

HOWARD COUNTY COUNCIL MEETING OCTOBER 27, 2020

The Howard County Council met in Regular Session on Tuesday, October 27, 2020, at 4:00 pm., in Hearing Room 338 of the Howard County Administration Center. Those in attendance included Council President James Papacek, Council Vice- President Jamie Bolser, Bryan Alexander, Leslie G. Fatum Stanley E. Ortman, John J. Roberts and Thomas N. Trine. Also, in attendance was County Attorney Alan Wilson and County Auditor Martha Lake. The meeting was called to order by Sheriff Jerry Asher and conducted by President James Papacek.

Councilman Trine led the Pledge of Allegiance and Council President Papacek gave a word of prayer.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes of the 2021 Budget Meetings having been previously submitted and reviewed were approved on a motion made by Councilwoman Fatum, seconded by Councilman Roberts, and carried. The minutes of the regular Council meeting on September 22, 2020, having been previously submitted and reviewed, were approved on a motion made by Councilwoman Bolser and seconded by Councilwoman Fatum, and carried.

IN THE MATTER OF ORD. NO. 2020-HCCO-43 - ADDITIONAL APPROPRIATIONS FOR 2020:

Auditor Martha Lake read Ordinance No. 2020-HCCO-43 – Additional Appropriations one time, and the ordinance was acted upon as follows:

	Additional Appropriations	Requested	Approved
<u>1000</u>	<u>HOWARD COUNTY GENERAL FUND:</u>		
<u>0005</u>	<u>HOWARD COUNTY GENERAL – SHERIFF OFFICE:</u>		
1110	Elected Official	1,995.00	1,995.00
	<u>TOTAL HOWARD COUNTY SHERIFF:</u>	1,995.00	1,995.00
<u>0008</u>	<u>HOWARD COUNTY GENERAL – ASSESSOR OFFICE:</u>		
11200	Chief Deputy	1,680.00	1,680.00
	<u>TOTAL HOWARD COUNTY ASSESSOR :</u>	1,680.00	1,680.00
<u>0068</u>	<u>HOWARD COUNTY GENERAL – COMMISSIONERS:</u>		
35130	Insurance Deductible	20,000.00	20,000.00
47243	Building Upgrades (Remodel)	60,000.00	Withdrew
	<u>TOTAL HOWARD COUNTY COMMISSIONERS:</u>	80,000.00	20,000.00
<u>0174</u>	<u>HOWARD COUNTY GENERAL –COUNTY MUSEUM:</u>		
11111	Executive Director/Curator	870.00	870.00
	<u>TOTAL HOWARD COUNTY MUSEUM:</u>	870.00	870.00
	<u>TOTAL HOWARD COUNTY GENERAL FUND:</u>	<u>84,545.00</u>	<u>24,545.00</u>
<u>1114</u>	<u>HOWARD COUNTY LIT SPECIAL PURPOSE FUND:</u>		
<u>0380</u>	<u>JAIL</u>		
11116	Elected Official	1,995.00	1,995.00
	<u>TOTAL HOWARD COUNTY LIT SPECIAL PURPOSE FUND:</u>	<u>1,995.00</u>	<u>1,995.00</u>
<u>1188</u>	<u>HOWARD COUNTY REASSESSMENT FUND:</u>		
47230	Vehicle	40,000.00	40,000.00
	<u>TOTAL HOWARD COUNTY REASSESSMENT FUND:</u>	<u>40,000.00</u>	<u>40,000.00</u>

<u>2532</u>	<u>HOWARD COUNTY COMMUNITY CORRECTION:</u>		
15230	Insurance	35,000.00	35,000.00
35640	Rental/Lease	26,000.00	26,000.00
	<u>TOTAL HOWARD COUNTY COMMUNITY CORRECTION :</u>	<u>61,000.00</u>	<u>61,000.00</u>
<u>8145</u>	<u>HOWARD COUNTY HEALTH DEPT OVERDOSE PREVENTION:</u>		
23601	Supplies for Mobile Response Team	4,360.00	4,360.00
22401	Materials	2,000.00	2,000.00
31208	Peer Recovery Coaches	60,000.00	60,000.00
32141	Communication	22,640.00	22,640.00
32410	Printing	2,000.00	2,000.00
35655	Trainings	11,000.00	11,000.00
	<u>HOWARD COUNTY HEALTH DEPT OVERDOSE PREVENTION:</u>	<u>102,000.00</u>	<u>102,000.00</u>
<u>8904</u>	<u>HOWARD COUNTY COVID – HEALTH IT:</u>		
32620	Professional Fees	101,000.00	Withdrawn by State
47210	IT Equipment	75,642.00	Withdrawn by State
	<u>TOTAL HOWARD COUNTY COVID –HEALTH IT :</u>	<u>176,642.00</u>	<u>0.00</u>
	<u>TOTAL ADDITIONAL APPROPRIATIONS ALL FUNDS:</u>	<u>466,182.00</u>	<u>289,540.00</u>

1000.0005– Howard County General Fund, Sheriff Department – Jerry Asher

Sheriff Jerry Asher is requesting the approval of \$1,995.00 out of .11100 Elected Official line to raise his salary to be in line with 80% of the Prosecutors salary as approved in the 2020 legislative session. This request will bring his salary up to \$124,900.00. One-half of his salary is paid from County General (1000.0005) and the other half is paid from LIT Special Purpose Fund (1114.0380). (See below)*

1000.0008 – Howard County General, Assessor Office – Mindy Heady

Mindy Heady is requesting an Additional Appropriation for her Chief Deputy Account line. In 2019 her Chief Deputy was paid from the Sales Disclosure Fund (Number 1131), for 2020 it is paid from the County General Fund (number 1000). With the fund change, this year she did not have an encumbrance amount to pull forward from 2019 to 2020 for the full 2020 Salary amount, which now must be paid from 1000.0008.

1000.0068 – Howard County General, Commissioners – Paul Wyman

Commissioner President Paul Wyman is asking for a \$40,000 for an appropriation for Insurance Deductible for additional claims this year that were not anticipated. The loss was mostly due to a new vehicle that was totaled, among other vehicle accidents this year. This additional appropriation should cover and deductibles requested through the end of 2020. The second item is the \$60,000 request for Building Upgrade and is no longer needed due to receiving a delayed Riverboat payment from the State. The money was already appropriated in the Riverboat Fund (1191), Building Upgrade, line number 47243.

1000.0174 – Howard County General, County Museum – Catherine Hughes, Director

Director Catherine Hughes is requesting funds from 11111 for \$870.00. This shortage was due to Dave Bowman, former director leaving and the county paying out his vacation time.

1114.0380 – Howard County LIT Special Purpose, Jail – Jerry Asher

Sheriff Jerry Asher is requesting approval of \$1,995.00 out of 11116 Elected Official funds to raise his salary to be in line with 80% of the Prosecutors salary. (See request in General Fund above.)*

1188 – Howard County Reassessment – Mindy Heady

Mindy Heady is requesting \$40,000.00 to replace the Vehicle for the Assessor’s office. This is a 2013 vehicle and has had some issues like replacing the battery and repairing flat tires. She gave kudos to the Maintenance staff, stating “they have been awesome in helping her repair the flat tires when needed”. She did get quotes pre-COVID for a new vehicle, the quotes ranged between \$30,000.00 - \$37,000.00. She is planning on using her current vehicle as a trade-in for the new vehicle purchase. Councilwoman Bolser asked if other departments use this vehicle. Mrs. Heady informed the Council that the Recorder’s office is listed to use the vehicle, and the Center Township Assessor’s office personnel as well. Councilwoman Bolser asked if the Assessor pays the vehicle insurance out of this fund. Mrs. Heady replied that she has never been asked that question, but responded she would not be opposed to

paying the vehicle insurance expense as long as it meets the Reassessment Fund guidelines set by the SBOA. Auditor Lake will see if insurance payments are appropriate to pay from the Reassessment Fund. Councilman Roberts asked if Mrs. Heady has made a decision as to what specific vehicle she would purchase. Mrs. Heady replied that she wanted to get approval of the money for the purchase first, then she plans to take updated quotes to the Commissioners for their approval of a vehicle.

2532 – Howard County Community Correction – Dustin DeLong

Dustin DeLong –Director of Howard County Community Supervision is requesting Additional Appropriations for the Insurance account line in the amount of \$35,000.00. This is to pay the county portion of health insurance for full time employees. This money was not used last year. Mr. DeLong is also requesting Additional Appropriations for Rental/Lease Fees account line for \$26,000.00 due to the fact that Community Supervision has increased GPS monitoring of participants from 100-125 in 2019 to 230 in 2020. Mr. DeLong stated this year’s increase is due to the increased number of people being put on GPS, with the cost of around five dollars a day per person.

8145 – Howard County Health Dept. Overdose Prevention – Jenny Cauthen

Jenny Cauthen made the presentation on behalf of James Vest, County Health Director. She asked for final approval for a grant in the amount of \$102,000.00, IN Cares Grant from the state Department of Health. This grant works in collaboration with Turning Point for peer recovery coaches and multiple other activities in efforts to lower overdose deaths and reduce hospital admissions. The state has already approved this Grant, and it is now awaiting final Council budget approval.

8904 – Howard County COVID-HEALTH IT- James Vest

James Vest notified the Council that the State Board of Health withdrew the 8904 Grant funding earlier today, for the \$176,642.00 for IT upgrades for the Health Department. Mr. Vest would like to withdraw the request at this time.

All additional appropriations having been presented, Councilwoman Fatum made a motion to approve Ordinance No. 2020-HCCO-43, Additional Appropriations, as presented. Councilman Roberts seconded the motion, and the motion carried.

IN THE MATTER OF RESOLUTION NO. 2020-HCCR - 11– TRANSFERS:

Auditor Martha Lake read Ordinance No. 2020-HCCR-11-Transfers one time, and the ordinance was acted upon as follows:

	Transfer From:	To:	Amount	Allowed
	<u>1000 HOWARD COUNTY GENERAL FUND:</u>			
	<u>0068 HOWARD COUNTY Board of Commissioners:</u>			
12109	PT Personnel	12108 Longevity	5,400.00	5,400.00
	<u>0174 Howard County Museum –General Fund:</u>			
11471	Curator	11111 Director/Curator	804.00	804.00
	<u>0235 Howard County Community Supervision</u>			
11345	Asst. Chief Prob. Officer	11125 Probation Officer (CL)	90.00	90.00
11345	Asst. Chief Prob. Officer	11244 PO Dir of Work Release	143.04	143.04
11345	Asst. Chief Prob. Officer	11246 Probation Officer (SH)	369.38	369.38
11345	Asst. Chief Prob. Officer	11247 Probation Officer (ML)	405.56	405.56
11345	Asst. Chief Prob. Officer	11252 Adult Probation Officer	2,384.44	2,384.44
11345	Asst. Chief Prob. Officer	11252 Adult Probation Officer	48.41	48.41
11345	Asst. Chief Prob. Officer	11253 PO Dir Home Detention	213.86	213.86
11345	Asst. Chief Prob. Officer	11256 Adult Probation Officer (AR)	405.56	405.56
11345	Asst. Chief Prob. Officer	11261 PSC Coordinator (OB)	865.33	865.33
11345	Asst. Chief Prob. Officer	11422 Financial Clerk	898.50	898.50
11345	Asst. Chief Prob. Officer	12006 Prob. Off PCS Case Manager	1,386.02	1,386.02
11345	Asst. Chief Prob. Officer	12204 Juvenile Probation Officer	876.67	876.67
11345	Asst. Chief Prob. Officer	12205 Juvenile Probation Officer	945.47	945.47
11345	Asst. Chief Prob. Officer	11424 Reception/Data	138.27	138.27
11345	Asst. Chief Prob. Officer	11605 Administrative Assistant	0.02	0.02
11345	Asst. Chief Prob. Officer	11715 Secretary Juvenile	0.22	0.22

11345	Asst. Chief Prob. Officer	11902 PO Dir. Comm. Supervision	2,121.69	2,121.69
11345	Asst. Chief Prob. Officer	12004 Juvenile Probation Officer	393.16	393.16
11345	Asst. Chief Prob. Officer	11710 Juvenile Probation Officer	25.00	25.00
11345	Asst. Chief Prob. Officer	12002 Juvenile Probation Officer	25.00	25.00
11345	Asst. Chief Prob. Officer	12003 Juvenile Probation Supervisor	77.00	77.00
11345	Asst. Chief Prob. Officer	12111 Juvenile Probation Officer	25.00	25.00
11345	Asst. Chief Prob. Officer	12203 Juvenile Probation Supervisor	26.00	26.00

1159 Howard County Health Dept.:

23770	Vaccine Supplies	15230 Insurance	65,000.00	65,000.00
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2100 Howard County Community Supervision:

11345	Asst. Chief Prob. Officer	11605 Admin Assistant	230.00	Withdrawn
11345	Asst. Chief Prob. Officer	11422 Admin Assistant	230.00	Withdrawn

2100 Howard County Community Supervision:

11345	Asst. Chief Prob. Officer	11250 Adult Probation	2,383.86	2,383.86
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2501 Howard County Community Supervision:

15230	Insurance	11244 PO. Dir. Of Work Release	1,477.11	1,477.11
15230	Insurance	11245 Probation Office	983.94	983.94
15230	Insurance	11503 Probation Office Asst.	192.29	192.29

2532 Howard County Community Supervision

15220	PERF	15230 Insurance	12,000.00	12,000.00
15210	FICA	15230 Insurance	6,000.00	6,000.00
32130	Travel and Training	35640 Rental/Lease Fees	10,000.00	10,000.00
11262	PCS Coordinator	11121 Comm./Intake Coordinator	1,387.00	1,387.00
11262	PCS Coordinator	11244 PO Dir of Work Release	230.00	230.00
11262	PCS Coordinator	11246 Probation Office (SH)	2,377.00	2,377.00

8903 Howard County Health Dept.(COVID Local Testing)

15220	PERF	32410 Printing	3,000.00	3,000.00
15220	PERF	30000 Other Services	3,519.00	3,519.00
15220	PERF	11800 Overtime	639.00	639.00
15230	Insurance	32200 Advertising	3,800.00	3,800.00
15230	Insurance	11800 Overtime	5,200.00	5,200.00

1000.0068 – General Fund, Howard County Board of Commissioners – Paul Wyman

Commissioner Paul Wyman is requesting a transfer of funds from the Part Time Human Resources Department to the Longevity account line for the Sheriff's Department. The Sheriff's Department had two Deputies retire and they were entitled to their longevity pay, the Sheriff's Department policy is to pay longevity out in January but both retired this fall and both hit their longevity dates before retiring. The Commissioners had some money not spent in their Part Time account and agreed to move that money so those two retired Deputies can receive their Longevity Pay out.

1000.0174 - General Fund, Howard County Museum - Catherine Hughes, Director

Catherine Hughes requesting to transfer the overage from the curator line of \$804.00 to the director line due to the payout of retiring Dave Bowman's vacation time.

1000-0235, 2100, 2501, and 2532 - Howard County Community Supervision - Dustin Delong, Director

Mr. Delong explained that part of his funds are on a Fiscal calendar, some on a Calendar year, and others are Extensions from one grant period to another. Most of his employees are paid from multiple funds and different grants. These transfers are needed to make sure all the employees' salaries are funded through the end of the year. Mr. Delong has reviewed each year the dollars budgeted, and has provided a detailed spreadsheet for each person. He has to keep track because the majority of the staff, Probation Officers, receive state mandated raises at different times thru the year. New rate adjustments are required. Long story short, there was not funding in previous years to cover these added costs, or during the transition these amounts were changed. They were paid out of the current year's money instead of a previous year's money and shortages were incurred. The budgeted amount for the individuals' salaries are

correct, nobody is getting paid more money than they should be paid, Mr. Delong explained that, hopefully, this is a cleanup and we won't be doing this again. Mr. Delong was fortunate this year to have some funds in account lines to transfer to cover the needed costs. Councilwoman Bolser asked how they have \$11,863.60 available in one of the Payroll accounts. Mr. Delong stated that an employee retired in February and that position was budgeted for \$66,000.00 for the year. Councilman Roberts said that he is sorry that Mr. Delong has to go through all this, just to keep his staff funded. He said it seems like we need to make a phone call to hopefully help stream line all of these funds. Mr. Delong said that he has done his best and welcomes any suggestions or advice from the Council members.

1159- Howard County Health Dept. - James Vest

James Vest is requesting a transfer for \$65,000.00 from the Vaccine Supplies line to cover the shortage for the Insurance account line. He has changed his budget for next year to reflect the higher amount needed for Insurance funds. He should not have to request additional or transfers for the next year.

2100- Howard County Community Supervision (Supp. Adult Probation): Dustin Delong

This transfer from account number 11345 to account 11605 and 11422 is withdrawn at this time. Mr. Delong does not want to request an increase in salary at this time.

8903 - Howard County Health Dept. (COVID Local Testing) - James Vest

James Vest had already presented the 8903 budget for the grant period. He originally was thinking that the full-time employees would be eligible for county benefits, and budgeted for PERF and Insurance. It ends up that all the employees hired for the testing site are classified as "Seasonal/Temporary" employees and not eligible for benefits. James is requesting to transfer from the account appropriations for PERF and Insurance into some other line items. Councilwoman Bolser asked if the Health department was getting all needed supplies for the local testing site? Mr. Vest said there are plenty of grant funds to cover everything. Councilwoman Bolser also asked if the testing depends on if the client has medical insurance coverage or not. Mr. Vest said the testing is for anyone in need, medical insurance is not needed. Mr. Vest informed the council that the County Testing Site is open now and the State funded site at the senior center will be finished at the end of October. At that time, the site on Bell Street will be the main one for anybody to go to get tested for COVID going forward.

Councilwoman Bolser made a motion to approve Resolution No. 2020-HCCR-11, Transfers, as read. Councilman Roberts Seconded the motion, and the motion carried.

IN THE MATTER OF SALARY ORD. NO. 2020-HCCO-44- AMENDING SALARY ORD. FOR 2020:

Auditor Martha Lake read Ordinance No. 2020-HCCO-44- Amending Salary Ordinance one time, and the ordinance was acted upon as follows:

	Salary Amendments	Requested	Approved
<u>1000</u>	<u>HOWARD COUNTY GENERAL FUND:</u>		
<u>0005</u>	<u>Howard County General – Sheriff Office:</u>		
11100	Elected Official	1,995.00	1,995.00
<u>0008</u>	<u>Howard County General – Assessor Office:</u>		
11200	Chief Deputy	1,680.00	1,680.00
<u>0068</u>	<u>Howard County General – Commissioners Dept.:</u>		
12109	PT Personnel	(5,400.00)	(5,400.00)
12108	Longevity	5,400.00	5,400.00
<u>0174</u>	<u>Howard County General – County Museum:</u>		
11111	Executive Director/ Curator	1,674.00	1,674.00
11417	Curator	(804.00)	(804.00)
<u>0235</u>	<u>Howard County Community Supervision :</u>		
11345	Asst. Chief Prob. Officer	(11,863.60)	(11,863.60)
11125	Probation Officer (CL)	90.00	90.00

11244	PO Dir. Of Work Release	143.04	143.04
11246	Probation Officer (SH)	369.38	369.38
11247	Probation Officer (ML)	405.56	405.56
11252	Adult Probation Officer	2,384.44	2,384.44
11252	Adult Probation Officer	48.41	48.41
11253	PO Dir. Of Home Detention	213.86	213.86
11256	Adult Probation Officer (AR)	405.56	405.56
11261	PSC Coordinator (OB)	865.33	865.53
11422	Financial Clerk	898.50	898.50
11424	Reception/Data	139.27	139.27
11605	Administrative Assistant	0.02	0.02
11710	Juvenile Probation Officer	25.00	25.00
11715	Secretary Juvenile	0.22	0.22
11902	PO Dir. Comm. Supervision	2,121.69	2,121.69
12002	Juvenile Probation Officer	25.00	25.00
12003	Juvenile Probation Supervisor	77.00	77.00
12004	Juvenile Probation Officer	393.16	393.16
12006	Prob. Off. PCS Case Manager	1,386.02	1,386.02
12111	Juvenile Probation Officer	25.00	25.00
12203	Juvenile Probation Supervisor	26.00	26.00
12204	Juvenile Probation Officer	876.67	876.67
12205	Juvenile Probation Officer	945.47	945.47
<u>1114 Howard County LIT Special Purpose Fund:</u>			
<u>0380 JAIL</u>			
11116	Elected Official	1,995.00	1,995.00
<u>1159 Howard County Health Dept.:</u>			
15230	Insurance	65,000.00	65,000.00
<u>2100 Howard County Community Supervision (Supp. Adult Probation):</u>			
11345	Asst. Chief Prob. Officer	(460.00)	Withdrawn
11605	Admin Asst.	230.00	Withdrawn
11422	Admin Asst.	230.00	Withdrawn
<u>2100 Howard County Community Supervision (Supp. Adult Probation):</u>			
11345	Asst. Chief Prob. Officer	(2,383.86)	(2,383.86)
11250	Adult Probation Officer	2,383.86	2,383.86
<u>2501 Howard County Community Supervision (City User Fee-Alcohol & Drug):</u>			
15230	Insurance	(2653.34)	(2653.34)
11244	PO. Director Of Work Release	1,477.11	1,477.11
11245	Probation Officer	983.94	983.94
11503	Probation Officer Asst.	192.29	192.29
<u>2532 Howard County Community Supervision (City Usr Fee – Project Income):</u>			
15210	FICA	(6,000.00)	(6,000.00)
15220	PERF	(12,000.00)	(12,000.00)
11262	PSC Coordinator	(3,994.00)	(3,994.00)
11121	Comm. /Intake Coordinator	1,387.00	1,387.00
11244	PO. Director Of Work Release	230.00	230.00
11246	Probation Officer(SH)	2,377.00	2,377.00
15230	Insurance	53,000.00	53,000.00
<u>8903 Howard County Health Dept.(COVID)Local Testing):</u>			
15220	PERF	(7,158.00)	(7,158.00)
15230	Insurance	(9,000.00)	(9,000.00)
11800	Overtime	5,839.00	5,839.00

Howard County Maintenance Department:

1000.11700.000.313- Request to increase the Part Time hourly rate from \$10.92 per hour to \$13.50 per hour for the Remaining of the 2020 year. _____Approved_____

Auditor Lake explained that the salary amendment items were also covered under the additional appropriations and transfer documents which the council previously approved. Councilwoman Fatum made a motion to approve Ordinance No. 2020-HCCO-44, Amending Salary Ordinance, as read. Councilman Alexander seconded the motion and the motion carried.

IN THE MATTER OF OLD BUSINESS:

Councilman President Papacek asked the Council if they would be willing to adjust the time of the December 4th 2020 meeting. The December 4th meeting has typically been scheduled for 12:00 noon. However, due to scheduling conflicts, it was agreed to move the meeting time to 4:00 p.m. The 2020 Council meeting schedule is updated to reflect the December 4th meeting new time of 4:00 p.m.

IN THE MATTER OF NEW BUSINESS:

Commissioner Dodd said that he has some concerns about the Leased Vehicles Program and the annual report that Enterprise submits to the County. Commissioner Dodd has scheduled a Zoom meeting with Enterprise to ask questions. If anyone would like to view, this will be scheduled for November 4th at 10:00 a.m. with Holly at Enterprise. Commissioner Dodd said that he would like to invite any Council member who would like to, to get more information or clarification during the Zoom meeting, *being careful not to break the rule of only three council persons meeting together at one time.*

There being no further business to come before the Council

At this time, the meeting was adjourned at 5:07 p.m., on a motion made by Councilwoman Bolser. Councilwoman Fatum seconded the motion and the motion carried.

HOWARD COUNTY COUNCIL:

JAMES T. PAPACEK, PRESIDENT

JAMIE L. BOLSER, VICE PRESIDENT

BRYAN ALEXANDER, MEMBER

LESLIE G. FATUM, MEMBER

STANLEY E. ORTMAN, MEMBER

JOHN J. ROBERTS, MEMBER

THOMAS N. TRINE, MEMBER

MARTHA J. LAKE, AUDITOR
HOWARD COUNTY COUNCIL MEETING OCTOBER 27, 2020