

Franklin Township Trustee  
January 5, 2016

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, David Bayless, Thomas A. Wood, Charles Canary

Previous meeting minutes (12/22/2015) approved by the board and signed. Mr. Canary made a motion to approve, which was seconded and approved. The December assistance report was reviewed by the board.

Our request for destruction of public records was approved and has been executed.

The Trustee sent documentation to the former Trustee regarding penalties and interest from Workforce.

Resolution 16-01: Mr. Canary was elected board president. Mr. Wood was elected secretary.

The Nepotism Policy was certified by all present.

Resolution 16-02, Anti-nepotism policy: Mr. Wood made a motion to approve the anti-nepotism policy, which was seconded and approved.

The Investment Policy was reviewed and approved by the board.

Betty Morgan has been appointed by the Trustee to assume her duties should she become unable to do so. A letter has been sent to the Johnson County Sheriff with the required information.

Resolution 16-03, Rainy Day Fund: A discussion was held regarding the transfer of money to the Rainy Day Fund. Mr. Wood made a motion to approve the resolution, which was seconded and approved.

W-4s were distributed and completed by the board.

A discussion was held regarding the lease for the Transitional Housing. The Trustee is sub-leasing the units from Essie Yaden. Mr. Canary made a motion to approve the sub-lease arrangement, which was seconded and approved.

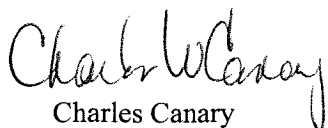
No mileage claim will be made by the Trustee for the last quarter of 2015.

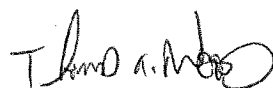
A brief discussion was held regarding the current status of and/or invitees in the transitional housing units.

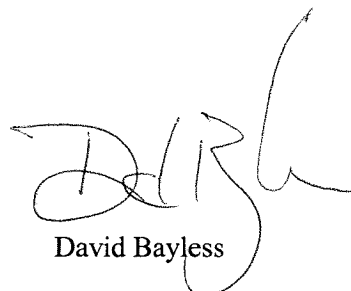
A brief discussion was held regarding the Social Security Payee Program. The Trustee is utilizing the program with a current client.

A brief discussion was held regarding the annual CFA-4 report.

Meeting adjourned at 7:40 PM

  
Charles Canary

  
Thomas A. Wood

  
David Bayless

Franklin Township Trustee  
February 2, 2016

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, David Bayless, Charles Canary, Thomas Wood

Previous meeting minutes (1/05/2016) approved by the board and signed. Mr. Canary made a motion to approve, which was seconded and approved. The January assistance report was reviewed by the board.

After much effort, the Trustee has collected from the former Trustee monies owed for Workforce penalties and interest.

The annual report was distributed and reviewed by the board. Mr. Bayless made a motion to approve the annual report, which was seconded and approved.

Resolution 16-04: Emergency Assistance Eligibility Standards. The standards were distributed and reviewed. Mr. Wood made a motion to approve Resolution 16-04, which was seconded and approved.

Resolution 16-05: Trustee Directive; Township Board Resolution Regarding Variance Thresholds. The directive was distributed and reviewed. Mr. Canary made a motion to approve the directive, which was seconded and approved.

A brief discussion was held regarding the current status of and/or invitees in the transitional housing units.

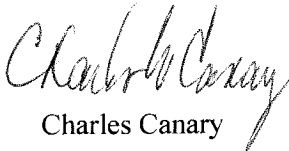
664: Invitee caused damage to the unit and was removed. The invitee was given 30 days to leave, then a 2 week extension. The unit was damaged by the invitee after the 2 week extension was granted. Trustee to file a police report concerning the damage to the unit.

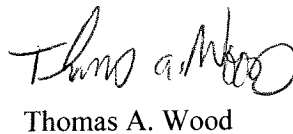
672: Invitee found a job, but was released after 2 weeks for medical reasons. Still waiting for Section 8 housing.

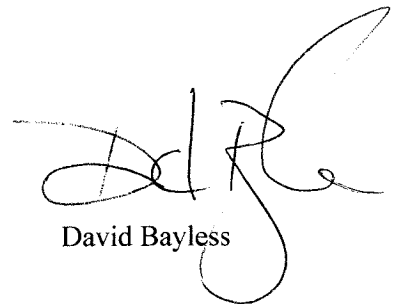
692: Family in unit. The family is doing fine at this time.

A brief discussion was held regarding monies owed to the Trustee by Gena Vanmeter. A letter will be drafted and sent to her and the former Trustee.

Meeting adjourned at 7:30 PM

  
Charles Canary

  
Thomas A. Wood

  
David Bayless

Franklin Township Trustee  
March 1, 2016

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, David Bayless, Charles Canary, Thomas Wood  
Cecilia Campbell (arrived late to the board meeting)

Previous meeting minutes (2/02/2016) approved by the board and signed. Mr. Wood made a motion to approve, which was seconded and approved. The February assistance report was reviewed by the board.

The Trustee reported that there has been no response to date by Gena VanMeter. A letter was sent to her on February 4, 2016 detailing the issue the board has discussed previously.

The 2016 Budget Order was discussed.

Resolution 16-06: Transfer Funds between Appropriations in 2016 Budget. The resolution was discussed. Mr. Canary made a motion to approve the resolution, which was seconded and approved.

A brief discussion was held regarding the current status of and/or invitees in the transitional housing units.

664: Invitee caused damage to the unit and was removed. The total damage to the unit was \$607.03. A letter was sent to the emergency contact provided by invitee. No response as of the time of the board meeting.

692: The invitees are complaining of a lack of hot water. A 40 gallon water heater is in place now. Mr. Bayless will evaluate the water heater set-up with the Trustee prior to the next board meeting.

A brief discussion was held regarding monies owed to the Trustee by Gena VanMeter with Cecilia Campbell, the former Trustee.

- Mrs. Campbell had no knowledge of a payment made to Dr. Brazus.
- Mrs. Campbell is researching the issue.
- Mrs. Campbell has not been contacted by Gena Van Meter recently.
- Mrs. Campbell's daughter (Terri) will attempt to contact Gena VanMeter.

Meeting adjourned at 8:05 PM

(absent)

Charles Canary

Thomas A. Wood

Thomas A. Wood

David Bayless

David Bayless

Franklin Township Trustee  
May 10, 2016

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, David Bayless, Charles Canary

The Trustee announced that she would be a participant in the Johnson County Dancing with the Stars to benefit Kic-It. The event will be held Sept. 8<sup>th</sup> and 9<sup>th</sup>.

Previous meeting minutes (4/05/2016) tabled until June 2016 meeting for appropriate signatures. The April assistance report and the bank statements were reviewed by the board and Mr. Bayless made a motion to approve that portion of the Consent Agenda, Mr. Canary seconded.

The new lease for the Trustee's office was discussed and approved by the board. Mr. Canary made a motion to approve the new lease, which was seconded and approved.

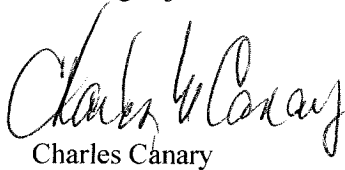
A brief discussion was held regarding the current status of and/or invitees in the transitional housing units.

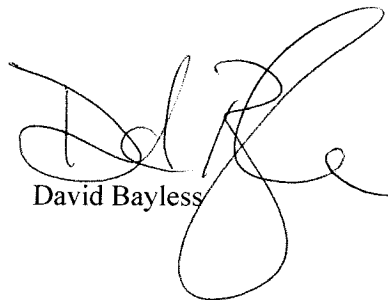
672: No new information regarding this unit at this time.

664: One invitee in unit. Paid by SSI.

692: One invitee still in unit and one has left.

Meeting adjourned at 7:10 PM

  
Charles Canary

  
David Bayless

Franklin Township Trustee  
April 5, 2016

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, David Bayless, Thomas Wood

The Trustee announced that she would be a participant in the Johnson County Dancing with the Stars to benefit Kic-It. The event will be held Sept. 8<sup>th</sup> and 9<sup>th</sup>.

Previous meeting minutes (3/01/2016) approved by the board and signed. Mr. Bayless made a motion to approve, which was seconded and approved. The March assistance report and the bank statements were reviewed by the board.

The Trustee reported that there has been no response to date by Gena VanMeter. A letter was sent to her via Certified U.S. Mail.

Mileage claim for the first quarter of 2016 was discussed. Mr. Wood made a motion to approve the mileage claim, which was seconded and approved.

The Trustee announced collaboration with Kic-It to pursue a grant for a car seat program.

A brief discussion was held regarding the current status of and/or invitees in the transitional housing units.

An invitee took linens from one of the transitional housing units.

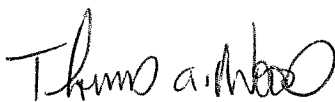
672: Invitee has been in the unit for 1 ½ years. He is still waiting for Section 8 housing to become available. He has also applied for SSI.

664: Invitee (family) preparing to move to Country View.

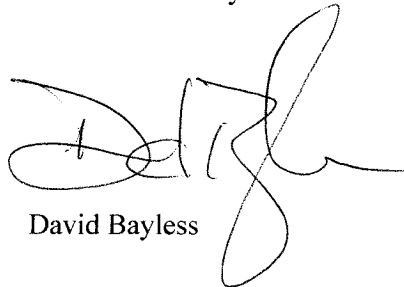
692: The previously discussed hot water issue was resolved by the property owner after the Trustee requested Mr. Bayless have access to the basement to evaluate the existing water heater.

The next meeting will be delayed one week due to Primary Elections.

Meeting adjourned at 7:22 PM



Thomas A. Wood



David Bayless

Franklin Township Trustee  
June 7, 2016

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Charles Canary, Thomas A. Wood

The approval of the minutes for the April 5th and May 10<sup>th</sup> meetings was tabled. The May assistance report and the bank statements were reviewed by the board. A motion to approve the May assistance report and bank statements was made by Mr. Wood, which was seconded and approved.

The bank did not send a copy of the statements directly to Mr. Canary, the Board President. The Trustee will look into the matter.

Resolution 16-07: Employee Handbook was reviewed and discussed. A motion to approve was made by Mr. Wood, which was seconded and passed.

Resolution 16-08: Policies was reviewed and discussed. A motion to approve was made by Mr. Canary, which was seconded and passed.

Resolution 16-09: Variance Threshold was reviewed and discussed. A motion to approve was made by Mr. Wood, which was seconded and passed.

Resolution 16-10: Internal Accounting Control was reviewed and discussed. Mr. Bayless was named Oversight Committee Member. A motion to approve was made by Mr. Wood, which was seconded and passed.

The Trustee drafted a letter to JP Renner detailing changes to his pay that will take effect January 1<sup>st</sup>, 2017. The letter was reviewed by the board.

A brief discussion was held regarding the current status of and/or invitees in the transitional housing units.

672: Section 8 approved. Now looking for other housing.

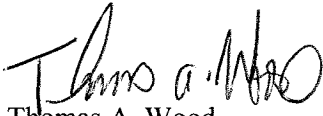
664: Mom and kids in the unit at this time.

692: Three women in the unit at this time.

An accident occurred at the office June 7th, 2016. A small child in with a client fell and damaged a tooth. The mother took the child for medical care after leaving the Trustee's office.

Meeting adjourned at 7:49 PM

  
Charles Canary

  
Thomas A. Wood

Franklin Township Trustee  
July 5, 2016

Call to Order at 7:03 PM

Attendees at meeting

Lydia Wales, Charles Canary, David Bayless, Thomas A. Wood

Mr. Bayless made a motion to approve the consent agenda, which was seconded and passed. The previous meeting minutes (4/15/2016, 5/10/2016, and 6/7/2016), the assistance report, and the bank statements were approved by the board and signed.

Mr. Canary received a copy of the bank statement for review.

Resolution 16-11: Additional Policy was reviewed and discussed. A motion to approve was made by Mr. Wood, which was seconded and passed.

A brief discussion was held regarding the current status of the invitees in the transitional housing units.

672: August 1<sup>st</sup> move-in to new housing for current invitee (Section 8).

664: A family is in the unit now.

692: Four women are in the unit at this time.

Meeting adjourned at 7:12 PM

(absent)

Charles Canary

David Bayless

Thomas A. Wood

Franklin Township Trustee  
August 2, 2016

Call to Order at 7:01 PM

Attendees at meeting

Lydia Wales, David Bayless, Thomas A. Wood

Mr. Wood made a motion to approve the consent agenda, which was seconded and passed. The previous meeting minutes (7/5/2016), the assistance report, and the bank statement were approved by the board and signed.

The Trustee's Statement Regarding Contracting Policy was reviewed by the board. Mr. Bayless made a motion to approve the policy, which was seconded and passed.

The Trustee presented the mileage claim for April, May, and June 2016 to the board for review. Mr. Wood made a motion to approve the mileage claim, which was seconded and passed.

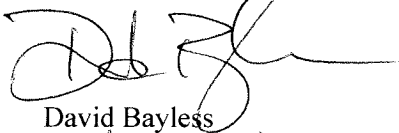
A brief discussion was held regarding the current status of the invitees in the transitional housing units.

672: Current invitee's housing was not ready for an August 1<sup>st</sup> move-in. The date has been pushed back to September 1<sup>st</sup>.

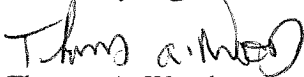
664: Everything OK at this unit.

692: Everything OK at this unit.

Meeting adjourned at 7:10 PM



David Bayless



Thomas A. Wood



Franklin Township Trustee  
September 6, 2016

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, David Bayless, Charles Canary

A motion was made to approve the assistance report and bank statement, which was seconded and passed. The assistance report and the bank statement were approved by the board and signed.

A public hearing was held regarding the Ordinance or Resolution for Appropriations and Tax Rates.

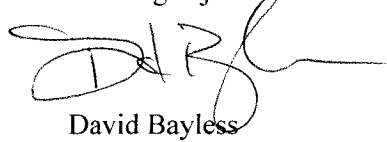
A discussion was held regarding the budget. The budget will be voted on at the October board meeting.

The Trustee presented information concerning online classes for case management training. She also informed the board that ITA conference is coming back.

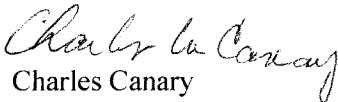
A brief discussion was held regarding the transitional housing units. Eight (8) rooms will be available.

Motion to adjourn.

Meeting adjourned at 7:23 PM



David Bayless



Charles Canary

Franklin Township Trustee  
October 4, 2016

Call to Order at 7:01 PM

Attendees at meeting

Lydia Wales, David Bayless, Charles Canary, Thomas A. Wood

A brief discussion was held regarding the August meeting minutes, the September meeting minutes, the September assistance report, and the bank statement.

A brief discussion was held regarding the September bank statement. The Trustee found a \$0.06 error, which has been brought to the attention of the bank and has been corrected. Mr. Canary has not received his copy of the September bank statement yet.

A motion was made to approve the meeting minutes for August 2<sup>nd</sup>, the meeting minutes for September 6<sup>th</sup>, the September assistance report, and bank statement by Mr. Bayless. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

A public hearing was held regarding the Ordinance or Resolution for Appropriations and Tax Rates.

A discussion was held regarding the budget. A motion to approve the Ordinance or Resolution for Appropriations and Tax Rate was made by Mr. Wood, which was seconded and passed.

The Trustee presented information concerning the Clerk/Case Manager position at the office. The Case Manager resigned on Thursday of this week and the trustee is attempting to fill the position as soon as possible. The trustee is going to look into benefits for employees at the office.

Resolution 16-12 – Additional Policy (Referral Policy) was discussed by the board. Mr. Canary made a motion to approve, which was seconded and passed.

Resolution 16-13 – Transfer within the Same Funds was discussed. Mr. Wood made a motion to approve, which was seconded and passed.

The July, August, and September mileage claim was reviewed and discussed. Mr. Canary made a motion to approve the mileage claim, which was seconded and passed.

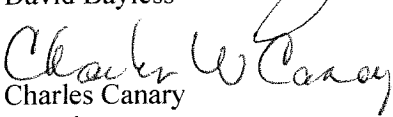
A brief discussion was held regarding the transitional housing units.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

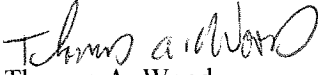
Meeting adjourned at 7:40 PM



David Bayless



Charles Canary



Thomas A. Wood

Franklin Township Trustee  
November 1, 2016

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, David Bayless, Charles Canary, Thomas A. Wood

A brief discussion was held regarding the new clerk/case manager.

A motion was made to approve the meeting minutes for October 4th, the October assistance report, and bank statement by Mr. Canary. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

Resolution 16-14 – Establishing Salaries of Township Officers and Employees was discussed by the board. Mr. Wood made a motion to approve, which was seconded and passed.

The 2017 Fire Contract was discussed by the board. Mr. Canary made a motion to approve, which was seconded and passed.

The 2017 Exterminator Agreement was discussed by the board. Mr. Bayless made a motion to approve, which was seconded and passed.

The 2017 Cleaning Agreement was discussed by the board. Mr. Canary made a motion to approve, which was seconded and passed.

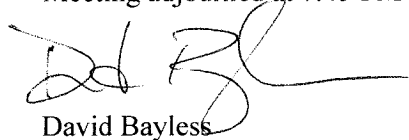
The 2017 Investigator Agreement was discussed by the board. Mr. Wood made a motion to approve, which was seconded and passed.

The 2017 Sub-Lease for Transitional Housing was discussed by the board. Mr. Canary made a motion to approve, which was seconded and passed.

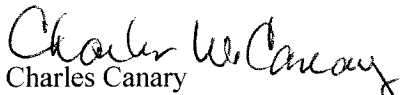
A brief discussion was held regarding the transitional housing units.

Motion to adjourn made by Mr. Canary, which was seconded and passed.

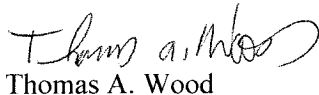
Meeting adjourned at 7:45 PM



David Bayless



Charles Canary



Thomas A. Wood

Franklin Township Trustee  
December 6, 2016

Call to Order at 7:01 PM

Attendees at meeting

Lydia Wales, David Bayless, Charles Canary, Thomas A. Wood

A brief discussion was held regarding the new clerk/case manager.

A motion was made to approve the meeting minutes for November 1st, the November assistance report, and bank statement by Mr. Wood. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

Resolution 16-16 – 2017 Emergency Assistance Eligibility Standards was discussed by the board. Mr. Bayless made a motion to approve, which was seconded and passed.

The 2017 Cleaning Agreement was discussed by the board. Mr. Canary made a motion to approve, which was seconded and passed.

Resolution 16-15 – Transfer within the Same Fund was discussed by the board. Mr. Wood made a motion to approve, which was seconded and passed.

A letter was sent to the Johnson County Sheriff detailing who is to take over for the Trustee if she is not able to fulfill her duties.

Annual Certification of Elected Officials was discussed and signed by the board.

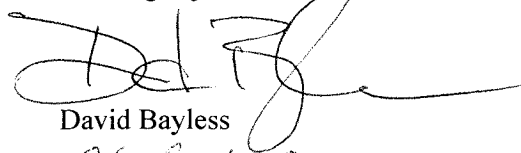
Uniform Conflict of Interest Disclosure Statement for 2017 was discussed. Mr. Wood made a motion to approve, which was seconded and passed.

A brief discussion was held regarding the transitional housing units.

- Blue River Township has been utilizing a portion of the transitional housing.
- Pleasant Township currently has an individual in one of the units.
- 2 rooms are currently empty, but will likely be filled soon.

Motion to adjourn made by Mr. Bayless, which was seconded and passed.

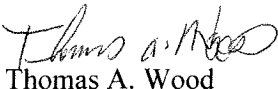
Meeting adjourned at 7:20 PM



David Bayless



Charles Canary



Thomas A. Wood