

Randolph County Commissioners

January 20, 2014

The Randolph County Commissioners met at their regular meeting at 9:00AM in the Commissioners and Council Room in the Courthouse with the following members present: Board President Michael Wickersham, William Terrell and Gary Girtton. Also present was Randolph County Auditor Mary Ann Lenkendorf, Sheriff Ken Hendrickson and County Attorney Meeks Cockerill.

Pledge of Allegiance

Michael Wickersham, President presided over the meeting.

Jane Grove, Treasurer-Board of Finance meeting
BOARD OF FINANCE OF RANDOLPH COUNTY
JANUARY 20th, 2014 at 9:00 am

The Randolph County Commissioners met in regular session in the Commissioner's Room at the Randolph County Court House on Monday, January 20th, 2014

Commissioners Michael Wickersham, Gary Girtton, Treasurer Jane A Grove, Auditor Mary Ann Lenkendorf, County Attorney Meeks Cockerill and Sheriff Ken Hendrickson were present.

Commissioner William Terrell was absent.

Commissioner President Wickersham called the meeting of the Board of Finance of Randolph County to order at 9:05 AM.

A motion was made by Mr. Girtton and seconded by Mr. Wickersham that Michael Wickersham serve as chairman of the Board of Finance and Jane A Grove, County Treasurer serve as secretary. Motion carried.

Jane Grove, Randolph County Treasurer, presented a report summarizing the county's investments made during the year 2013 as follows.

Certificates of Deposit:

<u>Number/Fund</u>	<u>Issued By</u>	<u>Maturity Date</u>	<u>Amount Invested</u>
1095502/TMOD	Merchants Bank of IN	02/14/2014	\$1,000,000.00
9368029/TMOD	Merchants Bank of IN	10/05/2015	\$2,000,000.00
1824509(spec edit)	Merchants Bank of IN	08/27/2014	\$426,000.00

Reference: TMOD is Total Monies on Deposit

Spec Edit: Special Edit Account

Money Market Deposit Accounts and Savings Accounts:

<u>Number</u>	<u>Bank</u>	<u>Balance as of 12/31/2013</u>
IN-02-0139 TMOD	Trust Indiana	\$1,500,000.00
608-914-8 Money Market Main Source Bank		\$4,000,000.00

Total \$8,926,000.00

The current investment policy was reviewed and a motion made by Mr. Wickersham and seconded by Mr. Girtton to approve the current investment policy as presented. Motion carried.

A motion was made by Mr. Girtton, seconded by Mr. Wickersham that Mary Ann Lenkendorf, County Auditor and Jane A Grove, County Treasurer serve as representatives to handle funds for Randolph County for the period of January 20th, 2014 thru the remainder of the year of 2014. Motion carried.

The following banks were reviewed as approved depositories for the year 2013:

First Merchants Bank, NA
MainSource Bank
Merchants Bank of Indiana
Mutual Bank
Old National Bank
Citizens State Bank
U. S. Bank National Association
Trust Indiana

Treasurer Grove noted that Pacesetter Bank in Union City is now Citizens State Bank
Mr. Girtton made the motion to accept the approved depositories and Mr. Wickersham seconded the motion. Motion carried.

There being no further business to come before the Board of Finance, a motion was made by Mr. Girtton and seconded by Mr. Wickersham that the meeting be adjourned. Motion carried.

Bev Fields, Assessor- contract

Bev Fields presented a contract from DLGF for annual adjustments and cyclical assessment. Meeks Cockerill stated the contract has the standard language that is required by DLGF. Bev put out quotes with one from Tyler Technologies for \$899,271 for 4 years and the second one is from PSC Associates for \$373,500.00 for 4 years. Gary Girtton made a motion to approve the contract with PSC Associates for \$373,500 with a 4 year commitment. Michael Wickersham seconded the motion. All aye votes cast. Motion carried.

William Terrell arrived late to the meeting.

Chris Shaneyfelt-EMA director-Emergency management performance grants agreement

Chris Shaneyfelt brought the reimbursement grant agreement. In the agreement the county would have to pay out the funds before the State reimburses. This Competitive grant is for complying with the 2013 federal & state requirements. The total of the grant is \$5179.77. Gary Girtton made a motion to approve the grant for \$5179.77. William Terrell seconded the motion. All aye votes cast. Motion carried.

Highway department-Kevin Slick

Kevin Slick stated he is requesting Commissioners' permission to sign off on the LPA quarterly reports and LPA refund vouchers throughout the entire year. William Terrell made a motion to allow Kevin Slick to sign off on the LPA quarterly reports and LPA refund vouchers for the federal aid projects. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Jessica Olson, Chief Deputy Auditor personnel handbooks- Ordinance 2014-02 general handbook, 2014-03 sheriff handbook, 2014-04 highway handbook, 2014-05 E911 handbook

Michael Wickersham asked Jessica Olson if the handbooks were ready to be passed. Olson stated she sent everyone all the changes and asked that they look over a couple of sections in depth. Olson wanted to make sure everyone was in agreement. William Terrell stated he didn't see any problems with them. Terrell said there wasn't anything that couldn't be changed down the road if needed. Gary Girtton stated he didn't see anything that needed to be changed. Wickersham asked if there was a question about the Sheriff's handbook. Wickersham asked if the last time the handbook was gone over had it been changed. Olson said they have not changed. In the Sheriff's handbook on page 20, section 3.14.03 is the compensatory time policy. Olson stated that it is the problem of producing the authorization forms for earning and using the compensatory time. The handbook requires the forms to be given to the Auditor's office. Hendrickson would like for the two paragraphs in his handbooks to be removed. The sheriff's opinion is that would create an enormous amount of paper work and they already track the compensatory time and provides a report once a month. Olson did advise that the 3rd paragraph section 3.14.03 should be left in. The compensatory time should be turned in every two weeks along with the payroll. This would make it easier to keep track of when using vacation or personal days. The report would need to show individual employees compensatory time. Wickersham asked if the monthly comp report could be done away with. Paula Albin stated that the Council requested the monthly comp report. William Terrell wanted to know if any this applies to the 911 handbook. Olson answered the language is the same in all the handbooks. Olson referenced there had been compensatory time accumulated over several years and was not tracked and was not sure how it was accrued. The committee thought this would be a good way to keep track of compensatory time. Olson hopes that the Council will be in agreement that we do not need the monthly report. Wickersham asks if the Auditor's office would be able to match the authorization with the payroll. Olson stated if the language is left the way it is in the handbook, then the Auditor's office would have the responsibility to match the compensatory sheets with the payroll sheets. Otherwise the forms would be useless.

Gary Girtton stated that before there was a lot of compensatory time with no documentation. The Commissioners did implement a policy to have the form signed. The Sheriff informed Commissioners there has never been a problem with compensatory time in their department. Hendrickson is working towards going paperless for his staff when asking for time off. There is a program that the staff uses to send the request to the supervisor for authorization. Hendrickson stated if they sent over all the requests it would overwhelm the Auditor office. The payroll sheet indicates what has been used. Girtton wanted to know if there was a signature on the program. Hendrickson stated that only a supervisor would have the program.

Jessica stated the Auditor's office only wants the signed paper work that the office head has approved.

Auditor's office is looking at a system to keep track of each employee's compensatory time, vacation, sick and personal days. When that comes into play we will need more information than we have. This will be computer generated.

Michael Wickersham asked if the forms for accruing and using compensatory time were not used, and we require the department head to submit on payroll then aren't we tracking the hours. We trust the department heads are making sure the time is turned in correctly. Olson replied that was correct.

Wickersham asked if this would be sufficient for imputing information into a computer or would you need something else? Paula Albin is not sure what paper work would be required. It would have to have every employee sick, vacation, personal day, compensatory time earned and used. Then the information would be printed out on the check stub. Wickersham stated it sounds like those numbers are coming from the payroll report. Originally when it was suggested that we start tackling the compensatory time, we had department heads that were unaware of how much time there employees had accrued. Department heads were not aware of even how it got to that amount. It started out as a way to make department heads pay attention to who was working over in there office. Wickersham pointed out that if they added the report on the payroll, then the department head had better keep track to report it correctly on payroll. The department heads should know that at any time it is subject to someone taking a look at it and seeing if it is correct.

William Terrell wanted to know how much the initial cost for the recording keeping software. Mary Ann Lenkendorf stated she talked to LOW a few months ago it would depends on what they do at the end of the year with payroll enhancements. For a time keeping system the estimate given was approximately \$30,000. William Terrell stated we should trust our department heads that they are doing the right hours and compensatory time and not let it get out of hand. Gary stated that was the prior issue and the department heads were not doing due diligence.

Bev Fields informed the Commissioners that the form that is being used now does not have the adequate information. It would be great if we had a form to address compensatory time, accrued and used.

William Terrell wanted to know if we have a standardize form. Paula Albin we have a standard form prescribed by the State and there are no columns for compensatory time used or accrued. The forms will not start until the new handbooks are passed. The monthly report is coming with the payroll. That is how the council has requested it be reported. Wickersham stated he agrees with the Sheriff that sending the forms to the Auditor's office is redundant. Meeks stated that a motion is needed to delete 2 paragraphs from the Sheriff's handbook. William Terrell agreed. Gary Girtton stated he would need to give it some thought about taking it out of the others. He still thinks there needs to be some sort of documentation on compensatory time if we wish to adopt the new handbooks and how it may affect vacation time. That could become an issue if we don't have documentation for payroll. Wickersham stated he would leave the payroll report alone making it the official record. The authorization would not show up on the monthly report at this time. There still would be an authorization form in the designated office that was approved by the department heads. The payroll report would be the official recorded of the total accrued hours. So really what we are doing is trusting the department heads will keep an accurate record of their employees compensatory time accrued and used. William Terrell stated that we need to trust the elected officials since the taxpayers put them in office. Gary Girtton stated he doesn't want to relinquish our responsibility to make sure everything is done correctly.

Wickersham stated the questions becomes whether or not we remove providing a copy to the Auditor's office from section 3.14.03 on page 20 of the sheriff's handbook the first and second paragraph. The additional question is should it be removed from the E911, Highway, and standard handbook policy.

Gary Girtton stated he is not in favor of exempting the Courthouse, Board of Health Dept., Airport, RCFO building from turning in authorization forms to the Auditor's office.

Gary Girtton made a motion to remove section 3.14.03 1st paragraph to provide copies to the auditor's office and removing the Auditor's office from the 2nd paragraph and the rest would remain the same. This pertains to the Sheriff's handbook only. William Terrell seconded the motion. All aye votes cast. Motion carries.

The other issue is all of the other handbooks except for the Sheriff department which allowed a maximum 30 sick days. The Sheriff wants their handbook to stay at 60 days. Olson thought everyone's books were at 30 days. Ken Hendrickson stated that he went back to previous Sheriff's and when Commissioners redid the sick time in 1998 it was 18 days for the courthouse and in 2000 raised it to 30 days for the courthouse but the Sheriff stayed at 60 days. He said the last handbook from Irwin's office still states 60 days. It wasn't until last week it was changed to 30. Olson felt everyone should have the same amount of time. Gary Girtton made a suggestion to table this issue until later in the day.

Bruce Hosier, Monte Poling, Ryan Chasey-Senior Home owner rehabilitation program

Bruce Hosier stated he is making a presentation for review and consideration of the Senior Home Owner Rehabilitation Program. The program IHEDA is founded through the community block grant and funding program. Ryan Chasey asked permission to make an application to the Indiana Housing Community Development Authority Network (IHEDA) for up to \$350,000. Those dollars would be used for the owner occupied rehab program. This would provide grant dollars to residents who would qualify for home improvements. The purpose of this program is to improve the housing stock which would be focused towards seniors and disabled people who meet federal income qualifications and where low to moderate income deemed. This is defined as 80% or below of your medium income of Randolph County. The way the program would work is the application would be filed on behalf of Randolph County. If the dollars was awarded there would be a list of residents who would sign up for the program who would

quality. Seniors are defined by the federal government as 55 years of age for this program. We would then work with the residents on the list to make sure the documentation of their income and they were qualified for the program. The types of improvement to their home would fall along the lines of a State priority list such as health and safety, structural issues, ageing and place i.e. ramps, accessibility, energy and efficiency of the home. Other improvements would be after that. The program allows up to \$25,000 per home and the home must be owned by the senior. The senior has to have ownership in the home for a certain period of time after it has been rehabilitated. The work would more than likely be done by local contractors. The rehabilitation would have to be bid out with the lowest bid getting the work. The application deadline is February 28, 2014 and a public meeting would be scheduled. We would advertise the meeting for people to come and get signed up. This way we can show the State there is a demand and interest in this program. High Performance Government Network (HPG) would be written into the grant as the administrators of the program. HPG would manage the program in order to be in compliance with how the dollars are used and guidelines are followed. There is no cost to the County for HPG work since their portion would come out of the grant. There is no fee charged for the application even if the application is not successful. Chasey also informed Commissioners there is a match requirement of 10% or \$35,000 maximum which can be provided in cash or bank and County staff- utilizing in kind hours. Monte Poling stated he is working with local banks such as First Merchants Bank. The bank has to participate and provide matching funds for the residents. If the application is accepted the bank puts on a mortgage for three years. If after three years the resident is still living at the property the lien gets released. Poling stated we have done 44 homes in Union City with seniors. He has had calls from outside of Union City inquiring if there is a program such as this one. Bruce Hosier stated that is what is so good about this program since it can be spread countywide. Hosier asked to proceed with the application for the program, now being called RC Sharp Program. William Terrell made the motion to proceed with the application for the RC Sharp program. Gary Girtton seconded. All ayes cast. Motion carried.

Ken Hendrickson, Randolph County Sheriff

Ken Hendrickson submitted the yearend report for the Sheriff Office. I am having a state jail inspection and wanted to present it to the Commissioners which this report will also be presented to the State jail inspector. The inspector should be pleased with the approval of the cameras and other maintenance. This report will be filed with the proper entities.

Regular Claims \$516,980.62 and Payroll Claims \$203,553.31

William Terrell made a motion to approve regular claims \$516,980.62 and payroll claims \$203,553.31. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Minutes of December 2, 2013 and December 16, 2013

Wickersham suggested the minutes be tabled until the next meeting in order to get them reviewed.

Economic Development monthly claim-\$15,833.33

Gary Girtton made motion to accept the Economic Development monthly claim for \$15,833.33.

William Terrell seconded the motion. All aye votes cast motion carried.

Building Commissioner Status

Michael Wickersham stated the county has been without a building commissioner for 20 days. The last meeting the position was offered to Michael Denton and he has declined the position. Wickersham proposed to hire Bill Pearson a local contractor to do inspections. He is willing to do this and we will pay part-time pay plus mileage and out of pocket expenses. He is going to fulfill this position until the time we can offer this position to another candidate on a full-time basis. Wickersham stated we should regroup and have an executive meeting to look over resumes and discuss which way we are going. William Terrell asks if the position was going to be advertised. Wickersham said we should look at the applications that have already been returned. Wickersham doesn't want to advertise again because it is expensive and we have not interviewed all the applicants. Commissioners agreed if any other applicants wanted to turn in a resume then the Auditor's office can accept the applications. William Terrell moved to hire Bill Pearson to do the inspections in the interim for the Building Commission. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

William Terrell made motion to hold an Executive Session to discuss resumes for Building

Commissioners on Monday, January 27, 2014 at 9:00 AM. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Treasurer's Edit reports

William Terrell made motion to accept the Treasurer's report. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Treasurer's monthly report

William Terrell made a motion to approve the Treasurer's monthly report. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

Airport monthly report

Gary Girtton made motion to accept the Airport monthly report. William Terrell seconded the motion. All aye votes cast. Motion carried.

Approval of bonds for elected officials

Commissioners were presented a bond for the Recorder for approval. The bond amount is \$15,000 for 2014. Gary Girtton made motion to accept the Recorder's bond. William Terrell seconded the motion. All aye votes cast. Motion carried.

Nuisance ordinance No.2014-6

Gary Girtton stated he thinks this is a good starting point. The original ordinance had a couple points that

might need to be reconsidered. We can wait and see how this works out and how well it functions. If we need to amend it on a couple of points we can do that at a later date. Meeks Cockerill stated he has only dealt with accumulation of rubbish and the damage to a building because that is really the hazards. The other dangers like trees and shrubs the highway department could just go out and cut them down if needed. Gary Girtton moved to approve the Nuisance ordinance No. 2014-6 after the first reading. William Terrell seconded the motion. All aye votes cast. Motion carried.

Gary Girtton made a motion to recess the Commissioner's meeting until 12:30 this afternoon in order to hold the drainage board meeting. William Terrell seconded the motion. All aye votes cast. Motion carried.

Reconvened-12:30 PM

Sick days discussion-

Michael Wickersham reconvened the meeting at 12:30 PM. Wickersham stated I will take up the discussion where we left off with County personnel policy. The Sheriff department indicated that they have always had 60 sick days. The question is whether we change the Sheriff to 30 sick days, or do we change everyone else to 60 sick days. Terrell and Wickersham both felt that the days should be the same for all departments. Ken Hendrickson stated he has 12 out of 40 employees that have accumulated 60 sick days. When the policy was discussed a couple months ago with his employees, they thought they would be losing 30 sick days. Paula Albin was unable to give the number of employees that would be affected. Currently the department heads keep track of the sick days. If we implement the compensatory time policy, we are taking away the ability to use sick days. We would payout for compensatory time if an employee would leave but not pay out sick days. Albin thinks there are more problems with the compensatory time than sick time. The compensatory time accumulates quicker than the sick days. This would be a benefit for the employee and not as much of a liability to the County. Albin informed the Commissioners if they were to take the sick days back to 30 then the ones that have 60 would need to be grandfathered in.

Diana Suttiff, EMS stated she is concerned that she lost 30 sick days at the same time that the Sheriff's department changed in 1998. Paula Albin was under the assumption that ones that had over the 30 days were grandfathered. Michael Wickersham stated that it should be in the minutes and a little research needed to be done. Mary Ann Lenkendorf stated she had two employees in the Treasurer's office when she was Treasurer that had been grandfathered. Gary Girtton moved to amend all policies and make them consistent so that each county employee is entitled to accumulate a total of 60 sick days through out there tenure. William Terrell seconded the motion. All aye votes cast. Motion carried.

Effective date of handbooks-

Jessica Olson stated she would like the effective date for compensatory time to start March 1, 2014. When the books are approved there needs to be time for printing and talking to office heads about changes. William Terrell made a motion to move the date on compensatory time usage requirement to March 1, 2014. Gary Girtton seconded the motion. All aye cast. Motion carried.

Floating holidays-

Olson asked if everyone was comfortable with the floating holidays. These will not affect the Sheriff and the Highway as much in regards to money. The Sheriff's department has their floating holidays worked out. The Highway is pretty much the reason why this policy was adopted. This was an attempt to not shut down a department with taking off an extra day. It will monetarily affect us and the EMS in actual dollars. Compensatory time will increase for E 911. This will mean all those people who are not scheduled to work will accrue a holiday. Wickersham stated the Commissioners have talked in joint session with the Council and he is under the assumption they are all in agreement with this change. Jessica Olson stated we have run some numbers and it would be cheaper to pay the EMS holiday pay instead of accruing, then taking time off and having to pay time and a half for someone to cover the shift. That means when a holiday falls on the scheduled day that wasn't scheduled to work they will have an extra 8 hours pay. Paying straight time of eight hours would be cheaper for the County. 911 would be different because they would accrue days and not monetary compensation. Holidays that are at the end of the year have a grace period until March 1st of the following year to be used with approval. Commissioners were in agreement with the floating holidays.

Compensatory reports-

The Highway provision for sending the compensatory report to the Auditor's office has more value than the Sheriff department since the highway superintendent is an appointee. William Terrell stated it would be better for the Auditor's office to monitor the compensatory time. Albin stated without the software it will be hard to keep track of compensatory time manually. Jessica Olson wanted to get everyone on the same form and that would make it easier for Paula to track. Michael Wickersham stated he is in favor of doing away with the every occurrence paperwork for every elected official's office being reported to the Auditor's office. He stated the RCFO building, Highway, EMS, Extension Office, Courthouse Staff, Area Planning, Building Commission, Veterans, Homeland Security, Airport, Water and Soil, E-911 Public Safety, Community Corrections, Health Department, need to report those compensatory hours to somebody that is representative of this Commission. The Auditor's office could be the depositor of these documents and hold them for the Commissioners. If there is a problem then we can go look at them. The Highway and EMS books would read the same. The standard handbook would have to be divided between elected officials and appointed. Probation would need to send a form with compensatory time totals to the Auditor's office. Commissioners commented that all elected officials shall maintain their records of used and accrued compensatory time within their office. They shall report this to payroll on a

two week basis the employee's accrued, used and total compensatory time on payroll reports. Non-elected department heads shall provide a copy of the accrued and used compensatory time, when accrued and when used to be sent to the Auditor's office for inspection. E-911 - this group will continue to report to the Auditor's office.

Standard Book and Mileage rate-

The standard handbook page 65 the mileage rate still reads federal rate but we have moved to the State rate. The new policy should read whatever the Commissioners determine for mileage rate verses federal rate for mileage. William Terrell made a motion to change mileage rate from Federal to State as determined by Commissioners. Gary Girtton seconded. All aye votes cast. Motion carried.

Noon office closings-

Also discussed in the standard handbooks were the offices being closed at noon. The new policy would read that Airport, Area Planning, Building Commission, Assessor, Auditor, Clerk, Extension, EMA, Veterans and Health department shall be open during the lunch hour. The departments needing to be notified would be Area Planning, Building Commission and Health department. This change in the policy will take effect on March 1st will give them six weeks to adjust. William Terrell made a motion to have these departments remain open during the lunch hour. Gary seconded the motion. All aye cast votes. Motion carried.

ORDINANCE NO 2014-02

William Terrell moved that the Commissioners pass Ordinance 2014-02 after the first reading. Gary Girtton seconded. All aye votes cast. Motion carried.

Gary Girtton moved that the rules be suspended and have the second and third reading by title only and adopted the same day. William Terrell seconded. All aye votes cast. Motion carried.

William Terrell moved that the Commissioners adopt Ordinance 2014-02. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

ORDINANCE NO. 2014-02

**RANDOLPH COUNTY BOARD OF COMMISSIONERS
AN ORDINANCE ADOPTING THE COUNTY OF RANDOLPH, INDIANA
PERSONNEL POLICIES HANDBOOK**

WHEREAS the County of Randolph, Indiana is an Equal Opportunity Employer, and
WHEREAS it is the intent of Randolph County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and
WHEREAS the County of Randolph, Indiana provides Randolph County employees with information about established terms and conditions of employment and employee benefits.

**NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF
RANDOLPH, INDIANA BOARD OF COMMISSIONERS THAT:**

The attached County of Randolph, Indiana Personnel Policies Handbook is hereby adopted this 20th day of January, 2014; and shall be in full force and effect upon adoption, and shall supersede and repeal existing oral or written personnel policies and procedures.

ORDINANCE NO. 2014-03

William Terrell moved that the Commissioners pass Ordinance 2014-03 after the first reading. Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Gary Girtton moved that the rules be suspended and have the second and third reading by title only and adopted the same day. William Terrell seconded the motion. 3 aye votes cast. Motion carried.

William Terrell moved that the Commissioners adopt Ordinance 2014-03. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

ORDINANCE NO. 2014-03

**RANDOLPH COUNTY BOARD OF COMMISSIONERS
AN ORDINANCE ADOPTING THE RANDOLPH COUNTY SHERIFF'S DEPARTMENT
PERSONNEL POLICIES HANDBOOK**

WHEREAS the County of Randolph, Indiana is an Equal Opportunity Employer, and
WHEREAS it is the intent of Randolph County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and
WHEREAS the County of Randolph, Indiana provides Randolph County employees with information about established terms and conditions of employment and employee benefits.

**NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF
RANDOLPH, INDIANA BOARD OF COMMISSIONERS THAT:**

The attached Randolph County Sheriff's Department Personnel Policies Handbook is hereby adopted this 20th day of January, 2014; and shall be in full force and effect upon adoption, and shall supersede and repeal existing oral or w or written personnel policies and procedures.

ORDINANCE NO. 2014-04

William Terrell moved that the Commissioners pass Ordinance 2014-04 after the first reading. Gary Girtton seconded the motion. 3 aye votes cast. Motion carried.

Gary Girtton moved that the rules be suspended and have the second and third reading by title only and adopted the same day. William Terrell seconded the motion. 3 aye votes cast. Motion carried.

William Terrell moved that the Commissioners adopt Ordinance 2014-04. Gary Girtton seconded the motion. All aye votes cast. Motion carried.

ORDINANCE NO. 2014-04
RANDOLPH COUNTY BOARD OF COMMISSIONERS
AN ORDINANCE ADOPTING THE RANDOLPH COUNTY HIGHWAY DEPARTMENT
PERSONNEL POLICIES HANDBOOK

WHEREAS the County of Randolph, Indiana is an Equal Opportunity Employer, and
WHEREAS it is the intent of Randolph County, Indiana to comply with applicable federal and
State of Indiana employment laws and regulations, and
WHEREAS the County of Randolph, Indiana provides Randolph County employees with information
about established terms and conditions of employment and employee benefits.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF
RANDOLPH, INDIANA BOARD OF COMMISSIONERS THAT:

The attached Randolph County Highway Department Personnel Policy Handbook is hereby adopted this
20th day of January, 2014; and shall be in full force and effect upon adoption, and shall supersede and
repeal existing oral or written personnel policies and procedures.

ORDINANCE NO. 2014-05

William Terrell moved that the Commissioners pass Ordinance 2014-05 after the first reading. Gary
Girton seconded the motion. All aye votes cast. Motion carried.

Gary Girton moved that the rules be suspended and have the second and third reading by title only and
adopted the same day. William Terrell seconded the motion. All aye votes cast. Motion carried.

William Terrell moved that the Commissioners adopt Ordinance 2014-05. Gary Girton seconded the
motion. All aye votes cast. Motion carried

ORDINANCE NO. 2014-05

RANDOLPH COUNTY BOARD OF COMMISSIONERS

AN ORDINANCE ADOPTING THE RANDOLPH COUNTY E-911

AND COMMUNICATIONS DEPARTMENT

PERSONNEL POLICIES HANDBOOK

WHEREAS the County of Randolph, Indiana is an Equal Opportunity Employer, and
WHEREAS it is the intent of Randolph County, Indiana to comply with applicable federal and
State of Indiana employment laws and regulations, and
WHEREAS the County of Randolph, Indiana provides Randolph County employees with information
about established terms and conditions of employment and employee benefits.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF
RANDOLPH, INDIANA BOARD OF COMMISSIONERS THAT:

The attached Randolph County E-911 and Communications Department Personnel Policies Handbook is
hereby adopted this 20th day of January, 2014; and shall be in full force and effect upon adoption, and
shall supersede and repeal existing oral or written personnel policies and procedures.

Printing of handbooks-

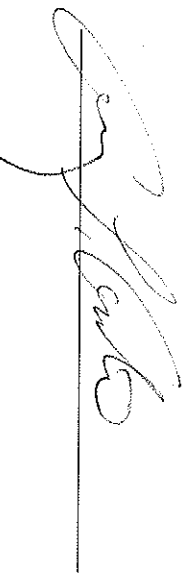
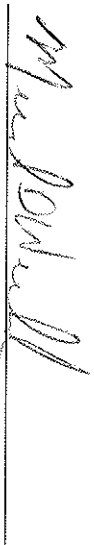
Jessica Olson stated she has received a quote from Irwin's office for printing of the handbooks of
\$1,472.50. Each employee will need to sign a sheet upon receiving them. A previous invoice for printing
books in 2008 was \$2,250. William Terrell made a motion to authorize Irwin's office to print the
handbooks at \$4.75 each for 310 books totaling \$1,472.50. Gary Girton seconded the motion. All aye vote
cast. Motion carried.

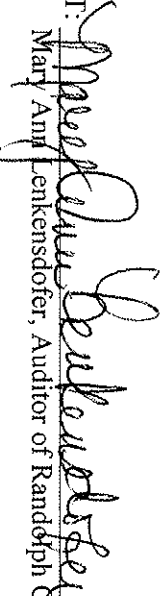
Adjournment

William Terrell made a motion to adjourn. Gary Girton seconded the motion. All aye votes cast. Motion
carried.

Reviewed and signed this 17th day of March, 2014.

RANDOLPH COUNTY COMMISSIONERS



ATTEST: 
Mary Ann Lenkensdofel, Auditor of Randolph County