

ALLEN COUNTY COUNCIL MEETING MINUTES
MARCH 21, 2019
8:30 AM

The Allen County Council met on Thursday, March 21, 2019 at 8:30 am in the Discussion Room at Citizens Square. The purpose of the meeting was for additional appropriations, transfer of funds in excess of the current budget, grants, budget approval and any other business to come before Council.

Attending: Robert A. Armstrong, Joel M. Benz, Larry L. Brown, Kenneth C. Fries, Tom A. Harris, Kyle A. Kerley and Sharon L. Tucker.

Also Attending: Nick Jordan, Auditor and Jackie Scheuman, Finance and Budget Director

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

Tom Harris: Good morning everyone. First on the agenda is the approval of the February 21, 2019 meeting minutes. Are there any additions or corrections?

Joel Benz: Move to approve the minutes from February 21, 2019.

Sharon Tucker: Second.

Tom Harris: 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: Two quick items on the agenda, on the first page for the Recorder, there will also be a Part-Time salary ordinance. We are increasing the range from \$8.50 to \$15 and it is going to go \$9 to \$20. On the second page, for County Services, number three for the Mechanic that is supposed to be at 40 hours and the salary will be \$48,232. On the financials, you see the information presented through February. Ironically the Miscellaneous Revenue is trending right along at the 16% which we are through the year. Nothing regarding property tax which we won't have until May and June and you will see that the amount left for appropriation available is over \$20 million. As you scroll through the other major funds, you will see significant balances as we have noted month after month. As Bob and I were talking before the meeting, the Commissioners have been having discussions concerning the bridges. I believe they have put a notice out for the 29th for the hearing to start the process of increasing the County Major Bridge Fund rate. Then you guys and gal, in the fall, would adopt that budget and levy based on what you choose. They have to start the process to reestablish the rate up to whatever they choose and then it is up to you, in the fall, to adopt the levy that corresponds to that rate or whatever you would like to do. I will have to double-check the ad but I think it is on the 29th.

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Tom Harris: That is correct. Council, are there any questions in regards to the financial report?

Sharon Tucker: I move that we accept the financial report as presented.

Larry Brown: Second.

Tom Harris: 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 opportunity for public comment. Do we have anyone in attendance who would like to make any public comment? Seeing none, we will go ahead and move on with the agenda and the first thing is the Treasurer.

Bill Royce: William Royce, Allen County Treasurer.

Chandra Reichert: Chandra Reichert, Chief Deputy Treasurer.

Kara Simonoff: Kara Simonoff, HR Generalist. We are here today for the reclassification of the Accounting Manager from PAT ¾ to a Finance Manager, PAT 4/4. This position was reviewed by HR and due to the additional supervisory as well as financial responsibilities added to the position, HR does support the increase. The reclassification passed at Personnel Committee 2-0-1. Larry was absent.

Bill Royce: Not a whole lot to add to that other than what we are trying to accomplish with this position is to give direct oversight to our four tellers. If you go into any bank and they have a cadre of tellers, there is usually a head teller that assures that all policies and procedures are being followed. They are the first point of contact for the tellers to answer questions. We are looking to give the most best and consistent service to the taxpayers of Allen County and whether you talk to Teller A or Teller D you are going to get the same correct answer. All tellers understand the processes and are working from the same procedures. I might add that we are not asking for extra allocation this year or next as we have budget to cover the position for two years.

Tom Harris: Okay, Council, any questions or comments?

Bob Armstrong: So, in reality, is this just a title change? Didn't you at one time have an Office Manager? Are we just changing titles around?

Bill Royce: It is a title change but also extra duties which are what warranted the move to PAT 4/4.

Tom Harris: I noticed that it was initially an Accounting Manager to Finance Manager and is a manager to manager role but in the previous manager role there was no supervision.

Kara Simonoff: Correct.

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Tom Harris: And how many people do they supervise?

Bill Royce: Four. She would be looking at ensuring coverage if tellers are off sick, vacations or lunch schedules and all of those types of things.

Tom Harris: This is an existing incumbent.

Bill Royce: Yes.

Tom Harris: Council, are there any other questions?

Joel Benz: I have a couple. Bill, I think when we talked in Personnel Committee you said you had a retirement that kind of facilitated this?

Bill Royce: Yes. This is where we are able to fund this. We had a long-time employee retire and the difference between paying a long-time employee and a new one is different. With that as I took on some of the duties, it became clear and something that I long expected, although we have trained every teller the same way and they understood the same systems, they were starting to become specialists in their area. If I came in and needed something such as a mobile home permit, I actually heard one of the tellers say that the next one would help you with that as soon as she is done with those people. That should never happen. All of us should be able to do that. What I am trying to do is give the direct oversight to make sure everything happens consistently and with the best possible service.

Tom Harris: By having that one individual that is going to be funding this has retired, do you see that position being filled in the future?

Chandra Reichert: That position has been filled.

Tom Harris: So it just came in at a lower number.

Chandra Reichert: Just because of the longevity. We are starting at step one instead of step six.

Tom Harris: Understood, okay.

Sharon Tucker: I would just like to say that with Personnel Committee supporting this, for me, was the additional duties that were taken on more than just the name change. With the person retiring, they combined some of the responsibilities and now she is supervising staff where before the position was not supervising staff. That garnered my support.

Tom Harris: Are there any other comments?

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Sharon Tucker: I would like to make the motion to approve the ordinance reclassifying the pay in the Treasurer's budget for Accounting Manager, PAT 3/4, to a PAT 4/4, Finance Manager for \$53,338, 37.5 hours non-exempt.

Kenny Fries: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1 (Armstrong). Next is the County Recorder.

Anita Mather: Anita Mather, Allen County Recorder.

Hannah Dawson: Hannah Dawson, Chief Deputy Recorder.

Kara Simonoff: Kara Simonoff, HR Generalist.

Tracy Mitchener: Tracy Mitchener, Assistant HR Director.

Kara Simonoff: We are here for the salary request to increase the Chief Deputy's salary to 90% of the Recorder's salary which is currently at 80%. At Personnel Committee, this was passed to full Council for your consideration.

Anita Mather: I am here to get Hannah an increase in her pay. She has been with the office for twelve years and four of those years and a few months with management experience. She is a great asset to the office. She oversees everything when I am gone and I am taking on more responsibilities with the Indiana Recorders Association. I am traveling more to Indianapolis, having meetings and phone conferences and my door is shut a lot. She is taking over the day-to-day running of the office. I have complete trust in her and we kind of think alike. We figured it was about a \$7,500 a year increase which I feel is warranted. She is now currently enrolled in a Ball State CPM class and has a four-year degree from IU. We have increased our duties, when I became Recorder we had inherited some duties from the Clerk regarding the Records Commission. We became the Secretary and it has added quite a bit of duties concerning everybody's destruction requests. I have kind of pushed a lot of that to her. We have also doubled our escrow and account receivables which caused us to have a lot more billing functions that we have to take care of. It takes both of us one to two days to do the billing every month. That is just new responsibilities where before we had a handful of accounts before but now we are up to so many more. Her salary is paid out of my 245 Perpetuation Fund and will not cost the General Fund anything.

Kenny Fries: Why was it deferred to full Council. Why did Personnel Committee not want to make a recommendation on this?

Joel Benz: Larry was absent, I was for it and Sharon was against. It was basically a split.

Anita Mather: And Sharon had mentioned that she didn't want to set precedence for Chief Deputies to make so much of the Elected Official's salary. I believe that this is not

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abnormal. I believe the Treasurer's Chief Deputy is making 85% and this is her first term with the Treasurer's Office. When Nick was the Chief Deputy, he was at 90% plus. Stacey O'Day's Chief Deputy, the one before the current one, was up over 90%. I am not trying to set any new precedents. I am just trying to reward her for the experience she has gained.

Sharon Tucker: The other piece that was added to what she said I did say was that I believed she deserved an increase but I did not believe the ten percent was completely warranted because there were no additional outside responsibilities or additional supervisory roles like we just approved for the last one. Most of the things she has named, she has been doing for the last four years as part of her role as Deputy. Although I do feel that there should be some kind of increase, I wasn't supportive of the ten percent increase.

Tom Harris: Nick, maybe as a reminder, in terms of the amounts for Chief Deputies is there a range or how is that figured?

Nick Jordan: In the instance where the incumbent leaves that drops down to 75% but then it can go all the way up to 100%. We don't have anybody there.

Tom Harris: We have other departments at 90%?

Nick Jordan: I am checking on that.

Tom Harris: If you want to check on that we can go to other questions. Councilman Armstrong.

Bob Armstrong: My question is can you give us a report of what the Chief Deputies are making throughout the County?

Jackie Scheuman: We are only talking about six people. There are only six Chief Deputies.

Tom Harris: There are only six Chief Deputies overall.

Nick Jordan: I don't know if you want to delineate Deputy Directors. Just because it is not an Elected Official, the Department Heads may have a Deputy Director.

Jackie Scheuman: Only six people fall under the drop down to 75%.

Nick Jordan: The others maybe Special Occupations or whatever grid.

Tom Harris: But you are still looking at the six?

Nick Jordan: I am doing the math right now.

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Tom Harris: Councilman Fries.

Kenny Fries: Sharon, not to say I disagree with you but I disagree only to the fact that if you have been doing this for four years, I don't want to hold that against you. The way I look at it is that the Chief Deputy, in your absence is in charge. They have the full responsibility in the Recorder's Office. I don't have a problem paying 90% of your salary. I will be voting in favor of it. I know what it is like to have a Chief Deputy that does a really, really good job and when you aren't there you are comfortable knowing they are taking care of things.

Tom Harris: Are there any other comments? Nick, are there any further thoughts?

Nick Jordan: I believe the highest one would be...

Tom Harris: As clarification, you mentioned that in your absence she is filling in more than she has in the past?

Anita Mather: As I said, I do a lot more with the Recorder's Association now and the Legislative Committee. I am the Vice President of the Recorder's Association and I have a lot more responsibility that does not allow me to be present all the time or in the office with my door closed and not exactly know what is going on in the office. I have complete faith that she runs things almost exactly as I would.

Joel Benz: One other point I should bring up is that you are not requesting funds?

Anita Mather: No. This all comes out of the Recorder's Perpetuation Fund. We don't have any General Fund money that we use.

Tracy Mitchener: I think it is a little bit different now because like the Clerk has just gotten into his new role and he will be getting a new Chief Deputy. Nick doesn't have one. The County Assessor just got a new one. Right now isn't a great time to compare apples to apples. There aren't too many that are starting their second term right now.

Nick Jordan: The closest one would be the Chief Deputy Sheriff. The highest one is the Chief Deputy Treasurer at 80%. Otherwise, the Sheriff, Clerk of Courts and Auditor would all be at 75%. The County Assessor is at 75% also.

Tom Harris: The question for HR, will this start a precedence where the other departments would be lining up in front of us to ask for 90% instead of 75%?

Tracy Mitchener: I think past practice has been after everyone has gone to their second term is when they come up to ask to go to 90%.

Nick Jordan: I don't remember when Ryan left but three or four years ago I was at 90% or maybe even 99%, I can't remember. The Clerk of the Courts was at 99%. The Chief

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Deputy Assessor was at 90%. As Tracy noted, because offices have changed and election cycles have happened...

Tom Harris: we are not setting precedence.

Nick Jordan: The Clerk was on Personnel Committee prior to this last one and they decided not to pursue it.

Sharon Tucker: I have an additional question. Anita, your additional responsibilities that you are taking on, what are they for?

Anita Mather: I am the Vice President of the Recorder's Association which makes you the President of the Legislative Committee. This week I was in Indianapolis all day Monday and I have to go again next Friday. I am gone a lot more than I was previously. I am working on bills that affect our office and things with the association.

Larry Brown: Just a quick reminder, if you go back into a little bit of history many, many times in this situation, the Elected Official is preparing their replacement. That is not a bad thing. It is a good thing. Like Kenny said, I am fully in favor of supporting the 90%. We have done it many times before even at 90% plus.

Joel Benz: I would like to move to approve the salary ordinance increasing the percentage of the Chief Deputy Recorder's salary to 90% of the Recorder's salary to \$67,778, 37.5 hours exempt.

Kenny Fries: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1 (Tucker). We do have another item on the agenda.

Anita Mather: Part-time salary has just come up because I had rehired someone who had retired a while back. I started her out at the \$15 an hour and she has been back for two years on a part-time basis. I didn't have to replace her completely and so it saved us a lot of money. She only works 25 hours a week now. Since she has been back for two years at \$15, I felt it was time for me to compensate her a little bit but then realized that I couldn't because I was capped at \$15 an hour. I have no intention of paying her \$20 an hour but thought that this way I wouldn't have to come back again.

Kenny Fries: For the County, don't we already have a range set up for \$25?

Nick Jordan: It varies by department.

Kenny Fries: Why don't we make that consistent?

Nick Jordan: That is up to you guys.

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Tom Harris: There is a risk on that because of some the technical skills may really push those high and if you make it consistent, it makes for too much flexibility. It is also a way for us to keep track in terms of those part-time rates and who is charging what.

Nick Jordan: The attorneys have one up to \$200 and the departments that have nurses go up to \$50. It just depends what you guys would want to do.

Anita Mather: Again, this one is also covered out of the Fund 245 Perpetuation Fund.

Sharon Tucker: I will make a motion to amend the salary ordinance range for Extra Deputy Hire from \$8.50 to \$15 to be \$9 to \$20.

Joel Benz: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Next is the Prosecutor.

Mike McAlexander: Mike McAlexander, Chief Deputy Prosecutor. We have applied historically for a grant through DAC. We have two OWI rooms that law enforcement officers throughout the County bring people in to use the testing machine for blood alcohol. These are equipped with recording devices so we can use them in court later. The City is spearheading revamping the iRecord system and updating it. We have two rooms and the Sheriff's Department has a total of four and the City has ten. These are used for various interviews of criminal defendants as well as what we do with the OWI cases. This is what I submitted but since then another grant came up that we have applied for over the years through the State Criminal Justice Institute. This is about the Violence against Women and Children grant. We have had a Domestic Violence Coordinator for about 15 years through that grant program.

Tom Harris: We can possibly break this into two conversations. The first one, the Drug and Alcohol Consortium grant is one that we have received in the past as well.

Mike McAlexander: Yes, as a matter of fact that whole grant process comes back to County Council for approval. For the Criminal Justice side, it is historically done either as programming for enhanced patrols or equipment types of items.

Tom Harris: Based on technology, I am sure it is not just equipment but also to keep us up in technology.

Mike McAlexander: Yes. A lot of departments have used it to get in-car cameras for the squad cars.

Tom Harris: A ballpark figure for the grant request?

Mike McAlexander: Ours will be in the neighborhood of \$12,000 to \$13,000.

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Tom Harris: And generally we have received all of that?

Mike McAlexander: It depends. We will use other funds if we don't get it all from there.

Tom Harris: Council, any questions or comments on the Drug and Alcohol Consortium?

Sharon Tucker: I will make a motion to approve the request for permission to apply for a grant from the Drug and Alcohol Consortium for recording equipment.

Kenny Fries: Second.

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

Mike McAlexander: The second one I passed out is the VOCA grant that we have had a Domestic Violence Coordinator that coordinates our misdemeanor and felony contacts with victims of domestic violence. This is in coordination with the Victims Assistance program with the City and our investigators and attorneys. These kinds of cases are very difficult and depend on the cooperation of the victim. A lot of victims will contact the police agencies to come and help them but they don't necessarily don't want to follow through with the prosecution of the offense. This is a way that we try to get to them early in the process and let them know of the services that are available to them. It is a wide ranging responsibility for that person and is a very necessary area because domestic violence can turn very violent very quickly and people get killed as a result of that. The more we can do to prevent that this is one area where we can offer the services to stop the cycle of violence.

Tom Harris: As we have talked to the Prosecutor, you and other departments, is that generally we ask what would happen if the grant goes away. In this case, let me just ask, this is a State funded grant?

Mike McAlexander: It is federal funds that flow through the Indiana Criminal Justice Institute. Last year we didn't come for it because they just extended the grant one year. Typically it has been an annual request.

Tom Harris: Do they provide additional funds? As an example, the salary for this individual is it set or do they increase annually?

Mike McAlexander: Generally they give a percentage and we have a match that we have to make.

Tom Harris: I see but are those funds increasing or is it the same amount it has been for twenty years?

Mike McAlexander: It has moved up a little kind of under a COLA approach.

Tom Harris: Council, are there any questions?

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Sharon Tucker: I will make a motion that we approve the request to apply for the VOCA grant.

Kenny Fries: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Next is the Cooperative Extension.

Vickie Hadley: Vickie Hadley, Health and Human Sciences Extension Educator and the County Extension Director for the Purdue Cooperative Extension. If you recall, I was here last fall with a three-legged stool asking for additional appropriations for telephone, contractual and for an additional Educator. That was not approved and so I am back this time for additional appropriation for telephone, just to remind you that Purdue Fort Wayne evaluated the costs that they were shoving out to all of the departments and so they increased it nine dollars per line per month. If you take a look at our current spending, we are above where we should be at this time of year on telephones. Also the University had asked for a 2.5% contractual for the Educators and we were thankful that you gave a three percent to the administrative staff. We are looking for an additional \$1,512 for telephone and \$5,990 for contractual services for our Educators.

Tom Harris: So Purdue is suggesting that the Educators be paid more and they are coming to us to have that done.

Vickie Hadley: Right.

Tom Harris: Council, comments or questions?

Kenny Fries: I was looking at Purdue's website and I think they gave a two percent non-recurring pay increase to the Purdue staff in Fort Wayne. Is that correct?

Vickie Hadley: That I don't know because what they do with Purdue Fort Wayne does not affect us. Ours is directly with Purdue West Lafayette.

Kenny Fries: I think Purdue West Lafayette gave a 2.5% pay increase to their employees, correct?

Vickie Hadley: Correct.

Kenny Fries: But then you guys didn't get it even though you are Purdue employees.

Vickie Hadley: I have to come to you to ask for the funding.

Kenny Fries: I asked Tom this morning, do we have a written contract with Purdue?

Vickie Hadley: Yes.

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Kenny Fries: Does it discuss whose responsibilities are whose?

Vickie Hadley: Yes. The Commissioners are the ones who actually signed that contract. Every December, I meet with them, provide the contract and they sign it.

Nick Jordan: They do it after you appropriate the budget. If you didn't appropriate the budget, you don't have a contract.

Bob Armstrong: Can we see that contract?

Nick Jordan: Yes, I can get it. It is a one-page contract.

Tom Harris: In the case of the contractual, the fact that Purdue has said they want to pay them more, is that happening statewide?

Vickie Hadley: Yes.

Tom Harris: So what happens when local governments don't give you the additional funding? How do you pay for that?

Vickie Hadley: It is still my responsibility to pay that so then I take a look at my budget to see where I can cut.

Tom Harris: Just asking, Purdue is not increasing the funding that they are giving you for your services?

Vickie Hadley: What you approve is what they provide for us as well.

Tom Harris: Help me to understand that a little bit. Purdue is giving you more money but we are paying for it.

Vickie Hadley: Just for salaries.

Nick Jordan: They are saying they can increase the wages by 2.5% but they don't fund it. They want you to fund it. If you say no, Purdue is going to have to fund it or cut their employees.

Tom Harris: Council, any other questions?

Sharon Tucker: I will make a motion for the appropriation in the Cooperative Extension General Fund in the amount of \$1,512 for Telephone and \$5,990 for Contractual for a total of \$7,502.

Kenny Fries: Second.

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Joel Benz: You said County Extension Fund and I thought this was coming out of the General Fund.

Nick Jordan: It is out of the General Fund. She said Cooperative Extension General Fund.

Bob Armstrong: Is that a yearly contract?

Nick Jordan: They do it in December because if you didn't appropriate the money, they can't do the contract. It is kind of backwards because if the Educators are given a 2.5% raise but Purdue doesn't want to fund it they push it down to the County.

Sharon Tucker: Is that the struggle? Is it because Purdue keeps pushing it back on us?

Kenny Fries: That is the struggle I have with it. I think the employees probably deserve it but who should pay for it?

Sharon Tucker: Should our next meeting be with someone other than or should the Commissioners meet with someone from Purdue or are you the only representative, Vickie? Or does the Board need to go to Purdue about that concern? For the four and a half years I have been here, we keep going through this struggle because Purdue keeps pushing down to us and down to us. Is there some point that we can communicate with them?

Tom Harris: A question for you, are other Extensions having these concerns?

Vickie Hadley: Yes. Some of the Counties gave three percent.

Tom Harris: What is fascinating to me is that Purdue is setting records in their revenues and financial stability and yet they are passing those fees onto local governments. Maybe that is why they are in such good shape. That continues to happen and their record amount of donations given to the university.

Vickie Hadley: Those donations don't impact our salaries.

Kenny Fries: And I guess that is the issue I have with them. I believe the employees deserve the increase but Purdue is saying that they deserve it but they aren't paying for it. That is what we need to address.

Tom Harris: **We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 5-2 (Harris and Brown).**

Vickie Hadley: Do you want me to schedule a meeting with whom?

Tom Harris: Have them contact me? Next up is the Department of Planning.

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Kim Bowman: Kim Bowman: Executive Director of the Department of Planning Services. My request today is to transfer money from Salaries into Contractual. This will be used for staff training. This is out of our Fund 337 DPS that is generated by our permit fees. There are five elements to the training. Personal work style, how you communicate, self-awareness of how you work, how you work with your team and three training schedules based on issues identified by staff and include stress management, time management, team building, business writing, presentation skills, external and internal communications and things like that. The number is based on a proposal from a consultant that Human Resources use for their training.

Tom Harris: In terms of how often you do these kinds of training and will this be for the entire staff?

Kim Bowman: We haven't done training like this for several years. We have had some new staff that has joined us and so they have not had the benefit of whole staff training. We have 22 staff and if you figure sending staff for training and paying for meals, lodging and training this is a bargain for everything that we are getting.

Tom Harris: In other words, everybody is in this training.

Kim Bowman: Definitely. We will be closing our office for three half-days through the year but not during our construction season.

Tom Harris: Do you get two or three quotes for something like this or was this basically a recommendation from HR?

Kim Bowman: Recommendations by people who have worked with this consultant and are very pleased. They seem to be able to provide the services that we need.

Sharon Tucker: Kim, do you see any additional expense tied to this or is this everything?

Kim Bowman: That is everything. It is a local consultant and we will do it in our office and I will buy lunch for everybody.

Sharon Tucker: Has the need for this type of training increased? Did you see a need?

Kim Bowman: A couple of things. Allen County did the Quality of Life Survey last fall and staff training showed as one of the needs that my staff identified. As you recall, there was overall Countywide and we were able to get individual department responses and the need for training really showed up as the big one for my office. Also, the process that the County is going through with the strategic plan and the mission statement that talks about high performing and equipped employees. The strategic priorities talk about training and having good employees. The third time of the hammer on the head, I thought I should probably do something.

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Joel Benz: I understand training is important and the need for it but you said you went out and checked one contractor. Did you see what other options were out there?

Kim Bowman: Nope.

Joel Benz: This is going to be three half-days of training?

Kim Bowman: It is the five elements, seven different divisions or departments and the consultant will work with each of the seven to help those groups work together better.

Joel Benz: So they are coming into your office to do that?

Kim Bowman: Yes.

Joel Benz: And it is more than the three half days that you mentioned?

Kim Bowman: Since they are dealing with the different teams, we will not have to shut down our office for that. We will shut down our office for the three half days for the training sessions after the assessments.

Joel Benz: Give me a sense of how many hours they are going to be directly working with you.

Kim Bowman: Part of it is the assessment, there will be a lot of time that they will have to spend going through the results. It is a questionnaire process and so there will be time reviewing that. There is time involved with meeting with the teams. There will be preparation and presentation of three and four hour training sessions. It was not broken down by hours but by subject matter.

Joel Benz: Okay, I am just trying to get a sense of what we are getting for \$30,000 because that is a pretty big number.

Tom Harris: I guess the comment I would throw in is the fact that you don't do this annually and this isn't something that you are spending \$30,000 on annually. If you look at the training amount, you could spread that over a four or five year period. Otherwise it is about \$1,000 per employee. Councilman Brown.

Larry Brown: That is exactly what I was going to point out. If you have ever researched training seminars, this is less than \$1,500 a person and that is cheap. You can't go by hourly. Kim, I am fully in favor of employee training. I do recognize how important your front door is to the development community. I would trust and have full confidence in you that you would advertise this event so that an opportunity comes walking to the door and the door is locked and they get ticked off and we are back to Allen County being the worst place in the world.

Kim Bowman: That is a very good point and we will have a notification posted. The training will be during our slow time and not during our busy time. Councilman Brown

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brings up a point about being the front door to development. One of the things I prefer is to have internal training so we can use examples and situations that are unique to us more than the general “how do you deal with stress”. We deal with people that are happy, sad or mad. Over the course of the year we will be providing recorded phone conversations for situations to provide the consultant so we can learn how to better deal with these situations. It can get pretty intense.

Kenny Fries: That is the thing I was going to ask. Are you going to annually have some program so that you don't have to catch up every three or four years at this cost? Every department should do that, I think.

Kim Bowman: Next year will be nothing like this. This is the catch up and after this training I am going to ask staff where they see their needs are.

Tom Harris: Kim, where it may feel that you are getting beat up a little bit, I want to compliment you on this. When people are learning, they stay and when people aren't learning, they move on. I guess from an aggregate perspective, I think when this is done you will have raving and great comments from this. What happens in my head is that all of the other departments start lining up wanting to do the same thing. If we start going down that path, we will need to talk to HR in terms of coordination or something. If each department would go out and do this same thing, I don't know if that is the best approach.

Kim Bowman: I think training is very important. It is one of the elements to keep people motivated and from getting frustrated and throwing their hands up and saying that they can't deal with it. I think HR provides a great service overall but I think if your worst problem is departments showing up and saying they need to train their employees, it is a really good day.

Tom Harris: I am not suggesting it is a problem. I am saying from an aggregate perspective and cost standpoint differently than each individual department.

Larry Brown: I tend to disagree a little bit there in that she has given examples of how this consultant is going to be exposed to difficulties that they have had in the past and receiving specific training in their specific area to deal with those situations. I know you are aware that HR does training seminars every month but they're a little bit generic. I am not beating up on HR but this gets down to the particulars or specifics in that department. With that I will make a motion to approve the transfer within the Department of Planning Services General Fund from Extra Deputy Hire in the amount of \$28,050 to Contractual.

Sharon Tucker: I will second with a comment. I am going to support it too primarily because of what Councilman Brown was saying. When you are looking at training over a broad group of people for the County, there are no specifics. This consultant is going to come in and review their processes, interview their team and then train to that specific need that they have. Me, as an insurance agent, I have to do it every single year. I have to have 20 hours of continued education that is specific for my industry. I think this process that we have here, because we are doing it over 22 employees, it does look like a big

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ticket item but in the future if we can do smaller sessions we won't have such an impact. I do support this.

Joel Benz: I was just going to say that I just had questions about whether we were getting good value. I think providing training is an excellent one. I appreciate you following through the strategic plan that you were talking about.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Next up is County Services.

Dawn Rose: Dawn Rose, Purchasing Director.

Kara Simonoff: Kara Simonoff, HR Generalist.

Tracy Mitchener: Tracy Mitchener, HR Assistant Director.

Kara Simonoff: We are here for three items. Do you want to tackle each one separately?

Tom Harris: Let's begin with the first one.

Kara Simonoff: The first one is the reclassification of the Administrative Assistant position from OSS 3/2 to Office Manager, OSS 4/2. This position was reviewed by HR and due to additional project and operational management responsibilities added to this position, HR supports the increase. Due to unexpected illnesses, this was moved to full Council. Dawn was ill during the Personnel Committee and so we are coming here to present this for the first time. For this position, the overseeing of the daily operations of the Purchasing Department as well as the management of the Public Works project and special projects given by the Director, HR supports this increase as additional responsibilities have been given. She has kind of transferred out of the Administrative Assistant position into Office Manager. I will let Dawn explain a little further.

Dawn Rose: That is pretty much everything I was going to say. This position has become pretty critical to me as an Executive Assistant. Also, she is kind of the bedrock of our department. Actually this position was an Office Manager position when I first took over and I thought I could handle a lot more and changed things around. I then decided I cannot because there is a lot going on. One of the biggest responsibilities in our department is the Public Works projects. The City has a department. You, the County, have me. It requires a lot of time. It's knowing Federal and State statutes, regulations, contracts, dealing with contractors and there is a lot to it. When I came onboard, I wanted to restructure things. I don't necessarily do things the way my predecessor did and I am much more process oriented. We are getting this down pat so we don't miss any steps or get in trouble with State Board of Accounts or legally. We are very method oriented and she is a pivotal part of that.

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Tom Harris: A technical question or system process question. Since this was not presented during Personnel Committee, have we had that in the past where we went ahead and brought that before Council? Nick?

Nick Jordan: I actually want to do it next month for myself.

Tom Harris: This is no reflection on you but in understanding the process and nothing is presented, why would it come directly to Council if we have established a process for it to go to Personnel Committee?

Joel Benz: It was on the agenda for the Personnel Committee. Sharon and I talked in that meeting and we felt that it merited moving forward. In spite of her not being there, we had time to review these and had some conversation offline with Dawn prior to the meeting and felt it was worth moving forward.

Sharon Tucker: Dawn was ill. We had looked at them in preparation for the meeting and were prepared to support it. We had talked to Dawn and she mentioned several Council meetings back that this reorganization and change was going to come so it would be no surprise to Council. After working through all that she had, we felt there was no reason to delay it.

Tom Harris: I just saw that as being a precedence of being absent for future.

Joel Benz: It was on the agenda and we chose to move it to full Council.

Tom Harris: Council, are there any questions on this first item?

Bob Armstrong: When did we do the Scheele report?

Nick Jordan: I think it was 2015 or 2016.

Bob Armstrong: So we did these jobs and the OSS's received an adjustment at that time?

Nick Jordan: Every grid received an adjustment. The only bucket that did not was Special Occupations.

Sharon Tucker: The Scheele report was done before I came on in 2015 and we got the results in 2015. We reviewed and talked about them in all of 2015. We finally made motions and such in 2016 and it took effect in 2017.

Nick Jordan: It was done in July of 2016. Sworn Officers was even later than 2017. Those took effect in 2018.

Tom Harris: Council, we can go ahead and act on this or choose to go ahead and hear the others. Do you want to go ahead and hear the others or act on this one?

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Kenny Fries: We could go ahead and hear them all.

Joel Benz: I do have one question. She is not really taking on new stuff? She did it in the past and then you took it on and now you are giving it back, is that what you are saying?

Dawn Rose: No, I am saying that I am giving her a lot more responsibility than what she had when she started. That is probably the gist of it. I am doing things totally different than what was done in the past and that position has become the bedrock of my department. She is my Chief Deputy.

Joel Benz: What stuff are you exactly shifting back to her?

Dawn Rose: I am working on a lot of projects. I am working on vehicle replacement, the fleet management program, revamping the purchasing policy and a lot of big projects that I am taking on and she is right there in the mix with me. Like I said that used to be an Office Manager position. I tried to give some of those responsibilities to the Finance Administrator and that didn't work out so I am putting those back on this position. It just warrants it. I know HR did their study but as far as the responsibilities compared to the entire County, OSS threes and fours, the position deserves to be at a four.

Tom Harris: For clarification, it did move down when you first came in but now it is coming back up.

Dawn Rose: Yes.

Sharon Tucker: As you just said, when I talked to Dawn it was lowered and the work was removed and now we are putting the work back and it is only natural to move it back up.

Tom Harris: Let's go ahead with number two.

Kara Simonoff: this is the reclassification of the Senior Buyer position from PAT 4/5 to PAT 5/4. This position was reviewed by HR and due to additional responsibilities involving bidding, public purchasing and the management of Allen County assets, HR does support this increase. It is not the duties that might have changed but the level of responsibility that is being changed and the management of the assets and making sure she is staying on point.

Tom Harris: Maybe you can articulate a little more on that.

Dawn Rose: This position oversees all of the assets of the County as well as vehicle purchases, titles and registrations. She oversees all of the purchasing responsibilities that come from the departments when they need help. The position should have probably been a five out of the gate but my predecessor held onto a lot of responsibilities. Our department has to follow statute and we have certain guidelines and policies we have to follow when we place bids, RFP and contracts and all of that. I have expected that more

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out of that position and she has taking that on. I have been struggling the entire week to help you understand what my department does and how it has changed in the past three years. It is not that we have taken new work from outside but I have just really raised the bar in my department. It is causing everyone to step up and is working wonderfully but it has put a lot of extra duties on these positions.

Tom Harris: Council, are there any questions on this one? Hearing none, how about number three.

Kara Simonoff: The last one is the reclassification of the Mechanic Assistant position from LTC 3/4 to Mechanic LTC 4/4. This position was reviewed by HR and the reclassification will bring two Mechanics to equal pay and remove the Mechanic Assistant. This reclassification actually reorganizes the Service Center to have a Manager, Assistant Manager and two Mechanics.

Dawn Rose: This is the final revamping that I had talked about last year. It is the equity of the positions and I was comparing them to Highway. Internally we have shifted responsibilities and I have raised the bar. I want everyone to be equal in their duties and expectations.

Kara Simonoff: The current Mechanic is an LTC 4.

Tom Harris: Council, are there any questions?

Kenny Fries: The only question I have is will you do anything in the future for certifications for the Mechanic so that there is an incentive to get that and then get paid more money?

Dawn Rose: I am doing the best I can with what I am allowed. Both are certified ASC which is kind of the minimum. I am also expecting some type of education or certification.

Kenny Fries: Right now they are all certified the same.

Dawn Rose: Yes.

Joel Benz: This Mechanic Assistant is not the same position we reviewed some time back?

Dawn Rose: It is. That position should have been reviewed a long time ago. I was trying to make up for that and basically try to get it to where I thought it should be. It was mentioned that it should be higher and I agreed that it should be but that I would be back because I knew there would be a retirement in that part and I had an opening that was unfortunate but really allowed me to change things around.

Joel Benz: So now this person is doing the same things as the other Mechanic or do they have separate jobs?

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Dawn Rose: They are both Mechanics and have equal responsibilities. We have an Assistant Manager position that is going to take on as Parts Manager, Service Writer and some other responsibilities.

Kara Simonoff: That was held by the Mechanic Assistant. Organization of parts and inventory and things like that are shifted to the Assistant Service Manager. The Mechanic Assistant goes away completely.

Sharon Tucker: Dawn, this was the one that was helping with the wrap but not being compensated for helping with outfitting the vehicles.

Dawn Rose: Yes.

Sharon Tucker: So we increased it because of the responsibilities. Because they were doing the same thing as their counterpart but we didn't increase it at that time.

Dawn Rose: But I knew I would be back to ask for that.

Tom Harris: Council, are there any other questions?

Sharon Tucker: I will make a motion for the consideration of the salary ordinance reclassifying the Administrative Assistant, OSS 3/2, \$32,413, 37.5 hours per week to Office Manager, OSS 4/2, \$36,409, 37.5 hours per week, non-exempt.

Larry Brown: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1 (Armstrong).

Sharon Tucker: I would like to make a motion for consideration of a salary ordinance reclassifying the Senior Buyer, PAT 4/4, \$53,338 to PAT 5/4, \$58,671, 37.5 hours exempt.

Larry Brown: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1 (Armstrong).

Sharon Tucker: I will move for consideration of a salary ordinance reclassifying the Mechanic Assistant, LTC 3/4 \$39,792 to Mechanic LTC 4/4, \$48,232, 40 hours non-exempt.

Kenny Fries: Second.

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Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 6-1 (Benz).

Bob Armstrong: On here it says funding will be needed.

Nick Jordan: Next month I will bring the appropriation for the difference between what they have in their budget and what they will need.

Tom Harris: Sometimes they find that money within their budgets but in this case they are coming back.

Dan Avery: I am Dan Avery and I am the Executive Director of Northeast Indiana Regional Coordinating Council.

Kara Simonoff: We are here for a new position for Principal Planner-Grant Administrator, PAT 5/2, \$53,217, 37.5 hours per week, non-exempt. This position was passed at Personnel Committee 2-0-1. Dan had previously come to Personnel Committee and explained about an additional grant that he had received and needed this position. This would be paid at the same wages that his current staff in this position gets. I will let him explain it a little bit further.

Dan Avery: As I had mentioned at the December meeting where you graciously approved the reclassification that in the fourth quarter of 2018 some additional opportunities arose including the designation of East Allen as a Stellar Region. That prompted me to consider and put forth this request. For those that may not know, NIRCC is a regional planning organization and a metropolitan planning organization. I have a transportation planning section and a community development section. We are responsible for all of the transportation planning activities within the region, managing Federal funds, programming the projects and working with the Cities and Towns to develop a transportation plan and move those projects forward especially those that get Federal assistance. We also work to keep the area compliant with Federal rules and regulations so that the projects are eligible. The community development section works with the Counties, Cities and Towns doing project and plan development, grant preparation, grant writing, environmental assessments. Grant Administration works with civil rights and labor standards. Currently that has two full-time positions and I use the majority of my Extra Deputy Hire for a part-time position. The opportunities for Federal and State grant assistance continues to increase and we continue to get more requests from our Cities, Towns and Counties for our services. Most of our activities are reimbursed through State and Federal funds. Some is Federal money that passes through the State and some of it comes directly from Federal programs. Generally I can recoup 80% of our budget but for the community development section, because they work more on a contractual basis or the cost of administering the programs are built into the project cost, we probably recoup more than 80%. The workload continues to increase. We had about 20 active grants in 2018 and about 18 of those remain active. They generate, over a two or three year period, they generate about \$311,000 of revenue to NIRCC which goes back into the General Fund. That totals about \$4.4 million in grant funding and about \$36 million in total funds with a major part of that in the State Revolving Fund to various

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infrastructure projects sanitary sewer, fresh water, storm water and storm water management. We have about ten projects that we believe that a part is due to the Stellar designation and will be under development in the next twelve months and then over the four-year period of that program we will assist in the administration of those funds. The designation did not include specific project money it just makes the community eligible for funds. All of the financial planning and environmental, project development and getting eligibility for those projects still have to be accomplished. There is a pot of money that we can tap into but we still have to go through the eligibility and approval. We will be assisting in that process. We have about six projects that are pending. The ten under development will generate about \$195,000. The six projects that are pending will be about \$140,000 and there are several on the drawing board. Total project cost for the ten is about \$3.2 million and total cost of the projects of six is about \$19 million. The ones on the drawing board is around \$45,000. I am here to ask to take the part-time position and use the Extra Deputy Hire funds to use towards this full-time position. I can cover the cost through the rest of this year and in future years out of my budget. I may be back to shift a little bit of the funding but not for additional funds. I think we will generate enough revenue to cover the cost of the position. I have one project that I have not accepted yet that will provide about \$35,000 in fees within the next 12 to 14 months. I am kind of waiting to see what your decision is today before I would feel comfortable that staff could take on that responsibility. I think we cover more than the majority of the cost of department and I don't see any different with this one. I have always made the commitment that if grant money or project money starts to diminish and we don't have the workload that we have, we will drop the position or go to part-time.

Tom Harris: Dan, for clarification, we gave approximately \$1.2 million to the Stellar project. What you are saying is that this position will be working with them and as a result some of those fees come back to the department.

Dan Avery: Yes. Those fees would generally be from the money generated from the State. We don't need to manage the fees that Council or Commissioners have provided unless in some cases it will be match.

Tom Harris: Also, the title of this position is Principal Planner-Grant Administrator. Will they be going after additional grants beyond what you have mentioned today?

Dan Avery: Yes. We think there are additional opportunities out there that we have not and some of the water quality grants that we have been successful at securing we never went for in the past. We have some expertise in that now and we believe that this year or next year the State Legislature is looking at providing additional funding for water quality and sanitary sewer type projects. We anticipate at least assisting in the development of plans and programs to utilize those funds when they are made available.

Joel Benz: I am just going to summarize what you are saying. We are a growing community and there are a lot of things out there that you can't go after because you don't have the manpower. You would like to move a guy from part-time to being full-time to encompass some of that and bring some better things to our community, right?

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Dan Avery: Yes, sir.

Joel Benz: I understand we may go through a downturn and I understand you are prepared for that but you are a pragmatic guy and I am sure you have a plan if it would come to that. I don't see that happening in the near future. I am fully in support of this. When you brought it to Personnel Committee, I thought you laid it out pretty clearly. I think it will help our community to be a better place, ultimately.

Larry Brown: My question is pretty simple. Dan, can you remind us the multi-County geographical area that you represent?

Dan Avery: Yes, we cover Adams County, Wells County, Allen County and DeKalb County.

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

Sharon Tucker: I will make a motion for consideration of a salary ordinance establishing the pay for the Principal Planner-Grant Administrator, PAT 5/2, \$53,217, 37.5 hours per week, non-exempt.

Bob Armstrong: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Dan, just one other question, we are hearing comments on the news that there is concern on the Toledo, Ohio area with the water and such. How does that affect us? Should we be concerned about some of the activities going on in Toledo?

Dan Avery: It is probably outside of my wheelhouse. I am aware of some of the things that are happening directly affects DeKalb County because of some potential decisions being made by communities in Ohio. I don't know if that is directly related to that. I am not an expert on that but what I understand is the same thing you do that someone wants to take water from the Aquifer and sell it to other communities that don't have the quality of water that they need. The concern is that it will deplete the Aquifer in Indiana and make it more of a challenge for them.

Tom Harris: I didn't know if that was in your wheelhouse but thank you.

Nick Jordan: Soil and Water.

Tom Harris: Next up is Superior Court.

Jennifer DeGroote: Jennifer DeGroote, Judge Allen Superior Court.

John McGauley: John McGauley, Court Executive for Superior Court.

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Kara Simonoff: We are here for a new position of Protective Order Specialist at OSS 4/2, \$36,409, 37.5 hours per week, non-exempt. This position is a new position and was brought to HR for consideration and this will be the main person that takes care of the public that is coming in to file for protective orders. I will let you explain further.

John McGauley: Before we start, I have a couple of documents that we may refer to. I wanted to point out that during my almost five years in this position, we have been to you twice before for new positions. We know they are a tough sell and we have to have good rationale behind those. This would be number three in the past five years and we believe the rationale is very sound in that it would impact the efficiency of the Court but more importantly it will impact the way that we handle people coming into our Court at a very stressful time in their lives. About 3,500 times a year, 14 to 15 times a day, people who have experienced a wide variety of violence in their lives come into Small Claims Court to request an order of protection against the person they allege has done violence to them. In every real way, those people coming into our Court are on their own. You will see with the petition that I handed around the table are on their own because very few of these folks come in with Counsel or a legal expert to help them. They are perhaps coming in the morning after they had to leave their home in a hurry without a lot of the information in hand that they need to fill this petition out. That impacts their request to the Court and our ability to hear it because a lot of these documents are coming in incomplete or erroneous information require work by staff and even the Judicial Officer that is sitting on the bench working to hear their case. According to the very conservative estimate of the time that it takes to hear these cases, even a bare bones impact on the Court we are spending about 32 hours a week of Court time hearing orders of protection. We think we can do better by the workflow of the Court and do better for these customers. By creating this position what we want to do is unplug the entire protective order process from the general staff and provide a single individual who will, to the best of their ability, intercept these folks as they come in and assist them with completion of these documents. Then the documents will go into the Courtroom complete and they can have their case heard more quickly and the whole process runs more efficiently for the Court. 3,500 cases a year doesn't sound like a lot until you think about the fact that Small Claims already has about a quarter of a million new filings a year. It is the single busiest Court in the State of Indiana. Other Counties break up their Small Claims cases differently than we do. They are all heard in a single Court. Anything we can do to drive down the time it takes to take care of this complicated process will impact us overall and help us get everyone through on a timelier basis. The position we are asking to create here does not become an advocate. What it is serves as a technical resource to help these folks find information. These folks might be coming in with a couple of kids in tow, they had to flee their home the night before and they may not know where they are sleeping tonight. They may not have their phone with them or a lot of the information we are requesting. What I have shown you is one part of the process. There are other documents that are involved here that they have to fill out and submit to the Court. If they are requesting protection orders on behalf of their children, there is an entirely different petition that they have to fill out in addition to the one for themselves. The amount of work that we are asking folks to do on their own at a difficult and stressful time is

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imposing. It is daunting to them and it may be an impediment to people seeking orders of protection. Judge Bobay, I believe at Personnel Committee quoted the number of times someone has been abused on average before they seek an order of protection was north of a dozen times. Anything we can do to drive down the workload on the person coming in to seek protection will have a big impact on them and on the efficiency of the Court as well. At this point, since she has heard perhaps thousands of these over the years, I want to give Judge DeGroot a chance to the real world circumstances that these people are running into.

Jennifer DeGroot: Thank you. Kind of echoing some of John's remarks is that these are people coming in at a very vulnerable time and any study you read will tell you they are most vulnerable when they are willing to leave the abuser. Now they are facing coming to Court and are facing additional barriers to get the help. Courts can be intimidating. They have reputations of sometimes being inaccessible. These victims are coming into the Small Claims Court Annex which is very crowded with all other Court business plus other people filing protective orders. They are being handed lots of paper to fill out. They just want to get through the process and then they are told that they are going to see a Judicial Officer and are going to have to talk to a Judge. Now they are more scared. I heard protective orders in Small Claims for over 19 years and our numbers have averaged out to about 3,600 a year but in some of our busier years it was over 4,000. One of the Magistrates serving in that Court was a position created by the Legislature solely because of our numbers of protective orders. Over the years, the petitions that people bring to us are often inaccurate or incomplete for a variety of reasons. I have sat there and said you wrote one allegation in the petition but you have testified, under oath, three more. The respondent needs to know what you are telling the Court so that now we need to add these to your petition. Some of the other changes, over the years, in 2016 we started going paperless. How the process now works in the Court is the petitioners fill these out, the Clerk gets the file opened and scans them and then they come up to see a Judicial Officer. Now we are changing those forms that have already been scanned in. Now we have to make sure to let the Clerk know they are amended, take out the old one and put in the new ones because the old ones may have had information that was confidential and wasn't meant to be part of the public record. There are just so many components that go into getting a protective order. People seeking that safety are very vulnerable and when we add barriers to that and it is coming from the Court, unintentionally, any delay in getting them the relief they need is just putting them potentially into a situation of escalating violence. Starting in 2016, it became more apparent that any assistance we can give just in filling out the papers, they come in without phones and don't know addresses and these are all things they need to provide us in other forms they fill out. Law enforcement needs to know this and we need to get it into different databases and proper identifiers. I think this is a position that would most importantly help the victims and everyone who is working with these on a daily basis.

John McGauley: Two additional items. We are not asking for an appropriation to cover this year. We are optimistic that we won't have to do it for the 2020 budget but it is March and that might change. There is an additional capital request following this and

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this is specifically and exclusively to outfit an office for this individual in the event that you approve it.

Tom Harris: I am not advocating this but is there a fee to file these?

Jennifer DeGroot: No and we cannot charge a fee. The State would risk funding. What could happen is that the Court, at a later time, could assess fees on a respondent which is the person who has the protective order issued against them. At the time of filing, we are prohibited from charging.

Kenny Fries: I think this position, personally, is long overdue. I am surprised that it hasn't been asked for before. My biggest question is why is this not electronic?

Jennifer DeGroot: It is. There is a victim advocate portal that they can fill out. Right now, in terms of E-filing, it is not through an E-filing system but it is coming. I sit on the Protective Order Committee for the State of Indiana but there will be E-filing of protective orders but it can't be done with the current E-filing system because the E-filing service providers would be able to make sure that the confidential information that can't be publicly accessible on databases and websites wouldn't be. Victim identifiers cannot be on a publicly accessible website which all of those providers are. They are working through the Protective Order Registry but at the same time they have to fill it all out and they will probably be done at portals because that is what the Court will allow.

Kenny Fries: Why can't we hand them a laptop when they come in with the required things that have to be filled out and the specialist helps them.

Jennifer DeGroot: And that is in part of how this can work. It doesn't necessarily need to every part but right now with the portal that they are using, most of it is through the Victims Advocate and they have made that portal accessible and that is how they have the victims filling it out at Court.

John McGauley: Part of the equipment configuration that we proposed would make this position capable of E-filing on the petitioner's behalf.

Joel Benz: I would like to make a motion, if I could. I am all for protecting the vulnerable. I would like to make a motion that we consider the salary ordinance establishing the pay for the Protection Order Specialist, OSS 4/2, \$36,409, 37.5 hours per week, non-exempt.

Sharon Tucker: Second.

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

John McGauley: The only other item is for the Capital request. The bulk of our Capital request is to outfit this individual's office. It is a desk and computer that is capable of working within the E-filing system as well as the scanner.

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Kyle Kerley: Do you currently have funds that would cover those so that you could come back later if you need them? I know you gave money back last year.

John McGauley: In the cases where we have come in and asked for small Capital requests, yes but this one is a little higher than I would feel comfortable saying yes to. I might be able to get you a different answer if I went back and talked to our finance person.

Nick Jordan: Since this is a Capital item in the General Fund, unless you were going to use a special revenue fund, no. They would not have 400 Series money because of how the budget process works.

Joel Benz: I will make a motion for the appropriation reduction in Council General Fund for \$4,026 and for the appropriation in Superior Court General Fund for Furniture and Fixtures for \$1,986 and Office and Computer Equipment for \$2,040 for a total of \$4,026. Also, transfer in Superior Court General Fund for \$806 from Supplies to \$806 into Furniture and Fixtures.

Bob Armstrong: Second.

Tom Harris: We have a motion and a second. All in favor say aye, those opposed, like sign. The motion passes 7-0. Council, other discussion and business to come before us, does anyone have anything?

Kenny Fries: Last month I asked GFW about the annual salary of each employee. \$75,700 is what they told me.

Joel Benz: I have one thing that was handed out by the Extension Office. It is about a Federal Reserve program out of Chicago. They are coming to Fort Wayne with a number of workshops on March 27th. I think it would be a good thing if you are interested in rebuilding credit and Medicare.

Sharon Tucker: I have two things. This coming Wednesday at 6:30, the Allen County Public Library will be hosting their public meeting for weeding out library books. I am not sure if you guys have been aware of that in the newspaper. This will give the public the opportunity to come and speak to the Board. Also for those of you that are not aware, Mayor Terry McDonald lost his mom this past week and the service is Saturday at 3:00 p.m. in Decatur.

Tom Harris: Are there any liaison reports?

Sharon Tucker: Approval to waive the reading on any matter approved today for which it may be deemed necessary for the County Council meeting of January 17, 2019.

Ken Fries: Second.

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

Sharon Tucker: Move to adjourn.

Joel Benz: Second.

Tom Harris: All in favor please signify by saying aye. Opposed like sign. The motion carries 7-0.