

BOARD OF COMMISSIONERS

July 14th, 2015

- I. **CALL TO ORDER:** The Parke County Board of Commissioners convened in a special meeting at 10:00 a.m. on Tuesday, July 14th, 2015, having adjourned from a regular meeting on Monday, July 6th, 2015.
- II. **ROLL CALL:** Members present were Commissioners Jim Meece, President; Dan R. Collom, First Vice President; Bruce Hartman, Second Vice President and Pam Adams, Auditor. Also present were Larry Gambaiani, Mary Alice Gregg and Mary Jo Harkrider.
- III. **BUSINESS:**
 - Council member Larry Gambaiani inquired as to the Commissioners function regarding employee's salaries for the incoming year. Auditor Pam Adams explained the Auditor is required to present the Commissioners with copies of the Form 144's that were submitted by the departments at their July meeting. The Commissioners are to make a recommendation and the Auditor is to present that recommendation to the County Council. Commissioner Bruce Hartman stated that Counties are unique in the fact that it is a two board system and this is a method to ensure that both boards are able to participate in the compensation process for employees. Hartman went on to say in reality the Commissioners role is insignificant since it is the Council who controls the finances.
 - The 2016 department salary requests which were presented to the Board of Commissioners at their July 6th, 2015 meeting were discussed. Auditor Pam Adams explained to the board that some of the amounts are actually duplicated in multiple funds. Adams provided a spreadsheet with the duplicated items removed. The spreadsheet also includes notes regarding items on the spreadsheet that may not actually be "salary" items, but fall within the Personal Services category.
 - Information from the Veteran's Service Officer (VSO) was reviewed; VSO Stan Rukes currently works three days per week. The information included data regarding increases in the caseload for Parke County and Rukes is requesting his position be made four days per week. Rukes request included a 10% salary increase to account for the additional day. Bruce Hartman indicated with the increase Rukes requested he would actually be making less money per day; his current daily rate is \$112.50 and the amount requested would reduce the daily rate to \$91.59 per day. After a discussion the Commissioners advised the Auditor to meet with Rukes and explain the situation and to advise him they are willing to make the recommendation if he is willing to make less per day. The Board also wanted Rukes to be informed that their recommendation will be contingent upon the Council funding the increase. If the County Council is unable to provide for the increase then the position will remain at three days per week.
 - Adams discussed the amount for the Police Pension Fund which will be \$140,479.00 in 2016. The total for police pension is supplemented by revenues in the Sheriff's Pension Trust Fund (1193), therefore the total amount in either the General or Public Safety Fund will be reduced.
 - After reviewing all of the information presented regarding 2016 Salary Requests, Jim Meece made a motion to recommend the Council increase salaries by at least the 2016 State Growth Quotient of 2.6%. Dan Collom seconded the motion and it carried unanimously.
 - A discussion was held regarding job descriptions, the Board stated they feel every County job should have a description. The Board further indicated employees should have an annual performance evaluation.
 - Jim Meece stated he received copies of job descriptions for the Highway Supervisor and the Highway Administrative Assistant. Meece is anticipating receiving descriptions for the other Commissioner appointed positions soon. Once all of them are received the Board will review the information contained in the documents and make changes as they deem necessary.

IV. ADJOURNMENT: Having no further business to come before the Board, a motion to adjourn was made by Dan Collom and seconded by Bruce Hartman. The meeting adjourned at 10:46 a.m.

This meeting was called to discuss 2016 Salary recommendations to be forwarded to the County Council and to discuss other general personnel issues.

We, the Parke County Board of Commissioners, certify that no other subject matter was discussed during the course of this special meeting.

Jim Meece, President

Dan R. Collom, 1st Vice President

Bruce Hartman, 2nd Vice President

ATTEST:

Pam Adams, Auditor