

FULTON COUNTY COUNCIL MEETING

Tuesday, December 12, 2017

MEETING CALLED TO ORDER at 6:30 p.m. with Pledge to the Flag. Present: Jim Widman, Barry Hazel, Phyl Olinger, Randy Sutton, Lorie Hurst, Jim Showley, Ron Dittman and Auditor Christina Sriver.

SHERIFF – Chris Sailors updated on the current inmate count at the jail. Replacement exhaust fans for the jail were discussed. Celebrate Recovery was discussed.

HIGHWAY – John Geier updated on the department activities including patching, grading, pipe and ditch work and plowing snow. As weather allows tree cutting will commence. John presented a contract from USI for Commissioners approval for bridge inspection at the last Commissioner’s meeting. John asked Council’s permission to purchase a cut off saw; the money is available in his funds. Council approved.

MINUTES – Corrections on October 24th should reflect Jim Showley was absent, did not motion for transfers, minutes were passed 6-0. Corrections on the October 24th budget meeting passed 6-0. November 2nd Executive and Joint minutes Jim Showley should be added, November 21st minutes should reflect Jim Showley present. Randy discussed the Regional Planning Commission and questioned if belonging to the commission would still allow for the EDIT tax to be collected. Phyl motioned to approve the minutes as amended, Barry seconded; passed 6-0.

TRANSFERS –

| Department | Fund | From Account | To Account | Amount |
|---|-------------------------------|---------------------------|------------------------------|------------|
| Area Plan Commission | CEDIT | Office Supplies | Equipment Repair/Maintenance | \$300.00 |
| The Equipment/Repair Maintenance fund will be in the red after paying for the 2018 copier maintenance and a tire repair for Gary Madlem for tire damage occurring at a construction inspection. Barry motioned to approve, Phyl seconded; passed 7-0. | | | | |
| IT | County General | IT Infrastructure | Part Time | \$6,403.50 |
| | | | Overtime | \$1,500.00 |
| Finish out the year’s budget without being in the red. Jim S. motioned to approve, Lorie seconded; passed 7-0. | | | | |
| Tourism | Convention, Visitor & Tourism | Travel Expenses | Advertising | \$3,074 |
| | Tourism | Research & Grants | Publications | \$558.43 |
| | | Travel Expenses | | |
| Finish out website; Billboard about FC; Brochures about FC. Randy motioned to approve, Phyl seconded; passed 7-0. | | | | |
| Sheriff | LIT | Secretary-\$8,000 | Inmate Housing | \$17,500 |
| | | Utilities-\$9,500 | | |
| Transfer for funding to pay for Fulton County inmates held in other county jails due to overcrowding. Barry motioned to approve, Jim S. seconded; passed 7-0. | | | | |
| Sheriff | LIT | Health Insurance | Radios | \$30,000 |
| Transfer for purchase of equipment for MDT’s/Spillman project. Jim S. motioned to approve, Lorie seconded; passed 7-0. | | | | |
| VSO | County General | Cont. Education | Furniture/Equip | \$346.79 |
| Purchase of office chair and two (2) client chairs. Randy motioned to approve, Barry seconded; passed 7-0. | | | | |
| Treasurer | County General | Postage | Dental Insurance | \$22 |
| To cover shortfall. Phyl motioned to approve, Randy seconded; passed 7-0. | | | | |
| Treasurer | County General | Legal Fees/Expenses | 1 st Deputy | \$900 |
| Shortage in 1 st Deputy pay. Barry motioned to approve, Phyl seconded; passed 7-0. | | | | |
| Treasurer | County General | Legal Fees/Expenses-\$700 | Health Insurance | \$2,700 |
| | | Printing-\$1,650 | | |
| | | Postage-\$350 | | |
| | | Postage | | |
| Shortage in health insurance. Phyl motioned to approve, Jim S. seconded; passed 7-0. | | | | |
| Treasurer | County General | Office Supply | Extra Help | \$678 |
| Cover shortfall. Randy motioned to approve, Jim S. seconded; passed 7-0. | | | | |

ADDITIONAL APPROPRIATIONS –

| Department | Fund | For | Amount |
|--|--------------------------------|--------------------------|---------|
| Sheriff | Extradition & Sheriff’s Assist | Extradition of Fugitives | \$4,598 |
| To pay for the expenses of extradition of a fugitive. Randy motioned to approve, Barry seconded; passed 7-0. | | | |

SALARY ORDINANCE – Jim read the ordinance aloud:

ORDINANCE 121217A

AMENDMENT TO ORDINANCE 122016

THE FULTON COUNTY COUNCIL HEREBY AMENDS THE ORDINANCE #122016, AN ORDINANCE ADOPTING COUNTY OF FULTON, INDIANA SALARY SCHEDULE AND COMPENSATION POLICIES, TO REFLECT THE FOLLOWING CHANGES:

1. Increased pay for Full Time 1st Deputy Treasurer's Office to \$ 14.58 per hour on January 1, 2017.
2. Increased pay for Part Time Clerk Extra Help to \$13.00 per hour on February 11, 2017.
3. Created a new position, Full Time Environmental Director/Administrator, in Health Department at a salaried rate of \$47,968 on July 7, 2017.
4. Increased pay for Full Time 1st Deputy Auditor's Office to \$15.98 per hour on June 23, 2017.
5. Created a new position, Full Time Environmental Assistant, in Health Department at a rate of \$18.88 per hour on November 13, 2017, effective July 21, 2017.

ADOPTED BY A VOTE: 7 AYE, 0 NAY 0 NOT PRESENT THIS 12TH DAY OF DECEMBER, 2017.

Barry motioned to suspend the rules and read the ordinance by title only for the second reading, Lorie seconded; passed 7-0. Second reading was read by title only. Jim S. motioned to suspend the rules and read the ordinance by title only for the third reading, Barry seconded; passed 7-0. Lorie motioned to approve the ordinance, Phyl seconded; passed 7-0.

Jim Widman read the ordinance aloud:

ORDINANCE 121217B

**AN ORDINANCE ADOPTING COUNTY OF FULTON, INDIANA
SALARY SCHEDULE AND COMPENSATION POLICIES**

WHEREAS the County of Fulton, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Fulton County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the county general fund, county highway fund, county health fund, county park and recreation fund, aviation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS Fulton County contracted with a professional human resources consulting firm to conduct a job classification and compensation study and Fair Labor Standards Act (FLSA) audit, and

WHEREAS, the Fulton County Council wishes to establish compensation schedules and pay policies;

NOW THEREFORE, it is ordained as follows:

- A. The attached FLSA exempt and non-exempt classifications are hereby adopted for the purposes of calculating overtime for employees holding non-exempt positions. Employees holding exempt positions are not eligible for and shall not receive FLSA overtime or FLSA compensatory time.
- B. Non-exempt employees shall receive overtime or compensatory time off as specified in the Fulton County Personnel Policy Handbook, dated February, 2015.
- C. The Fulton County Personnel Policy, dated February, 2015, is hereby adopted by reference; compliance with this Fulton County Personnel Policy is a term and condition of County employee compensation. County employees are entitled to pay for leave policies specified in the Fulton County Personnel Policy; and the County Auditor shall not issue pay warrants for paid leave not specified in this Fulton County Personnel Policy.
- D. The attached list of job titles, classifications, and schedule of regular salary/hourly pay rates shall be established and implemented for specified non-exempt positions; specified exempt and non-exempt positions shall be paid on a salary basis. This shall be in full-force and effect on January 1, 2018.
- E. Non-elected full-time employees are entitled to longevity pay. Employees who are employed on November 15 of their sixth (6th) calendar year shall receive a \$200.00 longevity bonus payable in the first wage payment issued during the month of December. Employees who are employed on November 15 of their eleventh (11th) and all subsequent calendar years shall receive a \$300.00 longevity bonus payable in the first wage payment issued during the month of December.

F. The following job classification and compensation maintenance system is hereby adopted:

Job Descriptions

Job descriptions are kept on file in the Auditor’s office and are adopted as the official job descriptions for all County positions. As new jobs are added, and as reorganizations occur and jobs change, there must be a way to write and update job descriptions, evaluate them, and insert them into the appropriate pay grade. This maintenance plan was developed to ensure that the new Fulton County job classification system is kept up-to-date and useful through time.

Maintaining the job classification system for COMOT, LTC, PAT, POLE, and SO jobs involves establishing a series of procedures. These guidelines will provide for an on-going review of job classifications and compensation schedules upon request of elected officials, department heads, and employees. Provisions for adding or deleting positions to the system are also specified.

Job Classification Based On Position Descriptions

The basis for the classification system is the job description. It is a written statement for each job and contains the following information:

Title of position

Department in which the position exists

Job Category (COMOT, LTC, PAT, POLE or SO)

Date Written: Date Revised: (documents a record of the job)

FLSA Status: (documents exempt/non-exempt status for overtime)

Statement of Duties: (specifies key dimensions of the job)

Jobs in any one category cannot be compared to jobs in another category. For example, COMOT jobs cannot be compared to PAT jobs. The factor evaluation system only compares a position to jobs within the same job category.

All positions within a job category were classified by assigning numbers (points) to the job description. These points are called “factor evaluation points” and were assigned to each job description.

After points were assigned to each position, “classes” of jobs were grouped within each job category. Classifications were compared to salaries and wages to assure there is pay equity among all positions. Factor guide charts were used by the factor team in arriving at the total factor evaluation points.

Fulton County Job Classification/Compensation Committee

The Fulton County Job Classification/Compensation Committee is hereby created and is responsible for overseeing maintenance of the job classification and pay plan. The Committee shall consist of three (3) County Council members. The County Auditor shall serve as ex-officio members. The Committee serves in an advisory capacity and is responsible for overseeing job review procedures and making job reclassification and pay policy recommendations to the County Council.

All requests shall be heard by the full Council after the Committee has completed its review and formed its recommendation. The County Auditor shall prepare notices of the Committee meetings and transcribe committee meeting minutes, records of votes, and recommendations.

Job Review/New Position Requests

There are two occasions when a job description should be reviewed:

1. When a position becomes vacant. The department head should review the job description for possible changes before either hiring a new person, or, alternatively, eliminating the position.
2. When a reorganization of an office occurs and there is “significant” shifting of duties among positions; or when “substantial” new duties are added/deleted to an existing job.

Such requests can be made prior to budget hearings, and again, after the first of each year when the salary ordinance is in force. Reclassification requests for existing positions shall not be reviewed more than once in a twenty-four (24) month period.

Reclassification of a position may not be filed within the first twelve (12) months of a new employee’s tenure as a County employee. New position and/or new employees’ requests that are disapproved shall not be reconsidered by the committee for a period of twelve (12) months from the date of original submission.

New positions and/or employees that are approved shall not be considered for reclassification for a period of twelve (12) months from the date of the original submission.

Job Classification/Compensation Policies and Procedures

The following job classification/compensation maintenance policies and procedures are hereby adopted by the County Council with this salary ordinance.

Procedures for Reclassification of a Position or Reorganization of an Office

The following reclassification/reorganization of office review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make reclassification/office reorganization requests:

- STEP 1: Secure “Job Classification Review Form” and a copy of the official job description adopted by the County Council for the position(s) being reviewed from the Fulton County Auditor.
- STEP 2: Complete and return “Job Classification Review Form,” including any supportive documentation to the County Auditor. Proposed revisions to the job description should be indicated on the description and be included as part of supportive documentation.
- STEP 3: The “Job Classification Review Form,” and supportive documentation will be submitted to the Job Classification/Compensation Committee by the County Auditor. The Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council management consultants for their review and recommendation.
- STEP 4: If requested by the Committee, the Council consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council consultants and submitted to the County Auditor for distribution to the Committee and the department head or elected official.
- STEP 6: The Job Classification/Compensation Committee shall review and evaluate the reclassification/office reorganization request, supporting documentation, and Assessment Report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Procedures for Adding a New Position and/or New Employee

The following new position and/or new employee review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make new position/new employee requests:

- STEP 1: Secure “New Position/Employee Request Questionnaire” form from the County Auditor.
- STEP 2: Complete and return questionnaire, including supporting documentation to the County Auditor. The department head or elected official shall submit a draft job description as part of the supporting documentation.
- STEP 3: The Job Classification/Compensation Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council management consultants for their review and recommendation.
- STEP 4: If requested by the committee, the Council consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council consultants and submitted to the County Auditor for distribution to the committee and the department head or elected official.
- STEP 6: The Committee shall review and evaluate the new position/employee request, supporting documentation, and assessment report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Proposals for Reorganization of a Department

Proposals for reorganization of a department/office must be filed with the Job Classification/Compensation Committee and processed according to these procedures. Offices or departments submitting such requests to the committee will be subject to an organizational assessment of office or department operations.

This may involve considering alternative methods for accomplishing the proposed job functions (reorganization, part-time, independent contracting, adjustment of work hours/shifts, equipment, new technologies, etc.).

Recruitment and Hiring

When a job is vacant and the hiring process begins, the following steps should be taken:

STEP 1: The job description is reviewed and changes made, pursuant to the Steps above.

STEP 2: Consistent with the job description, the department head determines the minimum qualifications for the position, as well as any preferred qualifications. These are included on the job description, which will be used in posting.

STEP 3: The job description and salary is distributed through normal County recruitment channels used by the department head, consistent with EEO guidelines, until the position is filled.

EFFECTIVE DATE

This Ordinance shall be in full force and effect after its adoption by the Fulton County Council.

ADOPTED this 12th day of December, 2017.

Exhibit A
Fulton County Annual Salary and Hourly Rates for 2018

| Department | Position | Category | Pay |
|----------------------|-------------------------|-------------|------------------------|
| Assessor | Elected Official | | \$36,012/annual salary |
| | First Deputy (a) | COMOT II | \$15.90/per hr |
| | First Deputy (b) | COMOT II | \$15.90/per hr |
| | First Deputy/Per. Prop. | COMOT II | \$15.90/per hr |
| | Reassessment Deputy | COMOT II | \$15.90/per hr |
| Auditor | Elected Official | | \$44,500/annual salary |
| | First Deputy | COMOT III | \$16.38/per hr |
| | Deputy (1) | COMOT III | \$16.38/per hr |
| | Deputy (2) | COMOT I | \$14.89/per hr |
| | Part Time | N/C | \$13.35/per hr |
| | Part Time | N/C | \$9.50/per hr |
| Circuit Court | Secretary | COMOT II | \$15.90/per hr |
| | Court Reporter | COMOT III | \$16.38/per hr |
| | Part Time | N/C | \$13.00/per hr |
| Clerk | Elected Official | | \$37,241/annual salary |
| | First Deputy (2) | COMOT II | \$15.90/per hr |
| | Deputy | COMOT I | \$14.98/per hr |
| | Deputy (3) | COMOT I | \$14.89/per hr |
| | Part Time | N/C | \$13.50/per hr |
| | Part Time | N/C | \$13.00/per hr |
| | Absentee Part Time (5) | N/C | \$9.50/per hr |
| | Board Member (3) | N/C | \$1,000 |
| Commissioners | Elected Official (3) | | \$21,250/annual salary |
| Communications | Director | CIV POLE V | \$45,226/annual salary |
| | Dispatcher (8) | CIV POLE II | \$15.72/per hr |
| | Dispatcher (1) | CIV POLE II | \$16.43/per hr |
| | Part Time (3) | N/C | \$12.95/per hr |
| Coroner | Elected Official | | \$11,061/annual salary |
| Council (7) | Elected Official | | \$8,550/annual salary |
| Emergency Management | Director | PAT | \$41,690/annual salary |
| | Part Time | N/C | \$11.13/per hr |
| Extension Office | Office Manager | COMOT II | \$15.90/per hr |
| | Part Time | N/C | \$12.45 |
| Health | Clerk-Registrar | COMOT I | \$14.98/per hr |
| | Food Specialist | PAT | \$19.34/per hr |
| | Health Officer | SO | \$11,923/annual salary |
| | Immunization Clerk - PT | COMOT | \$11.00/per hr |
| | Public Health Nurse | PAT | \$41,690/annual salary |
| | Environmental | PAT | \$48,718/annual salary |
| | Director/Adm | | |
| | Environmental Assistant | PAT | \$19.28/per hr |
| Highway | Superintendent | PAT | \$50,177/annual salary |
| | Road Supervisor | PAT | \$45,500/annual salary |
| | Clerk | COMOT II | \$15.72/per hr |

| | | | |
|-----------------|-----------------------------------|----------------|------------------------|
| | Laborer (8) | LTC II | \$16.80/per hr |
| | Laborer (7) | LTC II | \$17.34/per hr |
| | Mechanic | LTC III | \$18.17/per hr |
| | Head Mechanic | LTC IV | \$19.55/per hr |
| | Part Time (3) | N/C | \$14.05/per hr |
| | Part Time (2) | N/C | \$15.71/per hr |
| IT Network | Network Administrator | PAT | \$31.65/per hr |
| | Part Time | N/C | \$15.50/per hr |
| Jail | Matron | SO | \$18.76/per hr |
| | Jail Commander | CIV POLE IV | \$19.88/per hr |
| | Jail Commander (Asst.) | CIV POLE I | \$15.72/per hr |
| | Correction Officer (3) | CIV POLE I | \$14.49/per hr |
| | Correction Officer (6) | CIV POLE II | \$15.72/per hr |
| | Cook | LTC I | \$14.37/per hr |
| | Part Time | N/C | \$10.50/per hr |
| | Part Time | N/C | \$11.00/per hr |
| | Part Time | N/C | \$11.50/per hr |
| | Part Time | N/C | \$13.00/per hr |
| Maintenance | Maintenance Engineer PT | LTC II | \$12.67/per hr |
| Plan Commission | Executive Director | PAT | \$49,010/annual salary |
| | Admin Secretary | COMOT I | \$15.51/per hr |
| | Part Time | N/C | \$10.50/per hr |
| | Part Time | N/C | \$10.95/per hr |
| | Part Time | N/C | \$19,923/annual salary |
| Probation | Chief Probation Officer | SO | \$72,199/annual salary |
| | Community Service Coor. | COMOT I | \$15.80/per hr |
| | Court Services Officer | COMOT I | \$16.02/per hr |
| | Probation Officer (3) | SO | \$61,654/annual salary |
| | Probation Officer | SO | \$46,509/annual salary |
| | Secretary | COMOT I | \$15.57/per hr |
| | Secretary | COMOT I | \$14.89/per hr |
| | Part Time (3) | N/C | \$11.00/per hr |
| | Part Time (2) | N/C | \$13.00/per hr |
| Prosecutor | Deputy Prosecutor | PAT | \$5,000/annual salary |
| | Investigator | CIV POLE III | \$21.04/per hr |
| | IV-D Administrator | COMOT III | \$19.62/per hr |
| | IV-D Admin. Assistant | COMOT III | \$16.38/per hr |
| | Pretrial Adm-Secretary | COMOT III | \$16.38/per hr |
| | Secretary | COMOT III | \$16.38/per hr |
| | Part Time | N/C | \$12.00/per hr |
| Recorder | Elected Official | | \$36,247/annual salary |
| | Deputy Recorder | COMOT I | \$14.89/per hr |
| Sheriff | Elected Official | | \$85,787/annual salary |
| | Animal Warden | CIV POLE II | \$15.72/per hr |
| | Civil Process Server | CIV POLE I | \$13.73/per hr |
| | Courthouse Security Supervisor | CIV POLE II | \$16.76/per hr |
| | Courthouse Security – PT (4) | CIV POLE | \$16.00/per hr |
| | Deputy (3) | MERIT POLE I | \$37,496/annual salary |
| | Deputy (5) | MERIT POLE I | \$40,525/annual salary |
| | Detective | MERIT POLE II | \$41,268/annual salary |
| | Merit Board Member (5) | N/C | \$672.36/annual salary |
| | Secretary – PT (2) | N/C | \$13.00/per hr |
| | Sergeant (2) | MERIT POLE III | \$41,268/annual salary |
| Superior Court | Bailiff | COMOT II | \$15.90/per hr |
| | Court Administrator | COMOT I | \$15.40/per hr |
| | Court Reporter | COMOT III | \$16.71/per hr |
| Surveyor | Elected Official | | \$39,576 |
| | First Deputy | COMOT II | \$15.90/per hr |
| | Second Deputy | COMOT I | \$14.89/per hr |
| Treasurer | Elected Official | | \$37,494/annual salary |
| | First Deputy | COMOT I | \$14.98/per hr |
| | Deputy PT | COMOT | \$11.13/per hr |

| | | | |
|--------------------|------------------------|-------|------------------------|
| | Deputy Seasonal PT (3) | COMOT | \$10.50/per hr |
| Veteran Services | Service Officer | PAT | \$21,650/annual salary |
| | Van Driver (4) | LTC | \$11.54/per hr |
| Weights & Measures | Inspector | PAT | \$23,222/annual salary |

N/C = Position has not been classified.

Barry motioned to suspend the rules and read the ordinance by title only for the second reading, Phyl seconded; passed 7-0. Second reading was read by title only. Barry motioned to suspend the rules and read the ordinance by title only for the third reading, Randy seconded; passed 7-0. Phyl motioned to approve the ordinance, Ron seconded; passed 7-0.

OLD BUSINESS – Jim discussed that he and Commissioner Lewis have been looking into the jail project as proposed by Umbaugh and DLZ. They are also asking to include in the proposed income tax an amount for jail personnel and operations. Jim has contacted Representative Bill Friend to put the income tax on the legislation for 2018. Jim S. motioned to approve pursuing the income tax proposal with the assistance of Ice Miller, Barry seconded; passed 7-0. Phyl commented that if a letter is to be sent on behalf of Council that the Council receives a copy of the letter. Jim Showley stated that he met with a member of the Soil and Water Conservation District and he is not clear on the situation. Jim Widman stated that the county attorney is currently reviewing. Jim Showley asked if the funding agreement be held off and given more time to review. Bryan Lewis stated that the County Attorney said he should have a response by the time Commissioners meet again on Monday. Randy stated that the Courthouse remodel was completed and the final payments have been made.

NEW BUSINESS – The first meeting of the year is January 3rd at 9:00 a.m. Jim Widman discussed a request from Area Plan that Scott Hizer be reappointed to the BZA Board, the appointment will be made at the January 3rd meeting.

ADJOURN – Jim S. motioned to adjourn at 8:32 p.m., Barry seconded; passed 7-0.