

**ADAIR COUNTY COMMISSION MINUTES
MONDAY, DECEMBER 14, 2015**

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The second request was for the hiring of additional personnel for the position of Case Manager. This position would allow restructuring of duties within the office to improve efficiency, professionalism, and better serve the clients; allow for coordinating the care for citizens who are wards of the courts including placement issues, funding issues, legal issues, hospitalizations, entitlements, community providers, filing updates, maintain correct addresses and court-required reports; allow for ensuring proper and thorough case management if all guardianship and conservatorship cases, including updating a guardianship plan for the ward annually.

Mrs. Noe stated that although the PA office utilized 184.6 hours in volunteer labor in 2015, it is a struggle to meet the responsibilities to all of the reporting agencies, while ensuring the needs of the wards are met. There are currently 111 open cases, 4 more pending, and no trends of slowing down.

Mrs. Noe stated she would sincerely appreciate the Commission's consideration of the approval to meet the goals of her office for 2016.

At 1:30 p.m., the Commission met with members of the Sheriff's Department to discuss the department's budget for 2016. Present along with the Commission was Sheriff Robert Hardwick; Finance Coordinator, Dave Hurt; Operations Section Chief, Bill King; Tracey Salsberry; and Senior Detention Officer, John Axsom.

Sheriff Hardwick thanked everyone for the budget hearing and said he had brought his staff to answer any questions that may need to be addressed. Discussion included the decrease of funds to purchase 2 vehicles; obtaining \$10,000 for legal services to help write statutes to recoup money from lost board bill revenues; decrease of funds for internet/cable service; decrease in funds for solid waste management services; decrease in E911 Radio Upgrade that was being budgeted for new radios for the corrections department; and combining the part-time corrections personnel into one line item amount as opposed to listing each position individually. The option would then be available to hire additional part time staff and draw down the wages on the single line item dedicated to all part time employees. The line item amount may need to be increased over time and a dollar amount was not presented at this time. Mr. Hurt requested that Rob Atkinson's pay level be adjusted to Level 12 Step 13. All other employees are budgeted to receive a one-step pay increase at their anniversary date in accordance with the employee handbook.

Discussion also included the process for budgeting grants. In 2016, the County will budget grant revenues for the dollar amounts actually awarded to the County. The Sheriff's Department did not agree with that procedure. The County Clerk's office will review contracts that Mr. Hurt has identified as to rolling into 2016 and adjust the revenues and expenses accordingly.

The Commission stated they would review the items discussed and contact Mr. Hurt with any questions they may need answered.

The Adair County Commission adjourned at 4:00 p.m. on December 14, 2015.

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ATTEST:


County Clerk


Presiding Commissioner