

**PERRY COUNTY BOARD OF COMMISSIONERS
MINUTES – DECEMBER 29, 2021**

The Perry County Board of Commissioners met at 8:00 a.m. as was duly advertised. Commissioners attending the meeting were President Thomas J Hauser, Randy Kleaving and Gregg Jarboe. County Administrator Teresa Kanneberg and Sheriff Alan Malone were also in attendance.

The meeting opened with the Pledge of Allegiance.

AGENDA

Gregg made the motion to approve the agenda with the amendment of adding the payroll of December 20, 2021, seconded by Randy. Motion carried 3-0.

PAYROLL AND CLAIMS

The payroll docket was approved in the amount of \$145,291.69 for the payroll distributed on December 20, 2021. Randy made the motion to approve the payroll, seconded by Gregg. Motion carried 3-0. Claim dockets were approved in the amounts of \$323,159.40 for County General, Highway in the amount of \$267,060.19 and Advances of \$1,465.53 with a total of \$591,685.12. Gregg made the motion to approve the claim dockets, seconded by Randy. Motion carried 3-0. This is a new requirement to do by the State Board of Accounts from our recent audit.

BONDS FOR ELECTED OFFICIALS & COUNTY EMPLOYEES

Auditor Pam Goffinet explained that the bonds for the elected officials and the county employees are due again. They are the standard bonds that we have to do every year. We have been using Harpenau Insurance to insure the bonds for the last several years with the amount staying the same with little increase. There are separate bonds for the Treasurer Amanda Lasher for \$300,000, Chief Deputy Treasurer Dawn Baumeister for \$150,000, Deputy Treasurer Debra Held for \$50,000 and Sheriff Alan Malone for \$60,000. There is a blanket bond that covers all others. This covers positions in the County and not by individual names. The Clerk and the Auditor do have an additional bond amount added to the normal \$15,000. The Clerk is \$40,000 and the Auditor is \$15,000. Randy made the motion to approve the bonds as stated, seconded by Gregg. Motion carried 3-0.

AWARDING OF BIDS FOR GAS AND HIGHWAY SUPPLIES

All opened bids were taken to the County Attorney from the last meeting for review and approval of all information included. County Attorney Chris Goffinet said all bids were good and in order. Highway Superintendent Steve Howell also looked over the bids that concerned his office. They are as follows:

Item #1 - PREMIUM DIESEL FUEL – ON ROAD – 25,000 gallons more or less as needed

PREMIUM DIESEL FUEL – OFF ROAD – 15,000 gallons more or less as needed

a. Synenergy was the only bid. Steve said the amounts went up about 10 cents from last meeting.

Firm - on road 2.7565 off road 2.755
Flex - on road 2.655 off road 2.659

Steve said he was going to recommend going with the flex amounts but was told regular gas could go up to \$4.00 a gallon by July this year. If we do the firm amount, then we know what we are paying. Flex amount could affect the budget. Gregg said he was fine with the fixed amount and Randy said he was also. Tom said it won't go down significantly. Randy said it looks like it is not going down. Gregg said with diesel, we are locked in so many gallons. Steve said if we go over, still will be at the same price. Gregg made the motion to approve Synenergy bid, seconded by Randy. Motion carried 3-0.

- ITEM #2** **Crushed Stone** – #2, 5, 7, 9, 11, 12, 23, 53, 73, 92, sand, and rip rap, 18,000 tons more or less as needed
- a. Mulzer Crushed Stone was the only bid. Tom read off the different sizes and locations at the last meeting. Randy made the motion to approve the bid, seconded by Gregg. Motion carried 3-0.

- ITEM #3** **Culvert Supplies** – as needed
- a. Civilcon, Inc.
 - b. 37 Pipe and Supply
 - c. Kanaflex Corp.
 - d. E3 Bridge

Steve recommended to accept all four bids and get as they need. Randy and Gregg said they all sell the same thing except for the price. Tom also said for availability. Gregg made the motion to accept all four bids, seconded by Randy. Motion carried 3-0.

- ITEM #4** **Bituminous** – 12,000 gallons more or less of heated AE90 seal coat delivered to the Perry County Highway Department Garage tank to meet INDOT specifications
- a. No bids received

- ITEM #5** **Unleaded Gasoline** – 30,000 gallons more or less as needed - to be furnished daily at retail stations for use in county police vehicles
- a. C & S, Inc. was the only bid. They are giving 5 cents discount off the posted price. This is for ambulances also. There are four locations in Tell City. Randy made the motion to accept the bid, seconded by Gregg. Motion carried 3-0.

- ITEM #6** **Unleaded Gasoline** – 15,000 gallons more or less as needed – to be furnished daily at retail stations for use in county owned vehicles
- a. C & S, Inc. was the only bid. They are giving 5 cents discount off the posted price. There are four locations in Tell City. Randy made the motion to accept the bid, seconded by Gregg. Motion carried 3-0.

CONTRACTS – PROFESSIONAL CONSULTING SERVICES– DOSSETT CONSULTING, LLC

Attorney Chris Goffinet reviewed the three contracts that were presented at the last meeting to change the County’s IV-D consulting services from Maximus to Dossett Consulting, LLC and found them to be in order. Tom commented that this service pays for itself. Gregg said they are a carbon copy of one another. He also said they pay for themselves and that’s their purpose in life. Gregg asked if this is the vendor change and Auditor Goffinet said yes. Gregg made the motion to approve the contracts, seconded by Randy. Motion carried 3-0.

CONTRACTUAL SERVICES AGREEMENT – PURDUE UNIVERSITY

The Commissioners had before them the yearly agreement for contractual services with Purdue University. Tom said with federal laws on this, he doesn’t think they have a lot of choice with the land bank universities but to sign this agreement with Purdue University since they are our land bank university. Gregg asked if the amount is a typical amount. Auditor Goffinet said it is the amount that the Council budgeted. Randy made the motion to approve and sign the agreement, seconded by Gregg. Motion carried 3-0. Tom commented that they offer a lot of good programs for the county.

PERSONNEL POLICY CHANGES

Tom said he reviewed the changes proposed. Auditor Goffinet wanted to explain that these changes had not been written up yet for the policy at this point because Waggoner, Irwin and Scheele, consulting firm, charges us anytime we have something done and if these are not approved, she didn’t want to have to pay for that charge right now. That is why we were waiting to see what is decided on these. The proposed changes the personnel committee suggest are:

1. **June 19th - the new Federal Holiday**- to allow for the county employees. Gregg stated that he wouldn’t add it. He said if we add it, he would displace

something else. Tom said it is about 50/50. Randy commented that it is a Federal Holiday. He asked if there were any state guidelines they have to follow or federal. Auditor Goffinet said that Columbus Day is a Federal Holiday and we do not observe it. The Highway doesn't observe President's Day. These are added as a personal day to employees. Randy asked if we could add another personal day. Tom said he would like to see official action taken whether to or not observe it. Randy said that about 50/50 of the businesses are observing it from what he has been hearing. Gregg said it's kind of a financial thing also. It is another paid holiday off. It is an economic thing; it is basically pay without work. He said if you guys want to do a personal day or something like that, it gives the employees a little bit more flexibility. He said he was more apt to do that than a fixed holiday because then the Courthouse is open at that point. Tom said it's kind of a middle row thing. Everybody still gets to observe it but we don't have to close the Courthouse. Gregg said we are still going to pay somebody for being off but we don't close at that point. Gregg made the motion for a floating personal day off in observance of June 19, seconded by Randy. Motion carried 3-0.

2. **Dress Code** – looking at adding more like business casual. Auditor Goffinet said the policy is really vague on this point. There were things brought by the committee such as distressed jeans, women's tops being too revealing, and shorts. Tom asked if you put business casual, is that specific enough. Gregg said he thinks it would have to be defined. He commented that some of these today we give our intent and then let Waggoner, Irwin and Scheele write it up because if you say business casual, there has to be a definition behind it. He said that if a definition is not written, it is hard for him to approve or disapprove. Tom said the same thing. Gregg said the company should have templates to pull from to write up something. It was decided to have Waggoner, Irwin and Scheele to write up something and bring back to the Commissioners.
3. **Lunch Hour** – 12:00 p.m. to 1:00 p.m. - The employees have gotten accustomed to the one hour for everybody at once because it has been going on for so long. There are a lot of advantages of this:
 - a. Department Heads do not have to make sure the office is covered when everybody is taking different lunch hours.
 - b. We have not heard any fallback on the Courthouse being closed during this time.
 - c. Helps not having to replace the Sheriff Deputy when he takes his lunch.
 - d. It has helped out with not earning comp time

Auditor Goffinet said the committee is recommending keeping the lunch hour the same for all at 12:00 to 1:00 p.m. Tom said the original purpose of closing the doors at this time for all was for deep cleaning in the offices. Tom said he wants to leave it this way to sanitize while we are still in COVID. Gregg said we just leave this one as is until we actually get past this and then see where we are at. This could be for several months. Randy said if there haven't been any complaints but we start hearing some, then we can think about it. Gregg said the public sees the Courthouse closed as a safety thing and have no complaints because they understand, but if the safety part of it goes away, there may be complaints. He also told the public this is your opportunity to say what you think about it. Cindy Taylor spoke up with most people get off at lunch and they only have an hour to do business. Gregg made the motion to table until after the pandemic, seconded by Randy. Motion carried 3-0.

4. **Personal Days** – half of the total hours after 6 months employment can be earned and the other half after the year. The committee recommended this because a full time person doesn't earn any time off until they employed a year. At least they would have some time to use within the six months before their year anniversary. Tom said he thinks this is the trend in private businesses to offer more pto time. He didn't think this was a bad idea. Gregg said he had two comments, one was the new software that's coming, if there is any way to automate it in a sense how they get their accrued time. Some places offer a day a month. This is built into some software. Auditor

Goffinet said if we do this, then we would need to restructure our time off. Tom said once we get the software, then we can look at it. Tom said a lot of companies are going with just pto paying time off. Gregg said we need to have it written up. Gregg made the motion of intent for half of total hours written up, seconded by Randy. Motion carried 3-0. Gregg said once we get the software, he likes the paid time off. Tom said it makes it fairer.

5. **Working Remote Policy** – A draft policy was sent to the Commissioners to review. Tom said he has discussed this with the Auditor and several others and he is a firm believer that each office needs to manage their own office. They do answer to the general public who put them in office. If the pandemic is still going on, if they are doing their job, his opinion is that it is up to individual offices to assign their people their daily tasks. Randy said he agreed a little bit with Tom but also looking at it in the beginning of 2020 through the pandemic, we had some offices that could work from home and some that couldn't. When I look back at that, we are all considered family, he said there were hard feelings and it takes a long time to get over it when that happens. Randy said a deputy cannot work from home and some departments can. This is tough for any company that is going to manage it. We are always going to have this if we go this way. He said some situations can work from home and I supported that when we purchased the computers, like severe weather. When they can't get in, they can do their job from home. He said it is a tough one to manage. Gregg said by not having a policy makes it hard for us to manage. The department themselves look at policies to what they can and cannot do. If we go with it, he said he had a few suggestions:
- a. Get rid of the work "temporary". It is remote work policy
 - b. 14-day period – put a restriction of time on it (limited number of days during calendar period)
 - c. Take away the part of it coming to the Commissioners
 - d. Office still needs to be open unless the Courthouse is closed
 - e. Likes what the employee signs off on

Gregg said we need a way to make sure that we are tracking their hours and paying them properly. He said the way it is written now, the potential is high to abuse it. Tom asked if they wanted to table it until the next meeting. He said he would like to see it definite before he would support it. He doesn't want to support something with the idea of changes. Tom said he would agree to some sort of policy but still a firm believer in the elected officials running their offices. Gregg said they have to have autonomy. Auditor Goffinet said she agrees with that but as an elected official, to run your office and direct your employees, you have to go by a policy and now there is no remote policy in place. Gregg said we can't policy everything but this is common place now, so we need to address it. Randy asked if the committee discussed this. Auditor Goffinet said yes. This is why we had Attorney Chris Goffinet to draw up something to look at. Randy said as long as we are in the pandemic, we are really looking at the future for this policy after the pandemic. Pam said the policy at this time covers the pandemic and also FMLA. Gregg said you can't just use it for anything. Randy commented that still under Governors order that was extended, the Board President can tweak it. It was said for now, we have had the conversations, but no official visual policy in place. Tom said he wants to see the changes. Gregg said he will talk with Chris about the changes. Gregg said we also need to add hazardous weather to it. Gregg made the motion to table until the policy is redone, seconded by Randy. Motion carried 3-0.

MISCELLANEOUS/PUBLIC COMMENTS

Herbie Landers passed out brochures to the Commissioners on animals for education that will be going to the schools and vets' offices. It is a way to get it to the kids. He wanted to show them where the money went. He said for pet education, the animal board will see what the schools are doing for next year.

Teresa announced that the next regular meeting of the Board of Commissioners will be held on Monday, January 4, 2022 at 6:00 p.m.

The meeting ended in open session at 8:50 a.m.

Minutes approved this 7th day of February, 2022.

Thomas J Hauser
President

Randy Kleaving

Gregg Jarboe

Minutes prepared by: Pamela L. Goffinet, Perry County Auditor