

The fire alarm panel at the Jay County Country Living is in need of replacement. VFP Fire Systems \$16,599 and Koorssen Fire \$16,898. The alarm system is required for the facility with the upgrades. Mr. McGalliard indicated the system will be needed whether the council decides to fund it or not. Brian McGalliard made a motion to approve the purchase from VFP Fire Systems for \$16,599 out of Cum Cap Development.

**UPPER WABASH RIVER BASIN COMMISSION**

A claim to the Upper Wabash River Basin Commission for \$1,000 was presented to the commissioners. The commission believes the money could be classified as dues. Rex Journey believes the other counties increased from \$1,000 to \$2,000 but is not in favor of the increase because it does not help the county. He recommends decreasing the amount to \$500 for the year. Rex Journey made a motion to approve the claim to the Upper Wabash River Basin Commission for \$500. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

**MISCELLANEOUS BUSINESS**

The payroll docket was presented for commissioner approval. Rex Journey made a motion to approve the payroll docket. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

The state annual school congressional interest form was presented for commissioner approval. Brian McGalliard made a motion to approve the congressional interest form. Rex Journey seconded the motion and the motion was approved by unanimous vote.

A claim to the Bank of New York Mellon on behalf of the Indiana Bond Bank Fuel Program administrative fees for April 2023 in the amount of \$1,086.80 for commissioner approval. Rex Journey made a motion to approve the claim. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

With no further business, Brian McGalliard made a motion to adjourn at 12:01 p.m; Rex Journey seconded the motion and the motion passed by unanimous vote.

**JAY COUNTY COMMISSIONERS**

**Chad Aker**



**Brian McGalliard**

  
**Rex Journey**

**Attest:**   
**Jay County Auditor**

**MAY 18<sup>TH</sup>, 2023**

The Jay County Council and Commissioners met in special joint session on Thursday, May 18<sup>th</sup>, 2023, at 6:00 PM, in the auditorium at the Jay County Courthouse. Attending was Harold Towell, Cindy Bracy, Matt Minnich, Randy May, commissioner Brian McGalliard, auditor Emily Franks, and Faron Parr, council vice president presiding. Dave Haines, Jeanne Houchins, Rex Journey and Chad Aker were absent. The purpose of the special joint session was to meet with representatives from OCRA regarding the HELP! Program.

Allie Daugherty, OCRA Northeast Community Liaison, came to answer any questions the joint board had regarding the eligible project list provided by their department. The list was in regards to the projects listed in the final HELP! Strategic Investment Plan. Most of the projects provided in the investment plan will not be eligible for the CDBG (Community Development Block Grant) matching grant. The matching grants cannot cover operations of local government and must have a COVID tieback. The only project listed in green was related to the childcare facility project.

The project for Spur Housing Development was listed in blue. However, the project is limited to single home owner occupied rehabilitation and must be used on fixes that without would make a home unlivable. The grant would not cover work on new infrastructure. Projects listed in Orange included In-Patient Mental Health, Public Safety Building, Recovery & Reintegration Program, and Youth Engagement. After questioning the Public Safety Building project was determined to now be red and ineligible for any CDBG funding.

Ms. Daugherty encouraged both boards to collaborate and asked a timeline be established to submit a fundable application for CDBG Cares Act Funding and a plan to meet pivotal milestones in the

process. The deadline for the timeline to them would be June 16, 2023. They also reminded those present the deadline for their construction grants would be January 21, 2024 and should be prioritized. The deadline for all other grants including; economic development, program services and planning grants will be June 21, 2024.

With no further business, Faron Parr made a motion to adjourn the meeting; Brian McGalliard seconded the motion and the meeting was adjourned at 6:52 p.m.

**JAY COUNTY COMMISSIONERS**

Chad Aker  
Brian McGalliard  
Rex Journey  
Attest: Emily Frank  
Jay County Auditor

**MAY 22, 2023**

The Jay County Commissioners met in regular session on Monday, May 22, 2023, in the auditorium in the courthouse. Attending was Brian McGalliard, Rex Journey, attorney Wes Schemenaur, auditor Emily Franks, and Chad Aker, president, presiding. Rex Journey made a motion to approve the minutes from May 8, 2023 with the removal of \$10,000 from the Soil & Water District section of the minutes. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

**ORDINANCE 2023-07**

Heath Butz, Health Department Administrator, came to the commissioners to discuss raising some of the department's fees effective July 1, 2023. He would like to increase various fees including Regular Birth Certificate \$15, Wallet Birth Certificate \$15, Death Certificate (as well as additional copies) \$15, Genealogy \$5, Non-Certified death certificate \$5 (this is new), TTB Test \$20. Mr. Butz has surveyed other surrounding counties to establish the new fee schedule. The fees were reviewed to make sure the county was not losing money on any test. Rex Journey made a motion to approve Ordinance 2023-07 effective July 1, 2023. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

**HEALTH DEPARTMENT**

Mr. Butz briefly discussed the new state funding program for 2024 and 2025 with them just receiving the numbers and some guidance last week. He would like to see the county opt in to the new funding. It will require a 20% match for the funds with it being 60/40. 60% has to be regulatory and 40% will be administrative options. He is looking at more program options within the administrative side. The current legacy amount has been \$49,416.22. Mr. Journey asked what the state's goal is in providing the new funding. Mr. Butz stated Indiana ranks low amongst other states in public health measures. This money would go towards trying to get the rank in the middle.

Mr. Journey questioned if the funding might be taken away in the future. Mr. Butz had questioned the state but there is no official guarantee past 2025. He has met with the hospital, school and drug prevention coalition to make sure services are not being duplicated but also ways to partner in the future. There will be key performance indicators to make sure the county is meeting the core health services. They will also be able to opt out at any time if the county decides it is no longer beneficial. Mr. Aker pointed out a maximum of 10% of the funds could go towards a new building. Mr. Butz stated it could be used for infrastructure, vehicles, rent, etc. but would most likely be banked until needed. He will be back to the commissioners with more details and information regarding the official opt in.

**JOHN JAY CENTER FOR LEARNING**

Dean Jetter, board president, came to the commissioners to appoint one person to the John Jay Center for Learning Board. A letter was presented to the commissioners with two recommendations Christina Schemenaur and Adolfo Solis. Rex Journey made a motion to appoint Adolfo Solis to the John Jay Center for Learning Board. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

**PROGRESSIVE DEL TORRO**

Jeanne Houchins came on behalf of Progressive Del Torro and thanked the board for choosing their company for the new auditorium chairs. If there are any questions regarding the chairs, she asks that they let them know.

**ECI SMALL BUSINESS DEVELOPMENT CENTER**

Karen Lloyd, Regional Director of the East Central Indiana SBDC, came to the commissioners to request funding in the amount of \$2,000 from the commissioners. They have helped several local businesses and helped established the Launchly! Competition. Rex Journey questioned if new businesses were directed to the center. Mr. Richards confirmed any business that comes to his office receives their information. Mr. McGalliard questioned if they had more requests in recent years. Ms. Lloyd confirmed the number of requests has increased. Brian McGalliard made a motion to approve the funding request. Rex Journey seconded the motion and the motion passed by unanimous vote.

Ms. Lloyd also requested the commissioners increase their budget for 2024 to \$2,500. The commissioners will take the request under advisement for their 2024 budget.

**JEMS**

Gary Barnett and John McFarland, shift supervisors, came to the commissioners to give them their monthly update. Their numbers are holding true with no major revenues or disbursements. The large number of expenses are due to labor costs. He is still having issues getting paramedics with neighboring counties paying \$30 an hour. They have also not been able to shave down the ambulance prices yet but will have figures for next month. Chad Aker asked if the run count was still up or had decreased. Mr. Barnett stated the number of runs were down slightly.

Mr. McFarland spoke regarding his EMT training program. They started the school year with 18 EMTS students with 12 students passed on their first try. This has increased their pass rate to 80% on the first try with the state pass rate of 33%. One student has already passed on their second attempt with two more waiting the two weeks to test again. Rex Journey questioned how many of those students were Jay County Residents. Mr. McFarland relayed that the majority are Jay County residents with some in Berne, Geneva, and Farmland. Chad Aker asked how many were now hired by the county once completing their test. Mr. McFarland believed the number was close to 50%.

**IU HEALTH JAY HOSPITAL- RESOLUTION 2023-04**

Wes Schemenaur, county attorney, informed the commissioners regarding an issue that has arisen with the IU Health transition over Jay County Hospital. He explained a little of the history of the transition. Originally IU Health agreed to put up 5 million dollars to make renovations at IU Jay in 2018. They were to be spent by 2021 but were not spent due to COVID. Of the \$5 million, \$3.75 million dollars was put in an account at First Merchants Bank with \$1.25 million went to the Portland Foundation. \$1.291 million of the funds has been spent to date. IU Health has requested the funds be released by First Merchants Bank but they have been unable to release due to a signature issue.

The original signature was David Littler who was a part of the Jay County Hospital but was never a county employee. Resolution 2023-04 will replace him with the council and commissioner president. He will bring a resolution to correct the issue to the council for their approval of June 14<sup>th</sup>, 2023. Rex Journey questioned if the county would have any say on what the money was being spent on or the final result. Mr. Schemenaur believed there might be a way for the county to raise an objection if IU Health went against the original plan. Mr. Aker asked if there is a timeline for them to get their projects completed. Mr. Schemenaur did not see a timeframe listed in the revised agreement. The commissioners would like time to review the capital improvement plan original presented before approval. Rex Journey made a motion to table the resolution until the next meeting June 12<sup>th</sup>, 2023. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

**TIME CLOCK SYSTEM**

Emily Franks, auditor, presented the commissioners with three quotes for providers of universal time clock systems. All systems offer the options to department heads of manually entering time, clocking in on a computer, physical timeclock, or mobile app. They also come with the option to geofence to require employees to be in a designated area to clock in via mobile. The first quote was from Advanced Time an entirely web-based system. They would charge a monthly host fee of \$1,327.50, with an initial set up fee of \$1,750. The physical timeclocks would cost an estimated \$1,025 per clock to buy outright or the county could rent them for a monthly fee per clock. The second quote was from NeoGov which requires a 24-month initial term at \$76,159 for year one and \$43,271 for year two.

The third quote was from TimeClock Plus through Harris local government the current office financial and payroll software. They quoted three different prices depending on the type of timeclock required. The base amount would be \$18,250 for the software, \$803 for an annual support fee. The pin RDT Time Clock is \$1,761.56 per clock. It would be \$2,436.56 per clock for a proximity reader with a \$9.65 per employee to purchase the badge. Ms. Franks sees this as a benefit to both department heads and employees as it provides self-serving options for employees. They can retrieve their pay stubs electronically, see their accrued time, and request leave in the application. The department head can easily track time accrued or spent including sick, personal, vacation, comp, or

FMLA. She added departments would be onboarded a few at a time to work out any issues before switching the whole county. The commissioners will take the quotes under advisement until the next meeting June 12<sup>th</sup>, 2023.

**SHERIFF**

Larry R. Newton, sheriff, Bill Baldwin, 911 director, and Spillman representatives came to the commissioners to discuss the new contract. A list of new modules from Spillman with prices was presented to the commissioners. They are offering CAD mapping system to locate calls on the map. The county currently does not have anybody to offer 911 GIS services. Mr. Baldwin indicated the map had not been updated in several years and was missing some streets and addresses. Mr. Journey questioned Mr. Baldwin about the current process to obtain a 911 address. Currently, they contact Mr. Baldwin for the address before filing for a building permit. Ms. Franks added copies of all building permits are given to the assessor for them to enter it into their system for taxation.

Spillman would manage all the new data and addresses for the county at around \$30,000 a year. On year one, the new purchase would be \$90,000 and an additional \$19,578 for maintenance. The other cities and towns utilizing the software would pay an additional portion for those systems including Portland at \$4,300 and Pennville \$277. Rex Journey asked if Mr. Baldwin would have to go through and add what was not already listed on the map. Bill Baldwin said it should be okay as they would know a general call area. The contract would start in January 2024 for the new mapping system. Ms. Franks, auditor, questioned what features were different from the current GIS map offered. The representative from Spillman stated the biggest difference would be the GIS information on the sheriff vehicles. Mr. Newton encouraged the commissioners to decide soon to lock in the discounted pricing offered through June 30, 2023. The commissioners will decide at their next meeting June 12<sup>th</sup>, 2023 after clearer numbers of the cities and town portions are determined.

**ARCASearch**

Emily Franks, auditor, presented a proposal from record preserving company ARCAsearch for records related to her office. The proposal was broken into three different sections. The first was for the digital preservation and creation of the archive site for all council and commissioners' records. The estimated cost for the archival of the 25,000 pages would be \$33,101. The annual maintenance fee would be \$2,678. The second proposal was for the preservation and creation of the archive site for all property transfer and plat books. The estimated cost for the archival of the estimated 68,770 pages would be \$66,523. The annual maintenance fee would be \$2,985.

The third proposal is in regards to creating an e-commerce website for the information. Ms. Franks would only recommend charging for access to the transfer books not the council/commissioner records. The initial cost of set up would be \$2,495 with an annual fee of \$999. Access could be obtained by users on a daily, monthly and yearly basis. She would recommend the project be paid from by ARP monies. Both Randolph and Henry counties have used the company. If the commissioners are interested, she will obtain quotes from other companies. She prefers this company over others as the books will never leave the building and will not be destroyed to create the digitized records. The commissioners recommended it be looked at by the joint board for use of ARP monies. Ms. Franks added the clerk might also be interested in having some records digitally preserved.

**MISCELLANEOUS BUSINESS**

The payroll docket was presented for commissioner approval. Rex Journey made a motion to approve the payroll docket. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

The claims docket was presented for commissioner approval. Brian McGalliard made a motion to approve the claims docket for May. Rex Journey seconded the motion and the motion passed by unanimous vote.

With no further business, Rex Journey made a motion to adjourn at 10:48 a.m.; Brian McGalliard seconded the motion and the motion passed by unanimous vote.

**JAY COUNTY COMMISSIONERS**

Chad Baker  
Brian McGalliard

Rex Journey  
Rex Journey

Attest: Emily Franks  
Jay County Auditor

MAY 22, 2023

The Jay County Commissioners met in executive session on Monday, May 22, 2023 at 11:30 a.m., in the commissioners' room in the courthouse. Attending was Brian McGalliard, Rex Journey, auditor Emily Franks, and Chad Aker, president, presiding.

The Jay County Commissioners met in executive session with respect to any individual over whom the governing body has jurisdiction per IC 5-14-1.5-6.1(b)(6).

JAY COUNTY COMMISSIONER

  
Chad Aker

  
Brian McGalliard

  
Rex Journey

Attest:   
Jay County Auditor