskirk:** What are they thinking of that they need those funds to be held for or why shouldn't we use it on their current amount of the \$300,000 plus that they are asking for?

**Tera Klutz:** I think they would be fine using the fund down. I believe we were the conservative group that pushed to try to live within the current revenue stream of 911 funds plus the current contribution that we were making with the General Fund. At the end of the day, the money is going to come from one pocket or another. It was this Council, under our recommendation at the time without knowing about the switching to the State-wide distribution of 911 fees was going to be handled. That was the Rainy Day Fund for the 911 Fund. Like other funds, you can run it down and then know that the General Fund will be the next choice or another County Fund should a large expense be needed.

**Larry Brown:** I would like to bring to your attention that as liaison to the CCP and Tera has attended quite often, the representation on CCP is City Fire, City Police and County Sheriff and Commissioners. However, there is a segment that is not represented on the Board and represents a large area of first responder coverage. And what I am referring to is the volunteer firefighters. The City of New Haven is not represented on that Board. I believe the Board has done the responsible thing and over the course of spending money on this E25 I think it is called, we took care of New Haven, so to speak. I am not convinced that we did our due diligence and took care of the volunteer firefighters. I

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would like to be better informed and maybe I need to seek it out through the CCP but I personally would like to know that this E25, it is important that our volunteers are on this E25 system as well. Having been a volunteer fireman for over twenty years, I know how hard it is for them to come up with the cash.

**Roy Buskirk:** To pay for new radios, right?

**Larry Brown:** Exactly. It is a new system altogether.

**Tom Harris:** And maybe under the CCP they create a system or some kind of a process for input not necessarily that someone would have to sit on a Board but set up a process for input from firefighters.

**Bob Armstrong:** So that they have a voice.

**Larry Brown:** Correct. That is what crossed my mind after our discussion yesterday. I haven't reached out to them yet but I would like to do that.

**Bob Armstrong:** My question would be what is that system? Is that a County-wide and all first responders' radio system?

**Larry Brown:** That is my understanding.

**Bob Armstrong:** To me, it is important because if you have a disaster or anything you are going to want everybody communicating throughout the County on the same radio channels and we don't have 800 megahertz here. You know.

**Tom Harris:** Federal regulations are pushing that and that sounds like something further that will have to be discussed.

**Bob Armstrong:** Now, and this is for you Joel, is TRAA on that system? Do you have communications to the Sheriff and the State?

**Joel Benz:** They have them. They just upgraded their radio system recently. They have the same thing and we can listen to the Fire Department and the Police.

**Bob Armstrong:** And you can talk to them?

**Joel Benz:** Yes.

**Sharon Tucker:** But isn't the question whether we pull it out of the Rainy Day Fund that they have or out of the budget?

**Roy Buskirk:** This is a different thing.

**Larry Brown:** This is a different fund. We call it "old 911".

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**Bob Armstrong:** And how much is there?

**Nick Jordan:** \$2.3 million.

**Larry Brown:** January of last year, County Council was given the authority to spend that money how we see fit. Before that it was the County Commissioners.

**Tom Harris:** So further work needs to be looked at.

**Larry Brown:** I think so.

**Roy Buskirk:** Staying with the 911, the previous Director was when we upgraded our communication towers and whatever. One of the big sales was that we would be able to combine with surrounding Counties...

**Bob Armstrong:** Regional dispatch centers.

**Roy Buskirk:** Yes. Is there any discussion of that at all about moving forward on that?

**Larry Brown:** The only progress that I know has been made is IPFW is under that umbrella. I don't know where they are with Parkview? Have you heard anything lately?

**Tera Klutz:** No but I think that would be a great question. I think Roy is also talking about other Counties. I think that would be a great opportunity when they come before us in August or September and what they are foreseeing. I know the previous Director did have that.

**Tom Harris:** That is interesting because under that I remember asking more than once what is the overall strategy and trying to understand that from a broader perspective the Commissioners and who else were kind of pushing that. I never really got any definitive response that this is our strategy. Rather it was a program that they were pushing. It would be good to get an update on that.

**Roy Buskirk:** Some of it was just a savings advantage especially for some of the smaller Counties that surround us. Can you imagine that they have to have a 911 staff there 24/7 and also the equipment cost and everything. When we bought that upgraded equipment, it has the capacity to carry a lot more than what our current need is.

**Tom Harris:** And the challenge on that was would the City of Fort Wayne, or the County of Allen, want Indianapolis taking care of our communication system.

**Roy Buskirk:** Right.

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**Tom Harris:** Each municipality or each area doesn't necessarily want Allen taking care of another County. That was the rub and I think the Director was going around trying to build a consensus but not everybody felt that same way.

**Bob Armstrong:** It was a cost savings to like Lagrange, Dekalb and like you said, they didn't have to have their own system and their own dispatchers. They could just pony in with us and supply one or two employees and then they didn't have the upfront money and cost.

**Tom Harris:** There was a savings in terms of finance and not necessarily the emotional piece of do I want someone else dispatching.

**Bob Armstrong:** It would have been a regional thing and so it would have been pretty tight knitted. A lot of people didn't want to give up control.

**Tom Harris:** Exactly.

**Bob Armstrong:** They didn't want to give up control and they didn't want to pay for the system.

**Tom Harris:** Right and so it would be good to get the update. Let me mention one other thing. I had a discussion with Human Resources yesterday and without going too far into it, there is some concern from an HR standpoint that our grids are not keeping up our pay grades. The entire pay system may need to be looked at. I have instructed them to go back to the Commissioners and discuss whether that is a need or a want or what is that right now? I gave them some criteria to say that we can always move those grids up and is that the right thing to do strategically for the County in terms of employment. Nearly 90% of our budget is labor. They threw that little warning signal out saying that we haven't looked at the calibration, if you will, in those grids in seven, eight or ten years. Maybe we at least need to look at that. I said get with the Commissioners and let me know how you want to proceed.

**Bob Armstrong:** I have been on Council for seven years. You were in HR before that. How many times have we changed the pay grids? Are we going to labor statuses or are we going to PAT's? You know what I am saying? Is that going to be the form of fixing the grid again to change it or are we just looking at overall dollars per job per classification?

**Tom Harris:** Way too early to answer that. I will tell you without trying to get too deep into the weeds here. As we have different grids and different levels, the only way those things progress the range is when we give an increase. If we give an increase that grid goes up a little bit.

**Bob Armstrong:** That is percentage increase.

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**Tom Harris:** I understand but if we don't give an increase one year that doesn't move. But what happens in the economy, pick any job in the County, if the demand for that job is now paying more in the private sector we have not moved that grid up to bring a person in at a competitive wage. That gets into the weeds a little bit but that is the concern and it is a big deal. A lot of money would be involved. We are going to move cautiously and slowly and begin to understand their need or want.

**Bob Armstrong:** There is something else I would like to ask for. Can somebody tell me how many employees we have that work only 37.5 hours? Do we have that number somewhere?

**Tera Klutz:** We have looked it up in the last year. Off the top of my head, I don't know.

**Bob Armstrong:** That's fine, whenever. I am just curious as to how many employees we have. I understand her move. She had employees only working 37.5 and she apparently feels it is necessary to bump those employees to 40 hours. We talked about this last year during budget time and I would just be curious to see how many employees are working 37.5.

**Roy Buskirk:** The one thing on going to 40 hours, the benefit cost stays the same except for vacation pay.

**Tera Klutz:** Total salary.

**Roy Buskirk:** Right. The increased cost on the total salary, you couldn't reduce your labor force so there really wasn't a savings on there. Part of Kim's situation that we talked about at Personnel Committee is the fact that she is anticipating, she knows, because of the State changing the felony regulations, she is going to have more clients than she ever did before. That is what the State is pushing home release and all of that back into our community. That is one reason she asked to go to 40 hours.

**Bob Armstrong:** That is fine. Last year, during budget time, when Lisa was here she said she would be tickled to death to move all of my people to 40 hours. It was a benefit to her and her department. When I saw that again today, I just wondered what that number is.

**Tom Harris:** It is good that we are addressing that it is a proactive thing for what she has coming.

**Roy Buskirk:** One thing on your previous question and why the grid needs to be adjusted is that you have certain jobs that the demand in the private sector is higher than here. An example would be nursing. In the private sector, the wages have gone up more than what County nurses wages have. That is the reason that sometimes you have to adjust.

**Tom Harris:** Well put. Council, are there any other comments from a liaison standpoint?

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**Roy Buskirk:** I have one more. On the Permitting Board, as far as the County's budget, have we submitted a budget?

**Nick Jordan:** You couldn't. Last meeting, you didn't have a quorum to even vote on it. As of this Friday, tomorrow, I think you have three people or four and you need five for a quorum. Larry is not going to be there. Karl is not going to be there. I haven't heard from Tom Smith. As long as you and Nelson are going to be there, you will have five.

**Bob Armstrong:** Or you will have no budget.

**Nick Jordan:** You guys have the funds that continuously roll forward. You are not spending them. You may have the exact same dollar amount because Ed put the Permit Systems Coordinator in his budget. Yours is really just contractual. The Ombudsman may be voluntary.

**Roy Buskirk:** So that is the \$76,000?

**Tera Klutz:** No, it was adjusted in once you approved the position. You approved the position earlier this year for 2015 and we take that into account when we formulate the 2015 adjusted budget. We added that salary in because we expected it to be in 2016 too. It is already in his budget and he doesn't have to ask for it again.

**Roy Buskirk:** But that salary is going to be reimbursed 50% from the City.

**Nick Jordan:** Of the original \$1.4 million, after you take that salary away, you still have around \$130,000 from the original \$1.4 million that continues to roll. That could fully cover your 2016 budget. Your spending is on meeting advertisements at this point. The IT aspect is being funded through the County and City hours that are given quarterly. There haven't been any expenses in quite a while.

**Roy Buskirk:** I really want to see County employees get a raise. When we are figuring down that list on how much money we have spent, I look at that \$76,000 or a considerable amount is for the Manager of the Permitting Board or program. The \$76,000 shouldn't be used because it should be half of that. The City is paying for half of it.

**Nick Jordan:** We still have to budget the full amount and they reimburse us. We also budget a revenue estimate for Ed and we increased the estimate to reflect that \$38,000. That is how we have done it since 2011 with this combined Permitting Board. We front the full cost and budget the reimbursement from the City.

**Roy Buskirk:** So when we get down and figure how much money we have cut, there is adjustments.

**Tera Klutz:** Yes.

**Roy Buskirk:** Okay that is all I need. Thank you.

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**Tom Harris:** As we made a number of changes to that budget yesterday, will you be able to give us an update at the next Council meeting in terms of where we stand? When does that take place? Does that happen in between? There were a number of changes made at the last minute. When might we expect that?

**Tera Klutz:** We can send you an update.

**Tom Harris:** Is there anything else or any Public Comment?

**Bill Brown:** Approval to waive the reading on any matter approved today for which it may be deemed necessary for the County Council meeting of July 16, 2015.

**Bob Armstrong:** Second.

**Tom Harris:** All in favor please signify by saying aye. The motion passes 7-0.

**Bob Armstrong:** Move to adjourn.

**Sharon Tucker:** Second.

**Tom Harris:** All in favor please signify by saying aye. Opposed like sign. The motion carries 7-0. There being no further business the meeting was adjourned at 10:31.