

**COUNCIL MEETING  
REGULAR SESSION  
FEBRUARY 18, 2025  
6:30 PM**

ATTENDANCE:

COUNCIL:	Stephanie Campbell, President Danny Wallace Wayne Huffman Kerry Williams Amanda Brown
COMMISSIONER:	Andy Beck
ATTORNEY:	Trudy Selvia
AUDITOR'S OFFICE	Kristina Berish
AUDIENCE:	11 Individuals

The Putnam County Board of Council met on February 18, 2025 at 6:30 pm. The meeting was held at the Putnam County Courthouse. Stephanie Campbell opened the meeting and the pledge to the flag was given.

The Assessor turned in transfer after the agenda and packets sent out. Huffman made the motion to add to the agenda. Williams seconded. The motion passed.

**E911 ADDITIONAL REQUEST**

Auditor Berish presented:

\$4,480 LIT PSAP fund

To pay down an employee's PTO time due to the switch from the old policy on January 1, 2025.

Huffman made the motion to approve. Brown seconded. The motion passed.

**SHERIFF/JAIL ADDITIONAL REQUEST**

Sheriff Baugh presented with JT Chadd:

\$206,000 Cumulative Capital Development fund

To pay for jail repairs. Will be advertised for bids. Wallace made the motion to approve. Brown seconded. The motion passed.

**CUMULATIVE JAIL REDUCTION**

Auditor Berish presented:

\$24,892

Due to an encumbrance submitted the amount appropriated for this year needs to be reduced to match what is left in the cash fund. Williams made the motion to approve. Huffman seconded. The motion passed.

**ANNUAL JAIL REPORT**

Sheriff Baugh presented the report and briefly went over it with the board.

### **PROSECUTOR TRANSFER REQUEST**

Prosecutor Austin Malayer presented:

\$2,175 County General fund

Employee retiring and want to train someone before they leave. Transferring money from the retirement account to the position. Wallace made the motion to approve. Brown seconded. The motion passed.

Malayer said he wanted to discuss his pretrial money for two positions in his office. He let the Council know some of the background of what they do. Employees get paid from the county general fund and pretrial fund to equal the salary in the wage structure. He would like to see the office manager and the legal secretary's salary increase. He felt it has been a struggle to find a qualified candidate with the current salary. He would pay for the increase out of his pretrial fund.

Berish explained the procedure the Council has followed is for a department head to submit paperwork showing they researched comparable counties/positions and show the salaries of what they make. It must be justified that a position needs to be moved to a different tier and if the job description submitted to WIS that they based the salary structure on was incorrect. The job descriptions were given to each department to review and submit back to HR. They were then handed to WIS. After the company updated them, they were all given to the departments to review and if there were no changes the employee signed their job description, and it was turned in to HR to be kept on file. Berish said without having their descriptions in front of her she does not know if the duties Malayer recited were already included; therefore, calculated into their salary.

Berish told Malayer she would have the descriptions sent to him. He could review and make any updates and return them to HR. It will then go through the review process and feedback given to the Council for them to decide regarding the request. The wage structure was set up so that departments quit coming to the Council and asking for increases that skewed the salaries across the employees, no matter the fund that is paying for it. We had like positions with one making 30K and then another making 40K. The salary structure corrected the inconsistency.

### **HIGHWAY ADDITIONAL REQUEST**

Highway Supt. Clint Maddox presented:

\$16,158 Community Crossing Grant fund

To cover road work. Huffman made the motion to approve. Williams seconded. The motion passed.

\$216,977 Hazardous Waste fund

Each year, the county can appropriate 10% of the January 1<sup>st</sup> balance to be used towards road maintenance. Huffman made the motion to approve. Brown seconded. The motion passed.

### **ASSESSOR TRANSFER REQUEST**

Campbell presented: from the reassessment fund

\$37,817 from deputies salary to professional contracts

\$37,817 from data collector salary to professional contracts

\$12,966 from health insurance to professional contracts

The Assessor eliminated two positions in his department when individuals left and is now outsourcing this work. The transfer will move the funds into an appropriate account to pay the company. Wallace made the motion to approve. Huffman seconded. The motion passed.

**TREASURER ADDITIONAL REQUEST**

Auditor Berish presented:

\$595 County General fund

Pay out the previous Treasurer for PTO time she had before becoming the Treasurer. Brown made the motion to approve. Wallace seconded. The motion passed.

**SUPERIOR COURT REDUCTION**

Auditor Berish presented:

\$500 County General fund

Overage in account since the uniform allowance for the county is 1K and not \$1,250. Williams made the motion to approve. Huffman seconded. The motion passed.

**CIRCUIT COURT REDUCTION**

Auditor Berish presented:

\$250 County General fund

Overage in account since the uniform allowance for the county is 1K and not \$1,250. Wallace made the motion to approve. Williams seconded. The motion passed.

**MINUTES**

January 21, 2025 – Brown made the motion to approve. Huffman seconded. The motion passed.

**SALARY TIER**

Auditor passed out a list of positions that were the remainder of the ones over the salary listed on the county’s wage structure. If someone left one of these positions, what is her office directed to do. Does the new employee start at the salary listed in the wage structure or the salary the previous employee made. It was their position that it would be the salary in the wage structure, but this is a decision that the Council makes since they approve the salary ordinance. The decision does not need to be made tonight. The topic was tabled to give time to review.

**MAIL**

The Council acknowledged their mail.

**BOARD REPORTS**

The members gave reports from the boards they sit on.

**ADJOURN**

Wallace made the motion to adjourn. Huffman seconded. The motion passed unanimously.

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**Stephanie Campbell, President**

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**Amanda Brown**

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**Danny Wallace**

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**Wayne Huffman**

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**Kerry Williams**

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**Attest: Auditor’s Office  
Kristina Berish**