

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
July 2, 2018

The Steuben County Commissioners met at 1:00 p.m. on Monday, July 2, 2018, in the Commissioners' Room of the Steuben County Community Center. Present this day were Commissioners Ronald Smith, James Crowl and Lynne Liechty. Also present were Donald Stuckey, County Attorney, Ruth Beer, Steuben County Councilwoman, Jim Getz, Steuben County Councilman, Kim Johnson, Steuben County Assessor and Kim Meyers, Steuben County Auditor.

James Crowl made a motion to approve the claims submitted for payment this day totaling \$270,253.44. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Brett Hays, NICC, submitted quotes for the Work Release mold removal. Mr. Hays said that Step 1 has already been done and paid for, Step 2 is the mold removal and Step 3 is the repair. James Crowl said that he sees some discrepancies with the quotes. Mr. Hays went through the differences and noted things that were included in the Manahan quote that were not included in the Wagler quote. Lynne Liechty made a motion to accept the quote from Manahan Construction in the amount of \$29,793.00. James Crowl seconded that motion and the motion carried with three (3) ayes. Mr. Manahan thanked the Commissioners' for the job. He also stated that there has been a considerable increase in the price of steel, aluminum, conventional lumber, etc., and he should have come back to requote; however, he said that he would honor the price listed on the quote.

James Crowl made the motion to approve the low quote from Duraclean in the amount of \$8,663.24 for the mold removal. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kim Meyers, Auditor and Melissa Bixler, Treasurer, submitted the Monthly Comparison Report for review and approval. Lynne Liechty made a motion to approve the Monthly Comparison Report. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mary Allred, EMS Director, said that at the last meeting they spoke in reference to doing a RFQ/RFP for the outsourcing of the EMS billing. Ms. Allred said that she spoke to one of the potential companies regarding assistance with drafting the RFQ/RFP because it is so particular. Donald Stuckey said that companies have already submitted proposals and now those companies think that everyone can look at what they've already submitted and try to undercut them. Mr. Stuckey said that the Commissioners can do what they want as they are not bound by anything. He said that the Commissioners would have to hire a consultant to prepare the RFQ/RFP as he does not know enough about the industry to be able to prepare it. He said that there have been four (4) companies that have submitted and the Commissioners can go with one of the quotes if they want or they can hire a consultant to do a RFQ/RFP. Ronald Smith asked if they went with one of the four (4) quotes, would that be in error. Donald Stuckey said that it wouldn't be in error as it is for professional services and it is not required that a formal RFQ be done.

Mary Allred stated that Medicaid and Medicare are now going through an outside company to get a pre authorization for transfer. Ms. Allred said that is fine during business hours; however, after 2:00 a.m. if there is no "leg number" attached to the run, Steuben County gets \$0.00 from Medicaid. She said that currently, for 2018, there is about \$10,000.00 worth of services that is not covered. Ms. Allred said that she has reached out to Cameron and nursing homes and they are not willing to help with this. Because of that, Ms. Allred submitted paperwork from Southeastrans for signature. She said that this requirement will be mandatory as of October 1, 2018.

James Freeman, Ambulance Billing Services, Inc., said that this requirement only applies to traditional Medicaid patients which are typically found in a nursing home. Mr. Freeman said that the nursing homes and hospitals can no longer call the ambulance service direct, they must call Southeastrans and be assigned a trip number. Without that trip number, there is no reimbursement. He said that providers can still bill the program until October 1, 2018, but after October 1, 2018, if they are not officially enrolled, they cannot be paid. Mr. Freeman said that the enrollment documents need to be submitted before October 1, 2018. He said that between July 1, 2018 and October 1, 2018, the trip/leg number is required or it cannot be billed.

Mary Allred said that emergency transports already have pre-authorization. Mr. Freeman said that this program is only for non-emergency transportation.

Ronald Smith asked about the billing services that Ambulance Billing Services offers. James Freeman said that they take every precaution to prevent any issues or errors. Mr. Freeman said that he believes they have a solid compliance program with multiple steps to make sure they don't get anyone in trouble with Medicare or Medicaid.

Mary Allred recommended accepting the quote, for outsourcing the EMS billing, from Ambulance Billing Services. Ms Allred said that they have the most to offer. Lynne Liechty said that she has also done research on it and she has spoken to other people that use their services. Mary Allred stated that this is new to Steuben County and asked if there is a requirement on how long the contract needs to be. Mr. Freeman said that they do a two (2) year agreement, but it has a no fault cancelation provision. He said that they want happy customers and if they are unhappy, they are free to get out of the contract with a 90 day notice.

James Freeman said that most ambulance providers do electronic medical records as it is more efficient than handwritten medical charts. He said that they provide the software that is specifically designed for this purpose and they also provide laptop computers for the ambulances so the crew members can do a medical records. Mr. Freeman said that internally the EMS Director or designee would then review those records to be sure that they are medically sound and that data is then imported electronically into the billing system. He said that the billing software is made specifically for EMS and there are a number of checks and balances in place. They have certified ambulance coders that are nationally accredited, they are highly trained in compliance and regulations and there is also a certified ambulance compliance officer on staff so that they are certain everything sent meets requirements. Mr. Freeman said that they have never had a client have a compliance issue with Medicare or Medicaid. He said that they do this service on a 5.75% basis. He said that they would take 5.75% of the net collections and it is a risk sharing program. Mr. Freeman said that the County gets paid first and if the County isn't compensated, neither is Ambulance Billing Service. He said that they have seventeen (17) employees and they only work in the State of Indiana. Mr. Freeman said that when someone calls their company, they talk to a real person, no recordings.

Jim Getz, County Council, asked if this would free up the EMS staff to save lives, which is what they should be doing. Mary Allred said that yes it would. Mr. Getz asked how often the County would get paid. Mr. Freeman said that the County is paid weekly, every Friday. He said that the County would get 100% of what is collected and Ambulance Billing Services would bill for their services monthly.

Lynne Liechty made a motion to accept the Ambulance Billing Services Contract contingent upon Donald Stuckey's approval of the Contract and to sign the Southeasterns mandatory paperwork. James Crowl seconded that motion carried with three (3) ayes.

Mary Allred stated that she has come into a crisis with staffing and scheduling. She said that they are in their busy time of the year and there are a lot of employees taking vacation time or are sick. Ms. Allred said that they are really stressing their overtime budget. She said would like to take it to County Council and needs direction at this point. She said last weekend they were very busy and leaned on outside agencies. Mary Allred said that when Steuben County is out of ambulances and the outside agencies are busy, there is no one to cover the emergency calls.

Brooke Norton handles the schedule and she said that they are struggling with the full timers as there are several that cover shifts on top of regular shifts and it's wearing them out. Ms. Norton said that she was in yesterday on her day off to cover a truck that they couldn't get enough staff to cover an emergency call. She said that they are struggling to get the part timers to work because they can make more money working other places. Mary Allred said that DeKalb starts Paramedics at \$18.00 an hour, Parkview pays time and a half plus \$10.00 an hour and with Steuben County paying only \$14.80 an hour for part time staff, they are going elsewhere. Crystal Dadura, HR Director, said that a lot of the part time people on staff are going elsewhere because they can make more money. Mary Allred said that she fights in mandating overtime because it causes turmoil and frustration. She asked if Steuben County could look at an incentive for the part timers. Crystal Dadura said that maybe double time would be appropriate, but whatever it is, it needs to be competitive. James Crowl made a motion to allow

Mary Allred to go to County Council to request an incentive program for the part time EMS employees. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jace Crozier, Courthouse Maintenance, submitted quotes on new parking bumpers for the Courthouse. Lynne Liechty made a motion to approve the low quote from Auburn Concrete Products in the amount of \$350.96 plus paint in the amount of \$25.89, to be paid from 1000-068-3000.39. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Crozier also submitted a request to purchase new Milwaukee tools from Amazon in the amount of \$320.96. James Crowl made a motion to allow Erin Schiffler to purchase the Milwaukee tools from Amazon with the Commissioners' credit card and to pay the invoice from 1000-068-3000.39. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Frank Charlton, County Park Superintendent, reported that they are getting caught up on mowing. Mr. Charlton said that the beach area has been torn up and that he would look around to see what kind of barriers he could find. Mr. Charlton said that he continually has to kick people off of the beach when it is deemed closed. Jim Getz said that liability is not needed and there has to be a way to fix the issue.

Kylee Harris, Event Center Coordinator, said it was a very busy and stressful weekend at the Event Center. Ms. Harris said that the Sheriff's Department had to respond due to a language barrier and misuse of the building. She said that the Lessees were supposed to stop the event at midnight and then they have until 2:00 a.m. to clean up. Ms. Harris said that they didn't want to stop the event at midnight or 2:00 a.m. even with the officers there. Frank Charlton said that Gary Shoup came in at 2:00 a.m. to clean and the party was still going on. Lynne Liechty asked if there were officers on site for the event and Ms. Harris stated that officers were there for the last four (4) hours. Ruth Beer asked why the security officers were only there for four (4) hours. Kylee Harris said that only the last four (4) hours is required because that is the minimum time for the Sheriff's Department. Ms. Harris said that she goes out for the first six (6) to eight (8) hours and then the last four (4) hours, when the majority of the drinking is happening, the officers are there. Bill Schmidt asked if the bartender was a local hire and if it was someone that bartends out there on an ongoing basis. Frank Charlton said that they just have to be a licensed bartender in order to serve drinks for an event.

Jennifer Sharkey, Highway Engineer, submitted Frontier Utility Permit #2818 for approval. James Crowl made a motion to approve the Frontier Utility Permit. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey stated that NIPSCO should be done relocating utilities by the end of the week for the 200 N/SR 827 Project so Mediacom, REMC and Frontier can start relocating their utility lines. She said that the Railroad is looking at replacing the center panel on July 9, but they will maintain one lane of traffic. Ms. Sharkey submitted a reimbursement voucher for approval. Lynne Liechty made a motion to approve the reimbursement voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey said that she is getting proposals around for Bridge #17 at Hanselman Road and Bridge #51 on Old SR 1 to see what it would cost for replacement.

Ms. Sharkey said that they are moving forward with design on the 200 N/I-69 Project. She said that the construction funds won't be available until 2021 or 2022 so it won't be an accelerated project. Ms. Sharkey submitted a reimbursement voucher for engineering work. James Crowl made a motion to approve the reimbursement voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey reported that the contractor has about ninety percent (90%) of the clearing work done at the State Park property for the Bike Trail. She said that a survey will be conducted this week so the remaining areas can be cleared. Ms. Sharkey stated that Fox Contractors is the one doing the earthwork, erosion control measures and they will be moving forward from there. She said that the bat survey will be done by BF&S.

Ms. Sharkey reported that the Old 27 Mill and Overlay Project is complete. She said that the pavement markings are down and they are waiting on the closeout documents. She said that the culvert on 20 N will be done in the fall.

Jennifer Sharkey said that she met with the Angola Parks Department and they are putting together a low maintenance landscaping plan for the Bike Trail Head and are working that into the maintenance contract.

She said that she and Emmet Heller plan on attending the Plan Commission Meeting on July 11 because of increasing drainage issues with new home builds around the lake areas. She said that there have been reports of drainage running onto the road and then down the road to neighboring properties. Ms. Sharkey said that they are going to work with the Plan Commission to see what kind of permitting requirements each of them have and how they can work together so the issue is addressed appropriately.

Ms. Sharkey stated that the Annual Highway Report is being modified again to reflect the fifty percent (50%) rule that was put on the new money by the legislature. She said that they have rearranged their budget for 2019 because of that. Ms. Sharkey specified that equipment will be coming out of LRS funds and the roadwork will be coming from MVH.

Jennifer Sharkey reported that the signal has been inspected. The control monitor is certified for another year and all systems are working properly.

Ms. Sharkey also submitted a draft Buggy Plate Ordinance. Mr. Stuckey asked what the purpose of this was. Ms. Sharkey said that it would require horse drawn vehicles or trailers to have plates and stickers purchased each year, similar to a car registration process. She said that several surrounding counties have a similar ordinance in place. Ms. Sharkey said that this wouldn't be something put in place for revenue purposes. She said that since LOHUT was put in place, a user fee should be placed on all community members that use the roads.

Emmett Heller, Highway Superintendent, reported that they continue to prep for FDR. Mr. Heller said that the FDR will start on July 16. He stated that they have ditched the County Highway part of the Northwood Addition to help with some of the flooding in that area. Mr. Heller said that there are only two (2) areas left in order to finish the first round of mowing.

Mr. Heller requested permission to approach County Council to ask them to appropriate the funds that were generated from the online auction. He said that the online auction brought in a total of \$35,272.99. James Crowl made a motion to allow Emmett Heller to approach the County Council to appropriate the funds generated by the online auction. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Randy Brown, EMA, submitted a grant application in the amount of \$23,343.43 to pay part of his annual salary. Lynne Liechty made a motion to approve the grant application. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Brown also asked about the MOU for the storage at the Airport. Donald Stuckey informed Mr. Brown that he has rewritten it and will send it to him when it's completed.

Crystal Dadura, HR Director, discussed background screenings. Ms. Dadura said that currently there is a policy where the Sheriff's Department would do very limited background screenings; however, they are no longer permitted to do that. She said that she would recommend going with a background screening company and she has received six (6) different quotes. She said that she would suggest going with Sterling Talent Solution. She said that they may cost more, but they are known nationwide. Ms. Dadura said that there are no annual fees with Sterling and turnaround time is pretty quick.

Ms. Dadura said that she received eight (8) different quotes with three (3) of them being all inclusive background and drug screening. She said that she waived away from the all-inclusive quotes because a lot of the drug screenings add on a collection fee. Ms. Dadura said that right now there is only one drug testing facility and collection site in Angola which is Urgent Care. She said that she did check with LabCorp and unfortunately the closest location that they have for drug screening and collection, would be in Fort Wayne as the LabCorp in

Angola is only a patient service location. Due to those reasons, she recommends Midwest Toxicology DISA. Ms. Dadura said that DISA would use Urgent Care as their collection agency, but they could also use DeKalb Health and Parkview. She said that it would cost \$51.14 per pre-employment screening, DeKalb Health would be \$45.00 and Parkview would be \$47.00.

James Crowl said that if the Commissioners decide to do this, it would go into effect the first of the year, so they have a month or two to think about it. Crystal Dadura said that if the Commissioners wanted to implement background screening now, it would cost \$2,100.00 for the rest of this year and approximately \$1,300.00 for drug screening. Ms. Dadura said that if they wanted to start fresh in 2019 it would cost \$4,500.00 for background screening and \$2,816.00 for drug screening. If the Commissioners wanted to do random drug screening, the cost depends on the amount of candidates and how often they are done. Donald Stuckey stated that Elected Officials and their employees can't be forced to do drug screening. Ronald Smith thanked Ms. Dadura for her diligence and information. He said that it is consideration the Commissioners will have to enter into and perhaps fund as they look forward.

Crystal Dadura stated that the Open Door Law changes on July 1. Donald Stuckey said that he gave them a memo on that already.

Ms. Dadura said that right now the Personnel Advisory Committee is taking on task of job description updates. She spoke with Kent Irwin, WIS, the County's consulting firm about doing a salary study and job description update. Crystal Dadura submitted a quote to the Commissioners for review. She said that it would take six (6) to eight (8) months to complete so it would have to be in next year's budget or in the 2020 budget. She said that the Personnel Advisory Committee would run it and have all employees and Department Heads sit down and update their duties and responsibilities. The Personnel Advisory Committee would put down their comments and suggestions then submit it to Kent Irwin for final approval. Ms. Dadura said doing it that way would cut down a lot of costs. Ms. Dadura said that they would compare rates from counties and the state and give a determination on how the employees should be paid and what their gross wages would be. Ms. Dadura said that it would be very beneficial for Department Heads to see wages compared to the surrounding areas. She said that the last study was done four (4) years ago and in just the past year there's been an 11.2% increase in healthcare costs across the nation and the costs of living need to be taken into consideration. Ms. Dadura said that the dollar amount on the quote would actually be lower because the County would be doing most of the manual labor for the job descriptions.

Ronald Smith asked when she would like an answer on this. Crystal Dadura said she would like an answer right away. Ms. Dadura said that Mr. Erwin said that it would take 6-8 months so if we could get an answer by the next Commissioners' Meeting, we could get the contract signed and get started. James Crowl made a motion to accept the proposal from WIS in the amount of \$26,840.00 plus travel expenses. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Dadura said that she would like to schedule department head meetings with the Commissioners to discuss duties and responsibilities on the job descriptions.

The Commissioners requested that the demolition of the Old County Home be put on the next meeting agenda for consideration.

James Crowl made a motion to approve the minutes from the Commissioners' Meeting on June 18, 2018. Lynne Liechty seconded that motion and the motion carried with two (2) ayes.

The Commissioners signed the minutes from the June 4, 2018, Commissioners' Meeting for the Index Book, which were approved at the prior meeting.

Rae Delaney, Payroll, submitted the June 22, 2018 payroll in the amount of \$398,910.34 for approval. James Crowl made a motion to approve the June 22, 2018 payroll. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Pam Feller, Probation, requested permission to allow a Trine Intern to ride in a county vehicle for Juvenile Placement and Treatment Visits. Lynne Liechty made a motion to allow the Trine Intern to ride in a county vehicle. James Crowl seconded that motion and the motion carried with three (3) ayes.

Christopher Stackhouse, RISE Executive Director, submitted a letter requesting a \$45,000.00 Allocation for 2019. The Commissioners entered it into the record and accepted it for consideration.

James Penick, Historical Society, submitted a letter requesting a \$5,000.00 Allocation for 2019. The Commissioners entered it into the record and accepted it for consideration.

Gary Fair, Community Center Building Manager, submitted a Delta T bill in the amount of \$619.24 for repairs to the HVAC system. James Crowl made a motion to approve the Delta T bill in the amount of \$619.24. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners discussed the CGI Community Video Project that was tabled at the last meeting. Erin Schiffli said that the woman that called from CGI said that she has a Contract signed by Ronald Smith and because there was a change in GIS Directors it was put on hold so she was calling to see if the Commissioners would like to start the project back up again. If the Commissioners would like to continue the project, she would need an updated contract. Ronald Smith asked if this was still at no cost to the County. Ms. Schiffli said she doesn't know any other information other than what she pulled from the file. Ronald Smith asked if this was in connection with June Julien. James Crowl thought it was. Ronald Smith said that pending the fact that CGI Companies would like to reconnect with June Julien and make a proposal to the Commissioners, she can present at a future meeting.

James Crowl made a motion to approve the Executive Session Statement from the Executive Session held on June 22, 2018. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli, Commissioners' Secretary, stated that an Administrative Meeting needs to be scheduled to go over 2019 Budget Requests. The Commissioners stated that once the Auditor is ready, they will make themselves available.

Gary Fair, Community Center Building Manager, submitted a Delta T invoice for repairs made to the Men's Restroom Exhaust Fan in the amount of \$1,062.44. James Crowl made a motion to approve the Delta T invoice. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mary Allred, EMS Director, submitted June 2018 Closeouts in the amount of \$11,796.00 and June 2018 Writeoffs in the amount of \$271,522.97, for approval. Lynne Liechty made a motion to approve the June Write Offs and Closeouts. James Crowl seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey, County Attorney, submitted the findings from PWW. Mr. Stuckey stated that an additional appropriation will need to be requested. James Crowl made a motion to go to County Council to request an additional appropriation. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Donald Stuckey stated that he has a revised Master Development Agreement from RES Polyflow on the tax abatement. Mr. Stuckey said that Isaac Lee, SCEDC, had computed the tax abatement incorrectly, so they wanted to revise the Agreement. Donald Stuckey said that revising the Agreement would be appropriate as it would be invalid; however, they want an eighty percent (80%) reduction each year for the first five (5) years and then a seventy eight percent (78%) reduction for each year from year six (6) through ten (10). Ronald Smith said that is very generous on the County's part. Donald Stuckey said that is not what we are used to seeing. Mr. Stuckey said that the original had fifteen (15) years with seventy percent (70%) for the first three (3) years, sixty percent (60%) for the next three (3) years, fifty percent (50%) for the next three (3) years, etc. and that was over fifteen (15) years which we can't do. James Crowl said he is not for it. Donald Stuckey said that he told RES Polyflow's attorney that the Commissioners are used to seeing one hundred percent (100%) for year one (1), ninety percent (90%) for year two (2), eighty percent (80%) for year three (3), etc., until you get to zero. Lynne Liechty made a motion to have Mr. Stuckey to go back to RES Polyflow with the standard proposal of ten (10) years ten (10) down.

Lynne Liechty asked why RES Polyflow hasn't come in and presented this to the Commission Board. James Crowl said that there is something wrong here and it's been going on much too long. Donald Stuckey stated that he is concerned because the note is with one LLC and apparently another LLC is borrowing money to build the building and paying off the debt of the other LLC. James Crowl said that he thinks it is time that they come in and answer questions. Lynne Liechty withdrew her previous motion. Donald Stuckey said that he will send RES Polyflow's attorney an email.

Erin Schiffli stated that County Council would like to hold budget hearings in a conference room at the Steuben County Event Center this year and are requesting that the rental fees be waived. Lynne Liechty made a motion to waive the rental fees for the large conference room at the Event Center. James Crowl seconded that motion and the motion carried with three (3) ayes.

Erin Schiffli stated that she received a duplicate title for a truck that was traded. Ms. Schiffli explained that after it was traded, the title kept getting reassigned, was never turned over to a new title and then someone lost the title so Donald Stuckey applied for a duplicate title. Ronald Smith signed the title and it was given to Donald Stuckey to send to Rush Truck Center.

The Commissioners received the following correspondence: BoAC re: Memorandum 6/18; INDOT re: Chip Seal Information; NEIndiana re: Date Change – June Caucus Meeting; IACC re: 2018 Drainage School.

STEBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Meyers, Steuben County Auditor
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