

BOARD OF COMMISSIONERS
November 6, 2017

- I. CALL TO ORDER:** The Parke County Board of Commissioners convened in a regular meeting at 4:00 p.m. on Monday, November 6th, 2017, having adjourned from a regular meeting on Monday, October 23rd, 2017.
- I. ROLL CALL:** Members present were Commissioners, Dan R. Collom, First Vice President; Bruce Hartman, Second Vice President; Auditor Pam Adams; Laura Fischer, 1st Deputy Auditor; and County Attorney John Asbury. Also present were Mike Strack, Pam Sanders, Larry Bemis, Amy Hensley, Judy Proctor, Hans Eilbracht, Randy Norman and Toni Stinson. Commissioner President Jim Meece was absent.
- II. MINUTES:** Minutes for the special meeting held on September 22nd, 2017 and the regular meeting held on Monday, October 2nd, 2017 were approved on a motion made by Bruce Hartman and seconded by Dan Collom. The motion carried unanimously.
- III. PAYROLL:** County payroll in the amount of \$177,666.11 was approved for release on Monday, November 13th, 2017 on a motion made by Bruce Hartman. Dan Collom seconded the motion and it carried unanimously. Auditor Pam Adams explained overtime for the Sheriff's Department and Ambulance Service for Covered Bridge Festival increased payroll for this period. Bruce Hartman made a motion acknowledging receipt of the Payroll Accounts Payable Report in the amount of \$144,733.71. Dan Collom seconded the motion and it carried unanimously.
- IV. CLAIMS:** Adams stated this month's claims were higher than normal due to payments to Bulley & Andrews for work on Courthouse roof project, materials for the B&O Railroad Bridge project and a contract payment to Tyler Technology for reassessment. After reviewing the Claims Docket, claims in the amount of \$1,020,983.02 were approved for release on November 6th, 2017 on a motion made by Bruce Hartman and seconded by Dan Collom. The motion carried unanimously.
- V. NEW BUSINESS:**
- The Board of Commissioners reviewed the IDEM receipt of application of Confined Feeding Operation Proposed Facility.
 - Reviewed a letter from INDOT stating that with funding from the Federal Highway Administration (FHWA) they propose to proceed with the bridge project on US 41 over Roaring Creek in Penn Township. INDOT has completed the historic properties report for and recommends two properties in the area of potential effects as being eligible for listing in the National Register of Historic Places; the US 41 Bridge over Roaring Creek and the W.B. Guthrie House, located at 7459 N US Highway 41.
 - Auditor Pam Adams presented the Commissioners with a quote from KnowBE4 Security Awareness on behalf of the County IT contractor Randy Cleaver. This is will perform a security check of the County e-mail addresses and provide data regarding any potential issues. Cleaver recommended the County enter into a one year agreement for this service. Bruce Hartman made a motion to move forward with the recommendation of a one year agreement for the services outlined. The motion was seconded by Dan Collom and carried unanimously.
 - The Board reviewed Arsee Engineers, Inc. Meeting Report Number 14, Field Report Number 22 and the Architect's Supplemental Report Number 3. Adams stated work on the exterior of Courthouse for this year should conclude by end November or first part of December. Exterior work is scheduled to resume sometime in March of 2018 contingent on the weather.
 - The Commissioners reviewed a letter from Millie Nordhagen a resident of Bridgeton regarding needed repairs to an alley off of Allen Street. Dan Collom stated he would speak to Ms. Nordhagen about the issue.
 - The Clerk's monthly report was reviewed by the Board.
 - The Wabash River Heritage Corridor Commission meeting for agenda and minutes were presented for review.

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- A letter from Purdue Extension and the Rockville Rotary advising the Commissioners that the 37th Annual Parke County Youth in Government Day is scheduled for Wednesday, December 6th, 2017.
- Pam Adams presented the Board with a request from the Parke County Local Coordinating Council (LCC) for a hand typed check, in the amount of \$1,000.00, for Talks Mentoring of Parke County. Bruce Hartman made a motion to approve the request contingent upon the Auditor's office receiving the additional documentation necessary to process the claim. The motion was seconded by Dan Collom and carried unanimously.
- The Commissioner's reviewed procedures on how the County disburses Health Savings Account (HSA) and Health Reimbursement Account (HRA) contributions to eligible employees. Currently, contributions are disbursed to employees for the full amount on the first work day of January of each year. However, the Board is considering disbursing the contributions either quarterly, in four equal payments or bi-annually in two equal payments. Pam Adams reminded the Board that a new employee hired after January 31st or any year is not eligible to receive the contribution until the beginning of the following year, in addition new employees who are hired between January 1st and January 31st receives their HSA or HRA contribution upon the insurance effective date which is sixty-one (61) after their hire date. Dan Collom would like to take this issue under advisement, Bruce Hartman agreed and the matter is tabled until the November 20th meeting.
- Bruce Hartman made a motion to close the Courthouse on Friday, December 22nd, 2017 at 2:00 p.m. for the Courthouse employee Christmas Party. Dan Collom seconded the motion and the motion carried.

VI. OLD BUSINESS:

- County Attorney John Asbury discussed Cause number 84D06-1710-CT-007568, Jamie Plant, Individually and as Personal Representative of the Estate of Samuel R Plant, JR Deceased Vs. CSX Transportation INC, Richard Hooks, Robert C Farr, II, Parke County Highway Department, Anthony Vandiver, Parke County Council and Parke County Board of Commissioners. Asbury indicated the Law Firm that our insurance carrier uses in most of the cases had a potential conflict with this matter. The widow of Samuel R. Plant contacted the law firm and spoke to one of the attorneys regarding Mr. Plant's death, the conversation was not in regards to the wrongful death lawsuit and there was no further contact after the initial conversation. Asbury recommended filing a waiver regarding the conflict. The Board agreed to send the waiver.

VII. DEPARTMENTAL REPORTS:

Parke County Recorder, Mary Alice Gregg /Absent:

- Bruce Hartman made a motion to renew the service agreement between Parke County and CSI, Inc. for Microfilming and Disaster Recovery services for the Recorder's office for a term of one (1) year and redaction services for a term of four (4) years. Dan Collom seconded the motion and the motion carried unanimously.

Parke County Emergency Management, Amy Hensley:

- Emergency Management Director Amy Hensley presented a proposed job description for the position of Emergency Management Deputy Director. The Federal Government requires the job description for contracts and grants with the County. Bruce Hartman made motion to accept job description as presented, and Dan Collom seconded the motion. The motion carried unanimously.
- Hensley presented the Commissioners with a proposed contract for Enhanced 911 software from INDIGITAL Telecom Plan for five-year term, the agreement includes a one-year warranty and four years of service contract coverage. The total cost is \$131,958, which will be funded from Statewide 911 monies. Bruce Hartman made motion to enter into the contract. Dan Collom seconded the motion, and the motion carried unanimously.
- The Commissioners reviewed a proposed contract with Everbridge. The three year agreement is for a Nixle 360 notification system, the cost for the system will be \$11,280.00 and the payment will come from Statewide 911 funds. This system can be used to send alerts either using text messaging or e-mail, there can also be several different groups set up to receive alerts that are geared to specific people. There can also be alerts sent to the public

provided they sign up to receive them. Bruce Hartman made motion to enter into the contract with Everbridge for the Nixle 360 notification system. Dan Collom seconded the motion, and it carried unanimously.

- Hensley presented a registration form for the 2020 Census Local Update of Census Addresses Operation (LUCA) for signature. This document will allow Hensley to update information for the 2020 Census on a limited basis. Bruce Hartman made motion for commissioners to sign the Registration Form. Dan Collom seconded the motion, and it carried unanimously.

Parke County Highway, Randy Norman:

- Randy Norman reported chip and sealing on County Road 400 S is completed. Buffalo Road, Crooks Bridge Road and Martin Road should be done by end this week.
- Dan Collom suggested that plan should be developed and implemented for gravel and brush cutting.
- The ditch in Lodi has been opened up and is draining properly.
- The bridge north of Judson only needs the mud wall and to pave the approach and it will be completed.
- The pipe on 1200 E will be replaced if weather permits.
- A School Bus driver complained about a bridge on Mill Road near the Merrill Thompson property, the guard rail has been hit again and the concrete appears to be breaking apart. Dan Collom has checked on the bridge and states bridge structure is ok. Randy Norman is looking into making a change in the location of the turn which should fix the issue.
- Norman stated there are currently two open positions posted at the Highway Department.

VIII. PERSONS REQUESTING TIME ON THE AGENDA:

APEX Benefits Group, Toni Stinson, appeared before the Board to obtain clarification on several items with the conversion of the county employee health insurance from Anthem to United Health Care (UMR). The Commissioners elected to switch to UMR with no significant changes to the policy from last year to this year, however there are items that UMR offers that were not part of the Anthem plan and vice versa. One item is how the County would like to set up payment for claims, UMR offers two options one is called Home Banking with the county being responsible for paying all allowable claims and keeping track of all banking transactions. The second option is called Custodial Banking in which UMR's designated bank will set up an account and pay claims on behalf of the county, with this option the county would not be responsible for disbursing checks for claims and other bank transactions. The Custodial Banking option has a monthly service fee of \$250.00 which would amount to \$3,000.00 per year. Auditor Pam Adams stated she felt Custodial Banking would be a viable option due to the amount of labor involved in the Home Banking option. The Commissioners agreed to use the Custodial Banking method at a cost of \$250.00 per month.

Other items included clarification on prior authorization and restrictions for certain prescription medications, subrogation language, how certain procedures should be covered and a few questions regarding in network and out of network coverage.

Finally, UMR needed to know what method the county uses to determine full-time employment status. At the time of the meeting there was no specific language in employee policy regarding what method is being used. After a discussion Bruce Hartman made a motion to use the "Look-back" method to determine full-time employment status, Dan Collom seconded the motion and it carried unanimously. The employee handbook will be updated to reflect this policy.

Dan Collom made a motion to designate Bruce Hartman to sign any health insurance documents that need to be signed prior to Jim Meece's return from vacation. Bruce Hartman seconded the motion and it carried.

IX. PUBLIC COMMENTS: None

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- X. **ADJOURNMENT:** Having no further business to come before the Board, a motion to adjourn was made by Dan Collom and seconded by Bruce Hartman. The meeting adjourned at 5:57 p.m.

_____ absent
Jim Meece, President

_____ Dan R. Collom, 1st Vice President

_____ Bruce A. Hartman, 2nd Vice President

ATTEST:

_____ Pam Adams, Auditor