

**JULY 6, 2021**

**REGULAR SESSION**

**PULASKI COUNTY COMMISSIONERS**

The Pulaski County Commissioners met in regular session Tuesday July 6, 2021 6:00PM at the Pulaski County Highway Garage training room. Commissioners present were Charles Mellon, Maurice Loehmer, Mike McClure with County Auditor Laura Wheeler and County Attorney Kevin Tankersley.

Also present were Nathan Origer, Brian Young, and Chris Schramm

President Mellon opened the meeting with the Pledge of Allegiance.

**IN RE: CDC**

The bond sale for the Justice Center project scheduled for July 20, 2021 with closing set for August 3, 2021. Annual payments expected to be \$360,000.00. Bids on five categories are due July 16, 2021 and will be opened at the July 19, 2021 regular Commissioners' meeting.

Tonn & Blank expects to begin project mobilization the week of July 19, 2021, bringing in a trailer, installing fence, doing exterior work, and preparing foundation. The Prosecutor's Office may be temporarily relocated.

Pulaski County has had 1208 total cases of COVID with 47 deaths. There have been no new cases in more than a week but have had five confirmed Alpha variant cases. The Health Department is still operating a clinic within its office from 1-5pm on Thursdays, offering both Pfizer and Moderna vaccines. The State Department of Health will have mobile clinic at the Winamac Town Park on Thursday and Friday of the Power of the Past, offering the Pfizer vaccine. The public-health emergency extended through the end of July 2021.

Pulaski County awarded another \$250,000.00 from Office of Community & Rural Affairs (OCRA) for small business grants (less administration cost) and have preliminarily funded 22 businesses with \$10,000.00 and two with \$6,250.00. The Town of Winamac will fund the remaining \$3,750.00 for the latter two. Three businesses applied after the deadline but will still receive \$3,750.00 from the remaining funds. ORCA is more hands-on in the review process and may require changes.

Pulaski County is participating in the State's READI program throughout regional economic-development organization, the Northwest Indiana Forum. Several projects across seven counties are being reviewed for the following:

- A. Site analysis for potential sites for future development, primarily tied to regional agricultural strategy.
- B. Workforce training primarily tied to the agricultural strategy.
- C. Economic Gardening, a program through Purdue.
- D. Regional marketing initiative, primarily tied to the agricultural strategy.
- E. Extension of the Panhandle Pathway from Winamac to the State Park and on to the North Judson Eric Trail terminus.
- F. Industry-oriented regional housing strategy
- G. Regional strategy for potentially increasing collaboration for improved work-release programming.

READI requires a significant amount of local-match funding from the public, private and non-profit sector so the viability of any project remains to be seen.

**OTHER BUSINESS:**

Maurice Loehmer made a motion to approve and sign claims and payroll as presented, Mike McClure seconded and motion carried unanimously.

Maurice Loehmer made a motion to approve and sign June 21, 2021 regular session minutes as presented, Charles Mellon seconded and motion carried. Mike McClure abstained since he was not at the meeting.

Mike McClure motioned to approve and sign the Metlife Producer of Record letter, Maurice Loehmer seconded and motion carried unanimously.

Charles Mellon made a motion to approve and sign Anthem's Application, Sales Disclosure Statement, Addendum, Proposal and Hold Harmless Agreement, Mike McClure seconded and motion carried unanimously.

Maurice Loehmer made a motion to approve and sign CSI Software License Agreement, Mike McClure seconded and motion carried unanimously. This pertains to the Clerk's Office and renewal is \$4,000.00 annually.

Mike McClure made a motion to approve and sign Amendment #8 to the Personnel Policies Handbook that reads as follows:

**Amendment #8 to the Pulaski County Personnel Policies Handbook**

WHEREAS, the Board of Commissioners and the Pulaski County Council desire to add to the Pulaski County Personnel Policies Handbook adopted September 11, 2017 to include:

**Pulaski County Information Technology Procurement Policy**

Comes now the Pulaski County Board of Commissioners and the Pulaski County Council and set forth the policies and procedures by which all employees, Department Head/Elected Officials, or Boards are to follow in procuring information technology hardware and software as described herein.

- I. Definitions:
  - a. **Information technology consultant:** The employee of the county that has been designated the information technology consultant, whether they are a full or part time employee of the county, or under contract with the County. The information technology consultant will be identified by resolution and may be an individual identified by name, or a company, or a contracted consulting firm that will designate an individual to fulfill the role of Information technology consultant. (Hereinafter referred to as "IT Consultant").
  - b. **Procurement:** The acquisition of information technology hardware or software with the intention of utilizing the same within or connecting to the Pulaski County IT System. This policy is applicable to the procurement whether it is by purchase, gift grant, trade or any other means.
  - c. **Applicant:** The employee, Department Head, Elected Official, or Board that is seeking to conduct a procurement.
  - d. **Pulaski County IT System:** The system of interconnected servers, routers, WIFI signals, email, software, wires, hard drives, computers, phones, wireless devices and the like that are utilized by the departments of the Pulaski County Government.
  - e. **Information Technology Hardware:** Includes all devised that have a data processor and can be connected to the internet or Wi-Fi system. This includes but is not limited to desktop computers laptop computers, cell phones, office phones, iPads or similar devised tablets, and printers.
  - f. **Information Technology Software:** All programming for the information technology hardware.
  - g. **Pre-approved hardware and software list:** The list maintained by the IT Consultant that identifies information technology hardware and software that is known to not pose a security risk to the Pulaski County IT system and compatible with the IT system. The items on the list should be able to operate with the Pulaski county IT system without undue costs or upgrades. The list may be updated without notice to the employees, Department Head/Elected Officials, or Boards, and therefore, a current copy must be requested for each proposed procurement.

II. Procurement Process:

For each purchase of information technology hardware of software the applicant must take the following steps and utilize the identified forms:

- a. Request a current copy of the pre-approved hardware and software list from the IT consultant. If the item the applicant seeks to procure is on the list then no further action must be taken under this policy
- b. If the hardware or software the Applicant seeks to procure is not on the pre-approved list then the Applicant must compete Form Z and submit the same to the IT Consultant.

- c. After a reasonable time to review, the IT Consultant will complete Section 2 of Form Z and return it to the Applicant;
  - d. If the procurement is approved by the IT consultant, the Department Head/Elected Official shall follow whatever purchasing steps are currently approved by the Board of Commissioners and the Pulaski County Council.
  - e. If the procurement is not approved by the IT Consultant, the Applicant must request a meeting with the Pulaski County Commissioners to resolve the issue and it will be scheduled within a reasonable amount of time. A vote by the commissioners will be determinative of the issue.
- III. Financial and Budgeting Consideration:  
This policy assumes that all purchasing steps are being followed. Compliance with this policy is a pre-requisite to procurement but does not bypass or eliminate the ordinary and necessary purchasing steps required by the Pulaski County Council or Pulaski County Commissioners.

NOW THEREFORE BE IT AMENDED by the Board of Pulaski County Commissioners and the Pulaski County Council that the above language shall be included and made part of the Pulaski County Personnel Policies Handbook.

Maurice Loehmer seconded and motion carried unanimously. This amendment aids the procurement of IT equipment and supplies and will go before Council for their approval.

Three Pest control quotes presented for review. The Arrow Pest Control quote of \$3,041.00 for the first year and \$2,964.00 for subsequent years recommended by maintenance. Mike McClure made a motion to accept Arrow Pest Control’s quote as presented, Maurice Loehmer seconded and motion carried unanimously.

The following conference request submitted for approval:

**AUDITOR: Laura Wheeler-Indiana Auditor’s Association North meeting, July 15, 2021, Plymouth**

Maurice Loehmer motioned to approve the Conference Request as presented, Mike McClure seconded and motion carried unanimously.

The Building and Deputy Building Inspector position applications deadline is extended to July 9, 2021.

Commissioners have conducted face-to-face evaluations of all appointed positions except Veterans and EMA.

Charles Mellon made a motion to approve and sign a Termination Letter to CIGNA to end County’s health insurance with them August 1, 2021, Mike McClure seconded and motion carried unanimously.

With no other business to discuss, Maurice Loehmer made a motion to adjourn at 6:27pm, Mike McClure seconded and motion carried unanimously.

Approved and signed this 19<sup>th</sup> day of July 2021 by the **PULASKI COUNTY COMMISSIONERS.**

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CHARLES MELLON

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MAURICE LOEHMER

\_\_\_\_\_  
MICHAEL MCCLURE

ATTEST: \_\_\_\_\_  
LAURA WHEELER, AUDITOR, PULASKI COUNTY, IN