

**ALLEN COUNTY COUNCIL MEETING MINUTES
NOVEMBER 17, 2016
8:30 AM**

The Allen County Council met on Thursday, November 17, 2016 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, Tom A. Harris and Sharon L. Tucker.

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

The meeting was called to order by Vice President Larry Brown with Karen Buskirk leading the Pledge of Allegiance and a moment of silent prayer.

Larry Brown: Good morning everyone. First on the agenda is the approval of the October 20th meeting minutes. Are there any additions or corrections?

Bill Brown: Move to approve the minutes from October 20, 2016.

Bob Armstrong: Second.

Larry Brown: 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.

The first five minutes of the meeting were not recorded.

Larry Brown: I will tell you that living in the flight path of the airport, I appreciate the early completion.

Scott Hinderman: There have not been many complaints but with this runway closed, all of our traffic is now on the one runway where normally we have traffic using both runways and depending on the wind. You don't see 100% of our traffic on one since about April 26 when we have been on one.

Larry Brown: It has been interesting.

Joel Benz: I had the opportunity to be out at the Fort Wayne Airport and see the new runway and it is very impressive. Good job.

Scott Hinderman: Thank you.

Larry Brown: Council, are there any questions?

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Bill Brown: I will make a motion to approve resolution 2016-11-17-01 additional appropriation approval for the Fort Wayne-Allen County Airport Authority for capital outlays in the Airport General Fund in the amount of \$2,500,000.

Joel Benz: I'll second that.

Larry Brown: All in favor please signify by saying aye. The motion passes 6-0-1 (Buskirk absent). Next we will hear from the CIB also known as Grand Wayne Center and Visit Fort Wayne.

Doug Johnston: My name is Doug Johnston and I am the attorney for the Capital Improvement Board, previously the Allen County Tourism Board and the Grand Wayne Center. Our statute requires that annually that we present our budget to both the City Council and County Council for approval. The Board met in November and passed the budget which I believe has been circulated in advance. In addition, statutorily the Visit Fort Wayne is part of our working together in tandem and so their budget is also to be presented and approved under similar procedures. Today, I am accompanied by the Executive Director, Bart Shaw and Board Member, Yogi Parikh. We are here to answer any questions you may have. Visit Fort Wayne is also here with its Executive Director, Dan O'Connell and President Mike Nutter. I will turn the matter over to Bart Shaw.

Bart Shaw: Thank you for this opportunity. We had a very strong year with a lot of positives for the community. If I may just highlight one in particular that highlighted the strength of this year and that is the North American Scrabble Players Tournament. We brought in folks not just from North America but also from across the world. The community came together with strong partnerships with the hotels and Visit Fort Wayne and the rest of the community to put on a great event. We have received nothing but rave reviews. I think we changed the minds of some people who maybe weren't aware of what our community had to offer and the feedback we received was nothing short of amazing. I am happy to answer any questions about the budget.

Larry Brown: Council, does anyone have any questions?

Tom Harris: Just a couple of questions. It looks like room tax is going up but building revenue is going down. Food and Beverage is going down. Just wondered your thoughts on that and if anticipating good things, why the drop in revenue?

Bart Shaw: The budget numbers for revenue and Food and Beverage are essentially the same they were for 2016. We exceeded budget in 2017. So much of our business is in your business and we can't quite project. We know what we have on the books right now but so much of that is in your budget and we don't like to over project. We are at a level that we are comfortable with and we have covered our expenses and if we over-perform, the money just goes into our Reserve Fund that we can use for capital project and things like that.

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Tom Harris: In other words, in 2016, you estimated \$961,000 in room revenue, right?

Nick Jordan: Go one column over. That is projected.

Tom Harris: Oh, very good. I stand corrected then. In other words that number is not accurate. The \$961,000 is not there right now.

Bart Shaw: That is projecting for the rest of this year. The budget number for 2016 was \$875,000.

Tom Harris: I see, thank you.

Larry Brown: Are there any other questions, Council?

Bill Brown: I will make a motion to approve the 2017 budget of the Allen County Capital Improvement Board of Managers, Grand Wayne Center.

Bob Armstrong: Second.

Larry Brown: **All in favor please signify by saying aye. The motion passes 6-0-1 (Buskirk absent).** Now we will hear from Visit Fort Wayne.

Mike Nutter: Good morning, my name is Mike Nutter and I have the privilege of serving as Visit Fort Wayne's Board Chair for 2016 and 2017. Thanks for this opportunity to come here and for your support in the past. Briefly, our goal with Visit Fort Wayne is to attract visitors and sustain jobs associated with that. Three quick bullet points: Last year we were over 5.8 million visitors. That is an annual number and a great number. They spent over \$560 million which sustains over 9,100 local jobs. The visitors pay over \$15 million in local tax revenues as well. Dan O'Connell is going to talk about a few other specifics.

Dan O'Connell: Thank you; Mike and Council members, good morning. We left a packet in your mailbox that pointed out to you our marketing strategies and marketing programs to bring more visitors here. In the last part is our annual budget. Like the Grand Wayne Center shows a projected amount for this year, tourism has been very strong and all of our attractions have reported increase in attendance. Our hotel properties are a good indicator of how the volume of business is going. Our average daily rate is up. Our average occupancy for the year is up to 64%. I remember when it was 55%. Things are looking very strong. There are three hotel projects that are under consideration and are developed for more properties and employment in our industry that we are kind of excited about. We have worked closely with the Grand Wayne Center and all of the tourist attractions like the Zoo and Science Central to bring people in. Of late, we have done a lot of ground work with the Memorial Coliseum to try to expand the number of events that go into their venue. We are excited about hosting the NCAA event next February, the NCAA Midwest Regional Wrestling Tournament for Division Three

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Schools. It is the first time this event has been in our city. We are here to answer any questions about our programming or budget.

Tom Harris: First of all, Dan, I want you to know in talking to some of the communities around the Fort Wayne area and Allen County and they are very much pleased with the outreach, communication and everything that you are doing. Congrats on that.

Dan O'Connell: Thank you, Councilman.

Tom Harris: What is your biggest challenge and remembering back two years ago that there was concern about the room tax and how that was being figured and such. I presume that has been resolved.

Dan O'Connell: Fiscally, our challenge a couple of years ago was that we were unsure if the right amount of tax was being collected. Through Tera's investigation, we have corrected that situation. Secondly, I think our biggest programming challenge is getting the word out. We have some of the best product in the Midwest, whether it is the Convention Center and its package of attached hotels and a ballpark across the street and a lively downtown or the quality Coliseum and its arena and now expanded Conference Center. Our assignment is to get the word out. We are hoping to get new resources to get that word out even further because both of those venues are national destinations and our attractions are regional destinations. That is our challenge to get the word out. We do really well at it but we could do more with a few more resources.

Tom Harris: What are you planning to do in order to do that?

Dan O'Connell: We set up a foundation this year through the leadership of our civic organization leaders to look into funding that way. We are talking to Legislators and the hotel community about increasing the room tax one percent. That seems to be favorable but getting that done in the Legislature is tricky maneuvering. We are looking at how to get that done. The rate is currently seven percent and we are talking about going to eight percent.

Tom Harris: What does that extra percent do for you?

Dan O'Connell: It raises about \$500,000 that we will be able to apply in three specific areas. One, we are marketing at national conventions. Two, take advantage of the new Turnstone facility that has been built. We have a real opportunity to become known for adaptive sports like the Goalball team that competed in the Olympics. This is going to be a real opportunity for Fort Wayne to do something that nobody else is doing. Thirdly, we have really tried to get out and do more for the Genealogical Library. It is really all word of mouth right now. We would like to put a professional campaign together to make that a destination.

Joel Benz: I have a couple of questions. In looking through your budget, a couple of things jumped out at me. One is your direct promotional expenses is going up by

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\$50,000. It mostly looked like it was coming out of your online advertising. Can you speak as to where you are spending and what your return on investment you are getting and what you are doing there?

Dan O'Connell: Digital marketing is the new tool to use, particularly in the tourism industry. Everybody that goes on a trip uses the internet to find out information. We still print guides and maps but it is digital, people Google it and find it. We use a lot of Google ad-word advertising. When people are searching for Midwest activities and things to do with family, our ads pop up. We are very good at it because we have an in-house social media manager and an in-house web manager. This year, our sites are up 28% due to the fact that we are really focusing on digital marketing and we want to do more of that next year. That is why we have less money in Print and put it into digital.

Joel Benz: That is a good thing moving forward. My second question was in your personnel expenses. You have a pretty significant increase in your insurance cost. Is there a reason for that and have you looked at mitigating any of that?

Dan O'Connell: Two-fold, every year our Board kind of looks at the health insurance. We have one part-time employee going to full-time in the Visitor Center and so that increases the health insurance cost. Secondly, we have added an Event Coordinator to put on such things as Savor Fort Wayne, Connect Sessions or work with that Scrabble group by helping to facilitate that event when they come into town. We brought that in-house because we have always contracted that out and now we think it is more efficient to bring it inside. And the changes in the Department of Revenue overtime costs have been built into this budget. We have about four or five people out of our dozen that are affected by overtime. We have had to put \$10,000 into the budget for overtime pay.

Joel Benz: I understand that. Thank you.

Larry Brown: Sharon.

Sharon Tucker: I commend you because this morning I was in my social media feed and there was a link that came up and said "Hosted Here". It was a beautiful video that said "Play Here". I thought that was really nice. Well done.

Dan O'Connell: Thank you, Council member it has just been released this week. It was a year in the making. Play Fort Wayne is an outstanding video that captures the dynamics of this community in a short minute and a half.

Mike Nutter: Your point about Hosted Here, we will hear from people that I was down at this community and we went here and we will say have you ever thought about hosting that here at the Coliseum or the Grand Wayne Center. They will reply that they never thought about it. We put that video together to show them the groups that come in. There is a national thing about the Scrabble and if you could see the letters on the board, people will say they hesitated and weren't sure about Fort Wayne and you blew us away with the Hoosier Hospitality, the pricing and the marquee signs. We were welcomed like no other

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city that we have been. Forget about coming back in five years, maybe we can come back in one or two. That is what it is about.

Sharon Tucker: Very nice.

Larry Brown: Tom.

Tom Harris: Just one other question in regards to salaries and wages. How many employees do you have and did you do an increase this year?

Dan O'Connell: We have 12 employees and are going to 14 next year full-time. We have a three to four percent increase built in there depending on performance.

Tom Harris: Okay, thank you.

Larry Brown: Is there anything else?

Bill Brown: I would like to add that Visit Fort Wayne really has a handle on this collaboration efficiency model. It is a delightful organization to work with. I will make a motion to approve the 2017 budget for Visit Fort Wayne.

Sharon Tucker: Second.

Larry Brown: **All in favor please signify by saying aye. The motion passes 6-0-1 (Buskirk absent).** Thank you. Next on the agenda is the Sheriff's Department.

Tom Harris: In speaking with the Sheriff, in terms of the request for this Justice Assistance Grant. This is a grant that we approve each year and we have done it for several years. In speaking with them I indicated that we have the information in front of us and they would not need to appear this morning and based on that I would like to make a motion for permission to apply for the Justice Assistance Grant in the amount of \$19,885.

Bob Armstrong: Second.

Larry Brown: **All in favor please signify by saying aye. The motion passes 6-0-1 (Buskirk absent).** Next is the Assessor. That would be the Wayne Township Assessor.

Bev Zuber: Stacey sends her apologies. I am Bev Zuber, Wayne Township Assessor.

Eric Baca: I am Eric Baca, the Chief Deputy for Wayne Township.

Larry Brown: Good morning.

Bev Zuber: Good morning. Stacey had to attend a PTABOA hearing. We are here representing the County Assessor as well as Wayne Township. What we are here for is to

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ask that the money from the Consulting Services line be transferred to the Vehicle line. This would be used for a vehicle for Wayne Township. The Consulting line was not tapped into the way it was anticipated. The appeals were settled without the need for appraisals or attorney fees. When Wayne Township went to Stacey and were at our wits ends with the car that we have, Stacey looked at all of the Reassessment Fund and came up with money to give us a car. You have the list from the garage of all of the repairs. You know when you are pumping money into a car and you get to the point where you think that this is just crazy, we are to that point. In addition to the time that the car is in the garage, in addition to safety concerns, I can testify firsthand. I was driving the car with a staff member, pulled out on Florida crossing State Street and lost all acceleration. We sat there and looked at each other and physically tried to help the car go. Traffic is coming from both sides and it was absolutely terrifying. After that incident along with all of the other repairs, I went to the garage and Stacey and I am searching for help. I do not want to put my staff in this vehicle. At this point, I don't really have a choice. Help me please. The money is there in the Consulting line and Stacey acknowledges that we are in the field as much as they are in the field. They have a rotation going and have put us in the rotation for a new vehicle.

Bill Brown: I would like to go ahead and read from the Service Center's comments. This vehicle has had some service issues over the past few years and has become unreliable. It was supposed to be temporary and was reassigned from the Building Department. Based on the point system that we are working on, this vehicle is rated at 28 points and 25 and above should be considered for immediate replacement. I will go ahead and make a motion to allow the Assessor to transfer in Reassessment 2015 Fund 261 from Consulting Services in the amount of \$22,000 to Vehicles for \$22,000.

Sharon Tucker: Second.

Joel Benz: I would like to make a comment. I think there is some consensus among us to look at the vehicle situation, County-wide, by putting this point system in place to see what we can do about replacing some of these older vehicles. Thank you for coming in today.

Larry Brown: My comment would be has this gone through the Purchasing Department yet?

Bev Zuber: I believe so, yes.

Sharon Tucker: I talked to Bev and Stacey about this vehicle last month and I want to thank Bev and Stacey for working together to keep your employees safe and teaming up to kind of rotate. I know Stacey is tight on her vehicles but has found a way to help you guys out in this time of need. I hope we can get the vehicle replaced sooner than later.

Tom Harris: What is the balance after that in the Consulting line?

Bev Zuber: Off the top of my head, I don't know, do you Tera?

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Tera Klutz: We can get that for you.

Jackie Scheuman: \$63,000 after the transfer.

Larry Brown: We have a motion and a second. All in favor please signify by saying aye. The motion passes 6-0-1 (Buskirk absent). Next on the agenda is the Commissioners Department.

Chris Cloud: Chris Cloud, Executive Assistant Board of Commissioners. State law requires if we sell property in excess of \$5,000, we require permission from the County fiscal body. I am sure that this law has been on the books for a long time and \$5,000 might be a little low for getting approval but I think the deal was that there is some accountability. We have been trying, over the last two years, as we have consolidated buildings with the City of Fort Wayne to sell off buildings when possible. We are at the point where we can sell off what was formerly the Small Claims Court Building at 113 West Berry Street. We moved Small Claims into 1 West Superior which is a larger facility. Their volume was much higher and they needed more space and were not able to serve the public as well as they could in the smaller space that existed. That building has an approved sale offer pending your approval. The sale price is \$830,000 and we will net a little over \$800,000 after fees and whatnot. I cannot tell you the owner because it was a shell company that bought it but I am sure it is going for some good use. I am sure they will sign it over to some developer that wants to do something. Before I make another comment, we will need a motion from Council to do that. The minutes act as approval as the requirement from the State. As you are also aware, the Commissioners purchased the Venture Lane building and closed on that at the end of last month. I think the Commissioners would respectfully request that you consider using some of this money for whatever remodeling needs to take place. We don't know a number yet. We are having a kickoff meeting with architects and Work Release later this month but that might be a possible source we would consider asking Council for proceeds from this. We will obviously come to you with whatever that number would be. Just to plant that seed in your head that we will be coming to you next year for something.

Tera Klutz: So to your knowledge, the proceeds will go back into the General Fund?

Chris Cloud: Yes, I looked and the building was bought with bond funds and so it needs to go back into the General Fund.

Larry Brown: Are there any other questions for Chris? I am looking for a motion to approve the sale.

Bill Brown: I will make a motion for the Commissioners Department, approving the sale of County owned property at 113 West Berry Street.

Tom Harris: Second.

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Larry Brown: Are there any further questions or comments?

Bill Brown: I guess my comment is that I do like the idea of liquidating this asset, or selling this asset and using it for a really great purchase that the Commissioners made.

Larry Brown: To piggyback on that if you look at the big picture, 113 West Berry goes on the tax roll and Cook Road has never been on the tax roll. To me, it is a net gain to the taxpayers of \$800,000 and some of assessed valuation.

Tera Klutz: Do you know if that is in a TIF area?

Chris Cloud: The City's TIF is south of that and I don't know that it goes that far north.

Tera Klutz: Thank you.

Larry Brown: We have a motion and a second. All in favor please signify by saying aye. The motion passes 6-0-1 (Buskirk absent). Next is HR.

Janette Jacquay: Janette Jacquay, County Human Resources Director. I am here to request funding for an additional full-time HR staff position. I would like to add an HR Associate to my team and my team currently consists of seven full-time staff members, which includes me. I also have one part-time employee. The Commissioners have agreed that my department could use additional staff and that is why I have asked Chris Cloud to sit here with me and support my request. Chris works very closely with the HR Department and understands some of the needs that we have and can help me elaborate especially from the Commissioners' viewpoint. As you are aware, I have spoken with all of you about the needs of my department for this additional position. Though I have a lot of paperwork in front of me, I won't be going through all of it but brought it in case I need to reference it. I have worked for Allen County Government, in the HR Department, for thirteen years. When I began employment with the HR Department, I was the Assistant Director. At that time, I noticed the need for additional staff already. I was promoted to Director about four years ago and have now taken the time to really understand, in more detail, the needs of the department. To help me substantiate the extra staff we could use, I have spent time researching other public entities as well as private companies that are similar in size to Allen County Government workforce. I have noticed and found within the research that the average ratios for HR Departments are larger than our department compared to employee head count and workforce. So, I come before you today because I feel that I can validate and as I have shown some of you some of the research that I have been able to extract. The responsibilities and additional work developments within the department have evolved. I believe you can understand that given what is going on in the world of technology and additional laws and regulatory compliance that we continue to see in regards to employees' rights and that centers on the benefits as well as worker compensation. Because of this, all of my exempt staff works overtime. Two of my exempt staff works overtime on a consistent basis. Those two staff members are my Benefits Manager as well as my Risk Manager who is also an attorney. She wears two hats in that position. With the Benefits Manager position, what I have

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found on HR Departments out there and what is comparable for HR to employee headcount is that in an entity that is the size of Allen County, 1,700 employees, are usually two full-time benefits people. As you know, I currently have one. That Benefits Manager has consistently worked overtime but that has increased due to some additional Federal regulations that have come to our plate. One of them that I am sure you are aware of is the Affordable Care Act or Obamacare. With the overtime issues as well as the fact that I can show my department does need some additional manpower. I believe it is time to address these issues and ask for an additional staff person. I am here to answer any questions that you might have.

Larry Brown: Council?

Bob Armstrong: The only thing I have to say is that since I have been on this Council we have purchased for the HR Department two new systems to help it be more efficient. At this time, we are asking for additional help for two systems that we have purchased to make the system run smoother and more productive. I am going to vote for this but it is something that we really need to watch because I think what we are doing here is offering departments technology but the same time the technology, apparently, must not be doing what we need it to do and so we are hiring more people. I'll back and support this today but throwing money at issues for programs and technology and coming back to us to hire additional help doesn't make sense.

Larry Brown: Janette, would you like to reply to that?

Janette Jacquay: Yes, I would be happy to address that. Back in 2013, I sat at this table and asked for funding for an HRS System. It is a Human Resource Information System. What we purchased was Kronos and I thank you very much for the \$300,000 that you funded for that system. It was something that we definitely needed. As I am sure you understand the world is rapidly expanding with electronic communication. If I hadn't asked for that system in 2013, I know for sure that I would be back now asking for it. The system is a database and does now hold employee records. We are continuing to rollout programs with that system. It takes time to get the implementation going with it but we have been utilizing this system. It has helped us to streamline some of our processes and it has improved the benefits process but it hasn't eliminated the benefit function. In that particular case, employees still need to contact us because they have questions about payment of an insurance claim that they don't believe was paid correctly. They still have questions that the system can't answer. It is not as if it is a magic robot that can come in and take the place of somebody. Again, it has helped us quite a bit and we are very thankful to have it. We have just implemented and launched employee self-service with the Kronos system. That now allows employees to go in and change their address, if they have a qualifying event where they can change their benefits and they can go in there and manage it themselves. We will still help them and there is still processing that we will need to do because of the action that they have taken in the system. It helps us be more accurate instead of using a paper form for that. We all have cell phones and gadgets and employees are using them as well. They are looking for ways that we can keep up with technology and make changes easier on top of it. The system is one that we appreciate,

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want and are glad to have but it is something that we need as the world continues to evolve in that area.

Larry Brown: Sharon.

Sharon Tucker: Just for clarification, I have a couple of questions. One is about the system that Bob brought to the table. If I heard you right, the system wasn't necessarily to streamline or reduce the need for an employee but to bring us up to technology.

Janette Jacquay: That is correct.

Sharon Tucker: Then I heard you say that employees are going in doing things on their own which eliminates the need for assistance from your department.

Janette Jacquay: Yes and I will explain that better. It changes and streamlines the process. Prior to that an employee had to fill out a paper form and they would still submit it to HR and we would process it. Now, they are submitting that through an electronic system. In regards to certain tasks, we still have to look at that information, process it, validate it and send it on to our carriers. The system helps us streamline the process and makes it more accurate. If they are entering in the fact that they are now married and need coverage for their spouse, we still need a marriage certificate for that and other information to process and approve that change. The system will help us make it more accurate but we still have to work with the employee on occasion as well as administer the process.

Sharon Tucker: No offense but it sounds like we have purchased an expensive Rolodex.

Joel Benz: Can I just add my thought?

Sharon Tucker: It doesn't sound like it's an information holding base. Would you agree with that?

Janette Jacquay: It is an information holding base but it has helped us to better the processes. When an employee fills out a paper form when they get married, the paper form can get lost or it can get misfiled. Once we receive it and enter it into a system we get the information to payroll so that they know how much they are now going to have to deduct or change for premiums. Those mistakes are eliminated.

Sharon Tucker: Okay. My second question, before I give the floor to Councilman Benz, is when you and I spoke I think I expressed very clearly that my concern was adding another individual into HR when we have done the grids, here I go back on the horse with the employees being paid fairly, and now we are saying that we are not going to increase the grids for them but HR needs another person. What benefit will the citizens of Allen County and the employees of Allen County gain from having an additional staffing here?

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Janette Jacquay: I think the employees will gain better service from us. I can tell you that I have a great staff. They are all dedicated public servants, they care about people and they will go above and beyond. Every one of them and I feel very blessed to have that. The employees that work the extra amount of overtime, the Benefits Manager and the Risk Manager, they will stay and do whatever they have to do. I know I am talking about the employee and not the position which is something that HR really focuses on but in this situation, those employees will stay and get the job done. One has small children and will go home but she VPN's from there to finish her job. She is on-call 24/7. The other has the luxury to be able to stay until 6:00 or 7:00 at night, if she needs to. It doesn't happen every night but to finish that work, they will do it. My concern with that position is if I have turnover and that changes, will that next employee be that dedicated? Will they be able to give to County Employees what they currently receive from us? With this additional staff person, who would be taking off from the plate of the Benefits Manager some of her overflow, that person would be her backup and would be able to assist her when she is on vacation or when she is out. Gosh, forbid that something were to happen to her to where she is on an extended leave but also that person would be learning and I would like to have two benefits people that can talk the talk in depth. Because of the benefits function and how complex it is, there is difficulty for anybody else if the Benefits Manager isn't in the office if an upset employee calls and says my hospital bill wasn't paid correctly, Deb Hudson was helping me with it for the last two months. The hospital is telling me that they are going to foreclose on my house, where are we at with it? It is not quite as easy. Right now I have the luxury of calling Deb Hudson on her vacation other than when she was in Hawaii. That is my staff currently.

Sharon Tucker: So the County employees should be expected to see faster turnaround, faster response time. Will this individual help with the hiring process? Will it speed that up or make it smoother? The interviewing process, will they be doing any of those functions?

Janette Jacquay: Right now, my plan was to focus that new position on benefits and work comp. My Risk Manager, who takes care of work comp and all liability, is also an attorney. Her attorney hat, as she has worked for us for over three years, is continuing to expand. She sits on our Drainage Board, takes care of building demolition hearings, she is the Hearing Officer when an employee has issues where termination is recommended. She fights our EEOC claims and that is now such a large part of her job that she has to figure out how to balance it to get both functions done. With that again, she is not the type of person that will drop anything. She will just do it at 11:00 at night. I would like to alleviate some of that from both of these employees and not get that burnout as well. To cross train somebody else to be able to support the functions especially these two employees are struggling to get done. If I felt that there was need with helping my current Recruiter, I would entertain that. What I prefer to have in HR are some Generalists. An HR Generalist is one that can hold many different HR functions. Right now I have subject matter experts. I have a Benefits Manager who knows the comprehensive benefits packages. As you know, if you have insurance, it is very comprehensive. She takes care of our Family Medical Leave, short-term disability, any HIPPA compliance and ACA. She helps employees with retirement and PERF and the Deferred Comp.

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Sharon Tucker: All of those functions are on this one individual?

Janette Jacquay: Yes. With that I would like to have somebody back her up.

Sharon Tucker: Thank you.

Larry Brown: Joel.

Joel Benz: In my mind, the issue of the \$300,000 is really non-existent because I think it has probably nearly paid for itself. You think about previously the procedure was fill out paperwork, which I did and it took me quite a while to get through it. This is the employee and how many employees are there on the County side? This is not a time saving thing for the HR Department but a time saving thing for all County employees. An employee, I am sure does this on County time, are taking the time to fill out their insurance information or whatever FMLA paperwork that they have and how many times a year do they have to do that and take it to your department, hand it in and walk back. That is an hour for each employee, at least, every year. In my mind, the \$300,000 removed that process because last year and this year I did it online and it took me maybe ten minutes, maybe a little longer. There is the time savings and that is why I think money well spent. This issue is separate. Do you have a need for someone in your department and I think you have demonstrated that there is plenty of work in the HR Department. I have looked at some other companies around here and their HR Departments are all larger HR Departments for a similarly sized department. That actually kind of surprised me because we typically have larger HR Departments in the public. Additionally, you told me when we were talking that part of this is going to be transitioning, you have a part-time worker, right, that this is going to be replacing. That is 20 hours a week, not replacing but anyway that is 20 hours a week. You have overtime that you see being reduced by eight hours, maybe a little more or a little less, and we are already at 32 hours and this is a 37.5 hour a week employee. You are not asking for that much more, in my mind.

Sharon Tucker: Are we paying overtime or are they exempt?

Janette Jacquay: They are all exempt. I have one non-exempt and she does work overtime.

Sharon Tucker: I am sorry, Joel, but I have high-jacked your time. That person that does work overtime, is she in the benefits role? We are not going to stop that is what I am asking. That person is still working overtime and this person will not be stopping or helping that position.

Janette Jacquay: Can you explain that?

Sharon Tucker: Absolutely. When we were talking, I had asked you how this will hire benefit. Will they be doing other tasks and take the load off of some of the other people?

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You focused that the attention would be on the Benefits. The person that is currently working the overtime is not working in the benefits area and so we would still have this individual needing to work overtime in her role.

Janette Jacquay: Yes.

Larry Brown: Let me simplify the question. Do you foresee a reduction in overtime, at all, by adding this position?

Janette Jacquay: Yes. I do not think it will eliminate it. My staff does not complain about it.

Larry Brown: We understand.

Janette Jacquay: But it bothers me.

Larry Brown: I am trying to get to the number that Joel had of eight hours reduction in overtime.

Janette Jacquay: Yes.

Sharon Tucker: It will substantially reduce the overtime for the Benefits area. She is the one right now creating the most overtime or working the most hours.

Larry Brown: Are you done?

Joel Benz: I am done.

Larry Brown: Tom.

Tom Harris: I have a few different thoughts and I am having a real hard time with this request. Is this regarded as any part of a succession plan for the department in terms of the Benefit Administrator? Is this something that we are trying to set up for the Administrator?

Janette Jacquay: I would like to see that yes. I do believe, still, that my focus is on the fact that we are an understaffed department and I have two employees that work a substantial amount of overtime. My Benefits Manager has been here fifteen years and there will be a time where there will probably be some changes with that. I don't see it happening soon but as I have been in the Director's seat for four years, I have worked on creating succession plans with my other staff to get them up to speed. With the Benefits Manager, I don't have a person to work with or for her to work with to teach them succession or the depth of what she does. That would be almost an automatic, maybe.

Tom Harris: But at this point, it is not in the foreseen future.

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Chris Cloud: Succession planning has two components. There is building the farm team but also a transfer of knowledge. I think right now what they are faced with is if they were relying on their other full-time staff to know the job intimately enough that they could take over for a short time. If Deb is on FMLA, gone for twelve weeks, none of the people can do her job full-time. If you have a person there that at least understands the status of where her cases are at, understands who the contacts are and has known their names and had some contact with them and literally pick up the ball and run with it for a while, maybe that person would become the Benefits Manager one day but at the very least there is someone who understands the job in and out and has the knowledge that other staff doesn't have the time to acquire.

Tom Harris: I brought that up a couple of times and there was a thought that it might be and a couple of thoughts that it really isn't tied to that. That is a little bit of a concern. Secondly, we talked that one of the reasons you are bringing it forward now is because of a policy that the Personnel Committee put into place and that is if you bring it up, you can't bring it forward for another year or something along those lines. One of the concerns that we had three or four months ago was that we had just implemented this new system that would alleviate some of the paperwork and process of getting people signed up for health insurance and such. We have not seen the results of that fruit of the process improvement yet and you are probably still working through some of that and so we have not made it through an entire cycle yet on the process improvement but we feel that we need to hire additional staff to help us in that area. That policy change that we made in the Personnel Committee is really working against us. One of the challenges that I always have in HR is that if we create a policy or process that begins to work against a management decision, we are working backwards. It worries me a little bit that we have to make a decision before we get the results of a process improvement that is currently underway. What is the number...

Janette Jacquay: Can I speak on that?

Tom Harris: Sure.

Janette Jacquay: The thought, and Tracy can probably weigh in a little bit more because she is the compensation guru in the department though she doesn't hold that title anymore. She has assisted last three compensation people I have had in the last five years. She has assisted them in developing policy. I think what part of the objective was in setting the policy that you cannot come back to the Personnel Committee for twelve months was we would at least allow departments if they were voted down at Personnel Committee, and you know that I was at two to one, we would at least let them have the floor at Council to be able to explain to the entire body the points of request. That is why I am here today so I can let everybody understand my points. Some of what was brought up at Personnel Committee had to do with the Kronos system and a comment was thrown out why did we give you \$300,000 for that system? We should have just given you money for five additional staff. That just tells me that if you give me money for five additional staff, they will be filing? We won't have an electronic system. We will have paper files and continue to use 20 Excel spreadsheets to track all of our information on

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training, benefits, FMLA or whatever. I didn't feel like that point was one I didn't want to bring in front of full Council to say I appreciate you giving the department the money for the Kronos system but this was the point of the Kronos system.

Tom Harris: Okay. That in itself is the policy that we created starts to work against us a little bit. A question that I have is the number of HR per 100, what is that number?

Janette Jacquay: It varies and I do have some information in front of me. One report I have is 1.1 to 100. Back in the great recession of 2009, it dipped to one in 76. I still see reports that show one in 100.

Tom Harris: That is the other way around but okay. I have sat in your seat but how do you respond, you have justified and are justifying additional staffing. We could have every single department, every elected office, walk in here today and justify additional people. How do you answer and respond to them that we are giving you additional resources when they are trying to service the public and citizens directly?

Janette Jacquay: If I was in your seat?

Tom Harris: Or in your seat. It will come to you.

Janette Jacquay: Absolutely.

Tom Harris: I have been there and it will come to you.

Janette Jacquay: Oh, they have been there and you have approved new positions in 2016. I think it is twelve.

Tracy Mitchener: Yes.

Janette Jacquay: So you are approving some. I think what would be asked of me was tell me your points of argument. What do you have to present to Council to prove that you do need another person?

Tom Harris: So, in other words, you are getting additional staff and they are not, your response would simply be "Take it to Council".

Janette Jacquay: I would be happy to talk through it with them.

Chris Cloud: My response would be to take it to Council. I don't think it is a department's job to testify. This is why you are elected, to make the tough decisions and your fiscal prudence over the years has allowed those decisions to be positive for departments. You are in the position that you could approve twelve new people this year. A lot of the public sector is cutting every year but you guys made tough choices. I don't think it is Janette's job to play her department against another department. Everyone has needs, like you said, but everyone does a different job.

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Tom Harris: Chris, I understand but knowing that seat, you will get phone calls and comments and all of that. It will be coming. That is something that we will take up as well.

Tracy Mitchener: The twelve positions that were presented to you, all twelve were approved.

Tom Harris: Yep.

Bob Armstrong: For this year.

Tracy Mitchener: For this year.

Tom Harris: One of the things we look for County Council is service out of HR. How will this benefit the Council in terms of some of the different requests that we have and information that we request? Are we going to get better response or more information?

Janette Jacquay: What requests have we not provided to you?

Tom Harris: Some of the different things that we have talked about? Exit interviews, evaluations, trying to move system improvements. I am just asking, will this help County Council's requests?

Janette Jacquay: With approval from the Commissioners.

Tom Harris: So the Commissioners have to approve some of the requests that we might ask.

Chris Cloud: HR responds to the Board of Commissioners. If there is anything you want that they are not doing, by all means request the Commissioners.

Tom Harris: So the answer is no, I would suspect unless the Commissioners approve it. Even though we are giving you additional resources, we need information from HR to make that decision but we have to get that through the Commissioners.

Chris Cloud: With all due respect, I don't believe that this position has anything to do with requests from Council. It is to alleviate workers comp and benefits issues for Deb. I think that her goal is she needs additional how many hours per week to help defray the burnout we getting from the two employees. If there are things that HR is not doing for you, please let the Commissioners know, absolutely, please.

Tom Harris: We have had some of those discussions but re-evaluation did we do a re-evaluation for the department this year or was it last year? For the jobs in HR, did we do the job evaluations in HR this year or last year, Tracy?

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Nick Jordan: In 2014.

Tom Harris: So a couple of years ago. That's all.

Larry Brown: Bob.

Bob Armstrong: They re-evaluated their own jobs and gave themselves pay raises that were approved at the Council. I didn't agree then and I didn't vote for it then and I still think it is wrong that you have a department that has the opportunity to re-evaluate their own jobs and pay. With that being said, the attorney that you have, are they on staff or on retainer?

Janette Jacquay: They are on staff.

Bob Armstrong: And they do other things other than HR stuff, the Boards and other things that you talked about.

Janette Jacquay: Yes.

Bob Armstrong: Shouldn't that person be directing their full-time and effort into utilizing here as a legal counsel for some of this stuff?

Janette Jacquay: When you say some of this stuff?

Bob Armstrong: Focusing her job is being paid out of your department. She sits on other Boards, Commissions and stuff. Why isn't that being done out of the Commissioners' Office and having her focus directly in and on HR?

Chris Cloud: The County has utilized this position historically to serve as legal counsel for and not necessarily sit on Drainage Board. She also acts as the Hearing Officer for various things. The Hearing Officer thing is not a lot of time. It is going to a meeting for 25 to 30 minutes every now and then. The Drainage Board attorney works a little more and why not. Historically this position has done that job and for a cost increase someone would take it on. Drainage law is not a commonly practiced area of law and we would probably have to increase our cost by hiring that out.

Bob Armstrong: The other question I have for you, Chris, is this job if it passes next year it is not funded and so I heard you say the Commissioners are requesting this position. Will the Commissioners come up with the \$45,842 for the salary for next year or where is that coming from?

Chris Cloud: The Commissioners act as the Executive and Legislative bodies and not the fiscal body. I believe that request would be before County Council as all funding requests are.

Bob Armstrong: My position might change.

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Bill Brown: Kind of recapping this, I met with Janette as she mentioned. Our HR Department, I think, is extraordinary and they do a great job.

Janette Jacquay: Thank you.

Bill Brown: I have always been impressed. They are staffed at approximately one-half of what their comparables are. We currently have one Benefit Manager of the whole County-wide enterprise with no backup and a self-insured entity. To me that is thin, really thin. This whole concept of the new era that we are in moving people from exempt positions, where you can work all of the overtime you want for no compensation. I think you have to be over \$44,000.

Chris Cloud: I think it is \$47,000.

Bill Brown: My main point there is we have exempt employees in the HR Department, in this short staffed department, working combined double-digit, pre-overtime hours. Free will offerings to make it all work well. It just seems prudent to me and I know you mentioned a succession plan but sometimes there is not the liberty to have that when people are working and chugging along and doing what they do. Not that you can't have and it is always a good idea to have it but all of a sudden that position gets vacated for whatever reason, I think the County is all of a sudden in a weak position. To have a backup position in a department that is already understaffed by half is a prudent idea.

Larry Brown: Sharon.

Sharon Tucker: I am going to talk some numbers now. Just making sure and reiterating that the individual that we are looking to do is focusing primarily on benefits and they are not going to be in any other role. This is going to reduce the workload that is carried by the current benefits person and hopefully will grow into a succession plan. I see that you have it at 37.5 hours and are we making sure that the \$45,824 that we will pay takes us over whatever the new Federal overtime pay. Are we over that threshold? If this individual works more time, we will have an overtime expense.

Tracy Mitchener: We are going to make sure to monitor those hours if they were to work overtime.

Tera Klutz: If they worked overtime, yes, we would pay it but they are not going to be allowed to.

Tracy Mitchener: Yes.

Sharon Tucker: So if she does work overtime, we would be exposed to additional overtime.

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Tracy Mitchener: Or we could offer them comp time. That is another thing that we offer at the County. We wouldn't be increasing the budget.

Sharon Tucker: Okay. In your budget, have you looked it to see if you have any money anywhere to see if you can take on any of the expense or are you looking for total funding from the General Fund?

Janette Jacquay: I would prefer to request total funding. I do have money in a part-time line item but my concern is if I deplete that line item, this person will, because of space limitations in my department this person will be sitting at a front lobby desk. That is the only open area for them to work and will be helping constituents and employees that enter the department. I am hoping that the person is going to be able to take care of both of those functions and be the part-time HR Assistant. I don't have anywhere else to house somebody. I am concerned that if she has too much of a workload, I am still going to need to find a way to move that position into an office or put two staff members into one office.

Larry Brown: We are going to take this around one more time.

Tom Harris: Just a couple of thoughts. One is that I am not going to be able to support this today. It doesn't mean I can't support it in the future. My concern is that we are in the process of a process improvement in that specific area that we are trying to get additional staffing for and we are not through that process to see how much improvement that it is going to help you with. My thought is let's hold this off a little bit until we see how that comes through. You may have needs in other areas once you get through this process to determine if it is another part of HR. That is one thought. The second one is, I forget how the split was in Personnel Committee but it was 2-1, two against it and one for it.

Tera Klutz: It was three zero.

Tracy Mitchener: No it was two to one.

Tom Harris: And who were the two against it?

Janette Jacquay: You and Roy Buskirk.

Tom Harris: And I think Bob, your point was to get it before Council. For those reasons, I am going to support bringing this back next year when we can take a look at it further.

Janette Jacquay: May I ask a question?

Tom Harris: Sure.

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Janette Jacquay: When you talk about the continuing process improvements that you would like to see and then make a decision on the process improvements, specifically what do you mean by that?

Tom Harris: We have talked through that and that is your new system...

Janette Jacquay: The Kronos system.

Tom Harris: Moving more people online and getting them to do more things through the employee going online is going to be a process improvement for your department. That makes sense and I agree with you 100%. By the way, I am impressed with your department and your leadership. I just don't think at this point in time I can support this and from my vote and Roy's vote, I am going to vote no.

Larry Brown: Bob, did you have more comments?

Bob Armstrong: My only question is, if this does pass, we have to add this pay range. Where is that money going to come from? Haven't we already approved the budget? This will be an add-on for 2017 that we were not expecting.

Larry Brown: I believe that is correct. Tera and Nick, did you hear the question?

Tera Klutz: I am sorry we were still confused about the vote. The Personnel Committee recap that came from the Human Resources Office was mistaken when it was said that it was not approved three to zero. That is why we spoke up just a second ago. What was the question?

Bob Armstrong: My question was that since the budget was approved, where does this \$45,000 come from?

Tera Klutz: It is not uncommon that you guys will be amending salary ordinances in November and even in December. There is money set aside in your budget that you can use and another source that is often used is rollover.

Bob Armstrong: Okay.

Tera Klutz: Anything that gets passed you can assume the funding will be granted and the Auditor will handle this request next year so we don't have to have the departments come through again.

Larry Brown: Sometimes it is so stated and in this case it may be on...is there an effective date?

Tera Klutz: It is effective today unless it is noted otherwise.

Larry Brown: Okay, Council, I think we have circled the ponies thirteen times.

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Bill Brown: I will make a motion for consideration of a 2016 and 2017 salary ordinances establishing a Human Resources Associate at PAT 4/2, \$43,315 in 2016 and \$45,824 in 2017, non-exempt and 37.5 hours per week.

Joel Benz: I will second that and if I can make a comment to Councilman Armstrong's point, I agree that having a person in the HR Department that is a lawyer and doing stuff on the side is a little bit unusual but my thought is if we don't approve this position, I know she is not in favor of working a lot of overtime but my fear would be that we would lose her and that is potentially a pretty difficult to get a lawyer in there who would have the same resume for that pay. I think to keep a cohesive unit in HR, this is a wise move.

Bill Brown: I want to make a little clarification. I think we all know what Joel was saying but I want to make sure that folks don't think working on the side means doing something outside of the County-wide enterprise.

Larry Brown: For clarification, this position is at 37.5 hours. Are all of the positions in HR at 37.5?

Janette Jacquay: Yes, they are scheduled for 37.5.

Larry Brown: Has there been consideration since you are having difficulties performing all of the duties, increasing that to 40?

Janette Jacquay: There has been discussion about it. I don't know if that still addresses the main issue.

Larry Brown: Maybe it is even an unrelated question but in my mind, it was related. **We have a motion and a second to approve the request for the salary ordinance.**

Bob Armstrong: Can we have a roll-call vote on this?

Larry Brown: We certainly may. Becky, would you do the roll-call vote?

Becky Butler: Bob.

Bob Armstrong: I am caught in the middle of this. I am going to vote no.

Becky Butler: Tom.

Tom Harris: Based that this position is \$43,315 is kind of a backup position for the benefits position and for all of the other reasons, at this point in time I will vote no.

Becky Butler: Joel.

Joel Benz: Yes.

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Becky Butler: Larry.

Larry Brown: Yes.

Becky Butler: Sharon.

Sharon Tucker: I am going to support it but I also want to say that I really hope that we see this position can help alleviate the overtime for more than the one individual.

Becky Butler: Bill.

Bill Brown: Yes.

Larry Brown: **The motion passes 4 – 2 (Harris and Armstrong) – 1 (Buskirk absent).** Before you excuse yourself from the table, there have been little requests sometimes from Personnel Committee and sometimes from full Council for data information. Chris, you being the representative of the Commissioners, apparently we need to formalize that? We can't just discuss it here.

Chris Cloud: I think the request for any information from any department is fine. I think if you are asking for new activities or implement a new process, I don't think that they can just give you it wholesale. But information, please ask any of our departments for as much information as you need to.

Larry Brown: As you know, we have been viewing different job classifications. Throughout that discussion, it has become evident that we don't have exit interview data.

Chris Cloud: At least not mandated exit interview data.

Larry Brown: Council is requesting that the Commissioners mandate exit interview information.

Chris Cloud: Can we do that?

Larry Brown: Maybe that is a legal question that you need to take to the attorney. Clearly, Council is requesting that.

Tera Klutz: Not on Elected Officials.

Chris Cloud: The concern is for Elected Officials. I am not sure we have the authority to make them, compelling, requesting, badgering, I am sure we can.

Bill Brown: Just a quick point on that. I support exit interviews however we have to be clear that no one is required to provide an exit interview.

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Larry Brown: Bad choice of words.

Chris Cloud: I believe we do encourage them. I don't think people always understand why it is important to have exit interviews. Maybe they don't try as hard as they could to get that employee to talk to HR.

Larry Brown: Maybe they don't try at all.

Chris Cloud: That very well could be happening. I am pretty sure I can get the Commissioners to commit to make a concerted effort on how to get that to happen more often.

Larry Brown: And when you carry that message back, if something more formal needs to be done, let us know.

Chris Cloud: For information and data, no problem. If you want to change the job functions, the Commissioners respectfully request their input.

Larry Brown: It is intended to be non-...

Tera Klutz: Confrontational?

Larry Brown: We are not trying to get into individual cases.

Tera Klutz: Like micromanaging?

Larry Brown: Yes.

Bill Brown: Larry, if I might jump in real quick, to your point let's say five columns. Moved out of State, Took a job with the City, Went to work for GM, you could get a pretty good bulk of that data.

Joel Benz: Just to help us make better decisions moving forward.

Chris Cloud: And I think it would be helpful for HR and the Commissioners on what data you are looking for. If you are looking for "I didn't like my manager because of these five reasons" that is sometimes hard for them to say. If there is a rationale for them leaving, I think it is much easier for folks to freely give without any repercussions.

Larry Brown: Maybe the job wasn't properly described.

Chris Cloud: Right. Maybe a checklist and you are right, Bill, we can't force people to divulge their heart.

Bill Brown: There is information that can relatively be easily gained, I think.

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Chris Cloud: I will take that back to them and work with HR on it.

Larry Brown: Thank you. On our agenda is another item.

Tracy Mitchener: Yes and good morning. I am Tracy Mitchener, Human Resources Assistant Director.

Tom Fox: I am Tom Fox, Compensation Specialist. Basically the proposal is to rectify a situation that came to light during the Special Meeting last month. It has to do with Probation Officers. There is a State minimum compensation for Probation Officers and that is what the compensation was based on for both Adult and Juvenile Probation Officers. The Juvenile Probation Officers work 40 hours and the Adult Probation Officers work 37.5 hours. While they were making the same there was an inequality. The Juvenile Probation Officers were actually getting paid less and working more. What we are proposing is to uniform the hourly rate so that all Probation Officers make the same hourly rate and will then be compensated properly for their hours.

Tracy Mitchener: That is like all of the other grids and making the same rate per hour instead of being the same yearly rate.

Bill Brown: I think this reflects a discussion we had a couple of meetings ago regarding getting this right sized, if you will. I will make a motion for 2016 and 2017 amended salary ordinances for those Probation Officers on a 40 hour week.

Bob Armstrong: Second.

Larry Brown: Does the motion need to specifically state that the hourly rate will be the same?

Tera Klutz: No because depending on their step, we have attached a grid to it just like we do when you do the annual salary ordinance.

Larry Brown: Okay.

Tera Klutz: What Bill read was fine.

Larry Brown: **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-0-1 (Buskirk absent).** Next on our agenda is Department 55, ACJC.

Judge Heath: If I may, President Brown, for just a second, I would be remiss if I didn't share that Councilman Buskirk was our liaison along with Councilman Tucker and we worked with him closely and he attended a lot of our meetings for our Advisory Committee and other things. I just want to say that we certainly appreciated his deep interest and concern on behalf of kids in Allen County. He did a lot of work on our behalf.

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Larry Brown: Thank you, Dan, I really appreciate that. It tells you the true character of Roy. Not to carry on too much here, he truly, truly, truly was concerned about the future generation and kids that unfortunately maybe for reasons they didn't have any control of and got sideways one way or another. He tried to find ways by thinking outside of the box that was Roy, in trying to get these kids to see the light, so to speak. Thank you.

Judge Heath: We also appreciate Councilman Tucker coming to us from time to time and being a part of our work as well. We are here today because we have a vehicle, 2009 Dodge Charger, with a letter from our Budget Director that states we took this as a transfer from another County department as we do with a number of vehicles. We took it at 100,000 miles and we have put an additional 18,000 miles on it. Since 2011 there has been \$16,496 worth of repairs. We took it back to the Service Center one more time and it was red-lined. This is a vehicle that we use in our Detention Alternative Program where we go out and check on kids. We are here seeking a capital expenditure of \$26,845. This is for a 2017 Ford Explorer with a police package which has a cage. That is so we can transport juveniles if we have to. We got our quote from City Ford. There was a State bid and there was a dealer's discount of over \$7,212. That took it down to \$25,243 and then we added the police package to come up with the \$26,845. I sent to you some documents and whenever we have a vehicle request, I ask Mr. Doster to review and update me on every vehicle we use, why we use it, where we use it and I should reiterate that we have no take-home vehicles. These are all for services involved with some 500 kids on some form of probation. Today we have 60 kids in secured detention. It is used for all of our programming for juveniles. We have beaten this car to death. I think it was 31 points that it was rated at with 25 points warranting immediate replacement.

Larry Brown: I am not sure that you know this but we are in favor of the Purchasing Department carrying forward the points program and maybe create a more expedient and easier method of vehicle replacement. There is no doubt that this vehicle qualifies. I will say the same thing to you that we say to every department, just make sure that you go through Purchasing.

Judge Heath: Yes, we did.

Larry Brown: And we see that the Service Department has put their two cents worth on it.

Bill Brown: I will make a motion for appropriation reduction in County Council General Fund, Other Capital, in the amount of \$26,845 and appropriate in ACJC County General for Vehicles in the amount of \$26,845.

Tom Harris: Second.

Larry Brown: Bob, do you have a comment?

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Bob Armstrong: The only question I have is the twelve vehicles and the information that you sent us; most of those cars I would assume are hand-me-down cars?

Judge Heath: I think Steve can answer that better than me.

Steve Doster: All of them were but since late 2014, those are new vehicles. What we found is the fact that out of the ones that have been transferred to us, this Dodge Charger, we only got two years out of it. We have some that we have gotten less than a year out of it with a great deal of expense involved. This vehicle has 188,000 miles on it. It stopped at 160,000 and we had to replace the odometer and the dashboard because you couldn't tell if the gauges were working. That is why there is some discrepancy on the actual mileage but it ended up being about 188,000. We basically don't come back unless the County says this vehicle cannot be driven anymore. That has been the case for the last five vehicles. This vehicle is for DAP which is a 24/7 operation and will be going out throughout Allen County to check on individuals to make sure they are following their program.

Bob Armstrong: My question was that it always scares me when a department gets rid of something, they are getting rid of it for a reason and it just scares me that we hand this kind of equipment. We had this conversation about the Assessor's Office and the safety of our employees and such. It always scares me when I hear that and that is why I asked that question if this was a hand-me-down vehicle. If it came from wherever, apparently it was an issue and that is why they got rid of it.

Judge Heath: If I could address that for a second, I have been in this position for four years and years ago a number of us thought, I am old school and used to beat cars to death in my personal life. I still drive a 2006 Escape with 170,000 on it and I am going to keep beating it to death because I don't want a second car payment. Now that is a personal deal. We may have taken that logic a little too far in some of these cases. When you spend \$17,000 in repairs on a car that already had over 100,000 on it, you mentioned a point system, we ought to start working towards some system that maybe it wasn't so wise to run this car into the ground.

Bob Armstrong: Where do you draw the line?

Judge Heath: You never know. Maybe you take the car to the garage and get another year out of it.

Larry Brown: If you remember, before what is going to be called the Great Recession, we had a better planned turnover and maybe a Sheriff's Department vehicle after three years was handed down, if you want to use that term, to somebody like ACJC. When we started putting the squeeze on budgets, we asked them to keep their cars over and over and over. The hand-me-down process still carried on. What was handed down was at or near the end of the life expectancy. With Purchasing's help, hopefully we can get back to a planned method like we had before the Great Recession. **We have a motion and a**

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second. All in favor say aye, those opposed, like sign. The motion passes 6-0-1 (Buskirk absent). The next item is the Highway Department.

Kim Yagodinski: Good morning, Council, Kim Yagodinski, Finance and Personnel Manager for the Highway Department.

Bill Hartman: Bill Hartman, Director of Allen County Highway Department.

Todd Graft: Todd Graft, Fleet Manager.

Kim Yagodinski: We are here to talk about some money that is left in our budget from fuel expense. The prices for fuel have remained low the last couple of years and the Highway Department has seen the benefit of that. We are asking for a transfer of \$300,000 to move to an Equipment line. In that line, what we would like to buy is a new chip spreader. We have a 2003 chip spreader. You are talking about life cycles and so forth and we have evaluated that chip spreader is nearing the end of its life. What we would like to do with the purchase of this chip spreader is to be able to keep the one that we have, put a little bit of money into repairing it and then be able to reap the benefits of being able to have two chip spreaders in the coming years. We are hoping to get two more years of life if we used it a little bit less. This is an opportunity for us to use the savings in the fuel budget to be able to make this request this morning.

Larry Brown: My first question is how do you go about buying a specialty piece of equipment like a chip spreader? Do you involve Purchasing?

Kim Yagodinski: Absolutely. We have worked with Dawn on this particular piece of equipment. We want to not put the cart before the horse and figure out exactly what we were going to do. We were looking at some bids that were out there and available, other State bids and other government bids. We will continue to do that if we get your approval this morning. We may have to go to a formal bid process but it just depends on if we think the bids that are out there are good or we might piggyback onto one of those. We may just want to put this out to bid. Based on the estimated price of the piece of equipment, it is something that would have to come from a bid that has already been done or we would have to do a new bid.

Larry Brown: Bob.

Bob Armstrong: How many miles of chip and seal roads do we have?

Kim Yagodinski: In our budget book, it is at the end.

Bob Armstrong: My question is this; we have two barns and one chipper box that covers a lot of miles.

Kim Yagodinski: And they share it. We sometimes have to work overtime because we have a limited amount of time and the construction season is limited as well.

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Bob Armstrong: I understand that you have one box that does this whole County. You share it from the South to the North Barns. To me, I understand and Todd does a good job of maintaining it. I know from being out and around the North barn, there are a few times I have seen it down being worked on.

Kim Yagodinski: Yes, we don't want it to be down too long.

Bob Armstrong: I will definitely support this. I appreciate him band-aiding the one that we have. It is great to have as a backup.

Kim Yagodinski: That is what we want to use it for. This year we did 124.5 miles of resurfacing, chip and seal and conversions where we used this box. We are very pleased with what we have been able to do with it. This is one of those perfect storms where we have had easy winter and low gas prices so that our fuel budget has allowed us to have extra dollars in there.

Larry Brown: Tom.

Tom Harris: I had a chance to talk to a constituent out in the northeast, maybe Darling Road toward Harlan. They were questioning a few days ago on who makes the decision on what roads get chip and seal and which ones don't. How do you determine that and if someone has a request?

Bill Hartman: Resealing, the North Barn and South Barn Supervisors go out and evaluate the roads and decide which ones to do. A conversion has to have the dedication of right-of-way. Once we get 100% of dedication of right-of-way for a mile, we will put it on the conversion list. Presently we are given enough money to convert between four and five miles a year and we probably have four years' worth of work on that list. They are evaluated by house count and traffic count.

Tom Harris: Is it a traffic count or a request? Do citizens come forward and request it or you do it based on...?

Bill Hartman: Someone on the mile of road has to actually carry the dedication paperwork and get everybody to sign it.

Tom Harris: I see.

Bill Hartman: Someone on the road has to sponsor it.

Tom Harris: So at this point, you said you are four years?

Bill Hartman: We have four years on the list. Say that this is a stretch of road that has 20 houses on it versus others that might only have three or four, we do have a point system and it could be put forward in the list.

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Tom Harris: This new chip spreader will help you do that more efficiently but not necessarily catch you up on the four years.

Bill Hartman: It is a funding issue and weather ability. This year we took advantage of every good day we had to get seal coat down. We were a little behind. Two winters ago was pretty rough on the roads and then last year, in June, it was almost a complete washout and lost that whole month. We had to play catchup this year. And to Bob's question, we do have 1,300 miles of road altogether that we maintain and about 200 of it is still gravel. There is 1,100 hard surface miles of road that could potentially get chip and seal. There are a few miles of concrete but not too many.

Bob Armstrong: Back when I was your liaison, we had the discussion about trying to start converting those stone roads over to sealed roads.

Bill Hartman: Right.

Kim Yagodinski: To Tom's point, where we save money with this piece of equipment is that we don't have to do the needed repairs on the older piece of equipment. We would have something in place in case that piece of equipment goes down.

Tom Harris: But I suspect that there have been efficiencies in technology that would help you do this better and faster.

Kim Yagodinski: Absolutely and efficiencies from Todd's perspective in being able to work on this piece of equipment and being able to get parts for it. Availability of parts is a big deal if we have that piece of equipment down for more than an hour or something. We would start losing man hours and have trucks lined up with stone and asphalt tankers lined up and people standing there waiting. Our mechanics do a great job of keeping the equipment running for us.

Bob Armstrong: My question is for Todd. Would you rather have a manual box or an electronic box?

Todd Graft: Manual boxes predated me. We did have to rent one this year that came out of someone's storage and so I familiarized myself rather rapidly because we had to restore it into operating condition. Very dependable and easy to work on like an old farm tractor. Electronic is the way to go. It controls the material a lot better and there are onboard systems that can help you diagnose problems a lot quicker. The efficiencies of it are tremendous. The machine that we are currently using was pretty much the first prototype that came out and from the leaps and bounds that they have made it is incredible.

Bill Brown: I would like to make a motion for the Highway Department to transfer money in the MVH Fund 250 from Gasoline in the amount of \$300,000 to Equipment for \$300,000.

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Bob Armstrong: Second.

Bill Brown: The comment I would like to make is that I really appreciate the word document on the breakdown of the various things that rollover. It is really helpful to get the historical feature.

Todd Graft: I would like to thank you for the increase.

Kim Yagodinski: Oh, the salaries. It was a significant impact to the Highway budget but we had some very well deserving employees who benefited from the salary increase. We would like to personally thank you.

Todd Graft: We have some good technicians and it just helped to make them feel more comfortable.

Kim Yagodinski: We are hoping that we can retain those employees and hire additional in the future.

Larry Brown: **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-0-1 (Buskirk absent).** Next on the agenda is the Board of Health.

Tom Fox: I am Tom Fox with the HR Department and am a Compensation Specialist.

Mindy Waldron: Mindy Waldron, Administrator with the Allen County Health Department.

Tom Fox: This is a position that we are reclassifying. Basically it started out back in April being posted as an Assistant Clinical Director of Nursing and required a Registered Nurse. After months of posting and not attracting qualified candidates, the Health Department went back to the drawing board and reworked the position and moved some responsibilities around. They came up with the Clinical Practice Coordinator. It went from a PAT 6 to a PAT 4. Because of the length of time it has been open and the need for the position to be filled, we bypassed the Personnel Committee using the established procedures and went to the Chair of the committee and asked permission to come straight to Council. That permission was granted and that is why we are here today. It is a savings of a little over \$10,000 from the original position and hopefully by restructuring we will be a little more successful in attracting qualified candidates.

Mindy Waldron: Nice job. I am glad to answer any questions but he explained it very well.

Larry Brown: And you think now you can fill the position?

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Mindy Waldron: Pretty confident. We often have difficulty recruiting medical positions. I know the Jail has the same issues. We can't compete with sign-on bonuses and those types of things. It has been very difficult and so we decided to make this a little bit more administrative versus needing to be an RN. Dr. McMahon and I feel very strongly that any of our Assistant Director positions in any of our ten divisions, they really need to be able to do the duties of the Director. That is kind of the purpose to back them up and assist and when we were unable to fill that we knew we had to move it from an RN position to something else. We have shifted those duties within the existing RN's and created a bit of a floor level, supervisory component. Some of the tasks that were more administrative we moved to this position. We are confident that we would be able to fill this and I believe we will get a lot of applications.

Tom Harris: The rate is going from \$43,315 to \$45,824.

Mindy Waldron: That is because there are two salary ordinances.

Nick Jordan: The 2016 is going from approximately \$54,000 down to \$43,315.

Tom Harris: Okay and with the new rate it will be at \$45,824. Tom, you mentioned the \$10,000 savings and I saw here that it was going up.

Mindy Waldron: We decided we would go ahead and try to post it yet this year and so we did a salary ordinance for this year and next year.

Joel Benz: I appreciate you being proactive and thinking outside of the box a little bit. I am going to make a motion for consideration of 2016 and 2017 amended salary ordinance reclassifying Assistant Director of Clinical Services, PAT 4, \$43,315 in 2016 and \$45,824 in 2017, non-exempt at 37.5 hours per week.

Bill Brown: Second.

Larry Brown: **We have a motion and a second.** Is there any other discussion?

Sharon Tucker: Just clarifying that we are moving this from PAT 6 to PAT 4. That is where the \$10,000 savings is coming from.

Tom Harris: Yeah.

Mindy Waldron: And the title on here is Clinical Practice Coordinator.

Sharon Tucker: It is in the ordinance because I got confused as well.

Larry Brown: **All in favor say aye, those opposed, like sign. The motion passes 6-0-1 (Buskirk absent).**

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Bob Armstrong: Tom before you leave, when the staff was up here, in 2016 Tracy said there were 12 new staff hired. Do you guys keep a total of that through the years?

Tom Fox: I think so.

Bob Armstrong: I don't need it right now but can you send that to me?

Tom Fox: Sure.

Tera Klutz: Tom, if you want to get with Becky, she has all of that.

Larry Brown: Just to double check, I believe the next item has been removed from the agenda. Is that correct?

Tom Harris: Yes.

Larry Brown: At this time, because of the passing of Councilman Buskirk, I am going to turn this over to Tera to conduct.

Tera Klutz: You are welcome to continue.

Larry Brown: Okay, I will keep rolling. We need to have an election to elect a President to replace Roy and a Vice President for the remainder of 2016. With that said, nominations are open for the position of President.

Tom Harris: I will make a motion for Larry Brown to be President.

Sharon Tucker: I'll second that motion.

Larry Brown: Are there other nominations?

Bob Armstrong: I will make a motion to close the nominations for President.

Joel Benz: I will second that.

Larry Brown: **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-0-1 (absent).** Now, nominations are open for Vice President.

Joel Benz: I would like to go ahead and nominate Bill Brown. He has served admirably in County government for a number of years and can fill out the remainder of the year for Vice President.

Tom Harris: Second.

Larry Brown: Are there other nominations?

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Bob Armstrong: Move to close the nominations.

Joel Benz: I'll second that.

Larry Brown: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-0-1 (absent). Thank you everyone. The 2017 meeting schedule, to be honest, I didn't even look at it.

Tera Klutz: To summarize, it is the third Thursday of every single month next year except for October. That is the fourth Thursday because the Auditor's Office will be at the fall State Board of Accounts called meeting.

Larry Brown: Same time and same place.

Bob Armstrong: I have a question. This shows the twelve months. Do we add in there later the budget meeting? I have always looked at this and it had budget in there.

Tera Klutz: See if these meetings are agreeable to you and then we will have the organization meeting. It would be good if you would discuss when you want to have that and we can add it to the list.

Bob Armstrong: I know we have more than twelve meetings.

Tera Klutz: The budget meeting might change because there were a lot of people elected that said they were going to change the budget process. The organizational meeting is a must. Becky had her hand up.

Becky Butler: When I send out the list of meetings and the deadlines, I name what those meetings are for. You will know when the budget meeting is.

Bob Armstrong: Okay.

Tera Klutz: But they are not on this sheet.

Becky Butler: No, they will be on the sheet that I send out to the world.

Tom Harris: One thought would be that we do an organizational meeting on January 5th. That is the Thursday in the first week of January.

Larry Brown: Tera usually schedules that. Is that what you have in mind?

Tera Klutz: I do it according to your schedule. January 5th is fine for us. Definitely that first week is the key just to make sure that we have a President. I am wide open that day. Do you want to do it in my office again? Do you want it at 8:00 or 8:30?

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Sharon Tucker: Eight would be better for me.

Larry Brown: Eight is better for me too.

Tera Klutz: We will put that down and have that formal list to you in your packet but will also take care of advertising and everything for the 5th. I like the third Thursday every month. We have tried other times and in the evening and no more public shows up than what does in the daytime meetings. That way we don't have a lot of people getting overtime.

Larry Brown: Moving on to 2017 Board Appointments. You have a list of proposed names. Becky, would you comment on this list?

Becky Butler: There is one other name to add to the list under the PTABOA as far as a possible nomination. That is Julia Carsten. I just got this on Tuesday and I think Joel took it and spoke with her. That is the only change to the list that you have in your notebook right now.

Joel Benz: Her name was given to me and the Assessor's Department feels that they want someone who is going to be involved heavily. I did a little due diligence and I feel there is no conflict of interest there. She has a resume that I can forward to you and it is a pretty solid resume. There are no ties to that Board other than she is a real estate agent. I think it would be a good fit.

Sharon Tucker: Can you forward that to me, please?

Joel Benz: I will.

Sharon Tucker: I want to make a comment when you are done.

Larry Brown: Okay. Becky, what I am looking at has no names for PTABOA.

Becky Butler: Right because at the time I sent the notebook, I didn't have any names. It is Mike Clough, you have Julia's name and the other name is Judy Macon. Those are the three names.

Joel Benz: I did request to her that if we appointed her as a Board member, we would have her appear, or members that we are appointing, on an annual basis for open communications because I feel that is something that we have been a little lax on.

Larry Brown: Comment briefly on the Park Center appointment. It is my understand by statute County Council has a position to appoint. It is my understanding that Bill Brown has sat on that Board not as a Council appointment but rather a citizen representative. Is that correct?

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Bill Brown: Yes. I went on when I was Commissioner. Roughly \$3 million in taxpayer money goes into that.

Larry Brown: Do you know, is it your intent to stay on that Board?

Bill Brown: Yes, I plan on staying on it at least through the next term which is about a year or so.

Larry Brown: Okay. If any of you want to fill that position, think about it and offer your name or if there is a citizen that you want to recommend, check and see if they are interested. I think we would like to make these appointments...

Becky Butler: Next month.

Tom Harris: In the December meeting.

Larry Brown: In the December meeting because some of the Boards meet very, very early in January. There was a time that we didn't do it until January but that meant that our representative might miss the meeting. Sharon, you had a comment?

Sharon Tucker: I would like to see us take a stronger look at the Boards. One I am concerned that we have been lax in having our representatives come back and share information with us. In my time of sitting on the Council I haven't seen any of these individuals and this would be time three that we will just keep rolling the same names in the same positions without knowing the benefit that we have gained. How are they representing and I don't think we know that since we haven't seen any of them come back. I think that is something that we should take a serious look at before we decide to keep allowing these same individuals continue to be the representation.

Bill Brown: I would like to make one comment because you were asking for interest in a Council appointee for Park Center. There is a real interplay with the criminal justice system, the homeless population and the whole mental health scenario. We know that those are big, big line items in the County budget and government in general. It costs a lot of money whether people are cycling through jail, homeless shelters or trying to get services from organizations like Park Center. There is that touchstone, if you will, and it has been very enlightening for me to understand all of the great work from a very dedicated organization to help reduce these issues especially in an era of some of the crises that we are facing. It is definitely a worthwhile Board to sit on.

Larry Brown: Are there any recent or upcoming meetings that anybody wants to report on?

Tera Klutz: I was able to get from Jackie the answer to Tom's question. She was able to look up why CEDIT showed \$250,000 and that was for TIF revenue payments for work that had been done in TIF areas of Vera Bradley and the Zubrick Road. We have been repaid \$182,000 or 73% and it had been misclassified into the line item below which was

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Highway Reimbursements. Thank you for pointing that out and we will make that correction.

Larry Brown: Are there any other meetings? Are there any liaison reports?

Joel Benz: I have one of those. The Superior Court budget, they came to me and said they had about \$28,000 in expenses related to the Marion County's trial that was held here that has not been appropriated and Superior Court is not going to be asking for an appropriation of that and so it will remain in the General Fund. They felt that they have done without it most of the year and they can live without it for the remainder of the year. Good thing for us, I guess.

Larry Brown: Is there 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 November 17, 2016.

Sharon Tucker: Second.

Larry Brown: All in favor please signify by saying aye. The motion passes 6-0-1 (Buskirk absent).

Joel Benz: Move to adjourn.

Bill Brown: Second.

Larry Brown: All in favor please signify by saying aye. Opposed like sign. The motion carries 6-0-1 (Buskirk absent). There being no further business the meeting was adjourned at 10:44.