

**DEPARTMENT HEAD MEETING**

**CLARK COUNTY BOARD OF COMMISSIONERS**

July 10, 2024

The Board of County Commissioners of Clark County, Indiana met for an advertised and noticed Department Head Meeting on July 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, Tom Lowe, Marion Shepherd, Tim Cochran, Gavan Hebner, Judge Brad Jacobs, Jamie Hayden, Doug Bentfield, and Sabrina Corbin.

- A. Tom Lowe, Court Administrator, reported Circuit Court 1 has finished a Murder trial and there will be another in August. There are 2 IED Murder cases from out of state that must be complete within 6 months.
- B. Judge Brad Jacobs had nothing to report.
- C. Marion Shepherd, Director of Building Operations, reported the following:

**Government Center**

- 1. The Commissioners' lobby as well as the Planning & Zoning lobby are complete. The Auditor's office windows will be installed tonight.
- 2. He has found the leak in the 1<sup>st</sup> floor restroom ceiling. There was a valve malfunction.

**Judicial Center**

- 1. The Clerk's office project is ongoing. This will come out of their budget.
  - 2. Juvenile Detention painting and other updates are ongoing.
  - 3. Next Monday there will be a walk-through with our insurance company as part of the annual renewal.
  - 4. He is working with Doug Bentfield, Clark County Health Department Administrator, because there are several sinkholes that have been found in the grass area of the parking lot at the Health Department. These areas have been marked for safety. They are working with a consultant to see the extent of the sinkholes. Per County Attorney, Scott Lewis, we need to see who owns the easements. Doug and Marion are working with the City of Jeff.
- D. Jamie Hayden, Chief Probation Officer, is getting estimates from New Direction to help secure the 3<sup>rd</sup> floor.
  - E. Gavan Hebner, Director of Clark County Emergency Management, reported the following:

1. He has been attending workshops with the Secretary of State regarding Election Security.
  2. There will also be tornado response training in Madison on 8/29/24 between 9-4:30 p.m.
  3. The County Fair begins Friday.
  4. Green Alert starts 7/1/24 which is for missing at risk Veterans.
- F. Doug Bentfield, Clark County Health Department Administrator, reported that he is working with Gavan Hebner to complete the EMS Survey and the current storage area for their PPE will not be available much longer, so he is looking for a new space.
- G. Tim Cochran, County Highway Superintendent, submitted requests for new vehicles. County Attorney Scott Lewis stated there needs to be 3 quotes for each vehicle as well as public bidding for the Highway Garage Gas Pumps. They have started the paving project on Salem Noble Road. Tim also reported that due to the storms there were many trees down in the county and he has an open position for a mechanic.
- H. LeeAnne Howe, Director of Human Resources, had nothing to report.
- I. Scott Lewis, County Attorney, submitted the E & B Paving Project Change Order #1 for Salem Noble Road and High Jackson in the amount of \$59,480.00 for County Engineer Brian Dixon. It is for additional materials. Commissioner Sellers wants to review the original bid and investigate it further. Commissioner Sellers will not act on this today.
- J. Sabrina Corbin presented the 6-12-24 Department Head Meeting Minutes. Commissioner Coffman made a motion to approve the 6-12-24 meeting minutes. 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**

Absent  
**BRYAN GLOVER**

Connie Sellers  
CONNIE SELLERS

Jack Coffman  
JACK COFFMAN

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

DATE: 7-24-24