

DEPARTMENT HEAD MEETING

CLARK COUNTY BOARD OF COMMISSIONERS

March 20, 2024

The Board of County Commissioners of Clark County, Indiana met for an advertised and noticed Department Head Meeting on March 20, 2024, at 8 a.m., at the Clark County Government Center, 300 Corporate Drive, Room 205, Jeffersonville, Indiana.

Present at the meeting were Commissioners Bryan Glover, Connie Sellers, Jack Coffman, Scott Lewis, LeeAnne Howe, Tom Lowe, Gavan Hebner, Doug Bentfield, Marion Shepherd, Tim Cochran, Brian Dixon, Mark Howe, and Sabrina Corbin.

- A. LeeAnne Howe, Director of Human Resources, reported the following:
 1. County Handbook will be ready for review by the end of the week.
 2. The County is also growing by fifteen employees.
 3. We are also ahead of schedule for the time keeping and attendance system which has a live date of June 1, 2024. This will allow us to provide 2 months of training.
 4. Last call for the Newsletter
 5. The Worker's Comp training by IPEP is scheduled for April 7, 2024. She would like for the training to happen both at the Government Center and Judicial Center. We have had a rate increase of over \$53,608. Slips, trips, and falls account for 75% of worker's comp claims. Encouraging all departments to participate to decrease Worker's Comp related activity.
- B. Sabrina Corbin presented the 3-6-24 Department Head Meeting Minutes. Commissioner Sellers made a motion to approve. Commissioner Coffman seconded. Minutes approved 3-0.
- C. Tom Lowe, Court Administrator reported the Courtside handbook will be effective July 1, 2024, as well as the time keeping system.
- D. Marion Shepherd, Director of Building Operations, reported the following for the Judicial Center:
 1. The metal doors in the courthouse are being painted.
 2. They are running drain lines in the mechanical room.
 3. Currently electrical and light upgrades throughout the building focusing mostly on the basement.
 4. Alpha currently pays for a chemical company which is included in our contract and is looking to change companies due to several issues. This will be for the boilers, chillers, and cooler towers in the next 30 days.
 5. The cooling tower has been pressure washed and this next winter will need to look at a new fill which is about 20 years old. Currently requesting quotes.
 6. The dumpster will be delivered next week for the construction debris as well as cleaning out the offices, especially on the 3rd floor.

7. They have cut the grass twice so far and are applying weed killer. They will begin the mulch next.
 8. The condenser pumps sealers are being replaced.
 9. He will be meeting with Ryan Lynch, County Clerk, regarding the installation of cameras in the Clerk's office which will come out of their budget.
 10. Court 5 is having IT wiring installed.
 11. He is conducting an access control review for the building. He will work with LeeAnne Howe, Director of Human Resources, to coordinate notification of terminations.
 12. The Alpha contract does not include the pumps. The pumps are aging and will get a quote to add them to the contract.
 13. He will get with Scott Lewis to look at the elevator contracts.
 14. He is also looking at different companies to contract with to service the fire extinguishers.
- E. Gavan Hebner, Director of Clark County Emergency Management, reported that Jefferson County, Indiana had a tornado hit on Thursday. Clark County was able to assist. Since Friday, that State asked for assistance in Randolph County as well. During this experience, he saw a need for a Disaster Response Fund and asked the Commissioners to see about getting one created. Gavan thinks the Community Foundation of Southern Indiana would be preferred to manage the fund throughout the year. County Attorney Scott Lewis will see if there is already a fund established. Gavan is also getting with local street and highway departments to review the Emergency Management Plan and provide training regarding transporting debris during a disaster as well. As Borden prepares for the Solar Eclipse, Gavan will make sure there will be support staff in place. Thunder Over Louisville is April 20th.
- F. Doug Bentfield, Clark County Health Department Administrator, reported the Rabies clinic that was held on Saturday was a success. He estimated between 75-100 pets were vaccinated. He is waiting for the personnel policies from the Courts and the County to come out to make the Health Departments in line. The Health Department has received two grants to purchase two vehicles.

Doug spoke with Council President Barbara Hollis about the building at 2820 Sable Mill Road. The property is 9600 square feet for storage for both the Health Department and EMA. Per County Attorney there needs to be two appraisals and the price paid cannot be more than the average. The current cost is \$750,000 and per Gavan Hebner the EMA cannot cover the purchasing price but can help with grants on the operating expense. Doug stated the Health Department could cover \$500,000 of the cost, however, would need to reach out to the Council and the Commissioners for the balance. The current storage for the Health Department is located on Clark Memorial Hospital property which has been purchased by Norton Hospital so he is not sure how much longer that storage will be available. The potential for expansion both inside the building and on the property itself.

- G. Tim Cochran, County Highway Superintendent, reported the following:

1. Potholes at the Salem Noble Road and Hwy 403 intersection have been fixed. They will begin cleaning the bridge there as well.
 2. The commercial ice maker at the New Washington garage went out and the cost to fix is \$1,016 however the cost of a new one is between \$2,000-\$3,000. They spent \$700.00 last year to have it repaired last year. He will get quotes.
 3. He has spoken with CivilCon regarding getting quotes on structure at Forestry Road. The edge of the road is even with the structure there and there is no guardrail. He will get with Scott Lewis to see if there will need to have public bidding vs quotes.
 4. Road Safety training from LTAP was conducted on Monday alongside eleven crew from Scott County and three crew from the City of Charlestown.
 5. He has sent the paving list to the Commissioners.
 6. More industrial shelves are needed for storage.
 7. Most of the staff are now CPR certified.
 8. Commissioner Jack Coffman stated that the Town of Borden is having a parade on May 18, 2024, and will need barricades.
- H. Brian Dixon, County Engineer, reported the following:
1. The Heidelberg deed and right of way paperwork has been cleared by INDOT so now we are waiting to see when we can move forward. It has been added to the INDOT Lest for May the 9th. Bids, if more than 15% higher than the engineer's estimate, will not be allowed.
 2. The MS4 is ready for the Commissioners' signatures and is due April 1, 2024.
 3. The IDEM Audit will be scheduled for October 10, 2024.
 4. The Quarterly update is ready.
 5. Bridge 400, Willenger Lane, is on schedule. Bid notices will go out May 9th and will be due June 6th, with a start date of July 1, 2024. He thinks the Community Crossings Funding Grant will cover expenses. The bridge has settled another ½ inch. Red Ball is still using and overloading the bridge.
 6. Blue Lick and Biggs Road intersection needs to be evaluated. There is no additional right of way. It is not a safe intersection so do we redesign or purchase property to widen? Commissioner Glover asked for Brian Dixon to get a draft with a list of improvements for the intersection as well as a to do list so that the Commissioners can see the scope of the project.
- I. Mark Howe, Deputy Surveyor, has found fund issues in 2022-2023 with contractors and will continue to work with Jessica Huffman to investigate.
- J. Scott Lewis, County Attorney, per Mary Kay (Communication Coordinator) there are currently no more back up phones in the County. He stated that she spoke with Rick at Orion and there are twelve phones that have issues. Rick recommended buying a warranty support and having the phones fixed at a cost of \$246.96 versus ten times that amount if purchasing new phones. Commissioner Coffman made a motion to buy the Support Maintenance Warranty in the amount of \$246.96. Commissioner Sellers seconded the motion. Motion approved 3-0.

Commissioner Coffman motioned to adjourn. Commissioner Sellers seconded. Motion approved 3-0. Meeting adjourned.

**BOARD OF COMMISSIONERS OF
CLARK COUNTY, INDIANA**

Absent
BRYAN GLOVER

Connie Sellers
CONNIE SELLERS

Jack Coffman
JACK COFFMAN

ATTEST: R. Scott Lewis
R. Scott Lewis, County Attorney

DATE: 4-3-24