

**PIKE COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
JANUARY 3, 2023 @ 8:30 AM**

Mark Flint  
Jeff Nelson  
Ryan Coleman

**CALL MEETING TO ORDER**

The meeting was called to order by County Auditor Judith Gumbel . All Commissioners were present in addition to Pike County Attorney Val Fleig and County Administrator Kristi Dischinger. EMS Director Chris Young, Chief Deputy Dallas Killian, EMA/E911 Director Ryan Benner, Pike County Sheriff Jason McKinney, Highway Superintendent Josh Byrd, County Assessor Mike Goodpaster, and Press Dispatch Editor Sherri Sabella.

**ELECTION OF PRESIDENT OF BOARD OF COMMISSIONERS**

Auditor Gumbel welcomed everyone to the first meeting of 2023 of the Board of Commissioners stating that the first item of business before the BOC was the election of President of the body. She called for nominations for the position.

Commissioner Jeff Nelson nominated Mark Flint for BOC President. Motion was seconded by Commissioner Ryan Coleman. Motion passed 3 – 0. Mark Flint is the 2023 President of the Pike County Board of Commissioners.

**ELECTION OF VICE PRESIDENT OF BOARD OF COMMISSIONER**

Auditor Gumbel then called for nomination for Vice President of the BOC. Commissioner Coleman seconded by Commissioner Flint nominated Commissioner Nelson as Vice President of the BOC. Motion passed 3 – 0. Jeff Nelson is the 2023 Vice President of the Pike County Board of Commissioners.

Auditor Gumbel then relinquished control of the meeting to President Flint.

**APPROVAL OF MEETING MINUTES DECEMBER 19, 2022**

President Flint asked the BOC if there were any questions about the minutes. Hearing none, he called for a motion to approve. Motion was made by Commissioner Coleman, seconded by Commissioner Nelson, to approve the minutes for December 19, 2022. Motion passed 3 – 0.

**APPROVAL OF CLAIMS FOR JANUARY 3, 2023**

President Flint asked if there were any questions or concerns regarding the claims. Hearing none, he called for a motion to approve. Commissioner Nelson seconded by Commissioner Coleman motioned to approve the claims. Motion passed 3 – 0.

**OLD BUSINESS**

**Mariah Street Land Sale**

County Attorney stated that two bids were received. He stated that the property was advertised at the assessed value of the property plus any sales cost including attorney fees. The higher bid

was made by David and Tina Gayhart at \$2,100.00. Attorney Fleig stated that if there were no questions, his recommendation to the BOC was to accept this bid.

President Flint asked if there were any questions. Commissioner Coleman seconded by Commissioner Nelson motioned to accept the bid and sell the property to the Gayharts. Motion passed 3 – 0.

### **PTO – Part Time**

County Administrator Kristi Dischinger stated that a Permanent part time employee is classified as an employee who is scheduled consistently throughout the year with at least 28 hours per pay period (728 hours per year). Her recommendation was that 14 employees be grandfathered in who were hired prior to 2022 and who had completed the introductory period. These employees will receive the equivalent of their personal time due to them on 1.1.23 in PTO hours and vacation time will be prorated for 2022 and granted on 1,1,23 in PTO hours. No other time will be earned until 1.1.24. If the introductory period is incomplete, time will be earned to the schedule for New employees hired after 1.1.23, Permanent part time employees hired in 2022 will receive 2 times their weekly average hours worked on January 1, 2023 regardless of the introductory period. Employees hired after 1.1.23 working 1-27 hours per pay period will earn no PTO time, 28-40 hours will earn 2 hours per month completed – 24 hours per year, and 41 + hours per month will earn 4 hours per month – 48 hours per year. Time earned must be used in the calendar earned year with hours earned in December granted in January. At separation, time earned but unused will be paid.

Commissioner Coleman, seconded by Commissioner Nelson motioned to approve the Part-Time Employee PTO Policy as presented. Motion passed 3 -0.

### **Handbook Updates**

Ms. Dischinger stated that she is changing the language to PTO throughout the handbook. Attention was called to the introductory paragraph on page 3 that reads as follows:

**“Section I and II of this policy do not apply to elected officials. This entire policy does not apply to employees of the Pike County Department of Public Welfare, employees who are parties to a collective bargaining agreement and “employees” who are compensated solely or partially from federal or state funds and whose benefits or duties are set out elsewhere. It is hoped that elected officials and “employees” who are Compensated solely or partially from federal or state funds and whose benefits or duties are set out elsewhere will work in a manner consistent with this employment Policy.”**

Employee approved excused absence and paid time off is specifically addressed in this handbook on page 20 unless specified differently within this policy. (page 5).

The introductory period and transfers to another department within the County and promotions to full-time is addressed on page 6.

Permanent Part-Time Employee is defined on page 6 as one who is consistently scheduled the entire calendar year and who works at least 28 hours per pay period. The work week for the **Sheriff's Office** personnel is based on an established “work period” instead of the regular work week. (page 7)



Holiday pay or **PTO hours** are not included as hours worked when calculating overtime. (page 9)

No County employee shall accumulate more than eighty (80) hours of compensatory time off. **All time in excess of eighty (80) hours of accumulated overtime shall be paid at the current wage & salary rates at the end of each calendar year. Department heads must make sure their budget can withstand the overtime pay before approving such time.** (page 9)

All employees separating for whatever reason will be entitled to receive **PTO time based on the current policy.** Page 14

In order to be eligible for holiday pay, any permanent Employee (salaried or hourly, full-time or part-time) must work the regularly scheduled workday before and after the Holiday **unless absent on PTO time for illness, injury, or excused absence.** Page 15.

**Holiday Pay for Site Attendant employees: If a holiday falls on a Saturday, eligible site attendants shall celebrate that holiday on the day it falls. Sites follow courthouse holidays in most cases; however, if the holiday falls on a Saturday and is observed by the courthouse on a different day, sites will observe the holiday on the actual day. All other stipulations apply to earn holiday pay.** Page 16

The Sick Leave Benefits are removed from the handbook and replaced by the Approved PTO Policy. Page 17 and 18.

Sick Bank Policy was modified to read PTO adding that a donation to the bank is **the equivalent of one day** to the language. Page 18.

PERSONAL TIME POLICY on page 19 is replaced by the Approved PTO Policy.

VACATION BENEFITS on page 19 and 20 is replaced by the Approved PTO Policy.

**Funeral Bereavement** was updated to include Aunts and Uncles to one day of funeral leave with pay. Page 21

**FMLA still needs updated to the newest version and 50% of sick time still needs to be updated to PTO language.** Page 21

**Pregnancy** – An employee shall use **PTO time, if available,** during and immediately following a pregnancy. After the employee has exhausted **PTO time,** the employee may request a leave of absence without pay and this will be determined under the leave of absence benefit section **or FMLA if appropriate.** Page 22

**The Vehicle Policy will be added** on page 23.

The final line of the handbook will read as follows:

**This policy is subject to change at the discretion of the Pike County Board of Commissioners.**

President Flint called for a motion in regard to the Pike County Employee Handbook updates as presented.

Commissioner Coleman seconded by Commissioner Nelson motioned to approve the updates.  
Motion passed 3 – 0.

## **NEW BUSINESS**

### **Request for Credit Card – Sheriff McKinney**

Sheriff McKinney stated that he would like to discontinue use of the Elan Credit card and change to the German American Credit Card. Auditor Gumbel stated that she would like to have a list of The cards that are discontinued and the new ones that are issued since she is supposed to keep record of that in the Auditor's Office.

Commissioner Nelson seconded by Commissioner Coleman motioned to approve this request.  
Motion passed 3 – 0.

### **E-911 Transfers -amended**

Director Benner explained that he was confused when he made his requested at the last meeting. This is what it should have been.

Amount			Balance
\$1,616.00	FROM	1222-000-03-3014, Telephone	
\$786.00	TO	1222-001-01-1013, Assistant Director Pay	\$ - 785.45
\$60.00	TO	1222-000-01-1073, Group Health	\$ - 53.24
\$570.00	TO	1222-000-01-1072, PERF	\$ - 569.98
\$200.00	TO	1222-000-01-1071, FICA	\$ - 199.61
\$2,000.00	FROM	1000-014-01-1015, Part-Time	\$ 14,179.31
\$500.00	TO	1000-014-03-3019, IDACS	\$ 178.21
\$1,500.00	TO	1000-014-01-1046, Overtime	\$ 1,315.06
Transfer is to move enough funds to cover Pay for the Assistant Director, PERF, Life Insurance and FICA in Fund 1222 and to cover IDACS pay and Overtime in 1000-014.			

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

### **EMS Transfers in Fund 8950, ARPA, and Fund 1170 Public Safety**

\$5,000.00	FROM	8950-050-01-1015, Part time Tech/Vac	\$51,362.68
\$	TO	8950-050-01-1073, Group Health Insurance	\$ 1,252.28
\$4,911.37	FROM	8950-050-01-1032, Paramedic	\$4,922.37
	TO	8950-050-01-1073, Group Health Insurance	\$ 1,252.28
The transfer is to maintain a balance in ARPA Group Health.			
\$1,000.00	FROM	1170-020-01-1033, Volunteer Runs	\$ 9,500.00
	TO	1170-020-04-4063 Furniture and Equipment	\$ 0.00
Transfer is to pay for a Tv purchased to replace the one that went out on Christmas Eve in the EMS quarters.			

Commissioner Coleman seconded by Commissioner Nelson motioned to approve the transfer requests.  
Motion passed 3 – 0.

## **BUSINESS BY COMMISSIONERS**

### **Approval of Public Official Bonds**

County Administrator stated that the bonds have been received for all of the elected officials with the exception of the blanket bond. These needed to be signed by the Clerk and recorded in the Recorder's Office.

### **Appointments**

President Flint stated that the appointments would be tabled until the next meeting with the exception of the following appointees:

EMS Director, Chris Young

EMA/E911 Director, Ryan Benner

Highway Superintendent, Joshua Byrd

County Administrator, Kristi Dischinger

County Attorney, Val Fleig

Veteran's Officer, Dennis Weitkamp

Commissioner Nelson seconded by Commissioner Coleman motioned to appoint the individuals to the positions as stated. Motion passed 3 – 0.

### **Highway Update**

Highway Superintendent Byrd stated that the Call 1 was now open. He will be contacting the Commissioners to determine a list of the roads that need to be paved or repaved.

They are ready to begin the paving at Otwell.

## **BUSINESS BY PUBLIC**

Director Young stated that EMS ended 2022 with 2,391 runs which is 567 more runs than 2021.

Sheriff McKinney stated that the Sheriff's Department ended 2022 with 7,283 calls which was 793 more calls than 2021. He stated that a lot of the calls were Domestic and Welfare calls.

## **MOTION TO ADJOURN**

With no further business to come before the Board of Commissioners, President Flint called for a motion to adjourn.

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

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Mark Flint, President

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Jeff Nelson, Vice President

\_\_\_\_\_  
Ryan Coleman

Attest:

\_\_\_\_\_  
Judith Gumbel, Auditor

\_\_\_\_\_  
Date

1/17/23

