

Newton County Ambulance Service
Monthly Write Off Approval
2021

Write off Month _____ NOVEMBER, 2021 _____

Amount Written Off _____ \$17,984.22 _____

Approved by Board of Commissioners:



Approved by Newton Co. Ambulance:

Paula Knapp, Chief Deputy 12-2-21

March 21, 2022

Be it ever remembered on the 21st day of March, 2022, the day set by the Commissioners for the holding of their regular meeting at the Newton County Government Center. Comes now Glen "Butch" Cain, Kyle D. Conrad, and Tim Drenth as the duly elected and active Board of Commissioners. Also present were Auditor Tamra M. James, Commissioner's Assistant Ashley Large and Attorney Pat Ryan.

President Butch Cain called the meeting to order with Bri Styck reciting the pledge to the flag.

Payroll

Tim Drenth made a motion, second by Kyle D. Conrad to approve the Payroll and Longevity for March 18, 2022. Motion was passed.

Claims

Kyle D. Conrad made a motion, second by Tim Drenth to approve the claims for March 21, 2022. Motion was passed.

Credit Cards

Kyle D. Conrad made a motion to approve departmental credit cards as presented, second by Tim Drenth. Motion passed unanimously.

Grand Kankakee Trail Riders

Mike Veld presented proposal for use of county roads for 2022 events. *Kyle D. Conrad made a motion to approve, second by Tim Drenth.*

Employee Health and Wellness

Alma Shireman brought up discussion if employees could use the clinic during work hours. *Kyle D. Conrad made a motion to approve clinic visits while on the clock, second by Tim Drenth. All in favor, motion carries.*

Alma Shireman brought up discussion of days of the week and hours of operation for the clinic.

Kyle D. Conrad made a motion to not pay employees to take family members to the clinic, second by Tim Drenth. Motion passed unanimously.

Tim Drenth made a motion to name the clinic Newton County Health and Wellness Center, second by Kyle D. Conrad. Motion passed unanimously.

Jacob Shufflebarger asked the board if they wanted a second exam room in the clinic. It was decided to wait and see how busy the clinic is before deciding to expand.

Kyle D. Conrad suggested the opening day of the clinic be May 10, 2022.

Alma Shireman will be sending marketing material to Tamra James and Ashley Large to get final approval before sending out.

Alma Shireman advised that the financial team would be keeping the Commissioners updated as to how the clinic is saving money through office visits and medications.

Jacob Shufflebarger asked about medications kept on site. Alma advised it would be a list of generic drugs based off other clinic sites. He then asked if the country would need special insurance for medications being kept on-site, will be finding out about limited liability.

Recycling

Diane Gonzcy informed that a police report was initialized about a gentleman discarding a roll of carpet in the recycling bins. The gentleman was caught.

Diane Gonzcy is also working with another educator to get something out to all the schools for Earth Day.

Purdue Extension Office

Deb Arseneau has hired another employee, Mercedes Brunton, who will be starting June 1, 2022.

Highway Department

Sharon Domonkos has updated the winter and summer labor hours.

Sharon then informed the board of the mistakes made by INDOT in regards to work being done on RT 10 and also about the detour.

SWCD

Bri Styck gave update on annual meeting. They had 119 people in attendance.

2 supervisors were re-sworn in so their board has not changed.

Lower Kankakee Watershed plan was approved by the EPA.

Brandi McQueen is the new intern and is coming in regularly. Bri is happy with her help and this is helping build a curriculum for future interns

Building Commissioner

Daisy Cicero spoke to inform about a Solar Workshop April 5, 2022 5pm at the Kentland Community Center. It is a joint meeting with Kentland. Also starting their Geo program. An ordinance will be looked into.

Highway Superintendent

There was discussion on when to hold interviews for Superintendent position.

Auditor

Tamra James has received the contract between the Prosecutor and Novatny Real Estate LLC. *Tim Drenth made a motion to release the rent checks, second by Glen "Butch" Cain. Motion passed 2-1, with Kyle D. Conrad voting nay.*

Commissioners also stated location insurance was needed for this property.

Tamra James also clarified Personal Leave and Longevity for employees. Was advised to contact Alma to ask about extended insurance, perf, etc. *Kyle D. Conrad made a motion that during a leave of absence an employee doesn't accumulate any other benefits other than keeping their insurance, second by Tim Drenth. All in favor, motion passed.*

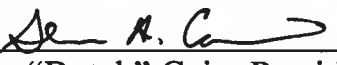
Tamra James advised Superior Court asked a Dr. to do a Psych Evaluation. There is an outstanding bill from 2019 for over \$19,000 they've asked us to pay. Judge has asked for commissioners' opinion on the matter as he does not feel we should have to pay it. Was decided not to discuss at a public meeting.

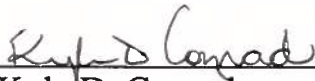
A date was decided for an Executive Session on March 28, 2022 at 9:00 am at the Newton County Government Center.

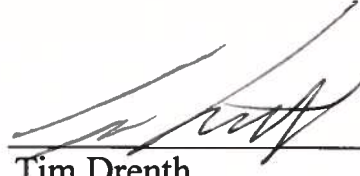
Pat Ryan

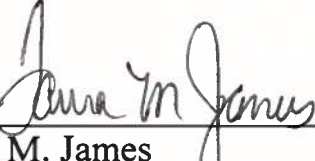
Pat Ryan asked the commissioners for signatures needed on Tolling Agreement, The Roselawn Projection, and a Resolution.

Adjournment- Tim Drenth moves to adjourn meeting, second by Kyle D Conrad. All in favor.


Glen "Butch" Cain, President


Kyle D. Conrad


Tim Drenth

Attest: 
Tamra M. James
Newton County Auditor



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MEMO

21-Mar-22

Re: NCHD Summer / Winter Hours Schedule

Please see below for the updated details on the Highway Department Summer / Winter Hours: ^{Labor}

Summer

Beginning every April 1st or the first pay period in April, the Highway Department will begin their summer office hours, open 6:00 am to 4:00 pm, Monday thru Thursday and closed on Friday's.

Our regular time hours each day will be 10 hrs.

Because our regular days will be 10 hours long, we would like to clarify that:

- * Paid time off (ie: Personal Days, Vacation Days & Sick Days) will be paid at our 10 regular time hours for each day we take off during summer hours.
- * Holiday's during our summer hours (except Good Friday) will be paid at our 10 regular time hours.
- * Good Friday (only Friday Holiday during summer hours) will be paid out at 8 regular time hours for a total of 48 regular time hours for that week.

Winter

Beginning every November 1st or the first pay period in November, the Highway Department will begin our winter office hours, open 6:00 am to 2:00 pm, Monday thru Friday.

Please review the updated memo for approval.

Thank You,
 Sharon Domonkos
 Interim Superintendent