

DEPARTMENT HEAD MEETING

CLARK COUNTY BOARD OF COMMISSIONERS

January 24, 2024

The Board of County Commissioners of Clark County, Indiana met for an advertised and noticed Department Head Meeting on January 24, 2024, at 8 a.m., at the Clark County Government Center, 300 Corporate Drive, Room 205, Jeffersonville, Indiana.

Present at the meeting were Commissioners Bryan Glover, Connie Sellers, and Jack Coffman, Scott Lewis, LeeAnne Howe, Judge Lisa Glickfield, Judge Bradley Jacobs, Jamie Hayden, Doug Bentfield, Gavan Hebner, Brian Dixon, Marion Shepherd, Tim Cochran, and Sabrina Corbin.

- A. LeeAnne Howe, Director of Human Resources, reported the following:
1. IPEP is conducting Active Shooter Training for several departments within the county.
 2. We have onboarded five new employees (Prosecutor's Office, Clerk's Office, Highway Department, and Surveyor's Office).
 3. Still working on the OSHA 300 A information.
- B. Judge Bradely Jacobs reported that the Courts are also having their own Active Shooter Training.
- C. Marion Shepherd, Director of Building Operations, reported the following:
- Clark County Government Center
1. A door has been repaired for the Treasurer's Office.
 2. They are still working on the fire alarms, but the issue seems to be the alarms on the third floor.
- Clark County Judicial Center
1. The construction walk through was conducted yesterday. The punch list should take about a week to complete.
 2. There is about a week's worth of IT to complete.
 3. There is an estimate for the Prosecutor's office construction from New Direction Construction in the amount of \$3,900.00 for the additional office. Will coordinate with Jessica to see which fund number the Council has assigned the funds.
 4. The elevator phone quote has been signed.
 5. He has spoken with Orion to obtain an official quote for a paging system for both buildings. Currently Orion thinks it will be less than \$2500.00. They will have the quote for the next meeting. Gavan Hebner stated EMA has an ability to upload each desk phone or cell phone for alerts as well as sending emails, text messages, and phone calls. The Commissioners think we need to work out the details at a future meeting.
 6. Marion is getting a price for a new metal detector for about \$6,000.

- D. Jamie Hayden, Chief Probation Officer, reported the following:
1. The Probation Annual Report will be complete next week and will be forwarded to both the Commissioners and the Council.
 2. Once the 4th Floor is complete, he will work with LeeAnne to schedule an open house towards the end of February.
 3. Their classroom holds 32 people. He will start a series called The Difference Maker as a Lunch & Learn for County employees.
- E. Doug Bentfield, Clark County Health Department Administrator, reported:
1. He was notified by the State of Indiana that there has been confirmed case of a rabid skunk. This is terrestrial rabies which is different from the normal rabies that they currently see. They will notify Veterinarian Offices as well as other medical centers about this. The shots series for this is about \$32,000 without insurance. He is looking at getting the staff vaccinated which will be about \$430.00 per shot with multiple shots in a series.
 2. The health department is also looking at an intercom system.
 3. The fire suppression system check is complete.
 4. He is working with the Highway staff to conduct CPR training.
- F. Gavan Hebner, Director of Clark County Emergency Management, reported the following:
1. Current Thunder planning.
 2. Eclipse training is ongoing.
 3. Hazardous Materials Response Unit Truck will be up and running by the end of the month.
 4. The RAVE system can post closings to both employees and the public. Any Clark County Governmental agency can use this platform at no extra cost.
- G. Judge Lisa Glickfield reported that she is the new Presiding Judge, and all things will flow through her. The Courts are changing the bulk of their docket to the afternoons instead of the morning so that if they are on a weather delay it will not affect anyone. They are changing their current closing system policy. In the past if Greater Clark County Schools were on a two-hour delay, then the Courts would close. Going forward if GCCS is on a two-hour delay then the Courts will also be on a two-hour delay. If GCCS closes their schools, then the Courts will also close. However, they will have staff in the office to ensure they continue to service the jail as well as anyone that were not informed of the closure.
- H. Tim Cochran, County Highway Superintendent, reported the following:
1. The local schools do not contact him to get road condition updates.
 2. He has a quote for the diagnostic tool for the trucks. It is from TTP in the amount of \$7,518 plus a yearly fee of \$1,600. He will get with Sarah Daniel to make sure there are funds in the budget and will also get more details regarding the service fee.
 3. He is currently getting everyone's license through the Clearinghouse.
- I. County Engineer, Brian Dixon, reported the following:


1. He spoke with INDOT, and they will be changing the lane at Salem Noble Road and Hwy 62 to have the right lane be a right turn only with the other lane being a straight or left turn lane. They will start in the spring.
2. The Community Crossings Grants, which are about \$2.3 Million for Salem Noble and High Jackson as well as Willenger have been applied for.
3. MS4 permit due 4/1/2024.
4. He is waiting to get a quote to get access to be able to make changes on 39 Degree North.
5. The Heidelberg – Grey Rock property was supposed to meet on 1/22/24 to approve the purchase of the property however they pushed it back to their February agenda. This will not work as our deadline to have everything turned into is 2/11/24. He suggests reaching out to the higher ups of INDOT to see if they will give us an extension, so we do not lose over \$2 Million dollars on the project for. Commissioners would like to continue this discussion further once they can research who to connect with at INDOT.

Commissioner Sellers made a motion to approve the January 10, 2024, Department Head Meeting Minutes. Commissioner Coffman seconded. Motion approved 2-0-1 with Commissioner Glover abstaining.

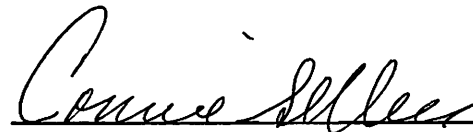
Commissioner Coffman motioned to adjourn. Commissioner Sellers seconded. Motion approved 3-0. Meeting adjourned.

BOARD OF COMMISSIONERS OF

CLARK COUNTY, INDIANA



BRYAN GLOVER



CONNIE SELLERS



JACK COFFMAN

ATTEST: 

R. Scott Lewis, County Attorney

ESTIMATE

Prepared For

Marion Shepherd
501 E Court Ave.
Jeffersonville , IN 47130
(812) 704-8086

New Direction Construction LLC

7002 Oak Valley Dr
Pewee Valley, KY 40056
Phone: (502) 817-3325
Email: mnikic@newdirectionconstruction.com

Estimate # 120
Date 01/18/2024
PO # 24-0120
Business / Tax # 92-2627512

Description	Rate	Quantity	Total
New Office For Prosecutor	\$3,900.00	1	\$3,900.00

DEMOLITION

- remove 14' In ft exiting wall and 1/2 wall with a door in it
- demo out half door where a new full size door will go
- haul off all debris

NEW CONSTRUCTION

- build 20' In ft of wall to the existing ceiling grid
- use 2x4 wood material 16" on center
- insulate the 2 new walls with 3.5" sound batt insulation
- patch wall where old knee wall butted into it
- Marion to provide 3 power boxes and 2 data boxes with conduit out of wall trough the ceiling
- install wood 4x8x1/8 panels on both sides of the 2 new walls
- trim panels out (panels painted by others)
- install black 4" Vinly Cove base on the 2 new walls on just one sides
- install a new 32" x 84" solid core smooth panel wood door with hinges (painted by others)
- hardwares lock set provided by others)

EXCLUSIONS

- any painting painting
- electrical and data work
- door hardware
- lighting & hvac work

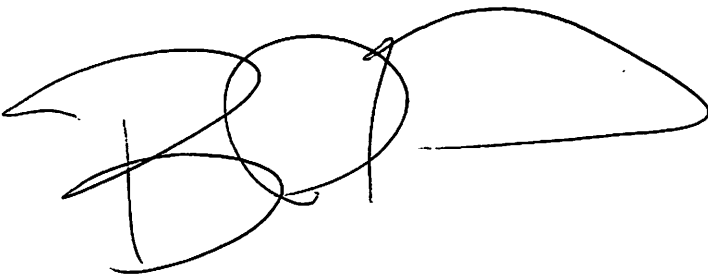
- new flooring in the office
- ceiling tiles replacement where old wall was

QUOTE INCLUDES LABOR AND MATERIALS PROVIDED BY NDC.

Subtotal	\$3,900.00
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Total	\$3,900.00

Michael Nikic

Marion Shepherd

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.