The Steuben County Commissioners met at 1:00 p.m. on Monday, November 4, 2019, in the Commissioners’ Room of the Steuben County Community Center. Present this day were Commissioners Ronald Smith, James Crowl and Lynne Liechty. Also present were Donald Stuckey, County Attorney and Kim Meyers, Auditor.

Lee David, CAVA, submitted a Grant Application for the Justice for Families Program Grant. Ms. David said CAVA needs this grant since they no longer have the TANF Grant. James Crowl made a motion to approve the Justice for Families Program Grant Application. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Alicia vanEe, Health Department, requested permission to submit payment, in the amount of $3,373.86, to Imagine Office Solutions so they can continue to scan documents. Lynne Liechty made a motion to approve that payment. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. vanEe reported the Health Department operates a Clinic that is donation based and the donations are dwindling. She said she would like to create a Medicaid Ordinance which would allow them to bill Medicaid for each vaccination that is given. Ms. vanEe said they have given approximately 800 vaccines this year and the estimated amount returned to the Clinic would be $16,000.00. She said the Ordinance would set the funds aside for use only by the immunization clinic. Donald Stuckey said a fund would have to be created and the funds would have to be appropriated by the County Council. Mr. Stuckey said he has no issue with the Ordinance from a legal perspective. Lynne Liechty made a motion to approve Ordinance No 932 on its first reading. James Crowl seconded that motion and the motion carried with three (3) ayes.

Second and Third Readings
Steuben County, Indiana
Ordinance No. 932

Thereupon, County Commissioner, Lynne Liechty moved that all rules of procedure of the County Commissioners which might prevent, unless suspended, the second and third readings of Ordinance No 932 for final passage and adoption of said Ordinances at this meeting without reading the said Ordinances in full but reading the title only. This motion was seconded by James Crowl and was on the call of the roll adopted by the following vote:

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<th>Ayes</th>
<th>Nays</th>
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Under the suspension of the regular rules, County Commissioner, James Crowl, then moved that the Ordinances be read for the second and third readings by title only and thereby be ready for passage and final adoption in this meeting. This motion for the second and third readings for final passage and adoption of said Ordinances was seconded by Lynne Liechty and on the call of the roll was adopted by the following vote:

<table>
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<tr>
<th>Ayes</th>
<th>Nays</th>
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The County Auditor then read aloud the title of said Ordinances for the second and third readings. Thereupon, County Commissioner, Lynne Liechty, moved for final passage and adoption of the Ordinances in full applicable regulations to establish such Ordinances. This motion for final passage and adoption was seconded by James Crowl and on the call of the roll adopted by the following vote:

<table>
<thead>
<tr>
<th>Ayes</th>
<th>Nays</th>
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</table>

The President of the Steuben County Commissioners, Ronald L. Smith, declared publicly Ordinance No 932 to have been duly passed and adopted. Thereupon, said Ordinance were signed by all members of
the County Commissioners present and attested by the County Auditor. Ordinance No. 932 is on file in the Auditor’s office. Ordinance No. 932 reads as follows:

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**IMMUNIZATION CODE OF ORDINANCE**  
**ORDINANCE NO. 932**

In Steuben County, Indiana

The purpose of this ordinance is to safeguard public health and assure that immunizations are given in proper order and in accordance with recommendations by Indiana State Department of Health and The Center for Disease Control.

The Steuben County Board of Health is hereby authorized to collect administration and vaccine fees, and provide education to the public; and is authorized to perform all actions necessary for the administration and enforcement of this ordinance.

This Ordinance:
- Defines Board of Health, Case Management Services, Conflict of Interest, Health Officer, Person, Steuben County Health Department, Vaccines for Children;
- Establishes administration fees schedule for immunizations not covered by State of Indiana funding;
- Defines the hardship exemption policy;
- Establishes a vaccination fund;
- Incorporates by reference Indiana Code (IC) 16-20 et. seq., Indiana Administrative Code (IAC) 68 IAC 9-1-1, Indiana State Department of Health (ISDH) Rule 410 Indiana Administrative Code (IAC) 29-1-5;
- Be it ordained by the Board of Health Steuben County and the Board of Commissioners of Steuben County, State of Indiana, that:

**SECTION A: DEFINITIONS**

(1) The following definitions apply throughout this ordinance:

- a) **Board of Health.** The County Board of Health, as provided for in I.C. 16-20. and having jurisdiction in Steuben County, State of Indiana.
- b) **Case Management Services.** Requires that those individuals authorized within their county to be providing case management services for children with elevated blood lead levels are to be provided training by ISDH on case management protocols and procedures within the first six (6) months of hire, as provided in 410 IAC 29-1-5.
- c) **Conflict of Interest.** Derived from 68 IAC 9-1-1(b)(2) means a situation in which the private financial interests of Steuben County Official, Steuben County Official’s spouse, Ex-Spouse, Siblings, In-Laws, Children, and/or unemancipated child may influence the Steuben County Officials Judgement in the performance of a public duty.
- d) **Health Officer.** The local health officer as provided for and required under IC 16-20-2-2.
- e) **IHCP Fee Schedules.** The Indiana health coverage Programs (IHCP) publishes reimbursement information regarding all Common Procedural Terminology (CPT), Healthcare Common Procedure Coding Systems (HCPCS), and current dental terminology codes (CPT₂), as well as NUBC Official UB-04 specifications, recognized by the IHCP through the published fee schedules.
- f) **Person.** Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate or municipality, or his, her or its legal representative or agent.
- g) **Steuben County Health Department.** Means a local health department in Steuben County or authorized representative(s) having jurisdiction over nursing case management and immunizations.
- h) **VFC/Vaccines for Children.** A program provided by Indiana State Department of Health that provides vaccine to local health departments at no cost to the person for children under age 19 who are eligible.
SECTION B: FEE SCHEDULE

(1) Title. This article and all ordinances supplemental or amendatory hereto shall be known as the “Immunization Code of Ordinance,” and may be cited as such.

(2) Purpose. The purpose of this chapter is to establish and collect fees for all services provided by the Steuben County Board of Health.

(3) Authority. The health officer of the county, or his representative(s), hereby authorized to establish and collect fees for specific services and records pursuant to IC 16-20-1-27.

(a) The Steuben County Board of Health shall collect the fees for all services it provides in accordance with this section. The fee shall not exceed the cost of the Board of Health for providing the service. Those who are unable to pay the fee will be allowed to utilize the Financial Hardship Policy.

(4) Collection of fees. The Steuben County Board of Health shall collect the fees established by this section in accordance with this section.

(5) Accounting for fees. All fees collected by the Steuben County Board of Health shall be accounted for in detail for each service area.

(6) Disposition of fees. All fees collected by Steuben County Board of Health shall be transferred to the County Public Vaccine Fund, through the County Auditor. The monies collected in accordance with this section shall be used only for the maintenance, inventory, safety compliance, community outreach and education of employees within the immunization clinic upon proper appropriation action being taken and approved by the Board of Health.

(a) All private stock pediatric/adolescent and adult vaccines will be charged at a rate that is at the cost of the county board of health rounded to the nearest dollar, in addition to the administration price as set by IHCP plus the cost of vaccine. Vaccine prices change on a regular basis, so vaccines fees will be adjusted accordingly.

(b) The (VFC) Vaccines for Children Program provide vaccines to uninsured, underinsured and/or those pediatric/adolescent patients who have Medicaid, the administrative cost as set by IHCP and will be billed to insurance providers under Medicaid.

(c) Adults who are underinsured/uninsured and qualify for the 317 Program may receive vaccines for an administration fee as set by IHCP and will be billed to insurance providers under Medicaid if applicable.

(d) Mantoux Tuberculin Skin Tests (TST) will be administered and will be charged at a rate that is at the cost and administration to the county board of health rounded to the nearest dollar. The testing solution price change on a regular basis, so the fee will be adjusted accordingly.

(e) TB testing solution will be ordered and purchased for companies who request at a charge that is rounded up to the nearest dollar amount.

(f) Case management services for individuals with elevated blood lead levels will be billed to Medicaid in fifteen (15) minute increments with a maximum of six and one half (6.50) hours at set reimbursement price authorized by Medicaid.

SECTION C: HARDSHIP EXEMPTION POLICY

(1) Purpose. To allow those individuals to receive vaccinations regardless of their current financial status.

(2) Authority. The health officer of the county, or his representative(s), hereby authorized to determine the need to issue a hardship exemption for an individual.

(a) In the case where the individual is unable to pay the administration fee per the fee schedule the Health Officer, or his agents, refer to Financial Hardship Policy.

SECTION D: VACCINE FUND

(1) The purpose of this section is to establish a vaccine fund for Steuben County Health Department, which will receive and disburse monies for vaccine storage and safety, education/training, and equipment.
(2) The Steuben County Board of Health shall charge an administration fee per immunization from individuals and/or if applicable Medicaid which will be deposited into the County Public Vaccine Fund.

(3) The County Public Vaccine Fund shall be used to purchase educational material, provide training to staff and patients, supplies, promotional items needed for events including booth rental, and supply the money for clinic improvements or any other equipment needed to provide exceptional service to the community.

SECTION E: EXPENSE

(1) Any person violating any of the provisions of this ordinance shall be liable to the Steuben County Health Department for the expenses, loss or damage occasioned by reason of such violation including reasonable attorney fees and cost.

SECTION F: CONFLICT OF ORDINANCES

(1) In any case where a provision of this ordinance is found to be in conflict with a provision of any code of Steuben County, Indiana existing on the effective date of this ordinance the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail. In any case where a provision of any other code of Steuben County, Indiana existing on the effective date of this ordinance which establishes a lower standard for the promotion and protection of the health and safety of the people, are hereby declared to be repealed to the extent that they may be found in conflict with this ordinance.

(2) Should any section, paragraph, sentence, clause, or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of this ordinance shall not be affected thereby.

SECTION H: REPEAL AND EFFECTIVE DATE

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed, and this ordinance shall be in full force and effective thirty (30) days after its adoption and publication as provided by law.

Passed and adopted by the Commissioners of Steuben County, State of Indiana, on this 4th day of November, 2019.

Signed: Steuben County Board of Commissioners

First Reading: 11/4/19         Ronald L. Smith, President
Second Reading: 11/4/19       James A. Crowl, Vice President
Third Reading: 11/14/19       Lynne A. Liechty, Member

ATTEST:
Kim Meyers
Title: Auditor

Mike Sevits, Annex Maintenance, submitted quotes from Michiana Door and Bradley Overhead Door for preventative maintenance to all eight (8) of the EMS overhead doors. Lynne Liechty made a motion to approve the low quote from Michiana Door in the amount of $792.00. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. Sevits also submitted quotes to repair the damaged heater at EMS North. James Crowl made a motion to approve the low quote from Delta T Mechanical in the amount of $1,860.00 to replace the heater at EMS North. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Sevits stated that Armstrong’s capped the broken gas line and that will cost about $100.00. Lynne Liechty made a motion to approve that payment. James Crowl seconded that motion and the motion carried with three (3) ayes.
Melissa Bixler, Treasurer, submitted a quote from L&D Mail Masters for tax billing. Ms. Bixler said the postage cost with L&D would only be $0.38 and currently she pays $0.55. In 2018 her total postage cost was $12,295.49. She said in order to continue to do the tax bills in house, she would need two (2) color copiers as well. Jeff Bassett, Business Impressions, stated it makes sense to outsource this because two (2) color machines would cost at least $4,000.00 a year and possibly up to $7,000.00. Kim Meyers said that funding would have to be figured out for 2020. The Commissioners requested the matter be brought back to the next meeting.

Crystal Dadura, HR Director, said the flexible benefits plan has to be updated regarding pre-tax deductions for medical, dental and vision insurance. James Crowl made a motion to approve the pre-tax requirement. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the claims submitted for payment this day totaling $256,544.22. James Crowl seconded that motion and the motion carried with three (3) ayes.

Kim Meyers, Auditor and Melissa Bixler, Treasurer, submitted the Monthly Comparison Report and Monthly Financial Statement for review and approval. Lynne Liechty made a motion to approve the reports. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the minutes from the October 21, 2019, Commissioners’ Meeting. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners signed the minutes from the October 7, 2019 Commissioners’ Meetings for the Index Book, which were approved at the prior meeting.

Frank Charlton, County Park Superintendent, reported the concrete slab for the concession trailers has been poured and the Clear Lake Project starts tomorrow. Mr. Charlton stated he called Excel Paving and hasn’t heard back, so the only quote he has for the crack sealing at the Park is from Asphalt Sealing & Paving in the amount of $800.00. James Crowl made a motion to approve the quote from Asphalt Sealing & Paving. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Charlton also informed the Commissioners that the Blue Spruce Trees will be coming soon, depending on when they can be unloaded. He said that Commissioner Crowl has helped with this in the past, but this time he would like to pay him for his time and the use of his machine to get the trees planted. Ronald Smith made a motion to have Commissioner Crowl track his time and submit it to Mr. Charlton for approval by the Commission Board. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mr. Charlton said the clutch needs to be repaired in the John Deere. Ken-Feld will be fixing the tractor and it will be paid for from the County Park Fund. Ronald Smith requested the quote be brought to the Commissioners.

Mara Emerick reported that the Craft Fair was last weekend and they have already booked for next year as well.

Gary LeTourneau and Jeanna Patterson, E911, stated that due to the fact they are short staffed, there may be a few people that may not be able to get their vacation in this year and are requesting to roll it over until the end of March/beginning of April 2020. Ms. Patterson said this does not include everyone and it would be minimal days that would have to be rolled over. Kim Meyers requested specifics before the end of the year that way payroll is aware of which employees and how many days. Lynne Liechty made a motion to approve the request to allow E911 to roll over vacation days if needed. James Crowl seconded that motion and the motion carried with three (3) ayes.

Mr. LeTourneau stated this is the last Commissioners’ Meeting he will attend because his resignation is effective November 14, 2019. He said that Jeanna Patterson is his successor and he thanked the Commissioners for the last five and a half years.
Rae Delaney, Payroll, submitted the October 25, 2019 payroll in the amount of $379,018.13 for approval. James Crowl made a motion to approve the October 25, 2019 payroll. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the Executive Session Statements from the Executive Sessions held on Tuesday, October 22 and Wednesday, October 23. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Detective Aaron Meyer, Indiana State Police, submitted a request for an office in the Community Center. James Crowl said that he has spoken to Gary Fair, they have looked at several places and he believes they can accommodate Detective Meyer. Lynne Liechty agreed. Ronald Smith said they will leave it up to Gary Fair and Detective Meyer to find an office. James Crowl made a motion to find an office space for Detective Meyer. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Purdue Extension submitted the 2020 Contractual Service Agreement for approval. Lynne Liechty made a motion to approve the 2020 Contractual Service Agreement. James Crowl seconded that motion and the motion carried with three (3) ayes.

Lynne Liechty made a motion to approve the 2020 Joint Commissioners’ and County Council Meeting Schedule. James Crowl seconded that motion and the motion carried with three (3) ayes.

James Crowl made a motion to approve the October, 2019 EMS Closeouts in the amount of $2,372.00 and Write offs in the amount of $1,690.07. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey, Highway Engineer, submitted Frontier Utility Permit #2858 for approval. Lynne Liechty made a motion to approve that Utility Permit. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted a Reimbursement Voucher for Inspection Services for the Bridge Inspections. James Crowl made a motion to approve that Reimbursement Voucher. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey also submitted a Reimbursement Voucher for Design Work for the 200 N Phase II. Lynne Liechty made a motion to approve that Reimbursement Voucher. James Crowl seconded that motion and the motion carried with three (3) ayes.

Jennifer Sharkey stated that the Bike Trail Change Orders equaled a $45,470.16 net change. James Crowl made a motion to approve the Change Orders. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted the CR 100 N/CR 200 W Roundabout Contract for approval. She said the price went from $590,000.00 down to $507,515.00. Lynne Liechty made a motion to approve the Roundabout Contract. James Crowl seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey submitted the Certificate of Title for signature for the truck that was purchased to replace the totaled patch truck. James Crowl made a motion to sign the Certificate of Title. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Ms. Sharkey informed the Commissioners that the Highway Department Building needs roofing repairs. Wade Stevekin, Hydrotech, said there is some edge damage due to using a loader to remove the snow from the roof. He said there are two (2) options, pull back what is there and reattach which would cost $1,448.00 or replace the materials that are there for a cost of $2,595.00. Mr. Stevekin said to re-roof the building would cost $60,000.00 -
November 4, 2019 Commissioners’ Meeting Continued

$65,000.00, but to do the perimeter and repairs it would cost $8,759.00. He said the office roof replacement would cost $14,799.00 and there are also options for warranties and gutters.

Wade Stevekin said to replace the materials where it is damaged, it would cost $2,595.00 and then to do the perimeter repair and the vent repair, it would cost $8,759.00 for a total amount of $11,354.00. Mr. Stevekin said it would take a day to do the repairs and probably two (2) days for the perimeter. James Crowl made a motion to approve the replacement of materials where the roof is damaged, do the perimeter and vent repair and to pay for it from Cum. Cap. 1138-000-4000.15. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Mike Marturello, Herald Republican, asked if there has been any thought about installing a security system after the Highway Department break-in. The Commissioners’ said there has been some thought and requested Ms. Sharkey to identify where coverage would be needed and asked that she get quotes on that equipment.

James Crowl said that Gary Fair is still working on security system quotes for the Community Center.

The Commissioners received the following correspondence: Joy Hudson, HPG Network re: Mayors & Commissioners’ Caucus; INDOT re: 2019 Community Crossings Grant Recipients; Janel Meyer SCSWCD re: Board Meeting Agenda; Janel Meyer SCSWCD re: Fall Newsletter.

STEUBEN COUNTY BOARD OF COMMISSIONERS

_____________________________________________
Ronald L. Smith, President, South District

_____________________________________________
James A. Crowl, Vice President, Middle District

_____________________________________________
Lynne Liechty, North District

Attest:
_____________________________________________
Kim Meyers, Steuben County Auditor