

Shelby County Board Legislative Committee Agenda

12/7/23

Courtroom A-5:00pm

Committee Chairman – Jeremy Williams called the meeting to order at 5:03 pm

1. **Roll Call – committee members present – Julie Edwawrds, Heath McCormick, Cody Brands, Martha Firnhaber, Jeremy Williams**

Jeremy called on Heather Wade – requested that the Legislative Committee send draft policies to department heads for review prior to passing committee to send to the full board. She specifically brought up the WiFi streaming issue. Not saying that policies are not needed but just asking to be a part of the conversation. Some department heads already have policies in place and we are passing policies that may not be the same. Give department heads a chance to provide feedback as to why they do what they do. Martha mentioned efforts have been made to communicate with emails sent and one out of five people responded. Jeremy agrees policy drafts could go to the Clerk to be sent to all department heads for review prior to committee voting to send to board. Heather's concerns heard. As for employees, they may like it better coming from their dept head than a committee. Judge Harlow added the goal should be having everyone on the same page. If there is an assumption court governance offices do not interact with county government and they do. She brought up there being three court computers that run on WiFi for defendants, etc. when they need. Court transcription is all digital and run by WiFi. Zoom meeting computers run on WiFi. She needs stronger WiFi than what we currently have as it is a work around. Probation has some policies that are recertified annually by the state and it could possibly be a policy worth review and use by the county as a whole. Some examples – travel, sexual harassment, discrimination. Judicial/court services side is under very strict state requirements. Communicating with them could help the board be better policy makers. Cody – brought up that the committee meetings are where discussion is started how discuss with the Judge first. Discussion about which comes first – committee discussions or discussions outside and Cody mentioned not wanting to appear to be doing business behind closed doors. Judge mentioned having discussions and education about how it affects others. Jeremy mentioned asking Clerk to send agenda and drafts out to department heads ahead of time and Heather mentioned agendas are sent but not drafts. Drafts can be sent.

FILED  
JAN 04 2024

*Jerrin Fox*  
SHELBY COUNTY CLERK

2. Recommendation to Full County Board to have Mytec block usage of video streaming services from County WiFi - no updates on this - no action taken
3. Discussion and vote on edits/amendments to Shelby County Travel Policy - Jeremy thinks it needs a few tweaks. Julie - question - asked about tipping not being mentioned in the policy. Tipping needs to be added to those items not reimbursable. Page 4 Appendix A - old version can be removed. Julie moved - Heath seconded to make these changes and send to Jessica to send to Finance for review and to all dept heads for review. Discussion in January meeting to send to full board after feedback. All in favor - unanimous - no nay.
4. Discussion and vote on County Fuel Policy - discussion had regarding item #2 and "the vehicle being filled" and better defining what that means. Heath brought up the Dive Team and possibly using the airport for boats to avoid using ethanol. Cody is working with Michael Tappendorf and the pumps out there and what needs to be done to track. Gas pump at highway can be tracked electronically and diesel pump does not right now but it is being worked on.
5. Discussion and vote on County Records Policy - Jeremy mentioned a law changed regarding Clerk no longer needs to keep notary records per Jessica. Cody mentioned the delay in the audit is partly due to the decentralization of record keeping in various departments and we need to get to centralization. Taking no action this meeting.
6. Discussion and vote on County Time Keeping Policy - Heath thinks we need a policy regardless of whether paper or electronic time keeping. Martha mentioned requesting info from CIRMA for sample Time Keeping language. Jeremy made some notes on the bottom of the draft for specific feedback we would like to have from dept heads and the draft will be requested to be sent to the dept heads.
7. Discussion and vote on recommendation to full board to request Sheriff's Office to investigate various allegations made in county board meetings
8. Discussion and vote on recommendation to full board to approve County Vehicle Title Policy - Heath likes as written. Jeremy read the draft. Martha mentioned this being important for insurance record keeping. Heath moved to send to full board for approval. Martha seconded. All in favor - unanimous. No nay. Passed.
9. Public Comment Debbie Dunaway mentioned Sec. of State comes to her dept to approve of docs that can be destroyed.

Liz Ragan - as employee she would like to have good communication with board members. Feels there could be better communication from board regarding what policies will be enforced. She feels time keeping policy should pertain to all employees regardless of elected, appointed, etc.. She does not want animosity and wants everyone to work better together.

Tricia Miller – listed to Judge and Heather – agendas being posted 48 hours in advance can cause constraints with dept head and employee time to review and make contacts. She thinks an agenda being released early for review. Department heads do not answer to the board. She mentioned that board members go out with elections and policies can be changed every four years. Board members come and go and elected officials do not.

Jake Cole thought Judge gave a great explanation and didn't know why we were not on the same page. Julie and Martha said we are on the same page and Jake said Cody was not.

**10. Approval of 10/17/23 Minutes – Heath moved to accept. Cody seconded. All in favor – unanimous. No – nay. Passed.**

**11. Approval of Tonight's Minutes – no action will address in January.**

**12. Adjournment – Julie moved to adjourn, Jeremy seconded. All in favor – aye, no nay. Meeting adjourned at 6:08 pm.**