

River Hills EDD & RPC

Full Commission Meeting Minutes

November 17, 2016

Call to Order

The regularly scheduled meeting of the River Hills Full Commission Board was called to order at 7:00 pm by Chairman William Graham.

Those members present:

Ruth Sparks, Town of Borden
Martina Webster, Town of Sellersburg
Shelly Gaither, Town of Utica (Perry Smith, Proxy)
Perry Smith, Clark County Commissioners
Michael Killen, Clark County Surveyor
Adam Dickey, City of New Albany
Chris Welch, Floyd County Commissioners
Brian Smith, Floyd County Commissioners
Roger McGraw, Town of Corydon
Betsy Blocker, Town of Lanesville
Sam Day, Harrison County Commissioners
Mayor William Graham, City of Scottsburg
Raymond Jones, Scott County Council
Matt Wirth, Scott County Commissioners (Steve Meyer, Proxy)
Steve Meyer, Scott County Commissioners
Wally Terkhorn, City of Salem
Dolly Bricker, Town of New Pekin

Also present:

River Hill's staff: Jill Saegesser, Chelsea Crump, Nick Creevy, and Lori Goodale
Amy Burnette, River Hills Legal Counsel
Jill Oca, CPA
Pat Caves

Those members absent:

Delynn Rutherford, City of Jeffersonville
Paul Wheatley, Clark County Commissioners
Don Lopp, Floyd County Surveyor
Charles Freiburger, Floyd County Commissioners
Michael Shireman, Harrison County Council
Robert Peacock, Scott County Commissioners
Chuck Sebastian, Scott County Commissioners
Frank Nobles, Washington County Council
Tony Jackson, City of Charlestown
Dylan Fisher, Town of Clarksville
Preston Shell, Washington County Commissioners

Approval of Minutes

Mayor Graham asked for a motion to approve the September 22, 2016 Full Commission Board Minutes. Michael Killen made the motion, and Perry Smith seconded the motion. The motion was approved.

Approval of Expenditures

The October 2016 expenditures were not available for approval.

Ratification of Actions Taken by the Executive Board

Mayor Graham asked for a motion to ratify all actions taken by the Executive Board since the May Full Commission Board meeting. Michael Killen made the motion, Perry Smith seconded it. The motion was approved.

Other Business

Amendment to the Personnel Policy

Jill Saegesser reported that she reviewed the current the personnel policy in light of the new FLSA rule effective December 1, 2016. After reviewing our comp time policy and consulting an employment attorney, our policy is in compliance with the new FLSA rule. The only change at this time is that the Executive Director will be the only exempt employee after December 1, 2016. So, no changes are necessary prior to December 1, 2016. No action was necessary.

Resolution 2016-02 to Approve the 457K Plan Document

Jill Saegesser reported that, in February, 2016, the Board approved an agreement with Ascensus to help us draft a 457 Plan document. We have been operating under the old document, but could not find a copy of the actual document to share with Ascensus, the company that has taken over management of our 457 funds.

I have been working with Ascensus to formulate the plan and have a final draft of the document. This document has the same provisions as our initial plan document with the addition of an option for a loan. A summary is listed below:

Withdrawal of funds can be done for the following reasons:

Cases of financial hardship for unforeseen circumstances – evidence is to be provided to the administrator and the third party administrator as to the circumstances. Once approved, funds will be disbursed without penalty, but funds are subject to state, federal and local taxes.

Loans – loans can be made using the participants with the following provisions:

- No amount less than \$1,000 will be given
- No loan may exceed 50% of the nonforfeitable account balance and the aggregate amount of loans outstanding may not exceed \$50,000
- Participant can have (1) loan currently outstanding
- Refinancing is not permitted
- Loans will be permitted for any reasonable purpose
- Interest rate equal to 1% above the prime rate
- Must enter into a payroll deduction or ACH payment
- Term is no more than 5 years, unless it qualifies as a home loan, which term will be 15 years

Separation of Service – upon separation of service, an employee can request the balance of their funds at the earliest convenience of River Hills. This money will not be subject to penalty, but will be subject to state, federal and local taxes, unless it's rolled over into another qualified plan.

Michael Killen made the motion to only allow repayment of a loan through a payroll deduction, not through ACH. Steve Meyer seconded the motion. Ruth Sparks made the motion to approve the 457K plan with the change regarding repayment of the loan. Betsy Blocker seconded the motion. The motion was approved.

Approval of 2017 Holiday Schedule

A copy of the Clark County holiday schedule was discussed. Adam Dickey made the motion to approve the 2017 holiday schedule, Michael Killen seconded. The motion was approved.

2017 Budget and Salary Ordinance 01-2016

Mayor Graham asked Jill Saegesser and Jill Oca to explain the 2017 revenues and estimated expenditures. Both went over the known revenues for 2017, estimated expenses and other revenue not included or anticipated for 2017. Jill Saegesser stated that she will review the salary ordinance and budget at February 2017 meeting to address additional workload, if necessary. The budget and salary ordinance as presented do not leave room for increases for existing salaries. Jill Oca and Jill Saegesser will be meeting quarterly (according to the FC board meeting schedule) in order to provide information to the Full Commission regarding status. If situations arise from our quarterly meetings, they can be brought to the Finance Committee, which can, in turn report to the Executive and Full Commission Boards.

Michael Killen asked for a motion to approve the 2017 Budget and Salary Ordinance. Chris Welch seconded, and the motion was approved.

Executive Director Report

EPA Brownfield Coalition Assessment

At the Executive Board meeting in October, the environmental consulting contract affiliated with the EPA assessment grant was awarded to SME. SME will be meeting with RH staff on the afternoon of November 21st to kick-off the project. There has been some interest from some communities, but help is needed to get the word out. Notice was given to the newspapers again and efforts will be made to reach our partners to put something on their websites...

Scott County Infectious Disease Project

The Scott County Commissioners received a grant award on November 10, 2016 from OCRA for the project. OCRA is now going to an electronic grant acceptance process, which should allow a faster turnaround, but also took away OCRA's ability to authorize a community to incur grant eligible cost at their own risk. This affects this project in particular, as all of the contracts will be paid with CDBG funds and the County must wait until the grant agreement is fully executed to proceed. This means that it could be March of 2017 before the program will be up and running.

Indiana Association of Cities and Towns Roundtables

The IACT regional roundtable for cities and towns is on Monday, November 21st in Madison. IACT is partnering with the Indiana Association of Regional Councils (IARC) to present at each roundtable to educate those in attendance of regional councils. Jill will be attending the roundtable in Madison, IN, to discuss "*What is a CEDS and how can it benefit you?*"

Regional Cities – One Southern Indiana Local Officials Meeting

One Southern Indiana recently held a workshop regarding Regional Cities and invited the CEO of the Southwestern Indiana Coalition to talk about their program with local elected officials within our region.

County Contributions and Municipal Contributions

Thank you to the Counties for considering our county contribution request. Presentations were made to each council with the exception of Clark County. Thanks to those communities that have agreed to contribute as well. At present, one community has officially agreed to contribute for 2017. Thank you to Sellersburg.

This is a new initiative and help is welcome from the board to talk to the communities to show value added to their communities through association with River Hills.

Staff Reports

The staff reports were given in handout form.

Adjournment

William Graham asked if there was any other business to come before the board. With no other business, William Graham asked for a motion to adjourn. Michael Killen made the motion, Perry Smith seconded it. The motion was approved.

William Graham, Chairman

Michael Killen, Secretary