

## DEPARTMENT HEAD MEETING

### CLARK COUNTY BOARD OF COMMISSIONERS

January 10, 2024

The Board of County Commissioners of Clark County, Indiana met for an advertised and noticed Department Head Meeting on January 10, 2024 at 8 a.m., at the Clark County Government Center, 300 Corporate Drive, Room 205, Jeffersonville, Indiana.

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

A. Marion Shepherd, Director of Building Operations, reported the following:

Clark County Government Center

1. Heating contractors are coming out – suspects heating element is out.

Clark County Judicial Center

1. The flooring is complete.
2. Countertops and cabinets are being installed.
3. Inspections to take place at the end of January and then they can proceed with IT.
4. The 2<sup>nd</sup> floor (Prosecutor's Office) is hiring 2 new people, however there is no office space. Looking at what can be done in-house instead of outside construction.
5. The Sheriff's Office has been cleaning out their cages and using the dumpsters.
6. The Sheriff's Office has been having video surveillance issues within the building. Marion is looking to set up wireless cameras that runs to the server.
7. There are 3 elevators with the Sheriff's Office and 2 others that are without communication. Orion has submitted quotes for 4 however will need to requote to include the 5<sup>th</sup> elevator. The current quote is \$214.96 / month. This needs to be complete before April's inspections. Motion by Commissioner Coffman to requote for 5 elevators and then once received allow Commissioner Glover to sign the quote up to \$500.00/month. Commissioner Sellers seconded. Motion approved 2-0.
8. Painting in Court 3 is complete.
9. Locks are being installed throughout the building.
10. Juvenile Detention finished spraying in their area.

B. Tom Lowe, Court Administrator, nothing to report.

C. Judge Jacobs, nothing to report.

D. Doug Bentfield, Clark County Health Department Administrator, reported:

1. Clay carriers have been received for the Sherriff's office and School Resource Officers.

2. Car seats are being received in February from Indiana Criminal Justice Institute.
  3. Division Director for Immunizations from IDH is coming for a visit next week.
  4. He is working with Purdue Extension for free classes for Diabetes management, Heart Health, Balance Management for Seniors and general health concepts for the community.
- E. Gavan Hebner, Director of Clark County Emergency Management, reported the following:
1. There was an apartment fire and the Red Cross had issues responding. He will collaborate with them to have his staff issue out the Community assistant cards.
  2. He has received the handheld sonar from Clark Health Foundation Grant and collaborated with other first responders at Deam's Lake for training.
  3. They are training for Thunder Over Louisville and the Eclipse in the next few weeks.
- F. Tim Cochran, County Highway Superintendent, reported the following:
1. Snowplows are equipped and ready to go.
  2. The program they use to run diagnostics on the equipment has expired. He will get quotes on replacing it.
  3. A shed was dumped on Brooks Road along with a 55-gallon drum. He will work with County Attorney, Scott Lewis, to see if the landowners are responsible for the removal or if it is in our Right-of-way but needs to see the plat first.

Commissioner Coffman asked him to check out the bridge in Borden on Greenville Road as the pavement is deteriorating. Commissioner Coffman also stated that Utica Township is drafting an interlocal agreement for our Highway Department to clean ditches.

- G. County Engineer, Brian Dixon, reported the following:
1. Charlie Smith from Sellersburg will draft an interlocal agreement to use our salt for road for 311 to Hwy 60 as well as Pointdexter and County Line Road which are our roads however their plows use those roads to get to theirs.
  2. Sarah Daniel is reviewing the Community Crossing Grant for Salem Noble Road.
  3. They are waiting on the tree clearing contract for the Willenger Bridge project for the work to be complete by the end of March. He is also working with DNR to confirm waterways.
  4. He met with Ed Burgin regarding the New Washington Garage. There are roof issues as well as other areas in need of upgrades. Brian Dixon would like to contact an Architecture Firm to do an assessment. Commissioner Sellers would like to review the updates that are needed first.
- H. LeeAnne Howe, Director of Human Resources, reported the following:
1. OSHA filings are due, and she is leaning out the system.
  2. 1095cs are going out.
  3. More to come on the new Time and Attendance System.

Judge Jacobs added that the courts will be having Active Shooter training on Friday. LeeAnne stated she is working with IPEP for the week of the 22<sup>nd</sup> to have the same training for other departments.

Commissioner Coffman made a motion to approve the December 13, 2023, Department Head Meeting Minutes. Commissioner Sellers seconded. Motion approved 2-0.

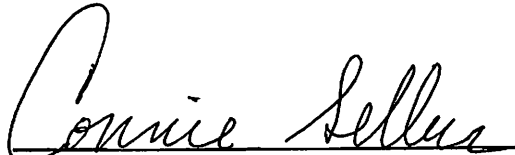
Commissioner Coffman motioned to adjourn. Commissioner Sellers seconded. Motion approved 2-0. Meeting adjourned.

**BOARD OF COMMISSIONERS OF**

**CLARK COUNTY, INDIANA**

**ABSENT**

\_\_\_\_\_  
**BRYAN GLOVER**

  
\_\_\_\_\_  
**CONNIE SELLERS**

  
\_\_\_\_\_  
**JACK COFFMAN**

**ATTEST:**

  
\_\_\_\_\_  
**R. Scott Lewis, County Attorney**