

**ALLEN COUNTY COUNCIL MEETING MINUTES  
DECEMBER 21, 2017  
8:30 AM**

The Allen County Council met on Thursday, December 21, 2017 at 8:30 am in the Discussion Room at Citizens Square. The purpose of the meeting was for 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, Justin T. Busch, Tom A. Harris, Eric M. Tippmann and Sharon L. Tucker.

Also Attending: Nick Jordan, Auditor and Becky Butler, Administrative Assistant.

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

**Larry Brown:** Good morning everyone. Before us today, we have zero appropriations in the General Fund which is customary for December. We will start out with the approval of the November 16<sup>th</sup> meeting minutes. Are there any additions or corrections?

**Justin Busch:** Move to approve the minutes from November 16, 2017.

**Bob Armstrong:** Second.

**Larry Brown:** All in favor signify by saying aye, opposed, same sign. The motion passes 7-0. Next is the financial report from Auditor Nick Jordan.

**Nick Jordan:** Good morning, Council. In your packet are the financials through November. For property taxes, we have processed the December distribution and after you factor in Circuit Breaker, we have collected 100% of what was anticipated. Circuit Breaker reduces our certified levy, so to speak, by about ten percent. Ten percent of the certified levy is lost to Circuit Breaker Credit to the property tax caps. If you look at the Miscellaneous Revenue, we are going to be probably ten to fifteen percent above estimates. Some of those were due to very conservative estimates but if you look at constructive revenues of Building, Planning, Surveyor and those types that are tied to the better economy they are all going to hit record highs. To the contrary, we also see very high care of Federal and State prisoners. We see very high Public Defender fees and though we have a very positive economy, we still significant judicial costs because those are reimbursements. It is an interesting aspect that even though the economy is very positive, we still have those negatives in the judicial area. I can take any questions.

**Tom Harris:** And this represents November so we will be looking at a number of these exceeding 100%.

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**Larry Brown:** Nick, do you have any information to share, will we be impacted at all with the State's unfortunate missing their estimate of revenue? There has been a report that the State...

**Nick Jordan:** They do their own revenue estimates, whether it is sales tax or all of the various revenues that they receive. A lot of our State revenues would be reimbursements and unless they would change that aspect, the care of Federal prisoners or Public Defender reimbursement, those are based on our expenses to begin with. When you look at financial institution tax or excise tax, possibly we could be directly affected by their missing of their revenue estimates.

**Larry Brown:** I guess what I was referring to is do you think distribution timing might be delayed?

**Nick Jordan:** No.

**Tom Harris:** Too early for rollover estimates?

**Nick Jordan:** Not necessarily but a good indicator of what it will look like is if you look on page five which is the County General Fund monthly financial, you will see that as of November 30<sup>th</sup>, on the left-hand side in the estimate column there was \$5.3 million sitting in the bottom line after the two earmarks for the \$6 million and \$3 million and other Post-Employment Benefits Liability. You are at \$14 million without factoring any of the expenses that don't occur. You can see that we have only spent 86% through November of what was budgeted. Historically there has always been two to three percent rollover almost guaranteed. I would say that there is easily going to be over \$12 million sitting in the bottom line at the end of the year. Last year, I think, was \$15 million. That is just the General Fund. You can see through your packet all of the other funds, the significant tax funds and they all have a very, very healthy fund balance. We are very well situated.

**Larry Brown:** Are there any other questions for Nick?

**Tom Harris:** I will move for approval of the financial report.

**Joel Benz:** Second.

**Larry Brown:** **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** At this point, we will open it for any public comments. Is there anyone who wants to come forward with any issues or questions? I see no one and so we will go back to the agenda and move forward with Economic Development.

**Becky Butler:** No, Grand Wayne and Visit Fort Wayne.

**Larry Brown:** Oh, I am sorry. I jumped ahead. We will have the Capital Improvement Board and Visit Fort Wayne.

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**Doug Johnston:** Good morning, Council. I am Doug Johnston, Attorney for the Allen County-Fort Wayne Capital Improvement Board of Managers. I think we all know it as the CIB which operates the Grand Wayne Center here in town. Pursuant to Indiana Code, our annual budget as well as the budget of Visit Fort Wayne is required to be brought before County and City Councils for annual approval. You should have received, prior to today, both of those budgets. With me today I have Board President Jim Cook and the Executive Director Bart Shaw. Also present is Dan O'Connell from Visit Fort Wayne and Gary Shearer and to the extent that you have questions, we are certainly prepared to answer questions. We have distributed some brochures with an overview of the performance of the Grand Wayne and with that Mr. Cook.

**Jim Cook:** Thank you. Thank you for having us this morning. We are pleased to come before you and share the results of 2017 for the Grand Wayne Center and all of the good things that are happening. We look forward to 2018 and seek your approval of the budget. I'll turn it over to Bart Shaw who runs the Grand Wayne Center and he can speak to the operations.

**Bart Shaw:** Good morning and again, thanks for having us. We had another good year at the Grand Wayne Center. We hosted 47 conventions and are anticipating 52 conventions for 2018. As a result of our activities, there were 22,000 plus room nights or hotel stay over nights. A couple of things we have done this past year, it has been twelve years since our renovations and so we have to start looking at some of the capital items. We replaced 70,000 square feet of carpet and we have started a conversion project to switch over to LED lighting in our big halls. It is a major undertaking and should save us quite a bit of money from a utility standpoint. We deployed a guest satisfaction survey. We have always surveyed our meeting planners but there is a new product out there called Happy or Not that allows us to actually survey our guests. If you have ever been to a Planet Fitness, you will see it at the front door. We are really excited about that. We have had a 91% satisfaction rating from our guests. We engaged with Visit Fort Wayne and Greater Fort Wayne, Inc. to start the process of aligning our sales efforts with the community priorities for economic development so that we can go after if the community is targeting insurance companies as a target industry and we are going to try to work together with them to look for ways to bring those conventions here. Those are the highlights from this past year and I would be happy to answer any questions.

**Tom Harris:** I would maybe start out with what is your biggest challenge this year and what do you anticipate your biggest challenge to be for next year?

**Bart Shaw:** It is kind of a double-edged sword because one of our biggest challenges is the success of the region. As the region becomes more successful, there are other things that are using hotel rooms. Just generally transit and is great and it makes it a little more challenging for us to find room nights for conventions. The aspect of the two new hotels downtown is certainly going to be a great opportunity for us to try and expand on that.

**Tom Harris:** And that continues to be the challenge into this next year?

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**Bart Shaw:** Yes but probably not this next year as much because all of the conventions are already on the books. It is our challenge moving forward. Do you work off of the occupancy of the Grand Wayne and what is your occupancy? How do you determine that or is it just the number of events that you hold?

**Bart Shaw:** What we measure, or our biggest measure, is conventions and room nights. That is what we really look at. When you get down to looking at room occupancy, it gets a little tough because we may have to hold out a room for a week for set-up. There are also times that we can't book rooms next to each other because of sound bleed-over. That is a very hard measurement for us. We have hung our hat on looking at room nights and our number of conventions. We started work last year, our initial conversations with CRI (Community Research Institute) to look at trying to model better as to what our economic impact is. We will continue our conversation this year with them.

**Tom Harris:** In your report, you mentioned that 2017 total room tax is estimated at \$5.2 million with approximately \$1.5 million going to Visit Fort Wayne. What determines what goes to Fort Wayne?

**Bart Shaw:** It is statutory. Of the total Innkeepers Tax, Fort Wayne gets two percent. Of the seven percent, they get 2/7ths.

**Tom Harris:** Gotcha. Thank you.

**Larry Brown:** Council, are there any more questions?

**Eric Tippmann:** I had a question about one of the notes. There was something that I had not heard of before and that was the Fort Wayne and Allen County Tourism Authority. Does that still exist?

**Doug Johnston:** The statute was amended a few years back. That is the old formal name which is now the Allen County-Fort Wayne Capital Improvement Board. Short answer is no.

**Eric Tippmann:** The short iteration of you is the correct way to say that.

**Doug Johnston:** Correct.

**Larry Brown:** Is there anything else, Council?

**Tom Harris:** One of the things that I have generally asked is your wage improvements for next year.

**Bart Shaw:** Two percent.

**Tom Harris:** I will move for approval of the budgets of the Allen County Capital Improvement Board Managers.

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**Eric Tippmann:** Second.

**Larry Brown:** Is there any further questions or discussion? All in favor say aye, those opposed, like sign. The motion passes 7-0. Thank you.

**Nick Jordan:** Did you mention Visit Fort Wayne?

**Tom Harris:** I did not. Is Visit Fort Wayne coming up?

**Doug Johnston:** We come under the same statute. If you wish to amend it that is fine and in years past, it has gone both ways.

**Dan O'Connell:** We are here to answer any questions.

**Tom Harris:** We thought we would talk to you as well, Dan, in terms of some the challenges that you are facing and if we need to modify that and revote, we can do that.

**Dan O'Connell:** It is a joint resolution that covers both entities. As indicated, there is a seven percent levy of the State statute tax and we are designated to get two of them. That is why there are joint budgets presented for your approval.

**Tom Harris:** Your challenge for 2018. What is the biggest challenge?

**Dan O'Connell:** First off Gary Shearer is with me and is a member of our Board of Directors as is Randy Brown and Nelson Peters. Our biggest challenge would be that we are seeking a legislative change in the State statute with an increase in the Innkeepers Tax of one percent. It hasn't been changed in eleven years.

**Tom Harris:** So that would be seven going to eight?

**Dan O'Connell:** Correct. We are trying to stay competitive with cities in the Midwest who have larger resources to get their conventions like Grand Rapids and Lansing and Peoria. We find that the hotel industry is supportive of this increase. We have a resolution from their association. It is a difficult assignment but we have been at it for two years now. That is one of our bigger challenges for next year. The second challenge would be doing well hosting the large conventions that have selected our city. We are very fortunate the NCAA selected us for future national basketball championships for men and women and will be held in future years. We have a Midwest Regional at the Coliseum for wrestling. We have several large tradeshow and consumer shows at the Memorial Coliseum. One of the other areas is we are working a lot with Turnstone to develop our City and County as a destination for adaptive sports. Next year we are hosting the largest national championships for athletes under the age of eighteen with disabilities in the United States. We were able to book that and it will be a first-time event for us and there is a large learning curve. There are four different venues in our city and so that is one of

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our big challenges but it is really a big opportunity to prove that our community likes this kind of tournament and we can do it well.

**Larry Brown:** Any idea what the participation or attendance this might be?

**Dan O'Connell:** The National Juniors attracts about 800 athletes and families that accompany them.

**Larry Brown:** Do we have accommodations for them?

**Dan O'Connell:** We do and it is spread out among the whole community. We are using two high schools as well as Turnstone for their athletic competitions. There is track and field, swimming, archery and ping pong and wheelchair basketball.

**Larry Brown:** Very good.

**Tom Harris:** From the standpoint of a tax increase, the hotel/motel industry is probably not for that though.

**Dan O'Connell:** No, they are for it. The hotel industry has seen a great response to our sales efforts, to our marketing efforts and they understand that to grow the product in our community, we need to be more national attracting these National Juniors and regional events and the night business of corporate meetings. Transient travelers have been very strong this year. In August, we had the highest occupancy that we have ever had in our city. We are strong in the summer and weaker in the winter months but they are very supportive of it and with the growing demand for new venues that are coming online like Turnstone, like the Riverfront and more product coming online we need to be more outreach in marketing and sales.

**Gary Shearer:** The hospitality industry seems to be very supportive of it and understand that there is so much more we could be doing. When you look at Indiana, we are the second largest market in Indiana but our budget, compared to other convention and visitors bureaus ranks about sixth.

**Tom Harris:** That two percent can change and that would go to eight percent...

**Dan O'Connell:** And it would look like that.

**Tom Harris:** Oh, it would. It would go to three.

**Dan O'Connell:** It would be three coming to our marketing and sales.

**Eric Tippmann:** When these junior sports events come to town, do they sign a contract with anybody?

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**Dan O'Connell:** Yes they do. It is a contract signed with the facility. It is to reserve the dates and the rates and is a negotiated rental. We have contracts with two high schools and Turnstone.

**Eric Tippmann:** What was your role in bringing them here?

**Dan O'Connell:** We facilitated a couple of things. We first contacted the decision maker of the USA Junior Nationals. We brought him to town and gave him a site tour and showed him our properties and venues. We gave him a tour of the athletic facilities that they would be using. We had a special meeting between several of their Board Members and Turnstone's Board Members to show the commitment with the community. We received a sports business development grant from the City for \$5,000 to help underwrite their cost. That was the package we put out as an incentive and they accepted.

**Tom Harris:** I will make a motion to approve the budget of Visit Fort Wayne for 2018.

**Joel Benz:** Second.

**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Now we will go to Economic Development.

**Rachel Black:** Rachel Black, Economic Development Allen County.

**Troy Wuthrich:** Troy Wuthrich, Controller for Lippert Components.

**Rachel Black:** How is everybody doing this morning? Lippert Components Manufacturing is requesting a Statement of Benefits for their new location at 2909 Pleasant Center Road. They will be housed within the 764,000 square foot building that was once home to Nestle and then General Mills. Lippert is a supplier of components to the recreational vehicle and manufactured housing industries as well as bus, cargo and equestrian trailer and marine industries. The current site located in the City of New Haven produces soft goods and furniture for the marine industry as well as furniture for the RV industry. They came to Allen County in 2015 when they purchased Signature Seating. Earlier this year, Lippert had purchased approximately 52 acres from the Allen County Redevelopment Commission. At that time, they had intended to build a 380,000 square foot building on Ryan Road. The company had planned to invest around \$19 million in that facility with their personal and real property as well as expand their workforce presence there. While the company does still own the land located off Ryan Road, they have decided not to pursue the new building and have leased the Nestle building and will be consolidating the New Haven facility on Nelson Road as well as their Auburn facility to the Pleasant Center Road facility. This proposed project involves an investment of about \$8.8 million in manufactured equipment and approximately \$2 million in real estate improvements. As far as jobs go, they are planning to create 135 new jobs for this facility and the salaries total over \$4 million. The annual salary per job is about \$31,000 per year. They are going to be adding an additional 185 jobs from this consolidation. He may have an update on the jobs on that. Based on the point system,

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they are eligible for a five-year tax phase-in for real property and a ten-year tax phase-in for personal property. If approved today, the company will save about \$463,000 in property taxes over the deduction period of time. Troy is here if you have any questions or if you have any questions for me.

**Tom Harris:** Troy, tell us a little bit about what you do and congratulations on this consolidation.

**Troy Wuthrich:** As she mentioned, we entered the Allen County area back in 2015. I am going to speak mainly on the furniture side of the business because that is what this pertains to here. We historically have been more of an RV supplier of furniture and had the desire to get into marine furniture and did that through acquisition versus starting our own product line. That has been turbo charged with a couple of other acquisitions in the marine furniture world back towards Elkhart County. The vision always was, when we acquired Signature in 2015, to grow that as a market leader. We have gone from zero market share to being the industry leader in two years. It is very exciting. When we purchased Signature in New Haven, we knew that the building shouldn't hold us long-term. The land became available and through the process of that became a little bit more aware of the opportunity to get into the Nestle building. I know you guys aren't as familiar with our company but we historically tend to outgrow our buildings. The opportunity to get into almost double the space was very intriguing to us. We will fill it up and we are excited to have that opportunity to grow. We feel there is opportunity to tap into even more of the labor market in this area and to impact another community. One of the things that Lippert has done over the past year is to set a 100,000 hours community service goal that we recently passed about ten days ago. We feel that we need to be a part of the communities that we are in and in the New Haven facility and Auburn facility, they did almost 8,000 hours. The communities are being impacted with almost doubling the head count here. We are excited to be here and marine furniture is a part of our future. We are strong believers in the RV and marine markets still have a lot of room to grow. A lot of things in the economy are strong and we are seeing younger buyers in both markets which mean repeat buyers over the years. We are a high energy company and we grow fast and make decisions that can make what is happening here. We planned on building a building and found this opportunity and we are dynamic enough to change direction and do what makes sense.

**Tom Harris:** It is great that it is working out and great to fill that building too. I also want to say thank you that you have decided to present five percent back to the community.

**Troy Wuthrich:** We historically have been doing that over the years within the communities that we have had the opportunity to do that.

**Larry Brown:** You might want to say that again.

**Eric Tippmann:** They voluntarily give five percent back of their \$463,000. There was another box there.

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**Larry Brown:** It is very much appreciated.

**Tom Harris:** He is pushing for ten percent.

**Eric Tippmann:** I also noticed you don't do tuition reimbursement, right? As a professor at the local college, I would be remiss if I didn't mention that. Maybe it doesn't meet the threshold. What is the threshold again?

**Tom Harris:** The Company must pay 70% of the benefit cost.

**Troy Wuthrich:** We support some continuing education for our employees if they go back to school but as far as new hires, there is not a tuition reimbursement.

**Eric Tippmann:** After they have been there a while, do you offer it?

**Troy Wuthrich:** No.

**Tom Harris:** That was a subtle hint.

**Troy Wuthrich:** We are always looking to refine our benefits though.

**Larry Brown:** Sharon.

**Sharon Tucker:** Will you clear up a couple of things? You started in 2015 or you went to that facility in 2015?

**Troy Wuthrich:** We entered the Allen County area in 2015 with the purchase of Signature which was a marine company. Lippert Components goes back to the 1960's.

**Sharon Tucker:** You said that you are going to bring 135 new jobs in, which is awesome. One of the challenges that we see often is that the business owners are having a hard time filling positions especially with the low rate unemployment. Do you guys have a marketing strategy that you are going to use to try to fill those positions?

**Troy Wuthrich:** It comes with the total package of pay, fringe benefits and culture. Something that we changed in our company a few years ago was to go back and look at our older facilities and make them a better place to work. You will find employees that will jump for the next dollar but there are a lot of employees out there that want to work in a culture that is pleasant to work at. Do they have the tools they need to be successful? Are their accommodations clean? The culture we are trying to build, we are getting to around 10,000 employees now and when you walk into Lippert Components, we are trying to instill that it is a family business. That stems from the top, Jason Lippert. Our CEO is still a family name. One of the things we are trying to do is a campaign called Everyone Matters. We want to make sure everyone is being communicated to. We had a problem of retention a few years ago to where we were turning over 100% of our

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employees. That is a huge cost and not a healthy environment. We have set to be more intentional about that and this year we are going to finish with below 40% turnover. That is not where we want to stop. It is a challenge and is not easy. You have to be intentional about it and try to provide leadership opportunities and make employees feel that they have what they need to be successful and that they know where they stand. As far as what HR's recruiting strategies are, I don't have that information. They tell me to stay in my accounting world.

**Sharon Tucker:** Thumbs up for turning around the turnover number.

**Tom Harris:** I think I would say on behalf of Council, congratulations to you and the entire leadership team and employees for your success.

**Larry Brown:** I do have a question. Do you have any idea of the anticipated truck traffic count?

**Troy Wuthrich:** No but I can get that to you.

**Larry Brown:** Rachel, I think we need to know that. I think there is a potential problem brewing at that intersection that we might want to help address. As soon as the milk trucks start there will be more traffic.

**Tom Harris:** As you get settled in, we would love the opportunity to take a tour if that is a possibility.

**Troy Wuthrich:** We would be glad to invite you out.

**Tom Harris:** I will move for consideration of Resolution 2017-12-21-01 approving a Statement of Benefits for Lippert Components Manufacturing, Inc.

**Sharon Tucker:** Second.

**Larry Brown:** **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** Next on the agenda is a transfer in the Treasurer's Office.

**Eric Tippmann:** I will go ahead and suggest that. I will make a motion for a transfer from Supplies and Bank Fees to Office and Computer Equipment in the amount of \$3,529.

**Joel Benz:** I will second it.

**Larry Brown:** **We have a motion and a second. Are there any questions?**

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**Bob Armstrong:** The only question I have is do we have a contract with the shredding company already? The only reason I say that is because once in a while I will see the big shredding truck sitting out beside the City-County Building.

**Nick Jordan:** Different departments do different things. We shred our own stuff in the basement. Other departments use Iron Mountain or other places. I think it depends on capacity and what you are shredding. I think that is what the Treasurer does also.

**Larry Brown: All in favor say aye, those opposed, like sign. The motion passes 7-0.** We are moving on to the Sheriff's Department.

**Dave Gladieux:** Dave Gladieux, Sheriff.

**Tom Fox:** Tom Fox, HR Department Compensation Specialist. The Sheriff's Department has two items on the agenda this morning. Both of them passed the Personnel Committee three to zero. The first one is establishing a Resource Officer at Fort Wayne Community Schools for Wayne High School. The second one is to re-establish the Receptionist position within the Sheriff's Office.

**Dave Gladieux:** Go ahead and introduce yourself.

**Dottie Davis:** Dottie Davis, Fort Wayne Community Schools, Director of Security.

**Dave Gladieux:** I was approached several months ago by Dottie and Fort Wayne Community Schools in reference to Wayne High School and their need for an SRO. It is a little bit different than the rest of the SRO's as far as jurisdiction and things like that. That school is the only Fort Wayne Community School that is outside of the City of Fort Wayne. Dottie approached me and asked if I would entertain the thought of providing an SRO with the same contractual deal we do with our three school districts. I have no issue with it. It is a financial wash with the 70/30 split. We do that because we use that Officer in the summertime and there is no sense in the school system paying the salary through the summer hours. Are there any questions, comments or concerns?

**Bob Armstrong:** Will this be a K-9?

**Dave Gladieux:** Probably not. Chances are this will probably be a fairly new Officer. We tend not to throw too many dogs at the new guys.

**Larry Brown:** Sharon.

**Sharon Tucker:** I think you mentioned it would be a new Officer? I know before in East Allen County we were kind of worried about taking so many guys off the streets.

**Dave Gladieux:** Right. This is why I am coming in front of you is to ask for the money to replace. I can't just provide and not replace. That is why I am asking for the funds to be put into my budget to replace that Officer. Chances are it will probably be a newer

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Officer. We have already put out a proposal department-wide and have interest from two individuals and they are both fairly new. Some of the senior guys just don't have any interest in it.

**Larry Brown:** I think it is important that we emphasize that there is a little bit of expense but the benefit versus the expense of having the Officer in school as a model of good citizenship...

**Dave Gladieux:** That is just what this will be just like any other School Resource Officer. Dottie can explain further with regards to the security. It is still going to be other Officers at the school doing the security part. The School Resource Officer will interact with the kids and show a positive role model.

**Dottie Davis:** That is our number one goal with all of our School Resource Officers and we have seen a huge benefit with them building relationships not only with the student but with their family as well. Also, identifying those kids that may need a positive role model and coming alongside of them. The SRO's do a wonderful job with academic support and do home visits and they work with Probation Officers to make sure that our kids are successful and able to graduate.

**Larry Brown:** Justin.

**Justin Busch:** I want to applaud the program for being proactive instead of reactive. For the majority of these kids, hopefully, it would be their first experience with Law Enforcement and to understand what that means is something that will pay dividends in the future.

**Eric Tippmann:** What have you been doing for security up until now?

**Dottie Davis:** We currently employ off-duty Officers at that school. We provide 16 hours of security per day. With the SRO we will be able to allow the security personnel to focus more on perimeter and things that a traditional Law Enforcement Officer would do at a school whereas the SRO will be in the classrooms and working alongside students.

**Larry Brown:** Tom.

**Tom Harris:** Dottie, you work with the City of Fort Wayne and have Officers at a lot of your schools?

**Dottie Davis:** Not just the City of Fort Wayne. We employ Officers from Allen County PD, Fort Wayne PD, IPFW, Woodburn PD and Indiana State Excise as well.

**Tom Harris:** Is the SRO dedicated to one school?

**Dottie Davis:** Correct.

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**Tom Harris:** What school?

**Dottie Davis:** Wayne High School.

**Tom Harris:** So the SRO is in addition to the number of Police Officers even though the Police Officers are there to develop that kind of relationship, this SRO is going to take that up a notch.

**Dottie Davis:** Traditionally security personnel and SRO's have a totally different responsibility and job description. We recognize that this is the only high school that lies in the County and doesn't have an SRO. We realize from being at the Allen County Safe School Commission, the benefits that an SRO has had at the high schools and so it was us coming to the Sheriff to ask for his partnership.

**Tom Harris:** How many, from the Sheriff's staff are SRO's for Fort Wayne Community Schools?

**Dottie Davis:** This will be the only one. That is our only school that lies in the County.

**Larry Brown:** Sharon.

**Sharon Tucker:** I think it is important to note too that a couple of years ago when I was doing Principal of the Day in East Allen County, we had a very serious threat of a bank robbery. They shut the school system down and I was on lockdown. We had a Sheriff's Officer who was able to communicate back and forth with us to let us know what was going on. It provided a level of comfort to know there was somebody inside that was able to not just provide the information but also some keys on what to do and how to be safe. That is a benefit that he has also. They do interact with the students and teachers and principals but they also provide a level of security that only being onsite, you can experience.

**Dottie Davis:** I would agree.

**Larry Brown:** Let's handle this first one as a separate motion.

**Eric Tippmann:** I will go ahead and make a motion for consideration of a salary ordinance establishing the pay for a Resource Officer, Sworn Officer, \$53,106, non-exempt, 40 hrs/wk. 70% of wages paid by FWCS.

**Bob Armstrong:** Second.

**Larry Brown:** **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** Item number two.

**Dave Gladioux:** This would be the Receptionist position. This was a position that was previously in place during the previous administration. For whatever reason, it was

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removed. I am finding it very difficult to serve the public when they come into the office. If you stop by the office, nine times out of ten you won't get greeted. I have dealt with it for the past three years and it is rather embarrassing when the public comes in and you hear "Hello" or "Is anybody here?" I asked the previous administration to not do away with it and he decided to do it anyway. I am asking for it to be returned and I am not asking for any additional funds. I will find it within my budget through 2018 and we will adjust from there. I do not foresee this becoming a financial request in the future. It was discussed in Personnel Committee about the possibility of part-time and I have watched that situation since then and part-time just isn't going to work. It is a tough thing to predict as to when people come in and when they don't.

**Larry Brown:** We also asked about workload and the Sheriff assured us that there is ample workload to keep this position busy other than sitting there greeting people.

**Joel Benz:** I did have some hesitation and I voted yes in Personnel Committee. I do think there is some merit to having someone sitting at the door. You are a professional organization and I think that merits someone to greet people when they come in. I am going to vote yes today even though I requested you to look at some other alternatives. I think having the professional face out there overrides some of my other hesitations.

**Larry Brown:** Bob.

**Bob Armstrong:** Wasn't it a couple of years ago, the County held classes for customer service and stuff like that? It's like you said, it is a customer service job. It is kind of odd that the position was taken away in the first place.

**Dave Gladieux:** I think it was a cost saving attempt. It is the first face they see.

**Joel Benz:** I am going to go ahead and make a motion for consideration of a salary ordinance establishing the pay for a Receptionist, OSS 3/2, \$31,468, non-exempt, 37.5 hrs/wk.

**Bob Armstrong:** Second.

**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1 (Tippmann). Next on the agenda is a transfer with the Cooperative Extension.

**Sam Johnson:** Good morning, Sam Johnson from Purdue Extension. I brought an annual report for each of you from Vickie.

**Larry Brown:** Do you want to describe what this transfer is about?

**Sam Johnson:** We are asking for \$960 to be transferred from computer equipment into office supplies.

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**Larry Brown:** Just a year-end kind of thing?

**Sam Johnson:** Correct.

**Sharon Tucker:** We did this last year. Every time it is because the invoice will be delayed and it is just to move the money over to make sure we have it to pay.

**Larry Brown:** Is that a motion?

**Sharon Tucker:** Yes. It is a motion to transfer \$960 from Office and Computer Equipment to Supplies.

**Justin Busch:** Second.

**Larry Brown:** **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.** Next on the agenda is a transfer within the Election Board.

**Nick Jordan:** I will do it. They have an addendum also. Let's just skip that for right now. It will only take a minute. We'll do it later.

**Larry Brown:** Oh, okay. Next is a salary consideration in DPS.

**Kim Bowman:** Kim Bowman, Executive Director of the Department of Planning Services.

**Paul Blisk:** Paul Blisk, Deputy Land Use Director.

**Tom Fox:** Tom Fox, Human Resources Compensation Specialist. DPS is requesting a new position, Principal Land Use Planner-Special Projects. It passed Personnel Committee three to zero. They are here to explain the position.

**Kim Bowman:** I would like to start with explaining the department a little bit. We are a merged City and County office functioning under the County Council budget process. We merged in 2008 and we provide land use zoning and permitting functions for the City of Fort Wayne, unincorporated Allen County, Hometown, Grabill, Woodburn and Monroeville. The need for this position has kind of evolved over the years. Back when we were merged, the economy was down which gave us time to organize and assume all of the responsibilities with running City Land Use. Over time, as I provided in your packet, permitting has increased. You heard Nick talk about revenues increasing and it is a great thing happening to our local economy and our community but it does impact staffing levels in the projects. The need for this new Planner is to take care of a backlog of projects but also to anticipate the future. We need assistance with a number of ordinance updates and provisions but looking into the future, I know many of you are familiar with our comprehensive plan, Plan It Allen. It is now just over ten years old and in 2018 we are launching a complete review of the plan to identify any gaps or tweaks.

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We are trying to stay current not only with our zoning ordinances but also our comprehensive plan. We have also found the need for additional Accela assistance internally and externally. Our website needs a lot of updating and monitoring as well as cross-training with floodplain, public hearing and project review functions. I will be happy to answer any questions you may have.

**Larry Brown:** I would like to follow up and add a couple more things. If you remember, and Kim you probably remember the date better than I do, several years ago Roy Buskirk initiated a joint effort between City and County to review permitting practices. Over the course of time, I can't quote the exact mission statement but our goal is to stay a leader in the industry and stay on the cutting edge. That is a pretty big statement and quite a task. There is an expense that goes with that. We have to constantly be reviewing, updating and staying current and ahead of the trend as best we can. As revenue figures show, it is not just this effort but the State's position on economic development and the national position on economic development and all of those things contribute but no doubt about it, Fort Wayne-Allen County and Northeast Indiana is booming. It is the addition of personnel like this and in the Building Department and those are things that go along with it. I am just adding that to the explanation.

**Justin Busch:** I would like to echo President Brown's comments. I look for those contractors in Evansville and Posey County to say they wish they were back in Allen County doing work because it is easier doing work up there. You certainly have my full support.

**Larry Brown:** Tom, do you want to take over?

**Tom Fox:** It passed three to nothing in the Personnel Committee.

**Eric Tippmann:** What are the education requirements for this position?

**Kim Bowman:** This is a Professional Planner position which requires a Bachelor's Degree in Public Administration or related field, one to three years of experience is preferred.

**Joel Benz:** I will go ahead and make a motion for consideration of a salary ordinance establishing the pay for a Principal Land Use Planner-Special Projects at PAT 5/2, \$55,111, exempt 40 hrs/wk.

**Tom Harris:** Second.

**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Next on the agenda is salary consideration in Youth Services.

**Chris Dunn:** Chris Dunn with Youth Service Center. I have some things I would like to pass out. I am here to request salary ordinances for two positions that we took in front of

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the Personnel Committee. These positions that we are asking for to meet some State regulations. What I passed out to you is the most recent update as to what is going on with DCS. That is who licenses us to do what we do. They are who reimburses us for all of the children in our care. We are at their mercy and they micromanage us daily. We have to meet staffing ratios, 1-6, to make sure we have enough staff on at all times. The second position on here is one that has to do assessments that the State is requiring. They are online computer assessments and they have to interview the child. The one assessment has to be done on every child that comes through our door and is there for seven days or more. We see, on average, 500 children a year and so it takes up a lot of time. Are there any questions about either of the positions?

**Larry Brown:** Eric.

**Eric Tippmann:** What is the penalty for going below the staffing threshold and how often do you do it?

**Chris Dunn:** We don't. We try to cover it with part-time. We are having a hard time finding part-time staff. I had three interviews set up last week and only one of them showed up.

**Eric Tippmann:** So you have never been...

**Chris Dunn:** We have, I am not going to say we haven't.

**Eric Tippmann:** Is there a mechanism at the State level and get cited?

**Chris Dunn:** Yes we do. We would then be given a plan of direction and then we would have to correct it. When they come through and do our reviews, we have three of them a year by the State. They come through and cite us for something. They always find something. The hot water heater was turned up too high. When they put a thermometer under the faucet, it was too hot. I got cited for candle lights in the bedrooms not being bright enough. We are in the process of replacing them with LED's. We wanted to do that anyway. It is just trying to do half of it one year and the other half the next year. They cited us for not having it all done. They are going to find something.

**Eric Tippmann:** Chris, I didn't intend for you to air your dirty laundry.

**Chris Dunn:** I am sorry. I just wanted you to understand how difficult the State can be.

**Eric Tippmann:** I understand. Staffing issues is related to what we do, right?

**Chris Dunn:** Right.

**Tom Fox:** The first item, the Youth Care Worker, is to provide adequate coverage and hopefully reduce overtime expenses. That passed Personnel Committee three to zero.

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**Chris Dunn:** We are not asking for funds. We will cover this out of our per diem increase. We raised it over \$100 this year from \$210 to \$325. I was instructed by President Brown to make sure that I look into 2018 figures for other agencies to make sure we are staying in the middle of all that or above. That is a task I will make sure gets done after the first of the year. Everybody has to set their rates at the same time. When I called around to figure out where we were in the mix with everybody else's rates, it was based on 2017 rates. That is what is going to cover these positions.

**Larry Brown:** Councilman Harris.

**Tom Harris:** Chris, in terms of your average number of youth at your facility, what is that average?

**Chris Dunn:** It fluctuates every day. It was 21 at the beginning of the week and it 17 right now.

**Tom Harris:** How many can you hold?

**Chris Dunn:** Twenty-five. The majority of our children are coming from the Department of Children Services and they come and go constantly.

**Tom Harris:** I had the opportunity to serve on your Board a few years back and the State level was trying to figure out what their strategy was and whether they should have more youth coming in your direction or have the Judges basically send them back home. This resignation that you are handing us this morning, is that going to give us some indication of where the State is trying to go with this?

**Sharon Tucker:** Clarify it wasn't your resignation but someone else's.

**Chris Dunn:** It was the Director of DCS from the State. To me, it just throws everything up in the air again. We have been through this when they had James Payne as the Director and they appointed Judge Bonaventure out of Lake County. She was highly esteemed and had been in the field for a long time. She is stepping down because she is not happy.

**Tom Harris:** Was her position to have more youth coming to your organization or having Judges send them back to their homes?

**Chris Dunn:** I wouldn't say it that way. It is hard to answer what you are saying. I don't ever seeing it as sending them back home. I am just saying there are only so many services that you can provide. If they limit the funding, they are going to have to limit the services. That was a political battle at the State of how much funding was needed for DCS to provide all of the services that are required. There is a huge opiate problem going on and that is putting more children into the system that require more services. There has to be a breaking point. She is resigning because she feels that they are not putting enough money in her budget to meet all her needs.

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**Tom Harris:** Council, the reason I am asking that is the potential exists that there could be more youth sent in your direction or if they change something at the State level, they could have less coming to you. Is that fair?

**Chris Dunn:** The potential is there.

**Larry Brown:** Tom, in the duration, you and I have both been on the Council where things fluctuate day-to-day but it is going to stay there. It is not going to change anytime soon and we know that. Bob.

**Bob Armstrong:** You said you have 17 there now but how many of those are from out of County?

**Chris Dunn:** I think we have three. That also fluctuates. We are all getting the same per diem for all of the kids.

**Sharon Tucker:** At our last Board meeting, we had some discussion about all of this and one of the things we saw is that they are putting a large amount of money in overtime. Their staff is working ridiculous overtime trying to make sure he has positions covered. It is so we don't get dinged by the State. You don't really have a choice when they put those requirements on you. They try to get it with part-time but people aren't necessarily looking for part-time in this type of work. It takes a special type of person and I will be voting to support it. I will go ahead and make a motion for the consideration of a salary ordinance establishing the pay for the Youth Care Worker, POLE 2/2, \$34,612, non-exempt, 37.5 hrs/wk.

**Eric Tippmann:** Second.

**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1 (Harris). And the next position.

**Tom Fox:** The next position is a new position, Youth Care specialist/Case Worker. It was created to address some of the testing issues that were discussed and some other State requirements. That passed Personnel Committee three to nothing.

**Chris Dunn:** Again, the same issue. There are a lot of other things we are going to put on this position to help carry the load.

**Sharon Tucker:** We have seen the State do this to us time and time again. Push it down, push it down. I will move for consideration of a salary ordinance establishing the pay for the Youth Care Specialist/Case Work, PAT 3/2, \$40,864, non-exempt, 37.5 hrs/wk.

**Justin Busch:** Second.

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**Larry Brown:** Remember that the per diem fund is paying for these. **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1 (Harris).** Next is ACJC on the agenda.

**Judge Heath:** We are here this morning on a number of requests and I wanted to give you a little background, if I may, before we get into this. Before I say anything else, I want to thank the Council. This will probably be my last time to be with you as a Judge. I have appreciated the cooperation and help from the Council and understanding for the last four and a half or five years.

**Larry Brown:** Before you begin, I want to reciprocate that thank you. I have known you a long time and I know your background. You sat on this Council many years ago. You have a unique background and knowledge of what budgeting is all about. I appreciate what you have done the last few years not only in the dollars but also in your effort to truly make a difference in kids' lives. It shows and it is working.

**Judge Heath:** Thank you, thank you. That is very much appreciated. Regarding today, when I came to the facility many of the leadership staff said that our facility is unprotected. I said we had a security staff, what do you mean? We had no one in our building that was specifically appointed to carry a firearm in case someone breached our front entrance. That was one of my first orders of business to solve that dilemma. We couldn't do it real quickly but we worked with the Sheriff to get some training for our people. We worked with our doctor of psychology to institute a testing procedure to get people cleared for that. We were able to train and arm a few individuals so if that unfortunate tragic event occurred, we would have some degree of protection. We have been working under that for some time. The other thing that has always preyed upon me in my mind is that we have these Field Offices and likewise those offices are unprotected. Also we had a trained individual for each of those offices for people who come there. One of the things I think we can all agree on is that we want a safe workplace. An added side note, I think it is too bad that we have to do that. I wish we didn't have to consider those things but if you turn on any television day-to-day, things are happening randomly. You never know when they are going to happen and usually with very tragic results. As someone who leads the organization, I feel like I should at least find an efficient and proper way to do that prudently, not overblown but with due consideration. To be honest, some of this got sidetracked for a while we dove into other matters like JDAI, Bright Steps, Read to Lead and all of these programs that we put together. We had to revamp some of our juvenile procedures and performance with State laws as well. We got busy doing a number of things. About a year ago, I knew that in some point in time I wasn't going to be there forever and so I started delving back into this issue of protecting our employees. It sounds simple but it is not and here is why it is not simple. We have lots of Probation Officers who carry. Are they as trained as they should be? Are they always carrying on their hip? Do they have their weapons elsewhere and so forth? Are some of them very good at this? Are some not so good at this? Frankly, it was a bit of a mess. What we wanted to do was come up with an overall firearms policy that not just takes care of protecting our employees with security officers but who needs to carry and who doesn't? What job description should require it and what should not? We met with

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Attorney Posey and we have been in numerous discussions with the Sheriff's Department and we have come up with a plan that we are in the midst of implementing. Frankly, there will be a number of Probation Officers who have weapons and will be asked to turn them back in as they simply don't need them. Frankly, to train all of those Probation Officers, to send them to the Sheriff's Department and get them trained all the time is an expensive endeavor. It is not cheap. The ammunition, the training time, the time away from the job and so forth is a fairly comprehensive and expensive matter. We have tried to find ways to protect our employees but not bust the budget. The other thing, frankly, is I know some gun enthusiasts might disagree with me but I have had a little bit of training myself and that is that it is a little bit dangerous to have everybody carrying and with weapons here and there even if they are locked away. It is more prudent to have good, trained individuals to pass psyche tests and get training from the Sheriff in a comprehensive intensive way and have those people carry. If our Officers are out in the field, we are crafting a policy right now where if they really think that the household that they are going into is a dangerous household, they have no business going there. They need to call the police and go in with the police or the County Sheriff's Department assisting us. We don't want to put our Probation Officers in danger. Those are just some background thoughts. The last year or so we have really ramped up our planning and meetings and so forth to put this together and we are going to be entering into a relationship with the Sheriff where he is going to be conferring Special Deputy status on our people that carry. That is so they have protection under the Indiana Tort Claims Act so that if, God forbid have to employ the use of the firearm they have protection of the Tort Claims Act. The Sheriff is working with us on that. He is also coming up with a training program for the few employees that we have who will be carrying. I want to applaud the Sheriff's Department working with us to do that. I think on January 3<sup>rd</sup> he will be stowing Special Deputy Status on some of our employees. These will be specially selected employees. The job description will require it and will receive the training and psychological testing. If you need the names of those specific employees, I think there are 22 employees. Keep in mind that we are 24/7 work at our facility and you have to cover three shifts. We have some DAP Officers that go out in the field and a few of them will be carrying and a few employees at our Field Offices. This is part of an overall plan. These positions today are positions that are part of reorganization. What we want to do was not come and ask for more money. We don't think we need to. We think we can reorganize, protect and do this in an efficient manner with good training and without asking you for an increase in pay. The part that we are asking for today is a minor part of reorganization when considering the full scope of what we are doing. We just ask for your support.

**Tom Fox:** All five of these matters are interrelated and part of the reorganization. On point four, 2019 should be 2018.

**Nick Jordan:** No, it is more than a ten percent decrease and needs to be a two-year red-circle.

**Tom Fox:** Okay.

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**Nick Jordan:** The confusion was that in the packet it was forty hours but I understand they have been working 37.5. This is about a 12% drop and so the employee would have a two –year time to adjust to the decrease or choose to go elsewhere.

**Tom Fox:** Then to do it in a logical sequence, four and five should be switched around for discussion purposes. The first three, really combined, are the reclassifying of six Security Officers/Bailiffs from POLE 2 to POLE 3. They will be absorbing additional administrative duties by eliminating two Office Managers and reclassifying one to Administrative Assistant. Each of these changes was passed by Personnel Committee unanimously.

**Judge Heath:** May I say something about those employees too? We have other positions opening from time to time and those employees are welcome to apply for those positions. I can't guarantee that we will hire them but we are sympathetic to that situation. We hate to lose employees but when we hire employees we can't say to them that they have a job for life. I think you want us to be efficient in the way we reorganize ourselves and not come to you for money if we can avoid it. Over time, these particular positions because of computerization, the Quest system and other things that have taken hold in the Probation Department over the years, those jobs have not been as busy as they were years ago. They have had less relevance, frankly, and if we can reorganize and add protection to our Field Offices without asking for more money and they can work their way into another position, that would be a very good reorganization result for all concerned.

**Larry Brown:** Bob.

**Bob Armstrong:** So that I understand this, number four is reclassifying and red-circling, you are taking those duties and roll them into the security and bailiff positions?

**Jamie Mann:** Some of those duties. Particularly answering the phone and monitoring the lobby at the Field Probation Office. The rest of the administrative duties that they Office Managers have done in the past are being done by the Probation Officers that they are assisting in their daily work.

**Bob Armstrong:** The other question I have is you talk about trained and armed, how many people in these facilities are trained and armed and not at the front door of the facility?

**Jamie Mann:** We have eight full-time security staff that is at the front door of the Allen County Juvenile Center. The first three of these here are asking to elevate the positions from POLE 2 to POLE 3. Right now, at the regional Field Offices, we have one in New Haven, one on Fairfield and one within ACJC. Currently on Fairfield and New Haven, there is no security assigned there. There are a handful of Probation Officers that are armed at those two offices. Those Probation Officers may or may not be at work on any given day and so the goal of the reorganization is to remove the firearms from these Probation Officers at the regional offices and assign a Security Officer/Bailiff at each of those two locations. The third office, which is in ACJC, is where we would have the

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number four that we are reclassifying from OSS 4 to OSS 3 because of the armed security presence at ACJC. We don't feel that we need to have an OSS 4 sitting in there answering the phones. The work does not justify the pay if we are trying to be equal throughout all of the offices. We do need someone at the office in ACJC answering the phones and keeping track of the kids that are coming to meet with their Probation Officer.

**Bob Armstrong:** All right. Judge, you stated about taking the weapons away from the Probation Officers. They are out in the field, right?

**Judge Heath:** Well, some are out in the field. There is Intake at our facility. There is DAP going out in the field enforcing our Detention Alternative release of kids that are on anklet and that kind of thing. Then there are the Field Offices where our probation staff is out in the field, making calls at schools, homes and so forth.

**Bob Armstrong:** When you bring that up, the DAP Officers, they are not armed?

**Judge Heath:** Some of them will be armed as a result of this.

**Bob Armstrong:** Here is my question or concern. I agree with you halfheartedly about it. If you are a Probation Officer, are they working in teams of two or do they go to a house alone?

**Jamie Mann:** Both.

**Bob Armstrong:** So, the thing that scares me about that is they don't know what they are getting into. They don't know if that is a hostile environment when they are checking on somebody. I think you just open yourself to somebody that is in that position walking into a situation not knowing what they are walking into. What defense to they as a Probation Officer, have to protect them? Are they going to have Tasers or two-way radios that they hope they can call for help for?

**Judge Heath:** Let me give a little more context to that. It is true that there is a situation that an Officer could walk into a home or knock on the door and something could really go haywire. Here is what is more likely to happen, there is more likely to have been a great deal of contact with that family before they every get there. Mom has called and said that he is not going to school like he is supposed to, he is getting aggressive with me and you need to come and pick him up. That Probation Officer has gotten to know that family over time and chances are that kid has been with us through three or four prior cases and sometimes ten cases. Frankly, we get to know these kids and we get to know their families and so it is not necessarily a situation that is going to be so isolated. Now, you are right that they could show up that day and maybe that kid is going to go really off the wire. We are training our Officers and telling them that if they have any kind of sense of that happening, they need to get the DAP Officer that is armed to go with them or call the Police and have them meet them there. We don't want to put our Probation Officers in harm's way. If you arm that Officer and arm all of the Probation Officers, then you had better train them really well. You had better make sure that they are psych tested and pass

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the test. Some of them won't. It is a can of worms when you try to get a mass organization all armed. It is equally daunting.

**Bob Armstrong:** The thing that I am concerned about is the well-being of that employee.

**Judge Heath:** Absolutely. We are too.

**Jamie Mann:** If I may, we have a group of Field Officers and we have some Officers who have chosen to carry and some who have not. The vast majority of our Field and Intake Division have really chosen not to carry because they don't want the liability. They are professional and intelligent enough to know that if they sense danger, they will not go into that house. Our DAP Officers are similar to a Community Corrections Officer are armed and they will continue to be armed and will fall under the agreement with the Sheriff's Department on deputizing. We are looking to remove weapons from about nine Probation Officers who have chosen to carry over the course of time. The vast majority of the Field and Intake Division feel that they don't need to carry. The way probation is going, it is rehabilitation and implementing evidence-based practices and dumping services into these families. They want us to be more Social Workers than Law Enforcement. That is really where the field is going. If we have Officers who are armed and trained and are really the arm of the Court and enforcing rules and making sure that those on home detention are doing what they are supposed to be doing, then we can train and equip our other Officers to deliver services, to do programming and be the social work that the State is really encouraging us to be.

**Bob Armstrong:** So, in this discussion of what we are going to vote on today, has this conversation been out there with the Probation people and Bailiffs about what we are doing here? Do we have the insight of the Probation Officers in this? Or are we implementing it and they will just deal with it?

**Judge Heath:** I think I can answer that. The good thing about Jamie Mann is that when she became the Superintendent/Chief Probation Officer, she didn't leave the Intake Area. Every day she is in the Intake Area with her door open and accessible. She has interaction with the Probation staff and I have grown to appreciate her taking that policy. She could have moved upstairs to the Superintendent's Office and remove herself from the day-to-day operation. I think Jamie has a pretty good handle on this.

**Bob Armstrong:** I don't have anything else.

**Larry Brown:** Tom.

**Tom Harris:** Judge, I just want to say congratulations on an amazing career. I had the opportunity to work with you even in the City administration and so thank you for everything. As you remember, I was particularly onboard with a lot of those security changes as you moved into this role. A couple of things that challenge me in this thought is as one part of the argument the importance of security is growing and yet we are now basically taking an administrative task and duty and giving to some of the Security

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Officers. Should we be doing that if we are trying to emphasize the importance of security?

**Judge Heath:** My understanding is that the administrative role is going to be fairly minimal. There are hours and times at these offices where there isn't a lot of traffic and those people need to understand that is the time to do that. We have peak times. There are evenings when the classes show up with more parents there. That is a time when that person shouldn't be doing administrative work. Their eyes should be open and looking at people. I understand what you are saying and it defeats our purpose to have our security people doing a lot of administrative detail and mired in that when they are supposed to be security. What we are saying to you is that there is not a lot of this left and we ought to be handling this efficiently. If you go to the front part of any building where the security people are, they are into some detail there. They are checking in peoples' stuff that they can't bring into the building. They are not standing there 24/7 with their eyes open watching everybody all the time. That can be a pretty expensive proposition, frankly. If you are telling us what you want us to do is to find ways to take these minor administrative duties, and I am not belittling what you are saying, and shift them onto other people and make sure that the security people are doing nothing but security, we'll find a way to do that. We just thought we could do this and still keep the place safe and accomplish this without asking for more money.

**Tom Harris:** I like the efficiency strategy and so it is appreciated. The other piece is the ratio of Security Officers to the number of youth that are in the building, I am sure it has been improving.

**Jamie Mann:** These Security Officers don't monitor the detained youth but only when they are going in and out of Court.

**Tom Harris:** So it is the people coming and going. I think one of your goals was to reduce the number of youth ratio. How many are you averaging?

**Judge Heath:** We are averaging 46 this year and when I got there, we were probably in the 90's. I want to also say this about our building. Some people misunderstand this and our building does a lot more than juvenile delinquency matters. Our building has all of the JP cases. That is Juvenile Paternity. Judge Pratt is doing the divorce cases and the CHINS cases. Over here we are dealing with delinquency matters and all the custody and visitation disputes and the ones where the mom and dad never got married but had children. Those people get angry with each other. They get angry at us. On the juvenile side of things, if we incarcerate a juvenile that parent can get mad at us. We need security. I just thank my lucky stars that we haven't had a breach. In my Courtroom, I have parents explode and throw over desks and I have had to hold them for contempt of court and had them in Jail for a week or two to calm them down. We have fights out in the parking lot. This is unpleasant business to talk about but I have to talk to you about it because it involves the security of our employees and the public as well.

**Larry Brown:** Bob.

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**Bob Armstrong:** In the outlying offices that you have are there metal detectors?

**Jamie Mann:** We can buzz them in.

**Bob Armstrong:** At ACJC, you have...

**Judge Heath:** ...metal detector and wand.

**Bob Armstrong:** How many Officers do we have manning that?

**Judge Heath:** Todd. How many Officers do we have manning the front metal detector and the front entry?

**Todd Stubbs:** We usually have two. The rest of them are in the Courtroom and monitoring the lobbies and making perimeter checks outside.

**Judge Heath:** We have someone monitoring the screens to, don't we?

**Larry Brown:** We need to invite him to the table.

**Todd Stubbs:** Typically on a normal day, we have eight Security Officers. I have an assistant and so that would be nine. We have two at the front door. One that monitors both lobbies and we typically put one in each Courtroom and there are four Courtrooms. We have a person who goes in the back to facilitate the juveniles in the back to make sure the attorneys and Probation Officers meet with them. They also set up the scheduling of the Courtrooms and call the Court hearings in. Then, like the Judge said, we have the protective order hearings and at times we have to put two people in those Courtrooms as well as the 4D Court calendars. I sometimes have to come out of my office and sit two in this Courtroom and two in that Courtroom. We have one kind of roving the lobbies. When the Court is down, they come out and sit in the lobbies to monitor those areas. If we have four protective order hearings, we have four different parties in the lobby and they are going back and forth with each other. In the last two weeks, we had an attorney call us because one of the other parties had blocked them in the parking lot and wouldn't let them leave. Going out there with weapons, we don't know what these people have.

**Bob Armstrong:** So all of your people are armed?

**Todd Stubbs:** All of my people except two. I have talked with the Sheriff's Department about what we do and what they do and according to the Sheriff's Department, they have a set of guys that just sit at the front door and that is all that they do. They also have a different set of two guys who get paid on a higher level that transports the inmates back and forth. Then they have another level of Officers that work within the Courtroom that acts as a Security Bailiff. Our correlation is that we do all of those jobs plus take in money and receipts. We have to take people down to make their child support payments during receipts during recess and then take them back to the Courtrooms.

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**Bob Armstrong:** All right, thank you.

**Larry Brown:** Sharon.

**Sharon Tucker:** When I met with Todd and Jamie on this, items one, two and three I actually supported. I support increasing them to the POLE 3. I do not and will not support numbers four and five and I suggested that they delay that but as you see, we are still here. One of the questions I have is, Todd, when you said you spoke with the Sheriff and they have guys at the door that do security and they are at POLE 2?

**Todd Stubbs:** Yes but that is all that they do. They don't leave that station.

**Sharon Tucker:** Okay, so you are asking for all of your guys to be moved to POLE 3 but the ones at the outlying offices will be doing basically security with some administrative duties. Should they be at a POLE2?

**Todd Stubbs:** They will be armed and have the Special Deputy Status. What I want, since they are on the line, our hope is to get everybody on the same line. It might be those guys working at ACJC today. I might do a rotation. It could be them working at a Field Office today and next month be in a Courtroom. There is really no reason to just have that person sitting there and I am down at the center and we might have to rotate that person back to the center to cover any of those other positions. They will be cross-trained to know exactly what to do.

**Sharon Tucker:** The other thing that caused me concern is that we were here two months ago and had done some reorganization and asked for increase and we said we would take this money out of our budget. Now, here we are again with some changes and we are going to take the money again out of our budget. It concerns me as how the budget has so much room that we can keep shifting. I realize that you are willing to put some of that shift on the backs of a couple of your employees and that causes concern for me as well.

**Judge Heath:** As I mentioned, you probably know this but we send back to you between \$80,000 to a \$250 million from our 100 Series. We will be doing more than that this year. We have 170 and some employees and close to an \$11 million budget. In any given month, someone will be out on sick leave, somebody is going to quit and it takes a couple of weeks to fill their position and those kinds of things. Over the course of the year and with that many employees, you are not using all of your 100 Series. You want us to come in with a budget that accounts for every employee for the entire year and that is what we do. In reality, what happens is that it doesn't get all used up. We have some room to work with. What happens and what we have to be careful about is when we submit the next budget, we have to give you a full budget again and we have to be able to afford this. Things are a little bit dynamic with us in this sense. We continue to see our detention numbers drop and that may give us a little wiggle room in our youth care staff. We have some senior people that are paid because of their longevity, a good salary and they are going to be retiring. Their replacements will not have that level. We are looking ahead in

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our budget and we think we are going to be okay. We think we can do this and be all right and not ask for more money. Is that difficult? Yes but we can go to another line and move it here. We have been able to do that.

**Larry Brown:** Bob.

**Bob Armstrong:** In this number four on the reclassification for Administrative Assistant. Are those seasoned employees? When I say seasoned, are they ten years plus in seniority?

**Jamie Mann:** We have three secretarial staff that will be impacted by this. One of them is a seasoned veteran employee. One of them is medium seasoned and the other one has just been here a year. We are hopeful that we can place all three of them in other positions.

**Bob Armstrong:** All right. My other question to you, Judge, is this, as you are retiring and vacating your position, if you were out in the field being interviewed for this position would you want to come into a position where your hands could be tied because of some of these changes that are being discussed today? Since we are close to your end...

**Judge Heath:** Let me say this, I could have frankly taken the position in the last year by not messing with this at all. I could have said that this was a hell of a headache, a lot of employees and everything else. What I am trying to do is to make certain that the new person who is coming in, keep in mind that potentially the new person will not know one iota about juvenile law. For the first year they are going to be immersed in juvenile law. Reading the cases, understanding how the process works, how the hearing work and all that stuff. He is not going to want to mess with this. I frankly am trying to clean up a situation through a lot of work that I hope not to leave heaped upon my successor. I think that person will be thankful that we got this all taken care of. Keep in mind we are going to have a comprehensive written firearms plan with a training plan with the Sheriff, with job descriptions changed and the budget rearranged. This was a lot of work for Jamie and the rest of our staff. I am trying to get this done before the new person comes in.

**Bob Armstrong:** All right, thank you.

**Eric Tippman:** The Judge is a savvy guy. He will tell his successor to write two letters.

**Tom Harris:** Dan, I think we are doing our best to make you appreciate retirement all that much more.

**Judge Heath:** I knew when I came here this morning that this is a difficult thing when you are dealing with employees and reorganizing. I get that. Keep in mind that you folks are a conservative bunch and you don't want us wasting money. That is the signal we have gotten for twenty years. It is hard business to let some people go but we hope to rehire them in other positions.

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**Tom Harris:** Moving from 90 beds down to 46 means that there are quite a few beds open.

**Judge Heath:** There is and I have been talking to you about what should be done at the facility over time.

**Tom Harris:** That opportunity and just before you Youth Services said they had 21 beds. Is that ever a possibility of bringing those two organizations together?

**Judge Heath:** You would have to change the physical makeup of facility so that it is not secure for the people that Youth Services is taking care of. It just depends on what you and the Commissioners want to do with a part of that building. Can you make it non-secure and under State regulations make it to keep these kids? I will tell you that one of the more interesting things is there is some real estate around us where if you wanted to bring that shelter down closer to the Police and closer to everybody else, there is potential around us. Our building, the State is making it difficult under their regulations for me to do more things with that building. It may take some real negotiating with Legislators and Regulators to make full capacity use of our building someday. I've certainly been trying.

**Larry Brown:** Eric.

**Eric Tippmann:** So far, I have only heard for these reclassifications are additional administrative duties and the safety components. I don't understand. Am I missing something? Is that the justification for moving them was additional administrative duties?

**Jamie Mann:** It is recognizing them and paying them equal to their counterparts in other organizations. If you walk into Community Corrections there are one or two individuals doing what we would ask them to do at a Field Office. Answering phones, monitoring the lobby and notifying Case Managers when their clients are in and those Officers are POLE 3's. As Todd...

**Eric Tippmann:** Is that ACJC or somewhere else?

**Jamie Mann:** At Community Corrections there are two guys at the door.

**Eric Tippmann:** Okay, somewhere else.

**Jamie Mann:** All of our guys are POLE 2's. Community Corrections are POLE 3. In the Sheriff's Department, they have varying degrees of pay. Those are the ones carrying weapons, those that are in and out of Courtrooms and those dealing with the public on a regular basis are paid even higher than POLE 3. We are asking you to recognize our security staff by giving them equal pay to their counterparts within the other County organizations.

**Judge Heath:** Once you ask someone to carry, you are asking them to assume a higher degree of potential liability than the ordinary employee.

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**Eric Tippmann:** And along that line, the deputization, they are not held to the same standard that the Sheriff would hold their own Sheriff's.

**Judge Heath:** The Sheriff is going to participate in the hiring of the future security staff and I think they have been for a while. They are going to be in charge of the training.

**Eric Tippmann:** I understand that but they don't do as thorough a background check, poly and all these other things.

**Judge Heath:** Yes sir, we do. We do a very thorough background check.

**Eric Tippmann:** Exactly what the Sheriff does?

**Judge Heath:** I think a little further. Go ahead Todd.

**Todd Stubbs:** Actually, the only thing from us that the Sheriff does is the polygraph but everything else has been the same.

**Eric Tippmann:** They do a polygraph?

**Todd Stubbs:** They do not do a polygraph. Everything else is the same and we have done the same. The Sheriff has been in these interviews of hiring these people. They have been with us vetting these people coming in.

**Judge Heath:** Part of my agreement with the Sheriff is that they would continue to be a part of the hiring process and they will be in charge of the training process.

**Eric Tippmann:** Would it be too much to ask to do exactly what they do?

**Joel Benz:** He is saying that they do an additional step of the poly.

**Todd Stubbs:** Right. It is my understanding that the Sheriff, it has to be some kind of distinction if you make them go through this whole entire process as a regular Officer then it was my understanding that pay or line item would have to be on the Law Enforcement grid, pension plan and all those types of things.

**Larry Brown:** HR, I think you need to jump in here.

**Tracy Mitchener:** The whole polygraph is pretty sensitive and I am not even sure they would be allowed to do the polygraphs. Because of all of the laws, I won't say that they could or couldn't do that. You also have to thin that they have to make sure that these employees are eligible to be around juveniles which is completely different as well. That is a higher standard that the State employs as well.

**Joel Benz:** I have a few thoughts that I would like to add. When they brought this to Personnel Committee, I have had a longer time than the rest of you guys to marinate on

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this. I have talked to Judge Heath at length and some individuals within his organization and the general feeling that I have gotten is this has been a long time coming. The Judge has tried to do some stuff at the State Legislative level to maybe go a different direction and this is probably the best situation that has come out of all of this kind of progression. The feeling that I got when I talked to people inside his organization was that this is something that was needed. They have some individuals that aren't being used to their full capacity and by reorganizing, times have changed in the way things are set up and the way they are doing business has changed a little bit over time. This makes sense to the people that I talked to. I am going to be voting for all of these items. I think particularly having Officers that are deputized is a big deal. Legally it allows those Officers to have some additional protection and that technically they don't have now. I think that is important in our litigious society. I think the Judge has done a good job trying to remain somewhat revenue neutral by the way that he has shifted around these positions. I don't think his intent is to eliminate people. I think his intent is to use those people to their full potential. That is why he has made those decisions to shift these positions around in the way that he has. I think it make sense.

**Larry Brown:** I am not trying to push you but do you care to make a motion and feel free to include all five items, if you so choose.

**Joel Benz:** I will make a motion for consideration of a salary ordinance reclassifying three Security Officer/Bailiffs from POLE 2/5 to POLE 3/5, \$42,738 to \$48,021, non-exempt, 40 hrs/wk. Consideration of a salary ordinance reclassifying two Security Officer/Bailiffs from POLE 2/3 to POLE 3/3, \$38,765 to \$43,556, non-exempt, 40 hrs/wk. Consideration of a salary ordinance reclassifying one Security Officer/Bailiff from POLE 2/7 to POLE 3/7, \$46,226 to \$51,939, non-exempt, 40 hrs/wk. Consideration of a salary ordinance reclassifying the Office Manager, OSS 4/4, \$38,972 to Administrative Assistant, OSS 3/4, \$34,694, non-exempt, 37.5 hrs/wk. Red-circled until December 21, 2019. Consideration of a salary ordinance establishing two Security Officer/Bailiffs, POLE 3/2, \$41,482, non-exempt, 40 hrs/wk.

**Justin Busch:** I am going to second the motion and also make a comment. I am on Personnel Committee as well and the three of us had long to marinate on this and I will echo some of the comments that Joel made. I was a little worried about having a new Judge come in with these changes that are made but I am going to air on the side of trusting Judge Heath that the new Judge will like the changes that are made. I am also empathetic when we take three positions down to two and having folks reapply. Looking out for the County employee but also give you the benefit of the doubt to manage your personnel as you see fit. I have one question on the line that we started with Councilman Armstrong. The nine Officers that choose to carry and are in the field, with this policy will that supersede those that want to carry their own personal firearm. Will we see some unrest with those nine who have chosen to do so and will be out there saying you can no longer carry?

**Jamie Mann:** There will be a few that will not be happy with it. I have learned over my 20 some years that not everybody is going to be happy with the decisions that are made.

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**Justin Busch:** The new policy will supersede their right to have a concealed weapon of their own personal firearm. Is that correct?

**Judge Heath:** I could talk to our attorney, Jim Posey, about it. Here is the problem, we want to be consistent.

**Justin Busch:** I am fully empathetic to your point as well.

**Judge Heath:** I will tell you that in legal terms it might be called rebuttable assumption. If they have something really going on, I am always open to being reasonable with employees and discussing matters with them. It better be good, I guess is what I am saying. We don't want our employees putting themselves in harm's way unnecessarily. That is when they call the DAP Officer who is armed to go with them or the Police. It is not like they are going to be unprotected.

**Larry Brown:** Councilman Harris.

**Tom Harris:** I was just going to make a comment and ditto to the previous comments, I was concerned a little bit about the Youth Services and the requests that they had in relation to where you are and I voted on the last two recognizing that the demand in your arena are more solid than the previous. Maybe in the future, those two organizations can come together as well. You have stressed more efficiency since you have been in this seat and throughout your career but particularly in this role. For those reasons, I will be supporting this today.

**Larry Brown:** **We have a motion and a second. Is there any further discussion or questions? All in favor say aye, those opposed, like sign. The motion passes 5-2 (Tucker and Armstrong).** For those that are still on the agenda, we are going to take a ten-minute break. We are going to combine Circuit Court and Superior Court because they are basically identical.

**Tom Fox:** The Circuit Court as well as the first matter for Superior Court both pertains to the compensation level for the Law Clerk. This became an issue about a year ago when the Federal Government changed the threshold for overtime pay and since then Law Clerks have been incurring a significant amount of overtime. This proposal would increase their compensation to a level that would prevent that from occurring and hopefully would save some money in the future.

**Judge Levine:** I am Judge Stanley Levine from Superior Court.

**John McGauley:** John McGauley, Court Executive of Superior Court.

**Judge Surbeck:** John Surbeck, Allen Superior Court.

**Eric Zimmerman:** Eric Zimmerman, Court Administrator for Circuit Court.

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**Judge Levine:** After all of that serious talk, I want to add a little levity to what you are doing. You have the rare opportunity to see the two oldest Judges in Allen Superior Court. One by time of service and when I was in my 40's, John was already a Judge. He likes me there because I am many years older than him. We are glad that we can still walk and come here.

**Larry Brown:** Thank you for your years of service.

**John McGauley:** Tom's description of this was right on the money. The law of unintended consequences is when this was reclassified about this time last year to a non-exempt position and we started racking up extensive overtime. In the period between December and August, we paid one of the Clerks in excess of the increase that we are asking for today. Between August and now, we have paid on an increase which would exceed the increase we are asking for today. Basically, the increase is to firewall what we are already paying in overtime. It is a wash or better to our budget. A secondary purpose here is to make these positions more attractive on paper. We have a very difficult time recruiting Law Clerks. We had to extend our process this year because by the original deadline for our 2018/2019 class, we got one application. We think that by increasing the compensation on paper, it makes this a better recruiting tool for us.

**Judge Levine:** I would echo that part of it and Eric can too because we just had the interview process and we had frankly the lowest number and applicants and the quality was not that good either. Raising the salary to make it closer to what a Deputy Prosecutor entry level makes, I think will help us.

**John McGauley:** This is essentially the FLSA cutoff for overtime plus the 2.5% that you were going to give them in 2018. I think we might have indicated on our form that we were going to seek additional appropriation but I think we are going to let that ride. We are paying it now and I don't see any immediate need to come and ask for additional money. We won't be back here any time soon.

**Eric Zimmerman:** Circuit Court would have the same situation.

**Tom Harris:** The cutoff for the overtime, the law did not go through, did it?

**John McGauley:** It didn't go through but we implemented it anyway. It is kind of sitting in the Federal Court under an injunction that the new administration hasn't sought to challenge.

**Tom Harris:** We are not necessarily doing that from an exempt/non-exempt argument. We are doing it on a basis of recruitment.

**John McGauley:** No because they were reclassified. They are currently non-exempt. They went from exempt to non-exempt at the end of last year based on a decision by HR.

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**Tom Harris:** We anticipated that the law was going to change. We may want to revisit that from an HR standpoint. With that said, your issue is that you need more qualified people and raising this amount is bringing in more qualified people. Not necessarily the overtime.

**John McGauley:** I think they are both equal in our minds. We do need to make this look better on paper as a recruitment tool because we are paying a substantial amount of overtime. We work the Law Clerks hard. They are here early and they are here late. We are currently paying for those hours when we were not before.

**Eric Zimmerman:** I was going to say that these are Law School graduates who have to pass the bar. When we talk about the monetary amount compared to the Deputy Prosecutor, those are the same kinds of qualifications that our Law Clerks have to have. These are students any longer, they are full-fledged lawyers.

**Joel Benz:** I am going to go ahead and make a motion for consideration of a salary ordinance reclassifying the Circuit Court Law Clerk, SPEC OCC, from \$46,327 to \$48,663, exempt, 37.5 hrs/wk. It seems kind of backwards that we are spending money to save money but I guess it makes sense.

**Larry Brown:** Care to include Superior Court, item one?

**Joel Benz:** Move for approval of consideration of a salary ordinance reclassifying to Superior Court Law Clerk, SPEC OCC, from \$46,327 to \$48,663, exempt, 37.5 hrs/wk.

**Bob Armstrong:** Second.

**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.

**Tom Fox:** Item two under Superior Court is reclassifying a position from Scheduling Clerk OSS 3/7 to Scheduling Coordinator, OSS 4/7. When the request was made, we found that we didn't really have anything in our files to really evaluate this request. In that particular area, we didn't have any job descriptions on file to know if this was warranted or not and so we conducted a review. The justification is that the work that the Scheduling Coordinator does is reviewing work of people that are OSS 4 and so the logic was that she should at least be at the same level as their work. We recommended that the reclassification be approved and it passed the Personnel Committee three to zero.

**John McGauley:** If I might, I would like to introduce you to one of the heroes that help us run the very business Misdemeanor and Traffic Division every day.

**Rosie O'Connor:** I am Rosie O'Connor.

**John McGauley:** I did want to repeat the thanks that we delivered at the table at the Personnel Committee meeting. HR had to do a lot of additional work in a really

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compressed timeframe to help us get this to Personnel Committee in time for the November meeting and your consideration for today's meeting. We thought we were going to review one position and wound up doing three. That is all to their credit.

**Joel Benz:** I will make a motion for consideration of a salary ordinance reclassifying the Scheduling Clerk, OSS 3/7, \$39,401 to Scheduling Coordinator, OSS 4/7, \$44,260 37.5 hrs/wk.

**Eric Tippmann:** Second.

**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Next on the agenda is the Health Department.

**Mindy Waldron:** Mindy Waldron, Administrator for the Department of Health.

**Tom Fox:** This is on the agenda as establishing a new position but in fact it is really elevating a part-time position to full-time. It is an Administrative Assistant in the HIV-STD Division in the Health Department. It passed Personnel Committee three to zero.

**Mindy Waldron:** To give you some background, we had a one day a week, part-time person and a four day a week part time person. We combined their job duties because both positions were vacated. They were constantly being refilled because there were no benefits. We combined their duties and made it one full-time position. Our hope is to be able to keep someone a little bit longer and provide more duties.

**Larry Brown:** And no additional funds will be needed.

**Mindy Waldron:** That is correct. We budgeted the four day and one day a week and so all we really have to cover is the benefits. We have a current open food position and that should cover it because it will take a month to fill it.

**Joel Benz:** When it came before Personnel Committee, it made sense to move somebody to this instead of scrambling around to cover it. I am going to go ahead and move for consideration of a salary ordinance establishing the pay for Administrative Assistant, OSS 3/2, \$31,468 37.5 hrs/wk.

**Eric Tippmann:** Second.

**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Next is Public Defender.

**Charity Murphy:** Charity Murphy, HR Director. We did not do any evaluations. These positions were passed through and put in the budget.

**Nick Jordan:** For the attorneys but they did the three support staff.

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**Charity Murphy:** I'm sorry I didn't know which ones we were going on.

**Nick Jordan:** The attorneys are the same thing as the Prosecutor's Office. I don't know that the attorneys have ever gone through.

**Charity Murphy:** No, we don't make recommendations for the salaries for the attorneys or Deputy Prosecutors. The other staff level positions, Tom evaluated them and did JAQ's on them.

**Randy Hammond:** Eric Ortiz, Executive Director and Mark Thoma, Chief Deputy Public Defender. Before we get into the agenda items, I want to give you a quick update and report on another topic. When we were at the budget hearing, we requested some additional funding for CHINS (Children in Need of Services) and TPR (Termination of Parental Rights) cases. As you know, over the last three or four years those numbers have escalated substantially. We withdrew that initial request because through Mark's efforts we are trying to restructure, at some level, how we handle those cases. We think we can reduce the cost of CHINS and TPR component of the Public Defender Office. Those are cases, if you don't remember where families are brought in under DCS investigation. The parents are appointed a Public Defender to represent them and those numbers have just skyrocketed. We will report back further our efforts to curtail cost on those.

**Larry Brown:** For clarification, the youth involved are represented by CHINS and Public Defender represents the parents.

**Randy Hammond:** The Court Appointed Guardian Ad Litem represents the children. The Court appoints a Public Defender for each of the parents involved in that case.

**Mark Thoma:** The Guardian Ad Litem is paid out of the Superior Court budget.

**Randy Hammond:** We will report back our continued efforts to curtail costs in that area. We are here today to request a salary ordinance for the four items listed on the agenda. Number one is the additional attorneys that we are requesting. By way of background, when we were here for the budget hearing and the vote was approved, we presented information that was generated by Nick, Eric and I and the Public Defender Commission Staff Attorney. We had several meetings to identify what it would take financially to beef up our Misdemeanor Program so that we met the Commission's standards for reimbursement. That is how that dollar value was generated. Misdemeanors are not currently reimbursable costs by the State but there are efforts being made, a Task Force that is tackling that issue. It won't be 2018 but potentially in 2019 Misdemeanor expenses may be reimbursable to the County for those costs. The number that was developed at the budget hearing was the product of those meetings and the goal being to meet the Commission's standards for reimbursement in response to the lawsuit, frankly.

**Tom Harris:** And that was \$500,000?

**Randy Hammond:** Yes.

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**Larry Brown:** Increase.

**Randy Hammond:** Yes. We needed additional Misdemeanor Public Defenders, three Investigators on the staff and that would put us in compliance with the Commission's standards.

**Tom Harris:** Randy and I have had a number of conversations in regards to this first request and that is that you want to set those rates at \$50,463 for those Misdemeanor Attorneys.

**Randy Hammond:** Again that number was generated by those discussions with the Public Defender Commission where they review caseloads and compensation. That is how that number got generated and because Misdemeanor costs are not reimbursable right now. We are not necessarily held to that number.

**Tom Harris:** One of the concerns that we had is if we spoke about the last time in the Council meeting is that one of the challenges for Council is that we have parity in the County and how we pay different departments. This increase to \$50,463 could throw another department off and raise concerns about parity and such. One of the suggestions that I would like to bring to Council is a recommendation that we not pay them the \$50,463 and rather set that rate at \$30,000. That would be closer to the Prosecutor's Office and allow us the ability to make sure that we don't make worse the pay system that exists. These are full-time positions?

**Randy Hammond:** Yes.

**Tom Harris:** Then what you do within the Public Defender Office is determine, based on severity, how to pay other people. Is that how you do it to pay other Attorneys with the caseload they receive?

**Randy Hammond:** Currently, the Deputy Public Defenders are all paid the same. That is something, you may recall when we were at the budget hearing, you asked us to come to the next budget cycle with some possible restructuring and taking a look at other models. That will be a part of that analysis next year.

**Tom Harris:** I see. From a short term perspective, Council, it would be a recommendation that I make or I move for a motion for consideration of a salary ordinance establishing the pay for six Assistant Public Defenders, Attorney, at \$30,000, exempt.

**Joel Benz:** I'll second that.

**Larry Brown:** We have a motion and a second. Is there further discussion? Bob.

**Bob Armstrong:** You said that these are full-time?

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**Randy Hammond:** They are considered full-time under the Commission analysis for caseload assignments.

**Bob Armstrong:** Are we paying them benefits?

**Nick Jordan:** PERF is no longer an option if you are hired after 12/31/14 unless you were previously covered. They could potentially be matched on the 401A. The insurance, I have discussed with Mark, Randy and Eric that in the handbook if you work 30 hours, it is also the Federal law, they would be available for insurance.

**Bob Armstrong:** All right, thanks.

**Tom Harris:** I was just going to add one other comment. If the Board or there is the thought of doing something different, that would be the prerogative of yourself to come back before Council and ask for further consideration. And that is whether it is throughout the year or at the budget season.

**Larry Brown:** And there was a concern about time accountability. Has that been added into your plan for 2018?

**Randy Hammond:** We have already implemented that.

**Larry Brown: Wonderful, thank you. We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 5-2 (Tucker and Tippmann).**

**Randy Hammond:** Item number two, three and four are all really the same thing. They are additional staff people for the Public Defender Office to assist the now new six Misdemeanor Public Defenders. Again it is driven by Commission standards. The amount of cases a Public Defender can handle is also calculated by the number of staff people that are available to assist that attorney.

**Larry Brown:** These job descriptions already exist and we are just adding more personnel?

**Eric Ortiz:** Two of them already exist and one is a new one. We created the Case Manager.

**Larry Brown:** Which two already exist?

**Tom Harris:** Two and three.

**Nick Jordan:** The Investigator and Administrative Assistant/Misdemeanor Liaison.

**Larry Brown:** Okay, item four is the Case Manager/Sentencing Consultant and is a new position.

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**Eric Ortiz:** Correct.

**Larry Brown:** Tell us about that.

**Eric Ortiz:** Right now we have a Case Manager that is working through a grant. That grant comes to a close at the end of the year. Through previous discussions that you have heard with Recovery Works, the opioid crisis and things like that this position will help defendants in counseling, housing and things like that to push them in the right direction other than the Jail. These positions will be reimbursed. Part of the salary will be reimbursed 40%.

**Larry Brown:** Okay and what position currently is serving that need?

**Eric Ortiz:** It is part of the Recovery Works Program.

**Larry Brown:** What position is that?

**Eric Ortiz:** Case Manager/Sentencing Consultant.

**Larry Brown:** Okay. Council, is there any additional questions or discussion?

**Joel Benz:** I have a question about number four. This is a new position and is this going to play into the caseload guidelines? Will she have cases or is this job totally new and handles stuff outside of that? I am not clear on that distinction.

**Eric Ortiz:** She is basically helping the six Attorneys and other Attorneys that we have on staff with the caseloads.

**Joel Benz:** Okay, so when we have 10,000 cases a year, when you divide that down or whatever it is, she is going to be factored into that.

**Eric Ortiz:** Yes.

**Joel Benz:** Okay.

**Randy Hammond:** She helps meet the Commission standards on the amount of staff and assisting the Attorneys to calculate their caseloads.

**Nick Jordan:** Otherwise they would be stuck at 300 cases versus 400 cases.

**Joel Benz:** Okay, thank you.

**Tom Harris:** With that I will move for consideration of a salary ordinance establishing the pay for the Investigator, PAT 4/2 at \$46,970, 37.5 hrs/wk, non-exempt. Also, consideration of a salary ordinance establishing the pay for the Administrative Assistant/Misdemeanor Liaison, OSS 3/2 at \$31,468, 37.5 hrs/wk, non-exempt. And

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consideration of a salary ordinance establishing the pay for the Case Manager/Sentencing Consultant, PAT 4/2 at \$46,970, 37.5 hrs/wk, non-exempt.

**Bob Armstrong:** Second.

**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.

**Randy Hammond:** A special thanks to Nick and Tom and all of their efforts in getting this done.

**Larry Brown:** Let's do the interlocals.

**Beth Lock:** Beth Lock, representing the Allen County Board of Commissioners. On the agenda we had listed three interlocal agreements and I would like to do a fourth one. I would like to add Monroeville to that list. Just before I speak on the provisions of these interlocal agreements, I wanted to let you know that Leo-Cedarville has not finalized their agreement. We would just need to have a separate motion on them that it would be contingent upon passage. The good news is I talk really fast and so I am going to get through this really quickly. The interlocal agreements were signed back in 2009 and what it did was allow the Cities and Towns to remit some of their Wheel Tax and Surtax back to the County in exchanged for us to repair or maintain or rehabilitate any of their bridges. When we worked on the interlocals this time, we did things a little bit differently. We did not just look at a percentage of their Wheel Tax and Surtax since there was no increase but we based the number on he needs on the 2016 Bridge Inspection Report that their community would need over the next eight years. That is looking at 2017 through 2025. The amounts that are in these agreements are as follows; Huntertown would be remitting \$60,000 a year and is up from \$16,433. Monroeville will remain flat at \$8,658. Woodburn would increase from \$8,800 to \$64,375 and Leo-Cedarville will go from \$17,184 to \$54,500. Again that is based on the repairs that are needed on their bridges in the next eight years. A couple of other provisions that have changed, I spoke with the Auditor and asked if we should change how this is remitted to us. Before, all of the money was sent to the Cities and Towns and then they would redistribute it back to the County and the County would put it in the appropriate fund. In going forward with this interlocal agreement, the Auditor will be able to withhold that money and provide them with an itemized statement based on the interlocal agreement. Lastly, in the prior interlocal agreement we did not charge them for bridge inspections but we will be billing them separately going forward. Those usually happen every two years. With that I would ask for a motion to approve the interlocal agreements for Huntertown, Monroeville and Woodburn and just a contingent one for Leo-Cedarville.

**Larry Brown:** Bob.

**Bob Armstrong:** Who is doing the bridge inspections? Are we outsourcing that?

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**Beth Lock:** It is outsourced. I don't know who the vendor was on this past go around and is 80/20 and so the Feds pay 80%.

**Tom Harris:** I will make a motion for approval of the interlocal agreement with Monroeville, Huntertown and Woodburn.

**Sharon Tucker:** I'll second.

**Larry Brown: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.**

**Tom Harris:** Move for approval of Leo-Cedarville that has not received local approval yet.

**Bob Armstrong:** Second.

**Larry Brown: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.**

**Nick Jordan:** First is the Election Board item that is on page two. When you guys adjusted the grids and the Auditor's Office transferred funds so that they could be paid, Election Board was shorted \$1,000. They have the money in their budget and so it is just a transfer from Election Expense to Salary Increases. It was on oversight on our part.

**Sharon Tucker:** Motion that we transfer within the Election Board General Fund from Election Expenses to Salary Increases in the amount of \$1,000.

**Eric Tippmann:** Second.

**Larry Brown: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.**

**Nick Jordan:** If you guys have the addendum, the first item is the amended salary ordinance for the Probation Officers on the UPROB grid. We originally thought that they were getting the same two percent raise that the Judicial employees were but we received information that they were actually getting a 2.099% raise and so this is passing that aspect of it.

**Joel Benz:** I will make the motion that we approve the amended salary increase for the Probation Officers on the UPROB grid.

**Sharon Tucker:** Second.

**Larry Brown: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0.**

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**Nick Jordan:** The last item on the addendum is strictly related to accounting to make sure we pay out of the correct line. The Election Board made a purchase of an air purifier for the office and it needs to be paid out of Office and Computer Equipment and so they are transferring from the 300 Series to the 400 Series.

**Sharon Tucker:** I will make a motion to give them fresh air.

**Joel Benz:** Second.

**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Now we have Board Appointments.

**Becky Butler:** You talked about them last month and so now it is just a matter of making the motion and seconding it.

**Larry Brown:** I believe there are some changes.

**Becky Butler:** Julia Carstens is going to stay until they can find a replacement.

**Joel Benz:** I don't know if we discussed this before but I think it would be a wise idea to rotate the Redevelopment Commission appointment. I think Darren has served capably and Bob has served very capably but I think it would be wise for us to rotate that appointment within Council.

**Larry Brown:** Okay. With that said, is there a volunteer to serve on the Redevelopment Commission?

**Tom Harris:** I'll volunteer for that.

**Sharon Tucker:** What are we doing?

**Larry Brown:** We are going to rotate amongst us.

**Joel Benz:** On PTABOA, they have a replacement and are vetting them.

**Sharon Tucker:** You are saying on the Redevelopment Commission we are asking or just going to do it? This is a new move that we are putting in? Is this something new that we are going to do?

**Joel Benz:** I just think it is wise to rotate it around.

**Sharon Tucker:** Now?

**Tom Harris:** The answer is yes. It is on the basis of just trying to set up a process where we rotate people around in those positions for Redevelopment.

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**Sharon Tucker:** You guys have obviously talked about it outside because I can see you are in unison about it but I hadn't heard anything. It is like WOW. Did you know?

**Bob Armstrong:** No.

**Larry Brown:** It is not like anybody has done anything wrong. That is not the case at all.

**Sharon Tucker:** I didn't say anybody was doing anything wrong. I just see Bob's face and he is completely surprised. I think he was prepared to serve again. So, WOW. Okay.

**Tom Harris:** So with that, Mr. President, do you want a motion on all of these with that change or do these one at a time?

**Becky Butler:** There are two positions and you volunteered for one so there is still another one.

**Larry Brown:** Darren is still there.

**Tom Harris:** So in other words, Council would have a rotation on Council and the other one is outside of that.

**Larry Brown:** That is what we said.

**Justin Busch:** When we originally brought this up we were going to have certain Council members were going to ask those if they wanted to serve again. I had Councilman Armstrong and Darren Vogt and Ozzie Mitson and they all said they would like to serve again.

**Sharon Tucker:** I think it is interesting that we are doing it like that.

**Joel Benz:** Let's back up. Bob had come on last year and I said at that time I thought it was wise that we rotate it. It is coming around to this year and I think that is what we should do. We should rotate it between different members of Council. It is a one-year thing and then somebody else goes on it.

**Eric Tippmann:** I would like to have that next year.

**Bob Armstrong:** So, do you rotate Darren off that?

**Sharon Tucker:** Should.

**Tom Harris:** Darren is not on Council though. He is the outside and so there is one appointment coming from Council and then somebody else outside of Council.

**Sharon Tucker:** If we are looking for consistency, I don't understand every year that our representative will be different but we keep the same outside representative. I see what is going on, clearly, but that is fine.

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**Larry Brown:** It is the same thought process as our liaison assignments. We tend to rotate those.

**Sharon Tucker:** Since I have been here it has been kind of the same ones. We haven't rotated them.

**Larry Brown:** We have. We have indeed rotated them. Maybe not last year but we have. I'll have to pull those and see.

**Sharon Tucker:** It was only when somebody wanted to step down. So will we change the Woodburn Economic Development?

**Larry Brown:** We certainly can. I think what Joel is trying to say is when we considered this last year he brought up the point that we ought to rotate amongst Council members that position. Take turns, in other words. That can be a pretty cumbersome appointment. In my opinion, there are other positions that go with that or are all grouped together. Plan Commission and I don't have the list in front of me but they are all related. Again, rotating that assignment, I think it is the right thing to do.

**Bob Armstrong:** I have a question then. If that is the case scenario there because I had problems with the liaison positions for this year and going to next year, have liaison positions I kind of get the sense that liaison positions have already been filtered out.

**Larry Brown:** No, not at all.

**Bob Armstrong:** Okay.

**Joel Benz:** Other than I think that Larry's point with whoever is appointed to the Redevelopment Commission should have certain number of other appointments to go with it.

**Bob Armstrong:** In reality, what I just said is pretty close to what happened in 2017 and going to 2018. Somewhere at this table, there has been discussion about 2018 liaisons.

**Larry Brown:** I have said that I think there is a relation between Redevelopment, Plan Commission, DPS and about four or five that are all related, in my opinion, to fiscal matters that this Council needs to be aware of and up to date on. That is just me.

**Bob Armstrong:** That's fine.

**Larry Brown:** It has been the practice in the past that the President of Council will assign liaison positions in conjunction with the opinion of fellow Councilmen. If you want to do a different process that is fine. Clearly I am not going to be President in 2018. Whoever is President can handle that. It is still my opinion that there are four or five that are connected.

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**Bob Armstrong:** And which is no different than my opinion that there has been prior discussion to the changes at the table. I have nothing else to say. It's nothing new.

**Larry Brown:** Council, how do you want to handle this? Do you want to handle them one at a time or as a group?

**Tom Harris:** I will make the recommendation as a group.

**Joel Benz:** I will move to appoint Ozzie Mitson to Alcohol Beverage, Roger Brugh to Child Care Facility Board, Mike Clough and Julia Carstens to PTABOA, Tom Harris and Darren Vogt to Redevelopment Commission, Jim Orr to Regional Sewer District...

**Bob Armstrong:** Whoa, whoa.

**Nick Jordan:** You have disagreement amongst the position.

**Joel Benz:** I will leave Redevelopment out then. Tom Harris to Woodburn Economic Development and Beth Lock to Park Center.

**Tom Harris:** Second.

**Larry Brown:** All in favor say aye, those opposed, like sign. The motion passes 6-0-1 (Armstrong abstained). Next is Redevelopment Commission. Do I hear a motion?

**Joel Benz:** I will make a motion that Tom Harris and Darren Vogt be appointed to the Redevelopment Commission.

**Bob Armstrong:** I have a question. Tom was interested and Eric was interested. So is Eric not in this? Are we voting between one or the other?

**Nick Jordan:** His motion is just for Tom and Darren. If that would die or not get a second, then the motion for Eric would happen.

**Eric Tippmann:** I am interested for the future and supporting the idea of rotating.

**Larry Brown:** We have a motion. Do I hear a second?

**Tom Harris:** Second.

**Larry Brown:** We have a motion and a second. Is there any question of what the motion is?

**Justin Busch:** I agree with the policy of rotation and think it makes sense. I think we will just work on communicating better.

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**Larry Brown:** We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 5-1(Tucker)-1(Armstrong abstains). The next item is Vehicle Replacement Program. I am not sure what that is all about.

**Eric Tippmann:** I was tasked by you to investigate and I met with Dawn Rose. We already have a program where vehicles are ranked for replacement and then that would basically just go through Purchasing. She has a plan for it and the budget would be just over \$200K which is what we spend anyway. It takes us out of the nitty gritty of vehicles that we are going to get anyway. That is what that is about. It would be an item and they would get a budget for it. They could go through Purchasing like buying a computer. We don't look at every computer that needs to be bought.

**Larry Brown:** Is her plan in motion?

**Eric Tippmann:** It is set in place but ultimately will be in motion. It would need us to fund it.

**Larry Brown:** So apparently the Commissioners have bought into her plan. Is that \$200,000 a year?

**Eric Tippmann:** Just north of that.

**Tom Harris:** We are not passing that today, are we? One of the challenges that I have heard and this may challenge the integrity of people that are making the decisions but I have heard if Council is good with cash and money is available, certain cars will be written off faster than they may have otherwise. Some kind of thought or consideration, how do you get that assessment done without some kind of bias playing into that decision?

**Larry Brown:** I think it is a good thought in that when revenue was down and we asked departments to make their three-year plan last five and they did that. As we have seen, there are some vehicles out there that have been band-aided and kept going for an abnormal amount of time. Now that revenue is better, it is time to replace those. Again that is why we wanted Dawn to share with us what her plan or formula was so that it wasn't just helter skelter.

**Tom Harris:** I like it and we did something like this with the Sheriff's Office to budget money to make sure there is an ongoing process to make sure vehicles are updated and replaced. It is just a thought of how do we improve the integrity of the program? Your point is a good one if we are flush with cash and doing better, it is probably the time to replace some.

**Nick Jordan:** I just have a quick point of clarification. When I talked to Dawn, the expense that you are talking about was for a fleet management system and not the actual purchase of cars every year.

**Eric Tippmann:** What is the difference?

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**Nick Jordan:** Right now, the fleet management system we have records mileage and gas and all those things but it doesn't really work well, per Dawn. She was looking at a different fleet management system to handle all of the vehicles. The actual purchase of vehicles, historically we don't put any capital in a department's budget unless you guys approve is at budget time with the exception of the Sheriff's Department. Every other vehicle comes before you as you have seen four this year. All that Dawn was looking for was a system to keep track of the current vehicles and any new ones that you would approve going forward. Not a flat-out \$200,000 annual expense for her to say what departments get vehicles.

**Eric Tippmann:** Based on a point system.

**Nick Jordan:** That is what you guys see every time. You have to make an appropriation every time people want to buy cars. It would do no good to put it into Dawn's budget.

**Tom Harris:** It would be software to manage the system. With that I will rescind my previous comments.

**Nick Jordan:** You guys hear every single vehicle request except for the Sheriff.

**Larry Brown:** I think the message to take back to Dawn is something that we asked for. It would be nice to hear her presentation and consider the approval. It is going to be an expense over and above. January or February would be a good time to hear that.

**Eric Tippmann:** She wanted to be here today but she is out ill.

**Larry Brown:** Okay, thank you. Reports on upcoming meetings or recent meetings or liaison reports. Is there anything going on that you would like to share?

**Tom Harris:** Approval to waive the reading on any matter approved today for which it may be deemed necessary for the County Council meeting of December 21, 2017.

**Justin Busch:** Second.

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

**Joel Benz:** Move to adjourn.

**Justin Busch:** Second.

**Larry Brown:** 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 11:32.