

PIKE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
JULY 11, 2022 @ 8:30 AM

Mark Flint
Jeff Nelson
Ryan Coleman

CALL MEETING TO ORDER

BOC President Mark Flint called the meeting to order and all Commissioners were present. Also, in attendance were Pike County Attorney Val Fleig, Pike County Auditor Judith Gumbel, Pike County Administrator Kristi Dischinger, Pike County Highway Office Manager Melanie Britton, Pike County Sheriff Kent Johnson, Pike County EMA/E911 Director Ryan Benner, and Press Dispatch Reporter Sherri Sebella.

APPROVAL OF MEETING MINUTES JUNE 20, 2022 & SPECIAL MEETING MINUTES JUNE 30, 2022

President Flint called attention to the minutes for June 20th and Special Meeting Minutes of June 30th. He asked if anyone had any questions concerning the minutes. There were no questions and he called for a motion to approve.

Commissioner Jeff Nelson seconded by Commissioner Ryan Coleman motioned to approve both sets of minutes. Motion passed 3 – 0.

APPROVAL OF CLAIMS FOR JULY 11, 2022

President Flint directed attention to the claims presented for action. He asked if there were any questions and hearing none called for a motion to approve the claims.

Commissioner Coleman seconded by Commissioner Nelson motioned to approve the July 11th claims. Motion passed 3 – 0.

OLD BUSINESS

Vehicle Policy

Commissioner Flint stated that the policy before the group was to be viewed as the minimum requirements for the County Vehicles. He stated that the Sheriff's policy had more requirements than this general policy would have and that the Sheriff's policy would then override this County policy. If there would be an item not addressed in the Sheriff's policy, then the County policy would be in effect. Specific mention was made as to:

- (1) County Vehicles are to be driven by County Employees, for County Business, and remain within Pike County unless County business must be conducted outside of the County by permission of the Department Head in charge.
- (2) Assigned vehicles must receive required maintenance and be kept clean by the designee. Expense for the vehicle care should be in the department budget.
- (3) Unassigned vehicles are the responsibility of the Department Head.
- (4) No smoking is allowed in County Vehicles.
- (5) Damage to a vehicle must be reported to the supervisor and Commissioners' Office within 24-hours. Report to Commissioner's is necessary so the decision can be made regarding submission of claim to the insurance company.

(6) Employee involved in any accident is responsible for the completion of the accident forms.

(7) Any citations, including payment of fines, are the responsibility of the Employee driving at the time.

(8) Employees must follow all traffic laws and must not drive under the influence of medication, alcohol or illegal substances.

(9) Employees and passengers must wear seatbelts.

(10) All operators must have a driver's license on file at the Auditor's Office.

(11) Should an employee who drives a County vehicle have his/her license revoked or suspended. The employee must notify the County.

The State Board of Accounts has requested that we have a policy. President Flint called for a motion to accept.

Commissioner Coleman seconded by Commissioner Nelson motioned to approve the Vehicle policy as presented. Motion passed. 3 – 0.

NEW BUSINESS

Highway Additional x2

First additional discussed was in regard to \$14,000 in CUM Bridge for the purchase of state required signs on certain County bridges.

Commissioner Coleman seconded by Commissioner Nelson motioned to approve the Additional Appropriation Request from Cum Bridge. Motion passed 3 – 0.

The second request for Additional Appropriation was for the purchase of a Paver in the amount of \$193,000 from General, CEDIT, Cum Cap and Rainy Day. This is to replace the one that burned. The Highway Superintendent is currently in Kentucky to observe the Paver that the County may purchase. President Flint asked if there was a motion to approve.

Commissioner Nelson seconded by Commissioner Coleman motioned to approve the Request for an Additional Appropriation. Motion passed 3 – 0.

E911 Transfer

Pike County 911 requested a transfer of \$300 from Part Time Positions to Equipment to cover the cost of a failed monitor. President Flint asked if there was a motion to accept.

Commissioner Coleman seconded by Commissioner Nelson moved to approve the transfer request. Motion passed 3 – 0.

BUSINESS BY COMMISSIONERS

INDOT-LPA CCMG 2022-1 Grant Agreement (Ratify)

This is the legal agreement between INDOT and Pike County for Community Crossings 2022-1. The agreement had to be docusigned. Therefore, it needs to be ratified.

Commissioner Coleman seconded by Commissioner Nelson motioned to ratify the docusigned agreement. Motion passed 3 – 0.

Paid Time Off Policy

County Administrator Kristi Dischinger explained that the County's Wage and Compensation Committee recommended that the County move to a Paid Time Off Policy versus days off for vacation, personal time, and sick. The paid time off (PTO) program combines traditional vacation, sick, and personal leave into one flexible paid time off policy. A day will be defined by the length of the work day for the department based on seven (7) or eight (8) hours. This will eliminate the need to keep track of whether a day is used as sick time, personal time or vacation time. The new policy also grants PTO to new employees which will be earned beginning with their first day of employment as relates to the 10th day of the month. It is earned at a rate of 0.75 days per month.

All leave will be awarded on January 1st of each year and the first year will require a one-time proration of time earned during 2022 as per the old County Vacation policy which changed with the employee's hire date. The intent is that no employee loses any earned time in the transition, and the time will be determined per the individual's hire date.

Another aspect of the new policy is that employees will be able to "sell back" up to 10 days of their PTO per established timelines designated in the policy. It was pointed out that this will result in budget reduction for the public safety departments. Employees will sell back their vacation time as straight time and the departments would probably have needed a non-vacationing employee to work this time at overtime paid at time and a half or double time as per the situation. Employees may sell back time starting on December 1st of each year that they choose to exercise this option. A letter of intent to sell back time may be required by department heads. During the discussion it was agreed that the 24-hour departments would need a different schedule of eligibility for this benefit.

All Department Heads will be able to establish a Time-Off calendar based on department needs and it may contain black out times as per the needs of the department. A Department Head may establish Time-Off policy requests per anniversary dates or seniority per their own discretion as to meet the needs of the department as per a written department policy.

If an employee chooses to terminate employment with the County, payout is determined by the number of hours that they have banked as per what is considered the normal work day for the department and the length of the employee's service. The policy needs to be reworded in regard to the existing policy of no payout unless the employee has worked for the County three (3) years.

The Highway's Time off schedule will remain as is until it is renegotiated at their contract renewal.

The policy will no doubt be adjusted multiple times as the County works through the first year. It will be a moving document for a while. It was discussed that if it doesn't work it can be thrown out and a return can be made to the former policy.

President Flint asked the other Commissioners if they wanted to approve the policy knowing that it would need some changes later, or if they wanted to wait until the changes were complete before approving the policy.

Commissioner Coleman seconded by Commissioner Nelson motioned to approve the Pike County Paid Time Off Policy as written with the clarification of the 24-hour department explanations and three-year separation terms to be made at a later date. Motion passed 3 – 0.

COVID Update – There was no COVID Update

Otwell 4th of July Celebration

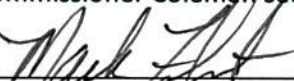
The Sheriff reported that it went very smoothly.

BUSINESS BY PUBLIC – None

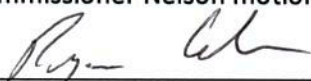
ADJOURNMENT

Hearing no further comments, President Flint called for a motion to adjourn.

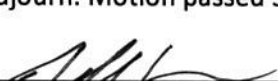
Commissioner Coleman seconded by Commissioner Nelson motioned to adjourn. Motion passed 3 – 0.



Mark Flint, President



Ryan Coleman, Vice President



Jeff Nelson, Member

Attest:



Judith Gumbel, Auditor

8-1-22
Date