

**Warren County Commissioners  
Work Session  
Commissioners Conference Room  
December 6, 2021, 12:00 p.m.**

Commissioner Benjamin Kafferlin called the Work Session of the Warren County Commissioners to order with Commissioner Jeff Eggleston present

Staff Present: Pamela Matve, Chief Clerk, Krystal Ransom, Deputy Director of Elections, Phil Gilbert, Director of Tax Claim, and Attorney Nathaniel Schmidt

Citizens Present: Josh Cotton (WTO), and Missy Griffin

**Announcements:**

Commissioner Benjamin Kafferlin started the meeting by stating that the meeting will be recorded.

**Public Hearings:**

**Old Items of Discussion:**

**New Items of Discussion:**

**Open Bids for the 2022 Tax Anticipation Note:** Bids were opened for the 2022 TAN in which the amount was \$4,000,000.00 and three bids were received offering the following interest rates:

Northwest	1.89%
Key Bank	1.09%
PNC Bank	1.286%

**New platform for employee training:** Kaylan Miller, Employee Benefits & Risk Administrator stated that currently we use EAP for our employee on line trainings for subjects such as harassment, bullying etc. while EAP has good programs, they are not the easiest to navigate, and she cannot get usage reports but once a month when they send them to her. Through CCAP we can get these trainings and more, free of charge and usage reports can be generated when needed, and they are user friendly.

Commissioner Jeff Eggleston asked if this will be promoted so that the employees and department heads know the kinds of training that is available.

Kaylan Miller, Employee Benefits & Risk Administrator stated that she will definitely promote the program.

**ADP Platform for HR:** Commissioner Benjamin Kafferlin stated that Lisa Hagberg, Finance Director is out of the office and cannot attend but this was discussed, and we are ready to approve this agreement.

Pamela Matve, Chief Clerk stated that the agreement is in the hands of Attorney Nathaniel Schmidt for approval. Attorney Nathaniel Schmidt stated it is ready, place it on the agenda for Wednesday.

**Government Management System (GMS):** Commissioner Benjamin Kafferlin stated that while the employees are all familiar with the GM system, he would like to review for the public what this is all about now that some policies and procedures have been approved.

Commissioner Benjamin Kafferlin went on to explain that these policies and procedures are so that things get done the same way, by all employees who are doing that particular task. He went on to state that these processes have started this year in March. He then reviewed the benefits of the project.

Josh Cotton asked, what happens when the board changes?

Commissioner Jeff Eggleston stated that it was approved publicly therefore it will continue.

Commissioner Benjamin Kafferlin stated that it will stay in place until a new board makes a change.

**Projects:**

Commissioner Benjamin Kafferlin stated he continues to work on the GMS policies and procedures.

Commissioner Jeff Eggleston stated that he is working on the landfill closure and there will be a few things to get figured out such as the pension plan for the couple that are collecting.

**Upcoming Commissioner Meeting Review:**

The agenda for the December 8, 2021 public meeting was reviewed.

Commissioner Jeff Eggleston stated that he would also like to add to Wednesday's public meeting the approval of an ACT 13 application from Tidioute for their community project. They have taken an old hardware store and refurbished it into a community center. The amount of this request is \$15,000.00.

**Department/Committee Updates**

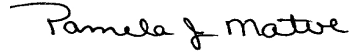
Attorney Nathaniel Schmidt requested a brief executive session to discuss Tax Appeal issues.

**Commissioner's Schedule****General Discussion****Public Comment:**

Missy Griffin stated that she would like to know with the death rate rising due to COVID, what are the Commissioners doing to get the awareness out about the vaccine.

With nothing further, the work session was adjourned at 12:30 p.m.

Respectfully,



Pamela J. Matve  
Chief Clerk

