

County Council Meeting
March 11, 2014

The Steuben County Council met in special session on Tuesday, March 11, 2014 at 9:00 a.m. in the Community Center Building. Present were, Richard Shipe, Dan Caruso, Ruth Beer, Sara Tubergen, Linda Hansen, and John Ingledue. Kim Koomler, Auditor and secretary to the County Council was also present. Mayo Sanders was absent.

Richard Shipe, presiding, called the meeting to order.

Richard Shipe began the discussion on a transfer request for the IT Director position of \$65,000.00. Shipe asked Tami Sumney to attend the meeting today to discuss what this position will mean to our county and the importance of the position. Tami explained that in January of this year Evelyn Clawson retired leaving the courthouse and community center without a computer support person. Tami stated that she has talked to commissioners about the importance of having an IT Person quite a few times over the past few years. I feel that now would be a good time to create this department. I have done a lot of research on this and I feel it is beneficial to the county. There is never any catching up in the IT field, things are always changing and moving forward. This is a very important area to have well educated and well trained personnel to sustain the Information Technology needs of county government. We also need an administrator in that department. Tami asked the council what questions or concerns do they have about this proposal. Linda Hansen asked how many different systems do we have, we are not one big umbrella and you are an expert in the Spillman system but the other departments have their own unique functions. This will require someone to coordinate all of these systems which haven't been done before. Sumney said truthfully what we have right now are two separate systems that are running servers that are assisting the entire county. Those two systems will need to be merged together which will result in a cost savings. Again, other than the reason we have never had a coordinator to make that happen, but right now I alone am supporting 12 servers on my environment that I have at our facility which is above and beyond the Spillman system. If those servers were not in existence the county would not be able to have the technology needed to function. Those servers handle the entire county network, every license user services, internet, email, anti-virus services and several other department services including the door key fob system. The cost savings of having one central system would be found by reducing the number of licenses needed to support both servers. Coordination is the largest issue here. You need someone onsite who can support this. Vendors need to have someone they can contact when issues or needs arise and so that these projects can move forward. Chad Hoover confirmed that Tami has addressed the issues and needs we have at this time. Hoover said it not only affects computers, but when an office purchases a new Xerox copy machine you can't just plug it in you need to have someone here to support it and set up to communicate with the network. Richard Shipe agreed that savings can be realized by purchasing combined licenses, computers would be cheaper if we could purchase. Dan Caruso asked if there will be requests to purchase new equipment. Sumney stated that she plans to purchase some new equipment but the money has already been budgeted into the 2013 Bond.

James Crowl stated that the job description has been created with input from Chad Hoover and Brett Hayes. This is something that needs to be done we have been talking about it for much too long. The amount of money we are asking for we are not saying that is the amount the IT Director is going to make. We have left the salary amount open until we decide who we are going to hire. It may be someone right out of college with no actual on the job experience. Tami Sumney said not only do we need the director's position but we need assistance in this area overall. Sumney said she is handling it all right now and she is very tired. She understands the amount of work the job requires feels this isn't something that can be put on hold any longer. Sumney said there are a lot of computers and other issues that will need attention in the next few months and not one person alone will be able to handle all of that. Jim Crowl said that's why we can't really advertise for the position until we have the money in place. If we are granted the transfer we will be able to post the job immediately. Rick Shipe said we have discussed having someone from the university to assist the county in the way of a help desk. John Ingledue said there is no doubt we need the position, but do we have to form a new position. Do we have to take on more, grow government? Shipe stated that the current position Evelyn had is filled in the Auditor's office. Crowl stated that Evelyn was and employee of the Auditor's office. Since Evelyn's position was filled, how much am I supposed to handle. Sara Tubergen stated the position will help all departments and not just one. Sumney said we have looked into other options as well such as partnerships with other entities but those weren't taken any further. Dan Caruso asked if we have done our due diligence regarding those other options such as partnerships. I would like to see the comparative analysis and the feasibility. Sumney said this was looked at. Tubergen asked what the issue was with us partnering with the City of Angola but it got shot down. Sumney said we did have discussion with Angola and we need to have further discussions if we are serious about pursuing it. James Crowl said one of the issues is involving combined licensing, we are in a situation where Evelyn is gone and we need to move ahead. Tami needs help and we need to have this money transferred so we can get the job posted. It's time to get someone hired and on staff soon, very soon.

Dan Caruso asked for copies of the job descriptions. Dan Caruso asked what the timeframe is for the \$65,000.00. Is it for the rest of the 2014 year? So we are dealing with just 9 months left in the year so we won't need the full \$65,000.00 for the salary. Crowl said we will however need to have enough money to purchase new equipment for the IT Director office start-up. John Ingledue asked if we are taking the money out of health and do we plan to replace the money. There is no plan to replace the money back into the Health Insurance line item.

Linda Hansen stated that in fairness, this isn't a new position. This is a technicality of how this all played out. In fairness to Kim, as it progressed originally they were talking about using Evelyn's position to continue to do the hands on duties. My personal feeling was that it is unfair to basically absorb that position in the new department and leave the Auditor short staffed. Which is how we ended up here, technically creating a new position but we have always had 2 people on IT duties. It's unthinkable that we don't address this issue of two people in IT. Dan Caruso said we are adding one more person in county health insurance. Sara Tubergen asked if this person could be cross trained to help some of the other departments. Koomler said normally in her experience we don't cross over to train staff for two different offices rather to cross train them within the Auditor's office to assist as needed. Linda Hansen moved to approve subject to council having a say on how much that individual will be paid. Hansen said we need to know how that all fits. The motion died for lack of a second.

Further discussion brought forth by Dan Caruso stating that this does warrant the urgency to get the job posted today isn't minimized at all. Caruso said he doesn't see the documentation he would like to have in front of him in order to make this decision. He would like to see a breakdown of projected uses, an allocation of funds versus the request, capital vs labor, full exploration of other options and partnerships, understanding why if that isn't a fit why and have discussion about the new position relative this creating another insurance covered position, job description breakdowns so we can understand the complete makeup of what we are funding and details of a possible cost benefit analysis savings with licensing options. I understand that we have been discussing this for quite a while, but I feel this is what I need to make a decision. James Crowl asked how long we are going to discuss it. Crowl said we have been discussing this for what, a year, when we knew Evelyn was going to be leaving. When something crashes and those two, Tami and Chad are out of town, who will fix it. I know the Commissioner's cant, and

even to resource someone from outside the community to come in to these offices and try to fix something, they are going to have to start from scratch. Crowl said you have been instructed to lead, stand up and lead. Caruso said if we have been discussing this for so long, I don't understand why none of this is in front of us. John Ingledue stated that we should have copies of the job descriptions so we can warrant spending the money.

Sara Tubergen said she knows the Auditor needs more help, but why a person can't be cross trained to help some of the other departments I just feel that if we are adding a person to one department, we should have more cross training and it should help more than one department. Laurie Stoy stated that as a Department Head I'm disappointed that we are not going to get this sooner than later. We've gone from the first of the year without an IT Person and all of our offices depend on these technologies to do our jobs well for our tax payers. I'm about to start our tax year, what is my solution if a printer goes down or my system goes down. Where am I supposed to go? Also at the same time we are in an election year. Tami can only help so many of us at the same time. We are here to serve our tax payers and without an IT person it's very difficult to do it well.

Richard Shipe stated that he doesn't think the argument is whether we need the IT person or not. We all know we need an IT person. Tami Sumney asked where she is supposed to stand when she gets a call from a department when they need help and it's not in my job description to do so. I have busted my butt for the last 2 years and I don't know how much more I can do. I am handling the entire network and IT infrastructure for the county. Tami wished she had more time to talk to each and every one of the council members as to the need for this position. Tami Sumney stated that at this point in time she is only dealing with emergency situations and the technology needs have to be put on hold. Ruth Beer said that by not having Evelyn you have more of a work load, correct? But the commissioners decided what Evelyn did to help Tami really needed to go to help in the Auditor's office. Beer understood that the discussion had been to fill Evelyn's position in order to help Tami and then look at hiring a part time person in the Auditor's office. Then the Commissioners decided Kim's office needed the help more. Sara Tubergen said that the council feels they are being forced into adding a new person. Dan Caruso is in agreement there is a definite need and said if the council had more information he would be able to move forward with a decision. Tubergen said she also understands how we need an IT person quite soon, but doesn't like the fact that we are being forced to do this and I would be willing to reopen the motion and second it if that can be done but I would just like to state I don't like the way this has been done. Ruth Beer also agreed that we do need it. Sara Tubergen wants to know why the council wasn't consulted first.

Caruso asked if there is an option to benefit Tami and Chad to bring in a part-time person to help until we deal with it during the budget process. Tami said we could outsource. Citizen, George Pfifer commented on the outsourcing, and in his experience with Sewer District we did outsource through IT&T but they were located in Texas and every time we contacted them with a problem, we had to waste half of the time explaining our system to them and it didn't work at all. You need on site people who understand the system and are communicating with everyone on a local level. Sara Tubergen moved to appropriate \$65,000.00 contingent on the fact that we know what the salary of the individual will be. Linda Hansen seconded the motion. Richard Shipe called for a vote by show of hands, 3 ayes Sara Tubergen, Linda Hansen, and Richard Shipe and 3 nay votes by John Ingledue, Ruth Beer and Dan Caruso, so there is still no resolve. Caruso asked if they could build anything else into the motion that would make it something that council would move on. Ruth Beer suggested that the council move the Auditor's position back to a part time position. Tubergen asked if this could be done legally. Shipe and Hansen stated that could not be done by county council. Hansen stated that council is controlling the Auditor's budget by trying to modify it. There are two separate issues here, one is the IT Person in the Commissioner's budget and the other is the position that belongs to the Auditor's office. Shipe stated that the auditor did fill the position at a much lower salary than what was being paid to Ms. Clawson and if there was any extra money it would be made available for County Council to use to help fund the new IT position. Koomler agreed that the money would be made available as well as possibly funds remaining from Cheryl's pay. Once the new secretary is hired, we will be able to determine how much that would be.

Dan Caruso asked Commissioner Crowl where the money would be coming from for next year's budget. Crowl stated the funds would likely be in the Commissioners budget. Auditor Koomler stated that the commissioners have not made that decision at this time however there are a few different options available. The Commissioners currently fund a portion of Chad Hoover's pay as well as Tami Sumney's pay from the EDIT Budget and they could conceivably do the same with the IT position. Crowl asked Linda Hansen how much time Evelyn worked by the Auditor's office initially. Hansen said it is difficult to tell because the county was in infancy with IT we needed someone to handle those issues as well as the Auditor's office. Crowl said through the county's growth, our IT needs have grown as well. Crowl also stated the responsibilities and work load have equally increased in the Auditor's office. Hansen stated that the other problem is, that the State of Indiana, when they want to throw something out for new they throw it at the Auditor. As we have gotten bigger and bigger in both areas. Hansen said the State knows if they want something done and done right they give the responsibility to the Auditor. Which means, an overload for the Auditor and not being able to keep the balance of personnel versus work load? Hansen said we have been doing what the state of Indiana demanded we do, we have become leaner and leaner and we have done that and done it successfully and here we are.

Caruso asked council to work toward a resolution that we will be able to agree with. Hansen said we have talked about it we had a change of Auditor who recognizes the fact that you can just be snowed under for just so long before things get dropped or undone before we get written up by state board of accounts. That's the reality of short staff. I applaud Kim for standing up and saying she is in the same position that Tami is. The Auditor can't absorb any more responsibilities and do my job in the way it has to be done. Same as the Recorder, Treasurer, Assessor, all of them. It's so linked to having sufficient staff to carry out the job, it's enormous and there just aren't enough hours in the day.

Caruso agreed but said that's exactly what we heard the Sheriff, the Public Defender and others looking for more help. Hansen said that there is a difference. The position is currently in the Auditor's budget and it is her decision as to how she fills the position. Tubergen stated that one way you could look at this is that the IT position will help every office not just one. I don't like it that we have added a whole new person but every department is dependent on IT. Shipe said he has even talked to some of the department heads and they are even willing to help fund the IT position with money from within their budgets. Ruth Beer said that was the first time she had heard about that. Hansen said if we are going to fund this we need to discuss the separation now and figure out how much we want to fund from county general and some from the EDIT budget. Hansen said she personally feels that we should set a salary here and feels a salary of \$55,000.00 with a degree is a fair amount to offer. Council reviewed IT salaries from the surrounding counties of similar size. Chad Hoover was asked for his opinion and offered information when we look at populations we also need to look at what our county services have to cover. We need to take that into consideration as well as the influx of population in the summer.

Dan Caruso made a motion to pay the IT Director a base annual salary of \$ 55,000.00; however, for the remainder of the fiscal year 2014, from April 1, 2014 through December 31, 2014, the salary will be prorated in the amount of \$41,250.00 and will be funded 75% from the Commissioner's County General Budget by transferring \$30,937.50 from the Commissioners Group Insurance line item #1000-068-1000.22 into a newly created line item for the IT Director and funded 25% from the Commissioners EDIT Budget line item to be established. Provided that, prior to 2015 budget process, the Commissioners bring forward a full job description of the IT Director Position and a cost benefit analysis on efficiencies and savings this position will

encompass. Linda Hansen seconded and the motion carried with six (6) ayes. Mayo Sanders absent. The 2014 split in funding will be as follows: Commissioner's Budget \$ 30,937.50 EDIT Budget \$ 10,312.50 Total \$ 41,250.00

Linda Hansen moved to approve the following request for transfer that was submitted by Ken Penick, Steuben County Highway Superintendent. Ruth Beer seconded and the motion carried with six (6) ayes.

Transfer Request	MVH Fund	
From: Pt Time Mechanics	1176-533-1000.16	\$23,296.00
To: General & Undist. Mechanics	1176-533-1000.15	

Dan Caruso moved to approve the \$24,000.00 additional appropriation request for Highway Equipment Operators. Seconded by Sara Tubergen and the motion carried with six (6) ayes.

Additional Appropriation	MVH Fund	
Maintenance & Repair Equip Op	1176-531-1000.11	\$24,000.00

Aimee Biddle was present representing Brett Hayes, Community Corrections Director regarding the request for appropriation of funds into the Community Transition line item. Linda Hansen moved to approve the appropriation, Dan Caruso seconded and the motion carried with six (6) ayes.

Funds Appropriation			
Community Corrections	Comm. Transition	9113-255-3000.01	\$11,120.00

Council President Richard Shipe read aloud Steuben County Council Resolution 02-2014-01 A Resolution To Expand The Steuben County Aviation Board To Five Members by title. A motion was made by Ruth Beer and seconded by Sara Tubergen to approve the Resolution second reading. John Ingledue stated that he voted against the resolution last meeting but today he will go ahead and vote to approve the resolution in order to move ahead with the appointment of a fifth member. John Ingledue moved to suspend the rules and allow for the 3rd reading to take place today, Dan Caruso seconded and the motion to suspend was passed by a vote of six (6) ayes.

Richard Shipe read aloud Resolution # 02-2014-01, Sara Tubergen moved to approved Resolution # 02-2014-01 on the third reading. Linda Hansen seconded and the motion carried with six (6) ayes.

STEBEN COUNTY COUNCIL RESOLUTION # 02-2014-01

A RESOLUTION TO EXPAND THE STEUBEN COUNTY AVIATION BOARD TO FIVE MEMBERS

WHEREAS, the Steuben County Board of Aviation Commissioners is currently a four (4) member board;

WHEREAS, Indiana Code 8-22-2-1 sec. 1 (g) provides that the fiscal body may adopt a resolution providing that the Board of Aviation Commissioners consist of five (5) members;

WHEREAS, the Steuben County Council believes it is in the best interest of Steuben County to have a five (5) member board of Aviation Commissioners;

IT IS HEREBY RESOLVED by Steuben County Council that the Steuben County Board of Aviation Commissioners shall hereinafter consist of five (5) members and that the fifth commissioner shall be appointed by the Steuben County Commissioners forthwith.

DATED: March 11, 2014.

Steuben County Council

Rick Shipe

John Ingledue

Dan Caruso

F. Mayo Sanders

Linda Hansen

Ruth Beer

Sara Tubergen

Attest: _____
Auditor, Kim Koomler

Auditor Koomler presented the county council with the February Auditor/Treasurer Monthly Financial Report. Dan Caruso moved to accept the report and Linda Hansen seconded and the motion carried with six (6) ayes.

Linda Hansen moved to approve the January 2014 County Council minutes Ruth Beer seconded and the motion carried with six (6) ayes.

Richard Shipe announced that Tami, Purdue Extension Service has an announcement to make. Tami said that Monsanto was offering a the program Americas farmers grow community and one of the farmers in our community made contact with

Monsanto and nominated the Steuben County 4-H should be awarded the \$2,500.00 to help with the cost of moving the fairgrounds up the hill at the county park. Tami wanted to share this good news with the County Council so that the county would be aware of the aware and the progress forward with the project.

Correspondence: Soil & Water Conservation District Minutes; Board of Aviation financial report; Engineerø report February 18, 2014; Email from Hugh Taylor re: Supplemental PD funds; Blackburn & Green Notice of Torte Claim; Steuben Lakes Environmental Consortium Hog Farm Action Items.

Motion to adjourn by Linda Hansen, seconded by Ruth Beer and the meeting was adjourned with a vote of six (6) ayes.

Steuben County Council

Rick Shipe

John Ingledue

F. Mayo Sanders

Dan Caruso

Ruth Beer

Sara Tubergen

Linda Hansen

Attest: _____
Auditor, Kim Koomler