

## **Randolph County Commissioners**

June 24, 2013

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

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William Terrell, President presided over the meeting.

### **Comp time Policy discussion-**

Michael Wickersham started the discussion stating there needs to be control of the comp time. Since the comp time has been accumulating creating overages, we are in violation of the wage and labor laws. We are going to have to pay out any overages and we don't want to have to do this again in the future. It is not a budgeted amount and we have to find a way to pay it out through a budgetary process or have the time used up. There is a comp/overtime form that we have talked about using. The form shows who is requesting the comp/overtime along with the department head's approval. The form would help the board see the comp time being accrued and used. We need a more permanent record of the comp time. Wickersham stated there are two groups. One being the elected officials and the other being the appointed department heads. The elected official is responsible for their department but there are the department heads that we as Commissioners are responsible for to know the amount of hours worked. This form will need to come to the Commissioners on a more regular basis. We don't want to create more problems for everyone but in a year from now, we don't want to find another \$76,000 because we have exceeded our comp time limits again.

Cynthia Acree E911, asked about personal days or holidays and wanted to know if the form was only for hours worked over forty. Acree was told it was for any time worked over the forty hours.

Gary Girtton mentioned that is had been discussed that the new handbook will move the number of days to use the comp time to ninety to make it easier to use up the time. That is not in writing yet but that would be the intent right now.

Eric Livingston, Airport stated he didn't want to see a box that all departments have to fit into. I am the only office staff with one part time guy. The airport is open seven days a week. The airport is classified as a national plan of integrated airport systems. This means the FAA determined that the airport is vital to the national air transportation system, which allows us to get federal funding. Under my watch, I have brought nine million dollars into this county to improve the airport. There are attachments to that money and penalties if we don't comply with those grant assurances. The FAA can ask for their money back and I don't think the county can afford to pay back nine million dollars. In the grant assurances, one item is snow removal. I can't control the weather so if it doesn't quit snowing at 5 PM, I could be out there until midnight or 1 AM to keep the runway open. There are other grant assurances. There are several agencies that have my home phone in cases of emergencies. If I get a call from the FAA in Chicago at 2 AM saying they have an airplane missing, they will ask if I can go out to the airport to see if the aircraft is there. The Sheriff's department has called several times saying they have helicopters making multiple runs and needs jet fuel. Every gallon of fuel I sell goes into the general fund so the airport is not a tax burden. If I get a corporate airplane that comes in there could be a pilot that waits in the terminal until the people come back. I don't kick them out in the cold if its ten degrees outside. These are the situations I run into. I have a lot of comp time and what I turned in is a fraction of what I have. Michael Wickersham stated that is why we are having this discussion and will have to handle this situation differently. You are one of the groups that we are responsible for. We will have to have a discussion with you to find a way to relieve you and the county of the burden of the extra time. How that will be done, I am not sure right now. Livingston stated you can't develop a plan because my predecessor worked seven days a week without any time off. If he wanted time off, he had to pay out of his pocket to bring in a part time person. Livingston wanted Commissioners to know where he was coming from. This is out of my control in order to protect the county from paying back nine million dollars. Gary Girtton stated Mike is your liaison. Your board and you need to sit down and discuss how to keep this under control and not violate the grant. We need to work towards keeping you from working so many hours. We have no idea how to resolve these issues without all the departments coming in and telling us what the problems are. William Terrell stated that there are some departments that will be like Eric's but we have to figure a way to control the comp time.

Beverly Fields, Assessor stated her office has very little comp time but had a question when an employee has to go away to class. There are classes they are required to attend every year and I want to know how comp time is handled. The classes are generally 8 AM to 5 PM and between three and five days. It can require driving two hours to get to the class. Paula Albin deputy auditor stated when going to a class the time starts when leaving home and goes through the end of the class day. If staying overnight it would be

the start and end of each class day. If going for a one-day class it would start when leaving home then it would end when you reach home. This would not apply to elected officials or exempt employees.

Danny Love, highway department wanted to know if he needs to have each employee fill out the new overtime form when they work over in the winter. He was told that it would not apply to the highway personnel because they are paid their overtime anyway and not comp time.

Michael Wickersham stated we need to decide where the comp time sheet will be kept. Mary Ann Lenkendorf stated that it would become a burden for all departments to submit to their office. She suggested that the departments keep the form within their department or she can get a folder with all the forms and bring them to the Commissioners. Gary Girtton asked how the departments had been reporting the comp time before. Paula Albin stated previously there had been no reporting from the individual departments but just three months ago, this procedure started being tracked. Every department head now sends all the comp to me and I do the reporting. My concern is that the numbers continue to grow. In some areas, the numbers dropped but the numbers that are large anyway continue to increase. I would think this needs to stop. Since discovering the issue we have acted but I am concerned where the money was going to come from to pay someone next month if they go over the maximum again. Gary Girtton stated he thinks the departments should keep the new forms in their offices and then have the department head continue to send the monthly comp time information to Paula. William Terrell stated that still doesn't solve the problem if there are departments that continue to accrue comp time over the maximum. We could get right back to where we are. Gary Girtton stated that when we see them increasing then we would need to talk with the department head. Albin still inquired how hours would be paid next month if a person goes over the maximum. She had heard that it had been talked about taking from a department's budget. Meeks Cockerill stated that would be a Council decision on how they would want to pay this since Council stated they didn't want to take from the rainy day fund anymore. I would think it would be an incentive to stay under the 240/480 maximum.

Valerie Gibson, Health department stated their department records are on their time sheet. We pretty much use comp when we get it so we don't have a running total. Dave Harris, Sanitarian is going to have overtime since he does food permits at the festivals after hours. She wanted to clarify that they do keep track of the comp time but couldn't speak for anyone else.

Gary Girtton stated the individual departments know their own issues. We need to work the issues out but the main issue this morning is to know where we are going. Our main objective is not to take any more funds from the rainy day fund or anywhere else to pay individuals. Once that rainy day fund is depleted, it is gone.

Danny Love asked what would you do if you didn't have this money in the rainy day. How would you pay this out? Meeks Cockerill stated well, we do have the money but if we didn't have the money we would be going to the bank. Michael Wickersham stated that one of the things that were decided with Council to pay down enough to give some cushion but it sounds like that might not be the case. Wickersham stated he would like to see a report more than once a month from Commissioner Department heads.

Jake Donham and Phil Silvers asked about checking out the buildings after a storm. Will we need to fill out a form or get permission before going into the building? Michael Wickersham stated he was not looking for permission but a sheet stating the overtime and reason. Wickersham stated Jake would know whether he needed to go to the building or not. Donham stated that sometimes on the weekend we schedule a heating or cooling shut down to work on the system as not to affect anyone in the building. Wickersham would like to implement the form and a tracking system. He stated he would like to design a form and have the comp reported every two weeks so that it would be available at the Commissioner's meeting. This would be for just the departments that are appointed by the Commissioners. Paula Albin stated there are departments that are going over the max that have an elected official. Wickersham stated he felt uncomfortable telling an elected official that they would be required to send a biweekly report. Wickersham stated he would be compiling the report and bring to the meetings each time. Here are the departments that I want a comp report from every two weeks. Airport, Homeland Security, RCFO building staff, E911, Extension, Building Commission, Area Planning, Community Corrections, Health, Highway, EMS, Courthouse staff and Veterans. Phil Silvers asked what he was to do when he is working on a holiday when county offices are taking off. He was unsure what to do in an emergency. Gary Girtton stated that he would need to take care of the emergency and then fill out the form. Jake Donham stated they already keep track on their time sheets so it appears that they are tracking things twice. Mary Ann Lenkendorf stated that the new form is not recording the time again but would be in file so if ten years from now someone wants to see why the comp time was allowed there would be a form in file that was signed off by the employee and the department head.

Keith Pugh, building commission stated that building commission and Area Planning hardly ever have comp time and wondered if they have to report every two weeks. Wickersham stated that wouldn't be necessary. Paula Albin stated she would like the form sent to her to show a zero so that she knows they

have not forgotten to report. Discussion was made about all departments using the same weekly time sheet but it was stated that there were departments that use time clocks.

Cynthia Acree, E911 stated that this comment is really for Council but if 911 employees would be paid for overtime like EMS then I would never have a need for part time employees because they want the money.

Wickersham stated there had been a firm hired to do job descriptions and asked if the questionnaires were coming back into the Auditor's office timely. He stated his will be a very important part of the handbook and the relationship going forward. In order to get the job description we need those forms back. Paula Albin stated we are still missing a great number of questionnaires since the deadline has already past. Gary Girtton stated job descriptions could have an effect on the comp time with some individuals. Wickersham stated that if we are going to pay a company in Muncie \$16,000 to compile this information then the questionnaires need to be as accurate as possible. Cynthia Acree stated she is letting the employee fill out most of the form but there is a separate job description that she is attaching to the questionnaire. Acree stated she had not turned the department's questionnaires in yet. Val Gibson stated she had given back all the questionnaires but she received an email from Mary Ann stating there were additional forms that need to be done for board members. Lenkendorf stated that Irwin's office compiled all the folders so if any form was missing then additional copies needs to be requested. In your particular case, the supervisor had not signed any of the questionnaires and that was the reason they were sent back. Your board is paid so that is the reason for the request of board duties. One form could be used for all board members. Wickersham asked if the forms could be returned in two weeks or by July 8<sup>th</sup>. Albin stated there should be a form for every individual that works in the county so if you are short please let me know. Eric Livingston stated it took him nine hours to complete the questionnaires and he did get it in on the deadline but could understand why people may not have gotten them completed. Gary Girtton commented that the job descriptions were something that would not be ongoing but it goes along with trying to get a handle on the comp time. Val Gibson stated the health department already had job descriptions and felt it was a waste of time to fill out the questionnaire. I wasn't asked if we had job descriptions and I attached those to the questionnaire. I think it should have been asked if the departments had job description for their employees. You are spending \$16,000 on a company to fill out job descriptions then the department heads should have been asked if you have them.

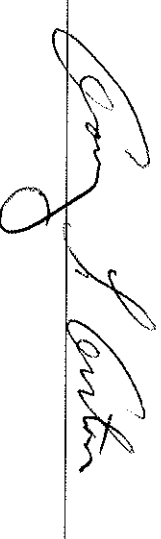
Stacy White, Soil & Water asked who to report the comp time hours to. Michael Wickersham stated he would be in contact with her. Wickersham also stated he would make as easy as he can to report. I don't want to lose site of the situation and wants to talk about the comp time at each Commissioner meeting. Stacy asked who would be signing her comp time approval sheet. William Terrell thought it would be fine to let the soil and water chairman sign the sheet.

**Adjournment-**

With no more discussion, Gary Girtton made a motion to adjourn. Michael Wickersham seconded the motion. All aye votes cast. Motion carried.

Reviewed and signed this 19<sup>th</sup> day of August, 2013.

RANDOLPH COUNTY COMMISSIONERS



ATTEST:

  
Mary Ann Lenkendorf, Auditor of Randolph County