

WASHINGTON TOWNSHIP BOARD MEETING  
FEBRUARY 13, 2018  
TRUSTEE REPORT

1. Tonight Under Old Business:
  - a. We will be requesting approval for the 2018 Township Internal Controls. Each year you are required by the SBOA to approve these for the township. Failure to do so can result in the Budget not being approved.
  - b. We will be requesting approval of the Inter Fund Transfer. These are recommended by our Financial Advisor and are permitted by the DLGF.
2. Tonight we have a very full New Business Agenda:
  - a. The Annual “State of the Township” address will be presented by the Township Department Heads and Trustee. This will consist of giving you a status of the 2017 Goals and Objectives presented last year and then outlining the 2018 Goals and Objectives.
  - b. As you know each year the Township Trustee is required by Indiana statutes to present to the Township Board the prior year’s (2017) Annual Financial Report for the Township. After that presentation, the individual Board Members either approve as presented; or approve with remarks on concerns; or not approve. The Report is then placed on Gateway for the public to review.
  - c. 2018 Township Assistance Guidelines- Each year the Township Board is required to approve the guidelines that the Trustee follows in providing Township assistance to those that qualify. Tonight our Public Assistance Director Kelsey Hambleton will present those for your review and approval. After those have been approved we are required to provide a copy to the Hendricks County Commissioners and post a copy in our lobby for review.
  - d. Pecar Park Update- This will be done by Parks Director Lora Lacey. Also I will be providing in your packet the updated monthly financial spreadsheet for the project. This will be in the same format that I provided to you during the Township Government Center/Fire Headquarters project.

- e. Human Resource Director position- As you know we budgeted for 2018 to have a part time HR Director to be paid on an hourly rate up to \$52,000. When Kisha Bryant was hired for the position in November last year, the idea was to have her work three days a week (15-20 hours a week with a fourth day- on call status). Since her hiring, there has been a lot of demand of her time on various situations and HR requirements. We found that there were many things that we as an employer, needed to be doing a better job in HR. As a result of those items, the demand of time needed for those and other projects; we have found she is pressed to keep from working more than the time we originally planned. Therefore we are recommending changing her position to a full time- exempt employee status. The salary for 2018 would be \$58,240. Being full time, she is entitled to benefits and for 2018 she would just need dental, vision, life, short term and long term disability. (She will sign a waiver for the group medical plan since she is covered by her husband's plan.) We have figured the additional cost for those and the increase in workmen's comp and social security for the proposed salary to be \$6,000 for the Township. The total cost for doing this proposal would be \$ 64,240. The 2018 Township Budget has a total of \$52,000 for HR, which would mean a shortage of \$ 12,240. If this is approved we would propose using \$12,240 from the printing and advertising budget of the General Fund. We will not be doing a printed township newsletter to mail, but will look at an electronic one instead. For this request, we have attached the job description for this job change. Also we have included comparison of HR Directors of Plainfield, Brownsburg and the County. We will be going into greater detail at the meeting about the need and why we are asking for this.
- f. 2018 Township Salary Resolution Amendment- We are requesting three changes to the 2018 Salary Resolution originally passed in October 2017 and amended in January:
  - i. The first is a 2% salary increase for Josie Simison, Township Administrator. When I originally presented the 2018 Budget, I left off a pay raise for her. She was the only full time employee that a proposed increase was not shown at

the time of the budget submission. This was an error and I take full responsibility for it. The cost for the additional 2% and the amount needed to cover the social security tax and workmen's comp. increase would be \$ 1,140. I will be taking that from the cemetery line item in the General Fund, if approved.

- ii. The HR Director pay needs to be amended for full time at a salary of \$ 58,240 and the retirement class changed to "Class 3".
  - iii. The Civilian Paramedic pay ranges for First Year, Second Year, Third Year and Fourth Year are being amended to show one line item- Civilian Paramedic with one pay range. The Civilian Paramedics have been listed as class 4 on the salary resolution for retirement. Class 4 in the retirement plan document states they are not eligible for 401A contributions as they are receiving retirement contributions thru the State PERF plan.
  - iv. None of these changes will increase our 2018 Budget, so no additional appropriation will be needed.
- g. Group Transfer- In order to make the pay changes proposed a resolution is being proposed that will transfer funds (where appropriate) from Other Services to Personnel Services in the three Funds where needed.
- h. 2017 401a Contribution- Each year the Board has to approve the Trustee making the contribution for the 401a by April 15<sup>th</sup>. The amount is for those employees who are covered in the 401a in 2017. The contribution is made into each participants account (even though we are writing one check to American Funds) based on their individual amount.
- i. Township Insurance Fund Transfer- A resolution is being proposed authorizing the Trustee to transfer from the Fire, Parks and General Funds for the Townships premium contributions that were budgeted for 2018. The premiums invoiced monthly from the vendors for the benefits are then paid from the Township Insurance Fund.