

DEPARTMENT HEAD MEETING

CLARK COUNTY BOARD OF COMMISSIONERS

April 3, 2024

The Board of County Commissioners of Clark County, Indiana met for an advertised and noticed Department Head Meeting on April 3, 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, Tom Lowe, Judge Lisa Glickfield, Judge Brad Jacobs, Jamie Hayden, Marion Shepherd, Tim Cochran, Brian Dixon, Mark Howe, and Sabrina Corbin.

- A. Judge Lisa Glickfield reported that Judge Reger had received threats via Facebook. They have reached out to the state for resources specific to this type of threat and they did not have anything. The Judges are looking forward to the Verbal Judo training that LeeAnne Howe, Director of Human Resources, has set up. There is a local policy in place to deal with threats, however social media was not addressed. Next Tuesday – Thursday is the Spring Judicial Training so they will be out of the office. Lastly the Handbook is coming along very nicely, and she believes they will end up with a uniform Countywide policy.
- B. Judge Brad Jacobs had nothing to add.
- C. Marion Shepherd, Director of Building Operations, reported the following for the Judicial Center:
 - 1. The sewer ejector went out last night which affects the basement area.
 - 2. Painting of the doors and frames are still in process.
 - 3. Mulching will begin next week because this week has been too wet.
 - 4. The HVAC service has been completed. There were two pumps that needed to be rebuilt which the provider did at no charge. However, moving forward there will need to be quotes for this.
 - 5. The softener has been installed with a start up in the next couple of days.
 - 6. They are starting the painting in Court 4.
 - 7. They are adding carpet to two offices.
- D. Jamie Hayden, Chief Probation Officer, again thanked the Commissioners for the 4th floor renovation.
- E. Tim Cochran, County Highway Superintendent, reported that a homeowner reached out regarding getting their driveway turned over to the County so that more homes could be built along side it on High Jackson. Commissioner Sellers stated the homeowner needs to go through Planning and Zoning first.
- F. Mark Howe, Deputy Surveyor, stated that his office has received five disks from Eagleview with the aerial pictures that they use with GIS. Each disk is about 4 Terabytes of data and

asked the Commissioners to provide that since the whole county will be using this data. The cost of external storage is approximately \$600.00. The Commissioners agreed that this will need to come out of the GIS Subscription Fees Fund.

- G. Brian Dixon, County Engineer, reported that the READI 2.0 presentations are April 10, 2024. He has asked Paul Wheatley to help create a PowerPoint presentation for Clark County. Paul Wheatley has given him a contract with a not to exceed amount of \$4,000.00 to create the presentation as they have the knowledge to communicate how this will benefit the community as well as tax revenue it will bring in. The Commissioners state that County Attorney, Scott Lewis, will need to review.

Brian Dixon also gave an update on several projects. The first is the Salem Noble/High Jackson project. He said the Community Crossings grant has not been awarded yet, however he wants to get the plans ready to be able to give a Notice of Bids. The Notice of Bids should be ready to be sent out Friday. If the grant is not awarded, we do not have to accept the bids. The next project will be a bid opening on May 9th, 2024, for the Stacey and Hwy 403 Project. Lastly there is one last property to be cleared for the Willenger Bridge Project and then they will move forward with getting bids on that project as well.

- H. Tom Lowe, Court Administrator, reported he is working with Doug Bentfield, Clark County Health Department Administrator, on how CPR cards he has available. He is also working with Jamie Hayden, Chief Probation Officer, to put together a program for the Judicial Center.
- I. LeeAnne Howe, Director of Human Resources, reported the following:
 - 1. The building of the LOW Time & Attendance system is going well, she is only missing the accrual sheets from the Public Defender's office which Tom Lowe, Court Administrator, will help with. Tammi Wilmoth, Payroll Clerk, has been vital to make sure both the systems are aligned as they prepare for the third systems.
 - 2. They have finished classing the employees so they can take that with the salary ordinance to the Council which asked us to complete in a year and we completed in it in the first quarter.
 - 3. IPEP will be providing Verbal Judo training for County employees. This is de-escalation training. There will be five sessions over 2 days.
 - 4. Handbooks are new, streamlined, and improved. They will be completed soon.
- J. Sabrina Corbin presented the 3-20-24 Department Head Meeting Minutes. Commissioner Coffman made a motion to approve. Commissioner Sellers seconded. Minutes approved 2-0.

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

BOARD OF COMMISSIONERS OF
CLARK COUNTY, INDIANA

~~Abstain~~ Absent
BRYAN GLOVER

Connie Sellers
CONNIE SELLERS

Jack Coffman
JACK COFFMAN

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

DATE: 4-17-24