

Administrative Process Meeting Minutes August 4, 2016

Meeting opened at 7:00 PM with Chairman Dave Ray, Mike Henwood, Jennifer Storey, (later Kelly Tripp) and Jeff White. Troy Tripp was absent due to his work schedule.

**** Meeting opened with Jeff White covering several issues:

-- He presented copies of a January 12, 2004 Resolution 900 Presumably from and/or copied in part from the wording of a Rushville ordinance (5-2003) [Attested by [then] Rushville Clerk-Treasurer Charlotte Beyer and Rushville Mayor James B. Wallace, Co-signed by [then] mayor David A. Ray and Clerk/Treasurer Kelly Tripp], stating in part that Rushville and Bremen had entered into agreement for water supply and that a monthly rate of \$1000.00 was established. There is no record of this being billed since the establishment of our current computerized water billing system. Further research into more resolutions and Ordinances revealed support of this agreement by Ordinance 5-11-03.

After lengthy discussion it was decided that further research needs to be done to clarify speculation of the following:

- A. To clarify if the \$1000 per month agreement (a three month agreement supported by documentation as being that length of time) was a stop gap measure to pay the village for water usage and the services of the assigned superintendent, Ed Hammond, and then once the metering and billing system was established on a gallons used basis +20% (for out of village service), it would then revert to billing + 20% surcharge plus employee service fee. If the \$1000 per month is still in effect, and has been an oversight, it amounts to nearly \$100,000.00 (agreeing that it is not recoverable at this time).
- B. Are we currently billing the individual Rushville accounts the 20% surcharge for outside village usage? (Clarified by Crystal.)
- C. If the \$1000.00 fee was a stop gap measure for only three months, have we been charging the agreed upon amount of \$45.00 per hour (Resolution 900 / 1-12-04) for Ed's services? This will be a question for Crystal.

Tentatively, Mike Henwood, as President of Council and Finance Committee Chair and Mayor Moyer will make arrangements to attend a Rushville Council meeting to advise them of our discovery, and the amounts noted in our oversight, and what they should expect to be paying as soon as all of our ducks are in a row. We are set to be negotiating a new contract for January 2017 and this will certainly be addressed in that agreement.

-- Discussion was heard regarding an e-mail Jeff received from BWC regarding them wanting resolution via signing off on a document for a \$25,000 claim from an old injury (alleged) to a former employee, Mr. Steven Thompson. He alleges that he received a back strain during an incident lifting a mower deck off of a fellow employee who was in the process of an unsafe act while repairing a mower. It was agreed that the Council as a whole should agree or disagree by vote. If there is dissent, a letter of explanation will be formulated and sent back to the BWC.

**** Jeff and Jennifer reviewed their plan to get all employees onto a Friday oriented pay schedule and the associated deadlines for submission of work schedules.

**** Jennifer offered proposed wording for a resolution to reimburse employees for job related training. Mr. Ray noted that it should be limited to ONLY certifications required by the individual job and no more, and that he thinks there is already wording to that affect in the Employee Handbook revisions being currently worked on.

**** Mike noted that signup for the upcoming records seminar at the Historical Society must be done on line.

**** The session shifted to the final reviews for the Employee Handbook, Sections 16, 17 and 18. Jeff offered numerous updated verbiage revisions for all three sections that bring them up to date with current technology. He further reviewed several minor changes to cover pages and other areas that make it more user friendly and professional. Chaiman Ray asked that he continue these measures and make a few copies of the entire document to submit to our employees for their comment. The highlighted changes will be left as such for easier reference in the advance copies. Once an employee has read the revisions he/she will be asked to sign a document to attest that he/she has done so, and that document will be kept in their personnel file. Once that procedure has been done for all employees, a finished (refined) copy will be made for each Councilperson. Since chairman Ray has been copying each Councilperson with all revisions to date short of sections 16, 17 and 18, and that these sections deal with media issues, he will ask the Council as a whole at the next available meeting for a vote to adopt the manual as a complete document as of that date forward and if adopted will hence be the "law of the land" in all personnel matters. Finished copies will then be issued to all employees plus a few extras for reference in the office.

Meeting adjourned at 8:30 PM
Submitted by Chairman Ray