

Lawrence Township Advisory Board Meeting

Tuesday June 21, 2016 at 6:00 pm

Morris Settles Township Center

Elisha Reddick Community Room

4455 McCoy Street

Indianapolis, Indiana 46226

Republican Caucus at 5:30 p.m.

Democrat Caucus at 5:30 p.m.

Agenda:

1. Approval of minutes from March 15, 2016 meeting of the Lawrence Township Advisory Board.
2. **Resolution 2016-7** Changes to Township Assistance Guidelines Regarding Supplemental Security Income
Digest: Resolution changing the Township Assistance Guidelines to adjust the policy regarding to clients awaiting determination for Supplemental Security Income.
3. **Resolution 2016-8** Resolution Adopting System of Internal Controls
Digest: IC 5-11-1-27 requires the Township to immediately report to the State Board of Accounts erroneous or irregular material variances, losses, shortages or thefts of Township funds or property. State Examiner Directive 2015-6 directs that the Township determine its own policy on materiality.
4. **Resolution 2016-9** Salaries for Employees
Digest: Resolution updates the 2015-10 salary resolution to reflect changes in staff for the Small Claims Court and state-mandated salary increase for the Small Claims Court Judge.
5. Court Update
6. Township Assistance and McCoy St. Update
7. Future Meeting Dates

**LAWRENCE TOWNSHIP ADVISORY BOARD
MEETING MINUTES
4455 McCoy Street Indianapolis, IN 46226**

Meeting Date: Tuesday, June 21, 2016

Time Called to Order: 6:00 P.M.

Time Adjourned: 7:14 P.M.

MEMBERS PRESENT: Emmajean Hines, Fred Freeman, Jesse Dotson, Mary Harrison, Dino Batalis, Mike Healy, Tony Widgery

TRUSTEE: Steve Talley

OTHER ELECTED TOWNSHIP OFFICIALS PRESENT: Judge Kim Bacon

Meeting Called to Order:

Ms. Hines called the Lawrence Township Board meeting to order on Tuesday, June 21, 2016, at 6:00 P.M. and asked Fred Freeman to lead the Pledge of Allegiance.

Agenda:

1. **Approval of minutes from March 15, 2016 meeting of the Lawrence Township Advisory Board**
Mr. Widgery made a motion to approve the minutes. Mr. Batalis seconded. The minutes were approved 6-0.

2. **Resolution 2016-7 Changes to Township Assistance Guidelines Regarding Supplemental Security Income**
Deputy Trustee Tomcsi explained the current policy for clients who apply for Supplemental Security Income and are also seeking Township assistance. Currently a client could receive Township assistance while they await a determination on their SSI application. This process can take up to a year, which was putting the Township in the position of paying a client's rent or utility for a long period of time. If a client is approved for SSI the Township does recover a portion of that funding. He said that since January of 2015, the Township has paid nearly \$65,000 on 20 individuals. The resolution changes the policy in a way that a client in these situations would not receive Township assistance unless they have been approved for SSI and they are awaiting their benefits arrive. It is similar to the Township's policy with unemployment.

Mr. Widgery made a motion to approve the resolution, Mr. Freeman seconded. The resolution was approved 6-0.

3. **Resolution 2016-8 Resolution Adopting Internal Controls**
Deputy Trustee Tomcsi explained that the internal controls policy is something that all units of government have to adopt. This resolution establishes internal controls for the Township and the intention of the controls is to protect taxpayer dollars. Another component of the internal controls is that staff and board members must receive training. There are specific controls for each part to the Township with the Small Claims Court and the Trustee's Office creating internal controls that fit each's specific needs.

Mr. Widgery made a motion to approve the resolution, Mr. Batalis seconded. The resolution was approved 6-0.

4. **Resolution 2016-9 Salaries for Employees**

Richard Hunter from the Small Claims Court explained the resolution regarding the salary changes for the Court. The Judge's salary increases on July 1 as well as make changes to his salary. Judge explained the increase for Richard's salary, after Mr. Batalis asked why he was getting the increase. Judge Bacon said that Mr. Hunter brings more experience to the position. Mr. Batalis asked how the salary is compared to the other Township Courts. Judge Bacon says it is in line with Washington, Wayne and Warren Townships. Mr. Freeman asked about who Mr. Hunter is managing. Judge explained that he is the overall supervisor and he is managing all of the accounting activities. Judge Bacon said he is the Court's in house accountant and that it's good not having to reach out to an outside firm for it. Mr. Hunter said he wrote the internal controls and that is what he brings to the table. Mr. Widgery asked about how much the increases overall. Mr. Batalis asked if there is a new job description for the position? Judge Bacon said she could get an updated one ready for the next meeting.

Mr. Freeman made a motion to approve the resolution, Mr. Healy seconded. The resolution was approved 6-0.

5. Court Update

Mr. Hunter presented an update for the Court. Mr. Hunter had dispersed charts to showing financials for the court. He said that the Court has been collecting more money. Mr. Widgery asked if there was a breakdown on the money that is getting paid to the plaintiff and the money that is going back to the Township to run operations. Mr. Hunter said that he would try to have that by next time. Mr. Hunter highlighted efforts to get attorneys their money quicker and that the hope is that they would bring as much business as they can to the Court. Mr. Widgery asked about the difference in notice of claims. Judge Bacon explained the differences between the two types of claims. Judge Bacon said that the Court has also set up its own service center that has all of the forms and giving the public more access to filing their claims and knowing the process. She also said that she had hired a new filing clerk who has translated the forms into Spanish. Trustee Talley asked how things were going on the scanning. Judge Bacon said that everything was set up, but the Court didn't have the manpower to get going, but that the hope was to get it up in the next couple of months. She said there was a person who had retired from Washington Township that was looking for something to do and the Court was looking to bring them on board to help. Mr. Batalis asked if this was picking up where the previous contract ended and if the person being brought on board would scan the files so they can be destroyed. Mr. Hunter said the person said this person would go through the files to identify what needs to be scanned. It would then be sent to be scanned. Judge Bacon said anything over 20 years old can be destroyed after it's scanned.

6. Township Assistance and McCoy St. Update

Deputy Trustee Tomcsi handed out the Township Assistance stats for the year and explained those to the board. As requested by the board, Mr. Tomcsi provided a chart showing the requests for assistance vs recipients of assistance. Ms. Hines asked how long recipients receive assistance. Mr. Tomcsi said that it depends on the situation, but the majority is one-time assistance. Mr. Tomcsi then discussed some changes for the McCoy St. building that include adding power assist doors, redirecting visitors to the building to the front entrance and adding signage. Security cameras will also be installed in the building. He also discussed improvements being made to the basement, which includes some new lighting in several rooms. One of the current building tenants is looking to utilize more space down in the basement which will increase the traffic from the public which is why all files will be behind locked doors.

7. Future Meeting Dates

Deputy Trustee Tomcsi said the next meeting would be Sept. 20th for the public hearing on the 2017 budget, Tuesday, October 18th for the budget adoption meeting. The final wrap up meeting in December will be on Thursday, Dec. 15th.

Meeting Adjourned: The meeting was adjourned at 7:14 P.M.

I hereby certify that the forgoing minutes are accurate and true to the best of my knowledge and have been approved by a majority of the Lawrence Township Board.

Fred Freeman, Board Secretary

These minutes are not intended to be verbatim. They are a summary of discussions held, with the exception of the motions. An audiotape is made which provides a detailed record.