

**PIKE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JANUARY 17, 2023 @ 8:30 AM**

Mark Flint
Jeff Nelson
Ryan Coleman

REGARDING THE CALL OF MEETING TO ORDER

Vice President Jeff Nelson called the meeting to order. Commissioner Ryan Coleman was present, but Commissioner Mark Flint was unable to be at the meeting. Also, in attendance were County Attorney Val Fleig, Auditor Judith Gumbel, and County Administrator Kristi Dischinger. Others present were EMS Director Chris Young, E-911/EMA Director Ryan Benner, Recorder Misty Coleman, Highway Superintendent Josh Byrd, and Press Dispatch Editor Sherri Griffin.

REGARDING APPROVAL OF MEETING MINUTES JANUARY 3, 2023

Commissioner Coleman motioned to approve the minutes of the January 3rd meeting. Motion was seconded by Commissioner Nelson. Motion passed 2 – 0.

REGARDING APPROVAL OF CLAIMS FOR JANUARY 17, 2023

Motion was made by Commissioner Coleman, seconded by Commissioner Nelson to approve the January 17, 2023 Claims. Motion passed 2 – 0.

REGARDING OLD BUSINESS

Handbook Updates

County Administrator Kristi Dischinger led the handbook discussion.

- 1) Since the County approved the Paid Time Off (PTO) policy all language in the handbook in regard to vacation, personal leave, and sick time had to be rewritten to be expressed as PTO.
- 2) FMLA – The old policy had stated that ½ of an employee's available sick leave must be used to qualify for FMLA. The portion of the new PTO that came from sick leave was equal to nine days. That would be 4.5 days. The recommendation was to go with 5 days of PTO must be used to qualify for FMLA.
- 3) In order to participate in the Pike County Sick Bank, an employee must donate 1-day of PTO. The question this year was whether that time could come from unused days in 2022 or was it from PTO awarded in 2023. This year is unique in that vacation is being rolled in a different manner to enable the County to get to the position that all PTO time starts January 1st regardless of anniversary date etc. It was also discussed that in the future the sick-bank decision could be used at the end of the year as a year-end clean upon. One question was how the new LOW system would handle that.

Motion was made by Commissioner Coleman that for the 1-day donation necessary for participation in the sick bank in 2023, an employee can use either available 2022 days or 2023 PTO days as the source. Commissioner Nelson seconded the motion, and it passed 2 – 0. Decision as to the future will be made later when more is known about LOW.

- 4) Compensatory time policy was adjusted to read that No County employee shall accumulate more than eighty (80) hours of compensatory time off. All **accumulated** time in excess of eighty (80) hours shall be paid at the current wage & salary rates at the end of each calendar year. **If overtime or compensatory time is approved, the department head must make sure their budget can withstand such pay before approval.**
- 5) Payout upon separation language was added. **Employees separating from county employment for any reason will be paid all earned time due to them per policy on the pay period including their last physical day of work. Under no circumstances will PTO or comp time be allowed to be used to further insurance benefits after the Saturday following the employee's last physical day worked.**
- 6) A final line was added to the handbook because there have been so many policies written overtime that had not been added to the handbook. Hopefully all of those have been captured, but it is possible that there may be others.

It is the intent that all information is correct. However, the Pike County Board of Commissioners has the authority to correct any errors or omissions found within.

- 7) **Termination of Insurance** was discussed as stated under Note on page 16 of the handbook. "If an elected official was an employee and became an elected official and still had accrued sick and compensatory time that must be paid out at the end of their service as an elected official, they can choose to extend their insurance eligibility during normal payroll. Their service record must be on file from the time they were an employee in order to prove the accrued time that must be paid"

It was decided that no one understood this statement and that further research needed to occur before this section was addressed.

VP Nelson called for a motion to address the remainder of the handbook and those other changes that had been approved.

Commissioner Coleman motioned that all changes written in red with the removals highlighted in yellow be approved. The item stating that election official could extend their insurance eligibility during normal payroll which was highlighted in blue would be left in the handbook while further research was done. Commissioner Nelson seconded the motion. Motion passed 2 – 0.

Basically this was the language changed from sick, personal, vacation time to PTO, a requirement of the use of 5 days of PTO prior to eligibility for FMLA, donation of 1-day of PTO from 2022 or 2023 available days to the sick bank, clarification of when comp time in excess of 80 days be paid out, clarification that under no circumstances will PTO or comp time be allowed to be used to further insurance benefits, and the errors of omissions statement.

Burns & McDonnell Release of Road Bond

County Road Superintendent Josh Byrd stated that all tasks related to this road bond had been completed in a satisfactory manner. He recommended release of the bond.

Commissioner Coleman seconded by Commissioner Nelson motioned to release the bond.
Motion passed 2 – 0.

REGARDING NEW BUSINESS

Approval to Advertise for CCMG 2022 Call 2

County Administrator Dischinger stated that it is time for bids for the materials for the Call 2 projects. The bids will be opened on February 21st.

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

Recorder's Office, Request for Surplus Disposal

Recorder Misty Coleman stated that she is cleaning out her office and has found several old computers, keyboards, printers etc. She stated that Eck-Mundy would be able to wipe the hard drives and dispose of the towers (5). Commissioner Nelson asked if they would be old enough to have historical value.

Commissioner Coleman seconded by Commissioner Nelson motion to approve the Recorder's Request for Surplus Disposal. Motion passed 2 – 0.

REGARDING BUSINESS BY COMMISSIONERS

Eck Mundy 2023 Managed Services Contract

County Administrator Dischinger explained that this is the same amount as 2022 and is for the entire contract. Commissioner Coleman asked if there was anyway of determining our total technology cost. Auditor Gumbel asked if he wanted to include the new expenses of the new CAD system. Everyone expressed that they were happy with Eck-Mundy's work. It was discussed that we might need a County employee plus Eck-Mundy for outsourcing etc. Auditor Gumbel will get the figures together.

Commissioner Coleman seconded by Commissioner Nelson motioned to approve the Eck-Mundy Contract. Motion passed 2 – 0.

Stendal & Otwell Site Leases

Ms. Dischinger explained that they had already approved the contracts, but they were just returned as signed by the Grays and Carlisle's and were ready for the commissioners' signatures. She stated that if the Otwell Site was expanded the lease amount would have to be adjusted.

Commissioners' Office Surplus Disposal

This list contained a printer, chair, and old cell phones – mostly flip phones.

Commissioner Coleman seconded by Commissioner Nelson motioned to approve the Request for Surplus Disposal. Motion passed 2 – 0.

Appointments - This item was tabled.

Clerk/Treasurer Reports

VP Nelson acknowledged that the reports were received, and there were no questions.

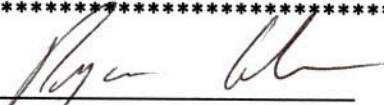
REGARDING BUSINESS BY PUBLIC – There were none.

REGARDING ADJOURNMENT

Commissioner Coleman seconded by Commissioner Nelson motioned to adjourn.

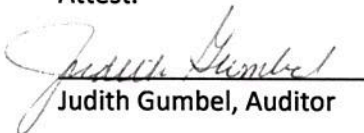


Jeff Nelson, Vice President



Ryan Coleman

Attest:



Judith Gumbel, Auditor

2/6/23
Date