

WARRICK COUNTY BOARD OF COMMISSIONERS MEETING
REGULAR SESSION
COMMISSIONERS MEETING ROOM
107 W. Locust Street, Suite 303
Boonville, Indiana
January 2, 2022
11:45 A.M.

The Warrick County Commissioners met in regular session with Terry Phillippe, President; Robert Johnson, Vice President; and Dan Saylor, Member. Attorney Andrew Skinner and Administrator Heather Soberg were in attendance. Administrator Heather Soberg recorded the minutes.

President Terry Phillippe called the meeting to order at 11:45 A.M.

PLEDGE OF ALLEGIANCE

COUNTY ATTORNEY
EMPLOYEE HANDBOOK AMENDMENTS - IMPLEMENTATION OF PTO

Commissioner Dan Saylor: (Inaudible).

Commissioner Bob Johnson: I'm good.

Commissioner Terry Phillippe: First order of business is our County Attorney.

Andrew Skinner: Thank you, Mr. President. We have three (3) items today. First item on the agenda is amendments to the Personnel Handbook, adoption of a PTO Benefit Policy. This would be amending the Handbook sick leave and vacation time and replacing that instead with the general overall PTO policy. And you all have received copies of that and if you have any questions, happy to entertain those. This policy explains in general what PTO is, what benefits would be offered to the employees, how many hours they would get for a year, how those can be used. It addresses sell back of those hours upon termination. Addresses current sick/vacation, or current sick leave time that they, that employees have currently as of December 31st would then be placed into a sick leave repository account for each employee and how those will get used going forward as well.

Commissioner Terry Phillippe: That's all been reviewed between Legal Counsel and HR?

Andrew Skinner: It has.

Commissioner Terry Phillippe: I'll entertain a motion. Was there questions or discussion?

Commissioner Dan Saylor: Well, I have a question. Andrew, there's nothing being taken away from an employee? Correct, correct? This is just all to help with the figuring and with the new software, is that...?

Andrew Skinner: Correct, nothing, no hours are being removed. They received the same number of total hours per year. It's just calling them PTO and clumping them all together into one (1) set of hours versus having sick leave, sick time, vacation time. Are you taking vacation? Are you taking sick? And the rules. No, you have to take vacation for this, not sick. This is just all PTO and then, yes, when the system, timekeeping system gets put into place, this will help track that as well.

Commissioner Dan Saylor: Bob, you have any questions?

Commissioner Bob Johnson: No, Sir.

Commissioner Dan Saylor: I make a motion to approve the PTO Handbook Amendments dated 01-01-23.

Commissioner Bob Johnson: I'll second.

Commissioner Terry Phillippe: I have a first and a second. All in favor?

Commissioner Bob Johnson: Aye.

Commissioner Dan Saylor: Aye.

Commissioner Terry Phillippe: Aye. Motion carries three, zero (3-0).

(Handbook Update is located on Pages 4 through 5 of these Official Minutes)

**FINAL ACTION ON PROPOSED CONTRACT FOR LEGAL SERVICES
FOR THE HEALTH DEPARTMENT**

Andrew Skinner: Second item on the agenda is Final Action on The Proposed Contract for Legal Services for the Health Department that was discussed at the last meeting. We have reviewed that contract and given you comments on that. And approval last meeting was subject to Counsel review. So, this meeting is for your final action on that.

Commissioner Terry Phillippe: So, the Indiana State Code says the County Attorney shall serve as Health attorney.

Andrew Skinner: So, yeah. Correct. So, our review of that contract was, it was for much more services that just handling Ordinance violations. It was for entire legal services being provided and paid by the Health Department, a monthly retainer, and all services relating to Health Department being handled by a different attorney other than the County Attorney. And the Statute specifically states that the County Attorney shall act as the attorney for the Health Department. Unless the Commissioners want to hire separate counsel for all Health Department matters.

Commissioner Terry Phillippe: So, we can essentially resend what we passed last meeting and go back to the drawing board?

Andrew Skinner: Correct.

Commissioner Bob Johnson: I'll make that motion.

Commissioner Dan Saylor: I'll second.

Commissioner Terry Phillippe: Have a first and a second. All in favor?

Commissioner Bob Johnson: Aye.

Commissioner Dan Saylor: Aye.

Commissioner Terry Phillippe: Aye. Motion carries three, zero (3-0).

ACTION ON DECEMBER 19, 2022 PAYROLL

Andrew Skinner: Final action, well, final action, there's two (2) more. So, one (1), we have action on Payroll Voucher pay date of December 19, 2022. At the last meeting, there was a pay voucher that was pulled out for pay dates 11-20 to 12-03 for the Deputy Auditor and the misunderstanding on our end recommending, recommending that. So, that pay date was not for January 3rd. It was actually for a pay date of December 19th, which of course happened. So, we just need to resend that, with removal, and approve that Payroll Voucher.

Commissioner Dan Saylor: Make a motion to rescind.

Commissioner Bob Johnson: Second.

Commissioner Terry Phillippe: Have a first and second. All in favor?

Commissioner Dan Saylor: Aye.

Commissioner Bob Johnson: Aye.

Commissioner Terry Phillippe: Aye. Motion carries three, zero (3-0).

(Payroll is located on Page 5 of these Official Minutes)

REQUEST FOR ADDITIONAL PAYMENT OF FUNDS ON INTERLOCAL AGREEMENT BETWEEN OHIO TOWNSHIP ADVISORY BOARD AND TRUSTEE

Andrew Skinner: Last item needed to deal with today is Request for Additional Payment of Funds on the Interlocal Agreement between the Ohio Township Advisory Board and Trustee for services provided in building the Disaster Preparedness Facility. And in order to pay those expenses, we would need to amend the Interlocal to approve any additional expenses paid to Ohio Township.

Commissioner Terry Phillippe: And that's for the supplies, right?

Andrew Skinner: For supplies and whatever services the Commissioners approve.

Commissioner Dan Saylor: Yeah, supplies and services. So, this is just, this needs to be a motion to, to amend the Interlocal, right?

Andrew Skinner: Correct.

Commissioner Bob Johnson: I'll make that motion.

Commissioner Dan Saylor: And I'll second that.

Commissioner Terry Phillippe: I have a first and a second. All in favor?

Commissioner Bob Johnson: Aye.

Commissioner Dan Saylor: Aye.

Commissioner Terry Phillippe: Aye. Motion carries three, zero (3-0).

Andrew Skinner: That's all I have on, for you today.

(Ohio Township Interlocal is located on Pages __ through __ of these Official Minutes)

COMMISSIONER ITEMS FOR DISCUSSION

Commissioner Terry Phillippe: Okay. Anything else, Commissioners?

Commissioner Dan Saylor: I, I have nothing.

Commissioner Terry Phillippe: Entertain a motion.

Commissioner Bob Johnson: Make a motion to adjourn.

Commissioner Terry Phillippe: Thank you.

Commissioner Dan Saylor: Second.

Commissioner Terry Phillippe: I have a first and a second. All in favor?

Commissioner Dan Saylor: Aye.

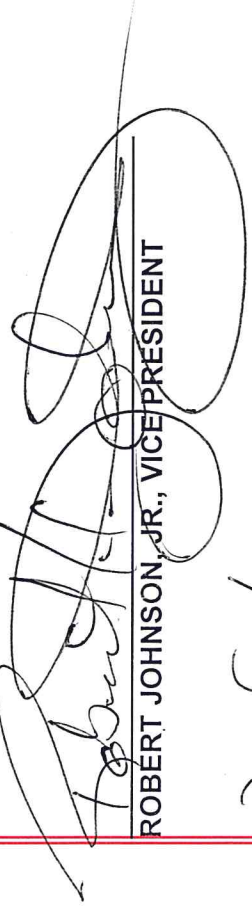
Commissioner Bob Johnson: Aye.

Commissioner Terry Phillippe: Aye. Motion carries three, zero (3-0).

ADJOURNMENT: Meeting adjourned at 11:52 P.M.

WARRICK COUNTY BOARD OF COMMISSIONERS

TERRY PHILLIPPE, PRESIDENT



ROBERT JOHNSON, JR., VICE PRESIDENT



DAN SAYLOR, MEMBER

ATTEST:



MICHAEL J. DIETSCH, AUDITOR
WARRICK COUNTY, INDIANA

Minutes transcribed by Kristine Georges

PTO Handbook Amendments 01-01-2023

Paid Time Off (PTO) Policy Effective January 1, 2023 - HANDBOOK Update

Sections 8.0, 8.1, 8.2 and 8.3 shall be replaced in their entirety with the following:

8. LEAVES OF ABSENCES

8.1 Paid Time Off (PTO) Benefits

The County provides Full-time Exempt and Non-Exempt employees (Eligible Employees) with paid time off ("PTO") benefits in the form of sick days, vacation days, and PTO. Sick days and PTO are not accrued for part-time employees. For purposes of this Section 8.1, elected Officials and part-time employees are not Eligible Employees.

PTO is intended to allow Eligible Employees paid time off from work for reasons such as vacation, personal illness, family illness, medical appointments, religious or ethnic holidays, personal or family business, County scheduled holidays, bereavement leave, and jury duty/court absence are not considered PTO and are not included in an Eligible Employee's earned and accumulated PTO amount.

PTO shall be taken by an Eligible Employee in accordance with the Warrick County's payroll procedure and in compliance with any State and Federal regulations or requirements. PTO may be taken in increments that best accommodate the Eligible Employee's schedule, subject to departmental needs. Elected Officials/Supervisors will administer the PTO policy fairly/equitably and treat each employee in a non-discriminatory manner.

The amount of PTO to which an Eligible Employee is entitled for a PTO Leave Period (as defined below) is determined by said Eligible Employee's length of continuous service as a full-time employee. An Eligible Employee's first PTO Leave Period (i.e. the time in which PTO can be used) will begin on the first day following the satisfactory completion of said Eligible Employee's 90-day probationary period, unless otherwise noted herein.

PTO will begin to accrue during each pay period and will begin 01/01/2023. Eligible Employees are allowed to carry over a maximum of 360 hours of PTO each year. Additional PTO hours in excess of 360 hours will be forfeited. Elected Officials/Supervisors and Human Resources Commissioners. An Eligible Employee wanting to request additional PTO rollover hours should provide a written request to the Human Resources Manager and their respective Department Head/Elected Official which will be submitted for formal prior consideration by the Warrick County Commissioners.

PTO pay shall be equal to an Eligible Employee's regular current rate of pay at the time PTO is taken and shall not include overtime or any special forms of compensation. If a holiday is recognized by the County falls during an Eligible Employee's scheduled PTO Leave Period, said Eligible Employee shall receive PTO pay for that day. PTO shall not be taken or paid out in advances of being awarded.

No PTO shall be earned while an Eligible Employee is on an unpaid leave of absence, except for instances where it is required by law, such as the Family Medical Leave Act (FMLA) and certain military leaves.

Eligible Employees are expected to manage their PTO balances and plan use of PTO during peak and non-peak operational times. Eligible Employees shall obtain prior approval of PTO (except in the case of FMLA, ADA, or other federal laws); the determination of which rests solely with the Warrick County Commissioners) as follows:

- An employee's request for a PTO Leave Period of less than three (3) consecutive days shall be approved by the Head/Supervisor at least seven (7) days before commencing such leave.
- PTO Leave Periods of three (3) consecutive workdays or more must be approved by the Eligible Employee's Elected Official/Department Head/Supervisor at least fourteen (14) days before commencing such leave.
- Because each office/department has varying operations during the year, PTO may be approved on a more limited basis during such periods and the corresponding SOP's for those offices/departments will prevail, so long as they have been previously approved by the Human Resources Manager.
- The maximum PTO that can be taken is twenty-one (21) days unless the Eligible Employee is on an approved FMLA, ADA, or other federal leave.

PTO must be taken in minimum increments of 30 minutes. Eligible Employees absences that occur after all available PTO has been exhausted will be unpaid and an unexcused absence per Section 7.4 of the employee handbook. If an Eligible Employee has PTO available, said Eligible Employee must use such PTO when absent from work unless on an approved FMLA, ADA, or other federal leave. Elected Officials/Supervisors are encouraged to speak with their Elected Official/Department Head/Supervisor or Human Resources Manager as to whether a certain absence should apply against their PTO balance.

8.2 Rules Governing Accrual and Use of PTO

All Eligible Employees will be awarded their 2023 vacation days in equivalent PTO hours in the 2023 pay period. The 2023 PTO schedule shall be based on the 2022 PTO schedule based on service years completed as of the end of 2022. Eligible Employees hired between July 1, 2022 and December 31, 2022 will receive PTO hours after their 90 day probation has been satisfied. Further direction shall be provided to all employees beginning in January of 2023.

Beginning January 1, 2023 all Eligible Employees shall begin accruing PTO hours; to then be used starting January 2023 based on service years completed in 2022. Front loaded hours given in 2023 must be used before accrued hours.

A new timekeeping system will be adopted for Warrick County Government Employees in 2023 and these calculations will be used to determine the amount of PTO needed.

Self Back Eligible Employees with twenty (20) or more years of service shall have the right to "sell" up to one (1) hour of PTO per day (40 hours per month) to the County. The County will allow an Eligible Employee must make the request in writing and submit to the County Administrator or Human Resources Manager in order for the Human Resources Manager to obtain approval from the County Commissioners, which approval must be obtained no later than forty-five (45) days before the end of the calendar year.

Termination Pay Out

An Eligible Employee retiring or resigning in good standing shall be paid for a prorated amount of earned, unused PTO that has not been previously forfeited as verified by the employee's official/department head/supervisor. In addition, the resigning/retiring Eligible Employee must have a minimum of one (1) year of continuous service to be paid out for any unused PTO or example, an employee with 10 years of service who has 100 hours of unused PTO at the time of separation. An Eligible Employee who has been terminated involuntarily with or without cause shall not be entitled to any pay out of earned, unused PTO.

Eligible Employees hired before April 2003, who resign/retire from employment with Warrick County shall be paid for their unused PTO. Eligible Employees who resign/retire from employment with Warrick County shall be paid for their unused PTO based on the employee's current rate of pay at the time of separation and will be included on his or her final paycheck.

AN EMPLOYEE'S TERMINATION DATE MAY NOT BE EXTENDED TO GAIN ADDITIONAL PTO TIME.

Transition to other Departments

If an Eligible Employee transfers between offices/departments within the County, the Eligible Employee's balance of unused PTO leave shall be transferred to the new office/department unless used by the Eligible Employee prior to the effective date of transfer. Future accrual will be based on the office/department the Eligible Employee is transferred to. The number of service years also carry forward at the time of transition.

If an Eligible Employee becomes a part-time employee, the employee's unused PTO will be paid out in accordance with the termination section above in the County's next payroll run. Upon becoming a part-time employee, the employee is ineligible for PTO. If an Eligible Employee becomes an elected official, the employee will be paid out in accordance with the termination section above in the County's next payroll run. Upon becoming an elected official, said Eligible Employee shall receive credit for the years of service as an elected official in determining how much PTO they shall earn as an Eligible Employee, and will become eligible for PTO accrual thereafter. Should an elected official be hired as a part-time employee, said elected official is ineligible for PTO.

WARRICK COUNTY, INDIANA Governmental Unit		ACCOUNTS PAYABLE VOUCHER REGISTER				Payroll 26	
Filed	Name of Claimant	Department	Amount of Voucher	Amount Allowed	Warrant#	Certified	
Monday, December 19, 2022							
	CLERK	1000-0001	\$ 21,150.61				
	AUDITOR	1000-0002	\$ 19,054.17				
	TREASURER	1000-0003	\$ 7,462.75				
	RECORDER	1000-0004	\$ 6,726.00				
	SHERIFF	1000-0005	\$ 99,074.19				
	SURVEYOR	1000-0006	\$ 4,175.76			Non Certified No Take Home Vehicle Reported	
	CORONER	1000-0007	\$ 4,008.12				
	ASSESSOR	1000-0008	\$ 14,918.46				
	PROSECUTING ATTORNEY	1000-0009	\$ 20,625.38				
	EXTENSION OFFICE	1000-0011	\$ 1,551.00				
	VETERAN'S AFFAIRS	1000-0012	\$ 2,676.98			Non Certified No Supporting Documents	
	COUNTY COUNCIL	1000-0051	\$ 5,125.25				
	COMMISSIONERS	1000-0089	\$ 12,503.50				
	AREA PLAN COMMISSION	1000-0079	\$ 7,913.09				
	COURT HOUSE	1000-0162	\$ 0,707.25				
	SUPERIOR COURT #1	1000-0201	\$ 17,795.23				
	SUPERIOR COURT #2	1000-0202	\$ 9,697.83				
	CIRCUIT COURT	1000-0232	\$ 14,317.40				
	PUBLIC DEFENDER	1000-0271	\$ 13,755.83				
	EMERGENCY MANAGEMENT	1000-0302	\$ 4,193.63				
	CENTRAL DISPATCH	1000-0303	\$ 22,360.31				
	JAIL	1000-0380	\$ 41,312.65				
	CHILD SUPPORT	1000-0660	\$ 4,456.50			Non Certified No Supporting Documents	
	ECONOMIC DEVELOPMENT	1112	\$ 16,126.01			Non Certified No Take Home Vehicle Reported	
	CUM BRIDGE	1135	\$ 5,656.26			Non Certified No Take Home Vehicle Reported	
	CUMULATIVE DRAIN	1141	\$ 2,877.59				
	HEALTH DEPT.	1159	\$ 10,355.41			Non Certified No Take Home Vehicle Reported	
	HEALTH MAINT	1168	\$ 1,100.47				
	PUBLIC SAFETY LIT	1170	\$ 43,241.40				
	HIGHWAY DEPT	1173	\$ 12,235.07				
	MISDEMEANANT	1175	\$ 1,625.75				
		1176-0550	\$ 10,122.31			Non Certified No Take Home Vehicle Reported	
		1176-0531	\$ 32,450.57				
		1176-0533	\$ 5,004.00			Non Certified No Take Home Vehicle Reported	
	HIGHWAY DEPT.	1176-9604	\$ 7,758.28				
	RECORDER PERPETUATION	1189	\$ 2,474.81				
	STORMWATER MANAGEMENT	1197	\$ 10,530.48			Non Certified No Take Home Vehicle Reported	
	CAL-CIRCUIT COURT	1211	\$ 364.60				
	ELECTION	1215	\$ 1,478.75				
	PARKS DEPT.	1219	\$ 12,658.35			Non Certified No Take Home Vehicle Reported	
	PROPERTY REASSESSMENT	1224	\$ 5,833.92				
	SUPERIOR #1/CIRCUIT PROBATION	2000	\$ 915.55				
	PRETRIAL DIVERSION	2504	\$ 3,523.45			Non Certified No Supporting Documents	
	BUILDING COMMISSION	4908	\$ 3,835.25			Non Certified No Take Home Vehicle Reported	
	DDDC PROG INCOME	4921	\$ 2,322.50				
	COM CORR-Dnuj Court	8150	\$ 2,235.57				
	COMMUNITY CORRECTIONS	9203	\$ 7,122.03				
	ADULT COMM BASED SUP - DC	9210	\$ 1,397.24				
		Total	\$ 575,719.86				

I hereby certify that each of the above listed vouchers and the invoices, or bills attached as indicated in the Certified column hereto, are true and correct and I have audited the same in accordance. Claims without supporting documentation cannot be certified as true and correct.

Monday, December 19, 2022
 Debbbie Stevens, Fiscal Officer

ALLOWANCE OF VOUCHERS 125-11-02 permits the governing body to sign the accounts payable voucher register, consisting of one (1) page, and except for voided, unrecorded vouchers shown on the register such vouchers are allowed in the total \$ 575,719.86

Terry Johnson, County Commissioner
 Robert Johnson, County Commissioner
 Dan Saylor, County Commissioner

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blank. K. George
Official Recording
Secretary