

SECOND REGULAR MEETING DUBOIS COUNTY COMMISSIONERS

AUGUST 17, 2020

The second regular meeting of the Dubois County Commissioners was held in the Commissioners/Council Room of the Courthouse Annex in Jasper, Indiana, beginning at 8:30 a.m. (EST) on August 17, 2020. Present were Commissioners Chad A. Blessinger, Nick Hostetter and Elmer Brames. Also present were County Auditor Sandra L. Morton, Highway Supervisor Steve Berg, Highway Engineer Brent Wendholt and County Attorney Gregory S. Schnarr. A quorum was declared present and the meeting was opened for business by President Blessinger.

Minutes of the August 3, 2020 meeting of the Commissioners were approved as presented. Minutes of the August 3, 2020 Special Joint Meeting of the Commissioners and County Council were approved as presented and will be presented for approval by the County Council. Claims against the County were examined and those found to be just, due and owing were allowed and those found to be not due and owing were disallowed, all as more fully set forth in the Claims and Allowance Docket of the County.

RE: TRASH COURT

Commissioner President Chad Blessinger opened Trash Court at 8:30 a.m.

Carla Striegel-Winner, Solid Waste Management District Director, presented Case 2020-06-04-L against David L. Hall of Dubois, Indiana. A resident filed a complaint with the Dubois County Sheriff and then cleaned the area. Mr. Hall was present and spoke on his behalf. He took responsibility and feels his grandson had dumped the items. The Commissioners commended the resident for cleaning the area; however, the District would prefer to investigate and clean the area in future cases. A recommendation for reimbursement of costs and a fine was discussed. A motion was made to assess David L. Hall reimbursement costs of \$219.42 and a fine of \$30.58 for a total of \$250.00 payable by October 17, 2020. The motion was seconded and carried unanimously. Trash Court was then closed.

RE: LOCAL DISASTER DECLARATION

A Declaration to extend the current Commissioners' Emergency Declarations dated March 17, 2020; March 23, 2020; April 6, 2020; May 4, 2020; June 1, 2020; June 15, 2020; July 6, 2020; August 3, 2020; was presented to remain in effect at this time and will expire on September 8, 2020 at 11:59 p.m. ET, but its effectiveness may be shortened or extended by act of the Commissioners. A motion was made to approve the Extension, was duly seconded and carried unanimously.

See Exhibit A – Local Disaster Emergency Declaration Extension

RE: COVID-19 CARES ACT FUNDING

EMA Director Tammy Humbert presented Applications #11 and #12 for CARES Act Reimbursement of COVID-19 expenses in the amount of \$19,355.40 and \$2,790.69, respectively. A motion was made to approve the applications, was duly seconded and carried unanimously.

Humbert reported on a committee formed to prioritize requests and assist with the CARES Act funding. The committee prepared guidance for departments to use when requesting items.

The following items were requested, have been approved by IFA and will need approval by the Commissioners and County Council before being purchased with CARES Act Funding:

BODY SCANNERS – Sheriff Kleinhelter and EMA Director Tammy Humbert requested purchasing body scanners. Two units are needed at an approximate cost of \$278,000. Consensus was to continue working with the County Attorney on the procurement process.

EMA VEHICLE – EMA Director Tammy Humbert requested purchasing a new vehicle for the agency. The EMA Advisory Board has recommended purchasing a truck with towing and hauling capabilities. Quotes were presented as follows:

Ruxer Ford	\$32,715.25	Ford F150 V-8
Uebelhor & Sons	\$32,775.00	Chevy Silverado V-8
Bob Luegers Motors	\$33,206.11	GMC Sierra V-8

The trade-in value of the current agency vehicle, a Ford Escape, was discussed. Due to the condition of the vehicle, consensus was to work with the Highway Department to possibly trade an older more used vehicle. A motion was made to purchase a new truck from Ruxer Ford, including installation of equipment, not to exceed \$45,000, was duly seconded and carried. The item will need approval from the County Council.

RECORDER'S OFFICE – Recorder Jackie McPherron and EMA Director Tammy Humbert requested approval to have a swinging gate, which has been installed, paid from the CARES Act Funding in the Recorder's office in the amount of \$806.34. A motion was made to approve the expense, was duly seconded and carried unanimously. The item will need approval from the County Council.

COURTHOUSE DOORS – EMA Director Tammy Humbert provided information on the replacement of the Courthouse front doors using CARES Act funding. If the east doors were to have a touchless door opening, the CARES Act funding could be used. The item will be placed on the Tier 2 list and quotes will be received.

HANDHELD FLEX SPRAY SANITIZING UNITS – Health Administrative Director Shawn Werner presented information on handheld flex spray sanitizing units from Jasper Industrial Supply. The item will be placed on the Tier 1 list.

PAYMENT KIOSK – The Treasurer's office requested a payment kiosk. The item was placed on the Tier 2 list to be purchased at a later date if funding remains available.

DRINKING FOUNTAIN BOTTLE FILLERS – Discussion was held on the need to purchase drinking water fountains at the Health Department and in the Courthouse Annex. The items will be placed on the Tier 1 list.

INK PENS – Departments have requested having ink pens available for the public to use and keep. Consensus was to purchase 20,000 in bulk and hand out to all departments that need them. The item was placed on the Tier 1 list.

COURTHOUSE OFFICE RENOVATIONS – The item was placed on the Tier 2 list until plans are available for the Auditor's and Treasurer's office proposed renovations.

RE: BEAM LONGEST NEFF

Tara Lloyd, Project Coordinator of Beam Longest Neff Engineering, introduced herself as a new representative for Dubois County.

RE: RIVERS EDGE SUBDIVISION PLAT

Corey Bettag, Cash Waggner & Associates, presented the Rivers Edge Subdivision Plat in Harbison Township along the White River. Currently, the landowner wants to deed the lots to the seven current lease holders. Issues on the septic systems were in question. A motion was made to approve the Rivers Edge Subdivision, with the correction of the civil township name to Harbison and pending approval of the current lessees. Discussion was held. The motion was duly seconded and passed 2-1 with Hostetter being the dissenting vote.

RE: 911 NEW HIRE

Communications Director Jeanna Mathies requested permission to hire Taylor Moya as a new dispatcher. A motion was made to approve the hire pending administrative processing, was duly seconded and carried unanimously.

RE: HEALTH INSURANCE BROKER/PHARMACY BENEFIT MANAGER

Nathan Gabhart, TrueScripts, provided information on a rebate repricing guarantee. He also provided information on the current PBM programs. A motion was made to renew the contract with TrueScripts to serve as the County BPM for one year. The motion was seconded and carried unanimously.

Mark Shrack, Gallagher Services, provided options for health plan design changes for employees that do not participate in wellness programs and screenings in 2021. The Commissioners agreed on Option B which will change the deductibles and out of pocket expenses beginning January 1, 2022. Option B with Wellness and Screening will remain the same as the current plan in place. Option B with No Wellness and Screening will raise deductibles as follows: Single \$1,000; Family \$2,000; as well as raising the Out of Pocket as follows: Single \$1,250 in network; \$2,500 out of network; Family \$2,500 in network and \$5,000 out of network and finally the Medical Max Out of Pocket (including Deductible) will raise as follows: Single \$2,250 in network; \$3,500 out of network; Family \$4,500 in network and \$7,000 out of network.

Shrack and HR Generalist Rhodes reported they are working on a voluntary insurance analysis which should be completed in the next week.

Shrack presented the current broker contract is up for renewal. The current contract fee of \$45,000 per year will still be in effect should the County choose to renew. A motion was made to renew services with Gallagher (formerly Cairnstone) for a period of 3 years pending contract approval with the County Attorney. The motion was duly seconded and carried unanimously.

Shrack presented the transplant renewal with Optum. A motion was made to extend the Optum Managed Transplant Program Contract with a 2% premium rate change – Single \$4.77 and Family \$10.91. The motion was duly seconded and carried.

Mark Shrack reported he is expecting reinsurance renewal quotes before the end of the month. Since the next meeting of the Commissioners is not until September 8, 2020, he explained that full disclosure needs to be redone each month to the reinsurance provider if a contract is not signed by the end of the month. To lock in the best prices, a motion was made to have the Commissioner President sign the lowest cost provider agreement for reinsurance contracts before the end of August. The motion was duly seconded and carried unanimously.

RE: HIGHWAY SUPERVISOR'S REPORT

Highway Supervisor Steve Berg presented the following report of Highway projects:

New Driver Hire for District #2 and #3 – Interviews were conducted for both positions. Kendrick Knieriem from Dubois as the new driver in District #2 and John Hemmer from Holland as the new driver in District #3 are being recommended. A motion was made to approve the new hires, was duly seconded and carried unanimously.

Chip Seal Overlays and Repair – After this week, the chip seal work will be finished for 2020. CR 800 West has been paved and has a small punch list needed for completion.

RE: HIGHWAY ENGINEER'S REPORT

Highway Engineer Brent Wendholt presented the following report of Highway projects:

Bridge #264 (Newton Street in Jasper City Limits) – Nothing to report. Wendholt is currently waiting to hear from the Contractor on a schedule and start date. According to the Contract, they have until October 8, 2020 to be substantially complete.

Community Crossings Grant Paving Projects – Due to weather and rain, the jobs have been pushed back until the week of August 31, 2020. The project deadline is October 30, 2020.

County Road 800 West Repaving – The bid packets for County Road 800 West asphalt overlay have been made. It is currently set for resurfacing from St. Rd. 56 to Portersville Road West. As part of the latest agreement to go through 750 West, the Coal Mine will be paying 50% of the resurfacing from 450 North to Portersville Road West. From St. Rd. 56 to 450 North is part of the Road Use Agreement for their haul route and is the responsibility of the Coal Mine to maintain as necessary. Since work is being completed north of 450 North, getting work done on the south section should be less expensive since the contractor is already on site. A motion was made to approve the repaving plan, was duly seconded and carried unanimously.

Culvert Replacements on Co. Rd. 825 West – The bridge crew has been on Co. Rd. 825 West (below the Lake Helmrich Dam) replacing two separate culverts.

RE: VETERAN'S SERVICE OFFICER

Applications have been received and reviewed by the Kevin Hilton, Division Services Officer, Human Resources and the Commissioners. Consensus was to have the President interview candidates with Human Resources and bring a recommendation to hire for approval.

RE: JUSTICE CENTER

President Blessinger reported on proceeding with construction documents from RQAW. The next phase will take approximately three months to complete. A motion was made to approve the Commissioner President to negotiate with RQAW on the contract for the final construction documents. The motion was duly seconded and carried unanimously.

RE: RECORDER E-FILING

Recorder Jackie McPherron provided information on a central eRM Connect E-Filing system by CSI, Inc. The Commissioners are in support of the program. A motion was made to give the Recorder permission to be the signatory for the addendum when ready to proceed. The motion was seconded and carried unanimously.

RE: RECORDER SCANNING

Recorder Jackie McPherron requested permission to proceed with scanning miscellaneous documents to be paid from the Recorder's Perpetuation Fund. A motion was made to approve the proposal from US Imaging, Inc. to scan the Miscellaneous Volumes 50-90 Phase 1 Stage 2 and 3 at a cost of \$5,955. The motion was seconded and carried.

RE: COMMUNITY CORRECTIONS JOB CLASSIFICATIONS

Director Megan Durlauf appeared to request a job classification for two positions within her department namely the CQI Specialist and the Pretrial Services Coordinator. Her recommendation would be to classify both positions in the PAT IV category. Durlauf provided job description information for each position. A motion was made to categorize the CQI Specialist in the PAT IV category, was duly seconded and carried unanimously. A discussion was held on the Pretrial Services Coordinator position. A motion was made to categorize the Pretrial Services Coordinator in the PAT IV category, was duly seconded and carried unanimously. It was also determined that the position of the Pretrial Services Officer in the grant received was not categorized. A motion was made to categorize the Pretrial Services Officer in the PAT III category, was duly seconded and carried unanimously.

RE: EMPLOYEE PAID TIME OFF (PTO)

Human Resource Generalist Markie Rhodes and Commissioner Elmer Brames presented a revised Paid Time Off (PTO) proposal to change Sections 4.1 through 4.3 of the Employee Handbook that has been reviewed by HR Attorney Greg Freyberger and HR Consultant firm Waggoner, Irwin, Scheele and Associates. A motion was made to adopt the PTO policy for all employees as presented, was duly seconded and carried unanimously. The policy will take effect on January 1, 2021.

The PTO Policy Employee Handbook Changes are as follows:

4.1 PAID TIME OFF (PTO)

Effective January 1, 2021, regular full-time employees will be granted Paid Time Off (PTO) hours. The PTO benefit combines sick, vacation, and personal leave into one leave benefit. A PTO system provides an employee with more flexibility to use time off to meet personal needs, while recognizing the employee's individual responsibility to manage their paid time off. Seasonal/Temporary employees and part-time employees are not granted Paid Time Off benefits.

With PTO, employees will be granted a specified amount of time each year, and the individual employees will determine how to use the time for vacation, illness, attendance of children's school activities, medical/dental appointments, personal business, or emergencies.

PTO does not replace the county holiday schedule; the county will continue to have compensated holidays each year. There will also continue to be separate policies for compensatory time, bereavement leave, FMLA, and worker's compensation.

PTO will be accrued based on the continuous full-time employment with the county. PTO will be awarded on January 1st of each year, following an employee's 6-month anniversary according to the chart below:

Years of Continuous Full Time Employment	PTO Hours Awarded on January 1st				
	7 Hour Workday	8 Hour Workday	9 Hour Workday	10.67 Hour Workday	12 Hour Workday
½ - 9	133	152	171	202.75	228
10 - 19	175	200	225	266.75	300
20 - 29	189	216	243	288.25	324
30 - +	203	232	261	309.50	348

PTO Hours Awarded to a New Employee on the Date of Their Hire, to be Used Prior to Their 6 Month Anniversary					
	7 Hour Workday	8 Hour Workday	9 Hour Workday	10.67 Hour Workday	12 Hour Workday
Hours Awarded	28	32	36	42.75	48

PTO Hours Awarded to an Employee on Their 6 Month Anniversary	
Multiply the hours from the table below times the number of months, whole or partial, until the January 1st following their 6-month anniversary. After multiplying, round values to the next higher quarter hour.	

	7 Hour Workday	8 Hour Workday	9 Hour Workday	10.67 Hour Workday	12 Hour Workday
Hours Awarded	11.08	12.67	14.25	16.89	19

Time off shall be scheduled so that it does not impede operation of the department. Final approval for paid time off is at the discretion of the Elected Official/Department Head.

Paid Time Off may not be taken or paid out in advance of being awarded.

PTO is paid at the employee's current base pay rate at the time the PTO is taken.

PTO will not be counted as hours worked for the purpose of calculating overtime.

Only continuous full-time employment shall be used in determining the amount of eligible PTO days awarded.

Minimum increments of PTO use shall be determined by the Elected Official/Department Head except when used during FMLA which is one (1) hour increments.

On December 31, up to nine (9) days' worth of unused PTO hours may be rolled into an Accrued Sick Leave account, provided such account has not reached its maximum limit as defined in section 4.2. Any additional PTO time not used by the end of the calendar year will be forfeited. However, if the needs of the county prevent the employee from using PTO days as granted, the days may be carried over into the next calendar year, but must be used by January 31st of that year.

On or after their first anniversary, an employee is entitled to compensation, at his/her current pay rate, for 75% of unused PTO at the time of voluntary separation or retirement. Employees with less than one (1) year of experience or employees who are involuntarily terminated shall not be entitled to pay for any unused PTO.

4.2 ACCRUED SICK LEAVE:

On December 31, up to nine (9) days' worth of unused PTO hours may be rolled into an Accrued Sick Leave account, provided such account has not reached its maximum limit as defined below.

The maximum number of days accrued in the Accrued Sick Leave account is sixty (60).

For the purpose of Accrued Sick Leave, a day is defined as the number of hours worked in a normal day (shift) at the time of contribution or at the time the day is used.

The number of days accrued in the Accrued Sick Leave account prior to 2021, including those grandfathered at a level higher than sixty (60) will be multiplied by the number of hours worked in a normal day (shift).

For the purpose of tracking, Accrued Sick Leave days will be converted into hours based on the number of hours in an employee's normal workday (shift). If the length of an employee's normal workday changes, the hours of Accrued Sick Leave will be adjusted to reflect the length of the new normal workday. Example, if an eight (8) hour employee has 240 hours (30 days) of accrued sick leave and then becomes a twelve (12) hour employee, they will then have 360 hours (30 days) of accrued sick leave.

Accrued sick leave may be used only for an approved FMLA event. Exception: Up to (three) days' worth of accrued sick leave hours may be used without filing FMLA only after all annual PTO has been exhausted.

Accrued sick hours may be reinstated to employees who move from a non-elected position to an elected position, and then back to a non-elected position with no break in service.

Unused accrued sick hours, shall be forfeited upon termination of employment.

4.3 HOLIDAYS:

Holidays will be designated by the County Commissioners and published by the Auditor annually.

A holiday occurring on Saturday will be observed on the immediate previous Friday, except Christmas Day and New Year's Day occurring on Saturday will be observed on the immediate next Monday.

A holiday occurring on Sunday will be observed on the immediate next Monday, except Christmas Eve and New Year's Eve occurring on Sunday are observed on the previous Friday.

Regular full-time employees will receive holiday pay based on the number of hours worked in a normal day (shift) at the time of the holiday.

Employees required to work on a holiday will receive holiday pay in addition to their regular pay for the day.

Employees on uncompensated leave of absence are ineligible to receive paid holidays. Employees on unpaid leave the day before or the day after a holiday will not receive a paid holiday.

4.4 AND ALL OF 4.5 WILL BE ELIMINATED

RE: FUTURE MEETINGS

The next meeting will be held on September 8, 2020 at 8:00 a.m. in the Commissioners/Council Room of the Courthouse Annex.