

SPECIAL SESSION RUSH COUNTY BOARD OF COMMISSIONERS SEPTEMBER 12, 2017

The Rush County Board of Commissioners met in special session Tuesday, September 12, 2017 with Commissioners Paul Wilkinson and Mark Bacon, Jodi Harr, Auditor, and Leigh Morning, County Attorney, in attendance. Commissioner Bruce Levi was not present.

Paul Wilkinson called the meeting to order at 9:00 a.m.

The topic of discussion for this meeting is if the current professional service agreement for a Jail Administrative Assistant position be made into a full time or part time position.

During the current job description audit it was learned that the arrangement in this contract does not meet the Department of Labor's requirements for whether a position is contract or an employee. This position does not create a profit/loss situation for the contractor, the county has control over the position's work in the same manner as other county employees, and the position will most likely continue indefinitely. Commissioner Paul Wilkinson commented the commissioners have no issue with the current contracted worker. This is only an administrative decision.

Sheriff Jim Cowan stated this position wears many hats. Taking care of the commissary funds and the sex/violent offender registry are only a few of the responsibilities. The person who does this has to be trained and continued to be trained as legislation changes. This is really more than a full time position. She works all different hours depending on the needs of the jail and the defendants. Commissioner Wilkinson asked Cowan if changing this position would require additional staff. Cowan said no. Responsibilities could be rearranged with current staff. Wilkinson reminded that if the decision is made to move this from a paid contract to a full time position, the position would need to be advertised and taken through the current county hiring process.

Madonna Hedrick holds the current professional contract. She commented that she does try to accommodate the hours she works to meet the needs of everyone. The reason the position went to contract was because the current policy of part time being twenty nine hours did not allow for her to the work done. The commissary works takes a great deal of her time. Hedrick also handles the inmate trust fund.

Rush County Councilman Steve McCorkle commented that he can vouch that Hedrick is a busy lady and does a fine job.

Currently this position would be an administrative/secretary jail position. Sheriff Cowan asked if the county wanted to go ahead and change this job description to include corrections officer. Commissioner Wilkinson commented that dealing with offenders is a correction officer whereas

other duties are administrative. We need to make it fulfill the needs of the jail. Cowan noted this is the time to add corrections officer training to this position for her protection. He is willing to send her to school for this training. It will offer opportunities for cross training.

Commissioner Bacon asked if this could remain a part time position and delegate some of the duties. Cowan said it is hard to staff with trained part time people. Especially when you have to add names to bank accounts to handle the commissary and inmate trust funds.

Mark Bacon made the motion to make the current professional contract position into a full time correction officer position. Paul Wilkinson seconded the motion asking Sheriff Cowan to continue to look at places to combine responsibilities. Motion carried. Sheriff Cowan commented that the sheriff and jail departments will continue to look at ways for cross training.. This change will be effective October 1, 2017.

Mark Bacon moved to adjourn. Paul Wilkinson seconded the motion. Motion carried.

/Paul Wilkinson/
Paul Wilkinson Chairman

/Mark Bacon/
Mark Bacon

/Bruce Levi/
Bruce Levi

ATTEST:

/Jodi Harr/
Jodi Harr, Auditor