

Lawrence Township Advisory Board Meeting

Tuesday January 6, 2015 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. **Resolution 2015-1** Resolution Electing The Chairperson and Secretary Of The Board
2. **Resolution 2015-2** Resolution Electing Members Of The Board Of Finance Committee
3. Approval of minutes from December 16, 2014 meeting of the Lawrence Township Advisory Board.
4. Signature of Nepotism Policies
5. Small Claims Court Restructuring Update
6. Trustee's Office Wage Scale
7. Meeting dates for 2015
 - January 20 – Approval of Annual Report
 - April 21, July 21, September 22

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

Meeting Date: Tuesday, January 6, 2015

Time Called to Order: 6:06 P.M.

Time Adjourned: 6:43 P.M.

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

TRUSTEE: Steve Talley

OTHER ELECTED OFFICIALS PRESENT: Judge Kim Bacon, Constable Terry Burns

Meeting Called to Order:

Ms. Hines called the Lawrence Township Board meeting to order on Tuesday, January 6, 2015, at 6:06 P.M. She stated that there was a quorum present and asked Ms. Mary Harrison to lead the Pledge of Allegiance.

Agenda:

1. Resolution 2015-1 Resolution Electing The Chairperson and Secretary Of The Board

Mr. Freeman nominated Ms. Hines as president of the board. Mr. Widgery nominated Mr. Healy as president of the board. Mr. Freeman then took over the proceedings to ask for a vote on the candidates that had been nominated. Ms. Hines was elected 4-3 to serve as president of the board.

Mr. Healy nominated Mr. Widgery for secretary of the board. Ms. Harrison nominated Mr. Freeman as secretary. Mr. Freeman was elected 4-3.

2. Resolution 2015-2 Resolution Electing Members Of The Board Of Finance Committee

Mr. Freeman nominated Mr. Dotson serve as president of the finance committee. Mr. Healy nominated Mr. Batalis as president. Mr. Dotson was elected 4-3.

Mr. Freeman nominated Mr. Batalis to be secretary of the finance committee. Mr. Batalis was elected 7-0.

3. Approval of minutes from December 16, 2014 meeting of the Lawrence Township Advisory Board.

4. Mr. Widgery made a motion to approve the minutes from the December 16, 2014 meeting of the Lawrence Township Advisory Board. Mr. Healy seconded. Motion agreed to 7-0.

5. Signature of Nepotism Policies

Trustee Talley explained that each member of the board needs to sign the nepotism policy. Mr. Freeman asked how broad the policy.

6. Small Claims Court Restructuring Update

Trustee Kim Bacon said what she was asking the board to adjust her budget for the upcoming year. She is asking the board to restructure the court by eliminating the position of senior clerk and create an operations manager, a clerk supervisor and an additional full-time clerk. Judge Bacon also said she was hoping to create salary ranges that would allow her to give raises based on performance rather than an overall raise for all court staff. No additional money would be needed for the positions. Mr. Batalis asked about job descriptions on file. The Judge said there were none on file and that the staff had to create them. Mr. Widgery asked how the wage structure compared to other small claims courts. Judge Bacon said Lawrence Township was the best paying small claims court in the county. Warren is the next closest court. Mr. Freeman asked about the operations manager position. Judge Bacon explained what the former senior clerk was doing on a day-to-day basis and then explained what the operations manager will do. Mr. Freeman asked about the supervisor position. Judge Bacon explained that the supervisor will ensure that all the clerks are cross trained. Mr. Freeman asked on about evaluations and who would be conducting them. Judge Bacon said that the operations manager and herself would conduct them.

7. Trustee's Office Wage Scale

Trustee Talley said he was also looking to change the wage scale in the Trustee's Office and give him the flexibility to give raises based on merit. He explained that a new employee would come in at the same salary as the more senior caseworkers. Trustee Talley said he doesn't anticipate increasing any salary increases for 2015. The Trustee also said he was looking into ways to help employees with certifications and educational opportunities for staff to expand their skills.

8. Meeting dates for 2015

- **January 20 – Approval of Annual Report**
- **April 21, July 21, September 22**

Mr. Freeman said he would like to see the board meet more frequently, possibly every two months because he would like to know more about what's going on in both the Trustee's Office and the Small Claims Court.

Judge Bacon said that she has looked at the CD-Com contract and believes she can terminate the contract, but she was having someone else take a look at it. She is meeting with them next Friday.

Meeting Adjourned: The meeting was adjourned 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.