

DEPARTMENT HEAD MEETING
CLARK COUNTY BOARD OF COMMISSIONERS

March 6, 2024

The Board of County Commissioners of Clark County, Indiana met for an advertised and noticed Department Head Meeting on March 6, 2024, at 8 a.m., at the Clark County Government Center, 300 Corporate Drive, Room 205, Jeffersonville, Indiana.

Present at the meeting were Commissioners Connie Sellers, Jack Coffman, Scott Lewis, LeeAnne Howe, Judge Lisa Glickfield, Judge Brad Jacobs, Tom Lowe, Gavan Hebner, Marion Shepherd, Jamie Hayden, Tim Cochran, Brian Dixon, Mark Howe, and Sabrina Corbin.

- A. Brian Dixon, County Engineer, reported that the Heidelberg property off Hwy 403 agreement has been approved at their Corporate Meeting. We must receive the paperwork by March 13, 2024, or the project will have to be cancelled.
- B. Tim Cochran, County Highway Superintendent, reported that the sign truck is down so they pulled another truck to fill in. LTAP is conducting Traffic Control Safety on March 18, 2024, and he would like to invite Scott County as well as Jefferson County since it is no cost.
- C. Gavan Hebner, Director of Clark County Emergency Management, reported that himself along with Doug Bentfield, Clark County Health Department Administrator, went to the Sellersburg Industrial Park to look at purchasing a 9800 square foot storage facility with a cost of around \$700,000.
- D. Jamie Hayden, Chief Probation Officer stated the Open House went well.
- E. Marion Shepherd, Director of Building Operations, reported the following for the Judicial Center:
 - 1. The 4th Floor is almost complete except for the electric.
 - 2. The area where they keep the voting machines is having electrical issues and he is also installing lights in that area as well.
 - 3. The pressure tank went out and had to be replaced.
 - 4. There are several painting projects getting ready to start.
 - 5. 3rd Floor is also having electrical issues.
 - 6. The installation of the water softener for the cooling tower is complete.
 - 7. They are in the process of getting the lawn equipment ready for the season.
 - 8. He is sending County Attorney, Scott Lewis, contracts to review for the fire protection, elevators, and gas.
- F. Judge Brad Jacobs will defer to Judge Lisa Glickfield.

- G. Judge Lisa Glickfield reported that the time study is finished, and the results showed that there is more time spent administratively than they realized. County Attorney, Scott Lewis, asked for the Judges and Tom Lowe to investigate the issue with Ordinance violations. Scott Lewis was notified recently by the Clerk's office that there is currently not a court processing the Ordinance Violations. The Judges and Tom Lowe will investigate it and get back to Scott.
- H. Tom Lowe, Court Administrator reported that Debbie Cooper has retired, and Adrian Anderson will be taking over her duties. The Courts are now fully staffed.
- I. LeeAnne Howe, Director of Human Resources, reported every department is growing, they have hired two new highway employees, and almost every department is fully staffed. Also, the time and attendance system is being built is almost a month ahead of schedule. An important date coming up is April 17, 2024, which is IPEP training (Worker's Comp), and she encourages all departments to send at the very least their First Deputy to this training.

Commissioner Coffman made a motion to approve the February 21, 2024, Department Head Meeting Minutes. Commissioner Sellers seconded. Motion approved 2-0.

Commissioner Coffman motioned to adjourn. Commissioner Sellers seconded. Motion approved 2-0. Meeting adjourned.

**BOARD OF COMMISSIONERS OF
CLARK COUNTY, INDIANA**

Absent
BRYAN GLOVER

Connie Sellers
CONNIE SELLERS

Jack Coffman
JACK COFFMAN

ATTEST: R. Scott Lewis
R. Scott Lewis, County Attorney

DATE: 3-20-24