

Lawrence Township Advisory Board Meeting

Tuesday April 30, 2013, 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 January 22, 2013 meeting of the Lawrence Township Advisory Board
2. 1st Quarter Township Assistance Numbers
3. **Resolution 2013-6** Resolution Approving the Purchase of Property for Township Food Pantry
4. Update on Food Pantry Schedule
5. **Resolution 2013-7** Resolution Approving changes to the Lawrence Township Employee Handbook
6. Update on Court Document Digitalization
7. Other Business

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

Meeting Date: Tuesday, April 30, 2013

Time Called to Order: 6:01 P.M.

Time Adjourned: 6:43 P.M.

MEMBERS PRESENT: Michael Healy, Emmajean Hines, Fred Freeman, Steven Rose, Jesse Dotson, Dino Batalis, Tony Widgery

TRUSTEE: Russell Brown

Meeting Called to Order:

Ms. Hines called the Lawrence Township Board meeting to order on Tuesday, April 30, 2013, at 6:01 P.M. She stated that there was a quorum present and asked that Dino Battalis lead the Pledge of Allegiance.

Agenda:

1. **Approval of minutes from the Jan. 22, 2013 meeting of the Lawrence Township Advisory Board**
Mr. Widgery made a motion to approve the minutes from the January 22, 2013 meeting of the Lawrence Township Advisory Board. Mr. Freeman seconded. Motion agreed to 7-0.

2. **1st Quarter Township Assistance Numbers & Financials**
Trustee Brown discussed township assistance numbers for the 1st quarter. When applicants are getting in the door they are receiving assistance. Spending is in line with what was expected. Mr. Widgery had a question about the collection of data on referrals, which had not previously been collected by the Township.

3. **Resolution 2013-6 Resolution to Purchase Property for Lawrence Township Food Pantry**
Trustee Brown asked the Board to reject the resolution to purchase property in Lawrence for a food pantry. After due diligence the cost estimates for the project had risen higher than he thought was acceptable for the Township. Trustee Brown thought that it not all costs were sunk because plans could be used on another location. Worst case scenario the Township would be out \$25,000 in costs.

Mr. Rose made a motion to reject the resolution. Mr. Batalis seconded. Resolution to reject was approved 7-0.

4. **Update on Food Pantry Schedule**
Trustee Brown gave the update during the discussion of Resolution 2013-6

5. **Resolution 2013-7 Resolution Approving Changes to the Lawrence Township Employee Handbook**
Trustee Brown discussed the changes regarding the proper accrual and utilization of comp time. The Township worked with an attorney and the changes bring the Township into compliance with the Fair Labor Standards Practice Act. Comp time is calculated by amount of time worked during the week rather than worked during the day. Ms. Hines asked the judge who approves comp time for the Court. Judge Rehme said he approves it. Mr. Freeman asked how often members of the court staff stay over and collect comp time.

Mr. Rose made a motion to approve the resolution. Mr. Freeman seconded. Resolution was approved 7-0.

6. Update on Court Document Digitalization

Judge Rehme disbursed a timeline to the board about where the court is in the digitalization project. 1,487 boxes are currently stored with CD-Com and are available to the staff through the CD-Com website. Judge Rehme speaks with CD-Com weekly and was scheduled to visit the warehouse later in the week. Scanning began in February and since that time over 100,000 pages had been scanned. 30,594 cases have been processed at this point and is about halfway through Phase 1 of the project which would scan the most recent 10 years of files. The hope is to have Phase 1 completed at the end of the 2nd Quarter. Upon completion of Phase 1, Phase 2 will begin which would scan 2010-2012 files. Upon completion of those years they will come out to do 2013. Once that is done CD-Com will come out weekly to pick up the files and get them scanned. Two staff trainings have been done and CD-Com has been very responsive to any questions the staff may have. Mark Rexroth from CD-Com comes out on a weekly basis to see if there are any issues. CD-Com has been helpful and accessible. Judge Rehme said he is very, very happy with CD-Com. Mr. Rose asked how this has helped productivity with the staff. Judge Rehme said the staff will get there. The filers are excited and embracing the system. Mr. Widgery asked if this was the information just available to the staff and would it be make available at some point to the public. Currently it is just available for staff. Judge Rehme said he would like to eventually get to public, but CD-Com is working with JTAC.

7. Other Business

Mr. Freeman asked Judge Rehme about job descriptions for the court staff. Judge Rehme said that all descriptions were completed, including the part-time clerk. Ms. Hines asked if the Trustee or the Deputy Trustee had copies of the job descriptions. Judge Rehme said that they did not because he told his staff that they would remain confidential at this time. Judge Rehme said that at some point in the future the staff was going to sit down and go over all the job descriptions and get something efficient. Ms. Hines asked why a job description would be confidential. Judge Rehme said because he told his staff they would be. Mr. Battalis explained how job descriptions work at the Lawrence Fire Department and said there should not be anything confidential in a job description. Mr. Healy asked if they were not finalized he could understand why they wouldn't be made public. Mr. Freeman asked his concern is regarding cross-training and making sure that nothing falls behind someone is out of the office. Mr. Widgery asked if there were existing job descriptions from prior years and the Judge said he did not believe so. Mr. Battalis reiterated that the job descriptions should be general and individualized. Trustee Brown said you should have 3 job descriptions: Senior Clerk, Clerk and Part-Time Clerk. Ms. Hines asked that the job descriptions be made available at the next board meeting. Mr. Dotson asked that the clerks sign their job descriptions so that they know and agree to their assigned duties.

The next meeting of the Board will be Tuesday, July 23, 2013.

Meeting Adjourned: The meeting was adjourned by acclamation at 6:43 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.