

July 2, 2013

Commissioners met on this day with the following members present: Commissioner Steffanie Owens and Commissioner Jeff Hardin. Commissioner John Richwine was absent. Also present were County Attorney Jim Wilson, County Auditor Jane Lyons and County Administrator, Dan Dykes.

IN THE MATTER OF APPROVAL OF MINUTES

Motion was made by Jeff Hardin and seconded by Steffanie Owens to approve the minutes for June 4, 2013. Motion carried unanimously.

IN THE MATTER OF APPROVAL OF CLAIMS

Motion was made by Jeff Hardin and seconded by Steffanie Owens to approve the June 15, 2013 and July 1, 2013 claims. Motion carried unanimously.

IN THE MATTER OF PLANNING COMMISSION VIOLATIONS AND COMPLAINTS

Ken Ellis, Planning Commission Director, came before the Commissioners with cleanup updates on the following properties:

1000 South-waiting on an architect- there is a buyer
600 South-owner requesting more time to clean up
Crystal St-turning it over to the County Attorney
350 South-has been some progress
650 North-owner lives out of town-will work on cleanup when they return

IN THE MATTER OF APPROVAL OF ORDINANCE NO. 2013-BC-O-10, PERSONNEL POLICY HANDBOOK FOR MADISON COUNTY EMPLOYEES

Human Resources Director, Shawn Swindell presented Ordinance No. 2013-BC-O-10, Personnel Policy Handbook for Madison County Employees. She asked the Commissioners for approval. Motion to approve made by Steffanie Owens and seconded by John Richwine. Motion carried unanimously.

ORDINANCE NO. 2013-BC-0-10
MADISON COUNTY BOARD OF COMMISSIONERS
ORDINANCE ADOPTING THE COUNTY OF MADISON,
INDIANA PERSONNEL POLICY HANDBOOK

WHEREAS the County of Madison, Indiana is an Equal Opportunity Employer; and,

WHEREAS it is the intent of Madison County, Indiana to comply with applicable Federal and State of Indiana employment laws and regulations; and,

WHEREAS Madison County, Indiana provides Madison County employees with information about established terms, conditions of employment, and employee benefits; and,

WHEREAS, in furtherance of the above recitals, Madison County has created its new County of Madison, Indiana, Personnel Policy Handbook.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF MADISON, INDIANA BOARD OF COMMISSIONERS THAT:

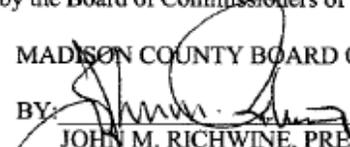
SECTION 1: The attached County of Madison, Indiana Personnel Policy Handbook is hereby adopted this 2nd day of July, 2013, and shall be in full force and effect upon adoption, and shall supersede and repeal all existing oral and written Personnel Policies and Procedures and specifically including all prior Madison County, Indiana Personnel Policy Handbooks.

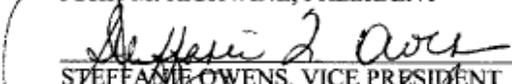
SECTION 2. Severability: If any part of this County of Madison, Indiana Personnel Policy Handbook shall be held invalid by operation of law or tribunal of competent jurisdiction, or compliance with or enforcement of any part of this County of Madison, Indiana Personnel Policy Handbook shall be restrained by such tribunal, the remainder of this County of Madison, Indiana Personnel Handbook shall not be affected and shall remain in full force and effect.

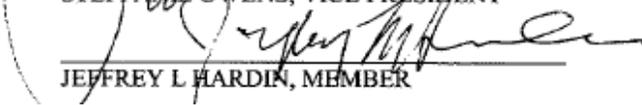
PASSED AND ENACTED by the Board of Commissioners of Madison County, Indiana, this 2nd day July, 2013.

MADISON COUNTY BOARD OF COMMISSIONERS:

BY:


JOHN M. RICHWINE, PRESIDENT


STEFFANIE OWENS, VICE PRESIDENT


JEFFREY L. HARDIN, MEMBER

ATTEST:

Project Closure Madison County Personnel Policy Handbook

Revision History July 1, 2013

Draft	Date	Author	Revision Description
Preliminary Document	July 12, 2012	Kent Irwin	
Draft # 1	March 19, 2013	Shawn Swindell	
Draft # 2	April 16, 2013	Shawn Swindell	
Proposed Document	May 21, 2013 July 2, 2013	Shawn Swindell	

Input

- Kent Irwin, Waggoner, Irwin, Schee
- SHRM
- Indiana State Personnel Commission
- Federal, State, and Local regulations
- Several counties policies, including out of state, for County Commissioners
- Human Resources
- Collective Bargaining Agreements
- Legal Representatives
- Alternatives, Inc.

Proposed Changes

Description	Section Number
Funeral/Bereavement Leave: Current: 3 days (limited description) Proposed: 3-tier category: 5 days, 3 days, 1 day. Mirrors CBA with better & more detailed plan language 2012 County Cost:	4.8
Madison County defined: Current: Defined Proposed: Remove the paragraph in its entirety.	1.3
Employee Responsibility Current: Has 2 line items Proposed: Added a 3 rd line item with detailed required	1.3.3

documents	
Personnel Policies Administration Proposed: change line item 3 and added a closing paragraph addressing Commissioners authority to interpret and establish policies.	1.4
Equal Employment Opportunity Proposed: Added additional language for compliance	1.5
Management Rights: Proposed: Added "on-the-job safety programs to 1.4; Added "approval from HR director" relevant to job descriptions on 1.7; added "subject to approval by County Commissioners on item 19	1.6
Authorization Alien Status and Citizenship: Proposed: Added language to be compliant with Immigration Reform and Control Act of 1986.	1.8 – 1.10
Access to Personnel Files: Per Jim Wilson, remove paragraph that mentions timeline with subpoena. It's not needed at all.	2.10
Jury Duty Leave: Added: Exempt employees receiving regular compensation while serving jury duty are not eligible to receive juror fees. Also, cleaned up plan language.	4.14
Personal Days: Current: Unused benefit paid upon termination Proposed: The item # has been moved to section 4.2 with the holidays since the benefit is awarded annually then. Also, proposed unused benefit not paid upon termination.	4.6 (move to item 4.2)
Smoking: Changed: Prohibit completely to be in compliance with Ordinance and IC.	5.16
Confidentiality / Requests for Information: Added more detailed information and compliancy expectations	6.12
Employee Conduct: Added: Additional language on personal conduct off-duty & to some of the line items of offenses Also, added additional infractions of policies, such as smoking, nepotism, bullying, sabotaging, intimidation, etc.	6.13
Ghost Employment Added this section new	6.6
Emergency closing	3.18

Modified language and removed TV stations asked to broadcast closings.	
Recruitment: Added Hiring to the title and also added other forms of advertising for job announcements and details about job openings	2.1
Applicant Testing Re-structured and included more types of tests	2.3
Medical Examination Re-structured, added use of Rx that impairs ability to perform job	2.6
Probationary Period: Current: 120 days Proposed: 90 days (to mirror union contracts and benefits programs eligibility requirements)	2.13
Maximum Compensatory Time Accrual Current: 240 hours Proposed: 60 hours	3.4.3
Job Classification/Pay System Maintenance Current: Personnel Advisory Committee Proposed: Eliminated committee – Director of HR will handle	3.7
Paydays Added statement about direct deposit	3.12
Layoff and Recall - New	2.17
Full time employee to elected official status - New	2.18
Sick Leave increments Current: Used in 4 hour increments Proposed: 1 hour increments to adhere to FMLA	4.4
Group Health Benefits Added eligibility and termination requirements	4.12
Bloodborne pathogens: Added new	5.2
Use of cell phone and use of mobile devices while driving	5.6 and 5.61
Business travel – additional information added	5.14
Whistleblower added new	6.1.1
ADA – added additional language regarding transitions plan	4.17
Indiana Military Leave – New	4.6.3
Take home vehicles - New	5.11

State called meetings - New	5.14.1
County credit card policy - New	5.17
Security of premises – added new	6.10
Workplace violence – Add new	6.11
Layoff and recall: Per Jim Wilson & John Richwine, 1 st paragraph, change Madison County to Madison County Commissioners. I also changed item # 12 under Management Rights to reflect this	2.17
Domestic Violence Language	New
Criminal Code affecting Indiana employers 7/1/2013	New
Social Media	New

Output

Pending:

defined procedure for bloodborne pathogens (5.2)
 Subpoena regarding personnel records – working with Jim W (2.10) – 5/28/13, per Jim, remove this paragraph
 Nepotism policy to be inserted (2.19)
 Timekeeping ordinances to be inserted (3.3)
 Confirm paid/unpaid FMLA that recently changed or what Kent I wrote (4.3)
 County credit cards – confirm which department should oversee issuance of cards
 Commission of a felony or unlawful act – pend review for Jim (6.4)
 Smoking ordinance to be inserted
 Drug Free policy – One sentence needs confirmed with Jim
 Take Home Vehicles – One sentence needs confirmed with Jim.
 Added domestic violence policy new
 Added social media policy new
 Added language relevant to the new Criminal Code affecting Indiana employers 7/1/2013

UPCOMING CHANGES:

Health Care Reform/ Patient Protection & Affordable Care Act

3 grants

Special Thanks: Todd Cawthorn and James Pitts from Alternatives, Inc with their assistance with the Domestic Violence Policy.

Table of contents need prepared
 Exhibits need inserted
 Employee Acknowledgement Form needs inserted

IN THE MATTER OF WORKMENS COMP RENEWAL

Ms. Swindell also brought the Workmen's Comp insurance renewal to be a matter of the minutes.

July 2, 2013

IN THE MATTER OF APPROVAL OF THE LIGHTBOUND CONTRACT FOR INTERNET USAGE

Jerry Branson, ITS Director, came before the Commissioners for the approval of a contract with Lightbound for an increase in internet bandwidth. The cost is \$1,000.00.

He also made the Commissioners aware that they are upgrading the domain for Microsoft licensing for County email system. They are upgrading to Office 365. The annual cost will be \$36,214.00, a \$26,000 .00 increase. County Administrator, Dan Dykes is going before the Council to ask for funds.

Mr. Branson also introduced the new Public Safety Employee in the ITS Department, Jacob Johnson.

Also, Mr. Branson, announced to the Commissioners that he has reevaluated all the positions in the ITS Department. He has worked with the Human Resources Department and Wagner, Irwin and Scheely for the new job descriptions upgrade. He is asking the Commissioners to approve the new job descriptions. Motion was made by John Richwine and seconded by Steffanie Owens. Motion carried unanimously.

IN THE MATTER OF INCREASE IN PAY FOR THE PTABOA MEMBERS

Commissioner John Richwine made a motion to table the approval of an increase in the pay rate for the PTABOA members at this time so the County Attorney can look into the formal way to increase the pay rate. Motion seconded by Steffanie Owens. Motion carried unanimously.

IN THE MATTER OF SCANNER CONTRACT WITH CENTRAL RECORDS

Dan Dykes reported to the Commissioners that the wrong scanner was delivered to Central Records and they are waiting for a new one to be delivered.

IN THE MATTER OF FRISCHES BUILDING DISCUSSION

Dan Dykes reported to the Commissioners he will be getting an auctioneer for the sale of the old Frisch's building next week and getting all the details together. Motion was made by John Richwine and seconded by Steffanie Owens to allow Dan Dykes to continue with the preparation of the auction. Motion carried unanimously.

July 2, 2013

IN THE MATTER OF OFFICE RENOVATON PROJECT IN THE RECORDERS OFFICE

County Recorder, Linda Smith, came before the Commissioners asking for approval of the renovation project to the Recorders Office. Motion was made by John Richwine and seconded by Jeff Hardin to approve renovations.

2 Ayes 1 Nay (Steffanie Owens) Motion carried.

IN THE MATTER OF APPOINTMENT TO THE CEMETERY BOARD

Commissioners appointed Melody Hull to the Cemetery Board upon motions made by John Richwine and seconded by Jeff Hardin. Motion carried unanimously.

IN THE MATTER OF APPOINTMENT TO THE PENDLETON LI BRARY BOARD

Commissioners appointed Al Rodecap to the Pendleton Library Board upon motions made by Steffanie Owens and seconded by Jeff Hardin. Motion carried unanimously.

IN THE MATTER OF TAX SALE ADDENDUM

County Auditor, Jane Lyons, brought a Tax Sale Addendum to the Commissioners for their approval. Said Addendum raises the price of the cost from \$70.00 to \$75.00 for one year. This cost is to the buyer not the County and goes to SRI, Inc. Motion to approve increase made by John Richwine and seconded by Steffanie Owens. Motion carried unanimously.

IN THE MATTER OF APPROVAL OF A NEW DIGITAL RECORDING SYSTEM IN THE COMMISSIONERS COURTROOM

Auditor Jane Lyons also brought a contract with BIS (Business Information Systems) for a new Digital Recording System in the Commissioners courtroom. Also live internet streaming of any meetings that are held in the courtroom. The amount of contract is \$14,055.50. Ms. Lyons stated that the system will be paid from the Auditor's Ineligible Deduction Fund. Motion to approve contract with BIS made by Steffanie Owens and seconded by John Richwine. Motion carried unanimously.

July 2, 2013

IN THE MATTER OF APPROVAL TO REQUEST ADDITIONAL APPROPRIATIONS FOR BUILDING MAINTENANCE TO THE RECYCLING CENTER

Dan Dykes, County Administrator asked for approval to get additional appropriations from the Council for building maintenance to the Recycling Center. Jim Eichhorn, Director, got one bid from Riggins, Inc. in the amount of \$ and the Highway Department will do the work on the parking lot. Motion was made by John Richwine and seconded by Steffanie Owens to approve Dan Dykes to ask the Council for additional appropriations. Motion carried unanimously.

IN THE MATTER OF ATM SERVICES FOR THE GOVERNMENT CENTER

Mr. Jesse Wilkerson came before the Commissioners asking the county to consider putting an ATM machine in the courthouse and the county paying 30% of the cost. Commissioner Richwine asked Jim Wilson to look into this and get with Mr. Wilkerson for a proposal on all the costs.

IN THE MATTER OF AWARDING BID FOR TANDUM TRUCKS AT THE HIGHWAY

Bids were received on Highway tandem trucks at an earlier meeting and after review of the bids; Commissioner Richwine made a motion to award the bid to Stoops Freightliner in the amount of \$143,837.00 each for 3 trucks. Motion seconded by Steffanie Owens. Motion carried unanimously.

IN THE MATTER OF PAYMENT FOR ANIMAL CONTROL CASE IN SUMMITVILLE

Major Brian Bell came to the commissioners with a bill that was received by the Sheriff's department on the animal control case in Summitville for payment. Bill was in the amount of \$1,189.00.

Major Bell also gave the Commissioners a pulmonary budget for the Central Dispatch Budget asking to add this new department to the General Fund. Motion to approve submitting a new department called Central Dispatch in the General Fund to the Council for their approval made by John Richwine and seconded by Jeff Hardin. Motion carried unanimously.

IN THE MATTER OF PUBLIC OPINION

Mr. Mike Swinford, Chesterfield, came to the Commissioners with many concerns on the Reservoir Project that the Redevelopment Commission is proposing. He asked the Commissioners to consider not signing a Resolution for Phase II. Commissioner Richwine stated to Mr. Swinford that they have already signed that Resolution.

July 2, 2013

IN THE MATTER OF OPENING OF BIDS FOR 2013 HIGHWAY PAVING PROJECTS

The following bids were received for the 2013 Highway paving projects:

- E & B Paving, Anderson \$699,900.00
- Reith-Riley Construction \$744,500.00
- Milestone Contractors \$794,266.30

The County Engineer recommended that the Commissioners table the bids for further study . Motion made by Steffanie Owens and seconded by Jeff Hardin to table bids. Motion carried unanimously.

IN THE MATTER OF OPENING OF BID FOR 2013 HIGHWAY PAVEMENT MARKINGS

The following bids were received for the 2013 Highway pavement markings:

- Indiana Sign & Barricade, Indianapolis \$129,088.70
- Gridlock Traffic Systems, Indianapolis \$142,116.00
- Indiana Traffic Services, Greenfield \$162,492.000

The County Engineer recommended that the Commissioners table the bids for further study. Motion was made by Steffanie Owens and seconded by Jeff Hardin to table bids. Motion carried unanimously.

IN THE MATTER OF MADISON COUNTY RAILROAD TRAFFIC STUDY

County Engineer, Chuck Leser brought a Railroad Traffic Study from United Consulting Engineers in the sum of \$10,800.00. Said study is to decide which railroad crossing with no signals should have the stop signs removed. Mr. Leser recommended to the Commissioners that the study is unnecessary and he believes the stop signs should stay at the railroad crossings. There being no further business the meeting was adjourned. Commissioner Richwine agreed with the Engineer and made a motion to leave stop signs at railroad crossing. Motion seconded by Steffanie Owens. Motion carried unanimously.

BOARD OF COMMISSIONERS

