

AGENDA
Montgomery County Council Meeting
Montgomery County Board of Commissioners Meeting
April 9, 2024 at 9:00 am
1580 Constitution Row - Room E109
Crawfordsville, IN 47933

Call to Order: Council President David Hunt

Pledge of Allegiance and Prayer

Consent Agenda

Approval of Minutes:

February 13, 2024

March 12, 2024

Approval of Claim(s):

\$916.50 – Taylor, Minnette, Schneider & Clutter, P.C.; Invoice 21761

\$6,748.32 – Peters Franklin, LTD; Invoice 16084

\$12,430.00 – Waggoner, Irwin, Scheele & Associates, INC; Invoices 4968, 4969 and 4970

Accept & Acknowledge Receipt:

Same Series Transfer Report – Auditor

1Q2024 Commissary Report

Public Comment on Agenda Items

Money Matters

ADDITIONAL APPROPRIATIONS:							
Fund	Fund Description	Dept #	Department Description	Account	Account Description	Additional Amount Requested	
8301	Lead & Healthy Home Grant	0610	Health Department	30350	Training/Education	\$10,700.00	
8301	Lead & Healthy Home Grant	0610	Health Department	24202	Supplies	\$8,604.00	

8301: *In 2022, the Health Department was granted a reimbursable award of \$47,304 to be spent towards lead case management and lead risk assessment. Funding is available through June 30, 2024. To date, nothing has been spent in this fund.*

TRANSFER of APPROPRIATIONS:								
Fund	Fund Description	Dept #	Department	From Account	Account Description	To Account	Account Description	Transfer Amount Requested
4900	MCCCC	0303	Central Communications Center	37070	Rent	33500	Seminars/Training	\$1,859.95
1222	MCCCC	0303	Central Communications Center	11403	Dispatcher	11021	OT	\$7,500.00
TOTAL:								\$9,359.95

4900: *Additional appropriations are needed for training new people and there was excess appropriation in the Rent line. Rent has already been paid for 2024.*

1222: *As of the 4/5/24 payroll, the OT line is in the negative. CCC has used over \$10,500 in OT in this fund for Q1 alone. There is excess appropriation in an unfilled Dispatcher line to help cover Q2. Prepare for additional appropriation requests to come.*

New Business

Clarification of Base Pay for Vacancy in Treasurer’s Office

Action Requested

We are seeking guidance from the Council on how to proceed with determining the base pay for the vacant position of Chief Deputy in the Treasurer’s Office.

Background and Analysis

The Treasurer, Heather Laffoon, has asked if the 2024 budgeted amount for the Chief Deputy position is the base pay when the position is vacant.

The job classification document from 2020 (see attached) states that the Council shall “classify each position by series and grade.” It also states that during each budget cycle, the Council will assign a value to each series and grade.

When other positions have become vacant, we have used the base pay in the job classification document to determine the base pay except for the vacancy in the Clerk’s position. The budgeted amount was used as the base pay for the new Clerk.

The Council has three options:

The first option is to utilize the current values in the job classification system as the base pay for the position. These values were established in 2019 and have not been adjusted. The Council could adjust these values based on the recommendations in the compensation study that will be completed in July.

The second option is to utilize the budgeted amount for the position as the new base pay until the compensation study is completed.

The third option is to add the percentage raises in 2020, 2021, 2022, 2023 and 2024 to the series and grade value for this position to create a new base pay until the compensation study is completed.

If the Council decided to adjust the base pay to the budgeted amount or adjust it based on the percentage raises per year, then the Council may want to consider the impact on other positions where the base pay was used from the job classification document.

Attached is a spreadsheet showing the series and grades for the positions in the Treasurer’s Office (option 1), a new base pay that includes the percentage raises in each year (option 2), and also the 2024 budgeted pay for each position (option 3).

Clarification of Base Pay for in Recorders position.

Action Requested

We are seeking guidance from the Council on how to proceed with determining the base pay for the Recorder’s position.

Background and Analysis

Jennifer Pursell was the Recorder and has resigned to take a position with the City of Crawfordsville. As a result, a vacancy was created in the position and the position was filled through a caucus of the Republican Party.

The job classification document from 2019 (see attached) states that the Council shall “classify each position by series and grade.” It also states that during each budget cycle, the Council will assign a value to each series and grade.

When other positions have become vacant, we have used the base pay in the job classification document to determine the base pay except for the vacancy in the Clerk’s position. The budgeted amount was used as the base pay for the new Clerk.

The Council has three options:

The first option is to utilize the current values in the job classification system as the base pay for the position. These values were established in 2019 and have not been adjusted. The Council could adjust these values based on the recommendations in the compensation study that will be completed in July.

The second option is to utilize the budgeted amount for the position as the new base pay until the compensation study is completed.

The third option is to add the percentage raises in 2020, 2021, 2022, 2023 and 2024 to the series and grade value for this position to create a new base pay until the compensation study is completed.

If the Council decided to adjust the base pay to the budgeted amount or adjust it based on the percentage raises per year, then the Council may want to consider the impact on other positions where the base pay was used from the job classification document.

Attached is a spreadsheet showing the series and grades for the position (option 1), a new base pay that includes the percentage raises in each year (option 2), and also the 2024 budgeted pay for the position (option 3).

Compensation Recommendation for Project Coordinator Position

The Commissioners asked Waggoner, Irwin, Scheele & Associates (WIS) to expedite the compensation review for the position of Project Coordinator.

Here is WIS's recommendation:

Based on our review of the position, the County's current compensation system, and the external market for similar positions, it is recommended that the Project Coordinator position be compensated within the following salary range: \$55,381 - \$67,688.

Note: This recommendation is based on the County's current compensation system and a preliminary review of external salaries. The salary range recommendation is subject to change once we have all positions point-factored and classified and have completed the external market analysis for the County-wide Job Classification and Compensation Study.

Action Requested:

We are seeking approval of WIS' recommendation for the salary range for the project coordinator position. We are not recommending a series and grade for this position since we will be transitioning to a new compensation system without series and grades when WIS presents their compensation study recommendation in July.

Additional Comments:

The Commissioners budgeted \$50,000 in the General Fund for this position. This amount should be sufficient to cover the salary for the remainder of 2024 since the position may not be filled until mid-year. The insurance and retirement budgets will also be impacted.

During the 2024 budget hearings, we mentioned that the portion of the salary above \$50,000 could be funded from the Riverboat Fund. This action may not be required for 2024 but the funding source(s) for the full salary in 2025 will need to be determined during the 2025 budget process.

Old Business

Reports

Funded Organizations

Department Heads

Elected Officials

Councilors

Public Comment

Next regular meeting

May 14, 2024 at 9:00 a.m. at Montgomery County Government Center, 1580 Constitution Row – Room E109

Adjournment

Next Resolution: 2024-2

Next Ordinance: 2024-1

Agenda subject to change

Montgomery County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretive services, alternative audio/visual devices, and amanuenses) for participation in or access to County sponsored public programs, services, and/or meetings, the County requests that individuals makes requests for these services forty-eight (48) hours ahead of the scheduled program, service, and/or meeting. To make arrangements, contact ADA/Title VI Coordinator Lori Dossett @ 765-361-2623



		OPTION 1					OPTION 2	OPTION 3
	Series & Grade	Base Pay from 2019 Job Classification Document	2020 Pay 2% Raise	2021 Pay 2% Raise	2022 Pay 2% Raise	2023 Pay 2% Raise	2024 Pay 10% Raise	2024 Budgeted Amount
Chief Deputy Treasurer	6,2.32	38,284	39,050	39,831	40,627	41,440	45,583	45,584
Deputy Treasurer	3,2.35	30,500	31,110	31,732	32,367	33,014	36,316	34,390
Recorder	8,2.32	42,758	43,613	44,485	45,375	46,283	50,911	52,967