

The Adams County Council met March 12, 2019, 8:30 a.m., in the Adams County Service Complex. Those present were Council Members, Steve Bailey, Tony Mellencamp, Stan Stoppenhagen, Dennis Bluhm, Yvette Weiland, Cory Sprunger, and John Schultz; County Council Attorney, Julie-Marie Brown; County Auditor, Mary Beery; and Deputy Auditor, Angie Brite. Commissioners, Doug Bauman, Rex Moore, and Kim Fruechte were in attendance as their meeting begins at 11:00 a.m.

IN RE: MINUTES

Upon a motion by Dennis Bluhm, seconded by Stan Stoppenhagen, the, February 12, 2019 Adams County Council Minutes were approved. Motion carried.

IN RE: JOB DESCRIPTIONS & WAGE COMPENSATION STUDY

Kristen Deutsch, of New Focus H R, LLC, met with the board to present an overview of their approach on completing a compensation analysis for Adams County. Her company compares the current base pay of hourly rate or annual salaries with our competitors and/or entities. Job analysis questionnaires were filled out and the five competencies were put into the different descriptions. Each employee would have to meet these five competencies. Ms. Deutsch is certified by World at Work and a compensation professional. New Focus match essential duties and compensations point factors for each job such as financial impact, responsibility impact, sales impact, and how many they supervise which are rated from high to low. In their assessment they split jobs from exempt, do not receive overtime, and non-exempt. They construct and plot pay grades which is where an employee falls within the pay grade. Ms. Deutsch from New Focus handed out to all Council and Commissioner Members a binder with all the information that was gathered and the findings of the data. The five entities chosen were Allen County, Wells County, Huntington County, and the Town of Decatur and Berne. New Focus spent time with each entity finding out the essential duties and responsibilities of each job. We go physically to the counties to look at their job description. Ms. Deutsch began her presentation with overhead slides showing her findings on all the county positions. She stated elected officials were not given a job description. Ms. Deutsch stated doing a compensation analysis is an art not a science. There can be "gray areas" in figures. It is all based on the information provided to do the compensation analysis. Golden Meadows was difficult to find comp ratios for because there are only ten counties in Indiana with county homes. The two counties that were most similar to ours was Tippecanoe and St. Joe. The report presented is **base** pay only. If all we do is get everyone into the minimum pay grade, then those below the minimum pay grade will become even. This report does not include any longevity in the figures.

A question from Council was asked as to why Allen County was used in the comparison ratio? Ms. Deutsch stated Adams County told them what counties to use. Council was concerned that Allen County is a much bigger county than Adams is and we cannot compete with Allen County. Ms. Deutsch asked the question, where are you losing your employees? Many have gone to Allen County so she felt it was a good comp ratio to use. A Council member asked what would it take to do another comparison with Allen County out of the comparison and put in Jay County? Ms. Deutsch stated it would take over 100 hours or more to do and would be like starting all over. She also asked the question to Council, how many employees do you lose to Jay County? Mr. Mellencamp said we could look at these ourselves and do some comparisons. Ms. Deutsch said if you at the least get the red-circled positions to the base rate and then every position is at least in range. Then look at your fringe benefits and go from there.

At the conclusion of her presentation summing it all up, there were 4 positions over maximum, 26 fall into the correct pay range and 102 positions fall under the minimum range.

Council President, Tony Mellencamp stated they need to digest and discuss the data. What this information tells us is the direction that we need to go.

IN RE: EXTENSION OFFICE

Extension Educator Amy Rumschlag, informed the board, employee Connie Sprunger, has submitted a letter of resignation and will retire on May 3, 2019. Mrs. Rumschlag requested permission to hire a replacement to fill the vacated position. She has a salary budget of \$62,750.00 and is not asking to increase it but to realign the funds between the two full time office staff position's. She was hoping to start the new employee around \$30,000 a year. Mrs. Rumschlag also would like to retitle the positions later. She is putting more responsibility onto the existing staff member because of all her knowledge thru the years.

Council member, Stan Stoppenhagen, suggested a wage of \$14.34 an hour.

Upon a motion by Stan Stoppenhagen, seconded by Steve Bailey, to hire a full time employee to replace Connie Sprunger at a rate of \$14.35 an hour. Motion carried. Opposed Yvette Weiland.

IN RE: COMMISSIONERS

Commissioners, Doug Bauman, Rex Moore, and Kim Fruechte, looked at cell phone policies with other counties and no one has a good policy. They feel the Council should take over the approval of who is issued a cell phone. Mr. Bauman said that anyone that has a cell phone with county information on it must get his or her cell phone through IT. This way in case it is lost or stolen they can put a stop on it and information is not compromised.

Council member, Tony Mellencamp, said council would be willing to take over the cell phone policy. He felt a good time to go through it would be at annual budget time.

Commissioner, Doug Bauman, spoke on behalf of the other Commissioners. They feel the report from Umbaugh on Capital Improvements should be put on hold on any other major expenditures.

Another matter of concern was the old jail. The Commissioners recommendation is a next Council meeting in April that both Council and Commissioners both discuss what we need to do with the old jail. The last year's bills they received for the empty jail was \$35,000. Currently in the new jail, they are housing 120 inmates, 2 on work release and 20 Federal detainees.

IN RE: COMMUNITY CORRECTIONS

Community Corrections Director, Ian Gilbert, reported this past December the advisory board voted and approved a new pay scale for the case managers. Case managers who meet the qualifications to be probation officers at the pay scale as determined by the Indiana Judicial Center for probation officers. Madison Hake and Stephanie Beaver took the test last Thursday and he anticipates that both will pass. Mr. Gilbert is requesting the Council allow him to give both of these staffers, upon passing their test, a pay increase that would come out of Community Corrections Project Income Fund to be comparable to a probation officer. In the past, he has lost community correction case managers due to pay. If a Case Manager meets the qualifications of a probation officer, the State requires the pay to be no less than \$34,517.00

Upon a motion by Yvette Weiland, seconded by Stan Stoppenhagen to accept the request from Ian Gilbert to increase the pay of Madison Hake and Stephanie Beavers with extra money coming out of Communnality Corrections Project Income Fund to equal the Probation Officer pay of \$34,517.00. This is contingent on them passing the test they took on Thursday. Motion carried. Opposed Dennis Blume.

IN RE: CLERK'S OFFICE

County Clerk, Jim Voglewede, addressed the board concerning the wage of an employee who received the 3% increase in 2019 and should not have received a pay increase since she began employment with the Clerk's Office in July 2018.

The rule passed as follows: Upon a motion by Randy Colclasure, seconded by Ed Dyer, approval to give a raise if an employee transfers or held a part-time position and moved to full- time, no raise if an employee is hired within the last six months (July 1 thru December 31) of a given year, receive one half of the wage increase, if given, to new county employees if hired within the first six months (January 1 thru June 30) of a given year, and if the employee is already a county employee they would receive a raise. Motion carried.

Council did not feel the employee needed to pay back what was distributed to her.

Upon a motion by Dennis Bluhm, seconded by Steve Bailey, to approve the Clerks employee to keep the extra monies she received in her pay up to this point. Going forward the employee will be put back to what the wage should have been. Motion carried.

IN RE: SALARY ORDINANCE

**REQUESTED BI-WEEKLY      APPROVED**

**Sheriff LIT Public Safety (1170)**

Deputy

Bryce Kukelhan (effective 2/23/19)

\$1,713.92

\$1,713.92

**Community Corrections Project Income (2540)**

Case Manager

Madison Hake

\$312.19

\$312.19

Case Manager Supervisor

Stephanie Beaver

\$276.96

\$276.96

**\*\*\*Both of these are pending passing of test\*\*\***

**Court Reform Grant (9108)**

Probation Officer/Drug Court Case Manager

Jaime Loshe (effective 2/27/19)

\$1,327.58

\$1,327.58

Upon a motion by, Steve Bailey, seconded by Cory Sprunger, the above Salary Ordinances were approved by Council. Motion carried.

**Clerk (001)**

Superior Court Traffic Deputy

Alexis Ochoa (effective 3/9/19)

\$961.90

\$961.90

Upon a motion by, John Schultz, seconded by Steve Bailey, the above Salary Ordinances were approved by Council. Motion carried.

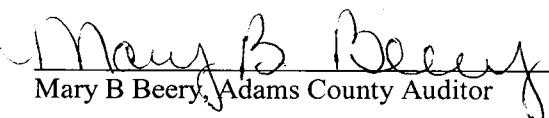
IN RE: OTHER MATTERS PROPERLY PRESENTED

Julie Marie-Brown spoke about a sexual harassment seminar for county employees as it has been a long time since one was held. R & R Employment can do this for us at a cost of \$650-\$700 and they will come on site for the presentation. Another option is Travelers that carries our Workers Compensation can also do it at no cost to the county. This would be a video each employee would watch.

IN RE: ADJOURN

Upon a motion by John Schultz, seconded by Steve Bailey, for adjournment of the March 12, 2019 meeting of the Adams County Council. Motion carried.

ATTEST:

  
Mary B Beery, Adams County Auditor

  
Tony Mellencamp, Council President