

**NOTICE OF SPECIAL MEETING
OF THE CLINTON COUNTY
BOARD OF COMMISSIONERS,
STATE OF INDIANA
MONDAY, NOVEMBER 25 2019 AT
12:30 P.M.**

In accordance with Indiana Code Sections 36-2-2-8, the Clinton County Board of Commissioners will convene for a special meeting at 12:30 p.m. on Monday, November 25, 2019 at the Frankfort Municipal Airport, 3009 State Road 28, Frankfort, Indiana for the following reasons:

- I. Discussions with the Clinton County Coroner in reference to bill payments and work process within the Coroner's Office.

Meeting Minutes:

Attendees: Scott Shoemaker, Steve Woods, Josh Uitts, Amanda Abbott, Jerri Sexton, Britt Ostler, Marsha Delacroix and Donna Brooks.

Josh opened the Special Meeting of the Board of Commissioners to Order on November 25, 2019 to discuss operations of the Coroner's office. There have been some complaints submitted to the Commissioners the purpose of said meeting is to resolve any such issues.

BILLING:

Commissioner Woods: Forensic bills not being paid on a timely manner from Tippecanoe County and potentially other vendors. Three unpaid claims from Tippecanoe County was dated in March, 2019. Amanda stated it was "Indiana Forensic" that the bills were from March, 2019.

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Doctor Wolfe is the contact from those invoices. Amanda states that Dr. Wolfe changed his email and therefore, she wasn't receiving any invoices. Dr. Wolfe doesn't bill on a regular cycle, he bills in clusters, according to Amanda.

Marsha stated that she received faxed bills from Dr. Wolfe, but Amanda stated that usually, she gets said invoices emailed to her. Amanda reached out to him and informed him that she hadn't received anything since March/April 2019. Commissioner Woods stated that she knew that these bills were due and owing, but Amanda never followed up as to why she didn't receive them.

Commissioner Uitts stated he received correspondence from Dr. Wolfe stating that he had never received payments. Amanda stated, again, that her office never received the emails due to those emails not being accepted through the email server.

Commissioner Woods raised invoices from Tippecanoe County that go back to July, 2019, which have not been paid. Marsha stated she just paid some past invoices. Amanda stated that sometimes, we remit payment to Tippecanoe County, but then they claim not to have received said payment and Clinton County can potentially be double billed. Marsha just paid 6 claims to Tippecanoe County of \$300.00 each for a total of \$1,800.00.

Commissioner Woods asked if the Coroner's office keeps books on what is being paid and when it is paid. Amanda's stated she just pays invoices as they come into her office. She does have a file that shows all claims paid. Commissioner Woods asked for all death calls from January 8, 2019 to present date to verify payment to individuals verses what Coroner's office shows.

Currently, Commissioner Woods stated we have no information that correspondence to who did what on what day in case State Board of Accounts would perform an audit. Commissioner Woods states that it is "Forensic Auditing". He wants to confirm who was on call, what was

done, and track, in multiple ways, duties performed. Commissioner Woods made a formal request to the Coroner's Office for all billings and runs in 2019.

Commissioner Shoemaker ran through a list of correspondence to him from individuals inquiring about bills, back in July 2018. 2013-2016 have been years at issue for invoices not being paid.

Commissioner Woods stated that there is a problem with the Coroner's office getting their bills paid and it needs to be corrected.

Commissioner Uitts asked if there is a way in which we can get these bills paid in a timely manner from Dr. Wolfe. Amanda stated again that he just bills when he gets time.

Commissioner Uitts requested his contact information so that he can get his bills submitted in a timely manner so that we can pay them in time. Amanda stated that there are only two Forensic Pathologists in the State of Indiana, so each County is basically at these limited Forensic Pathologist's mercy when it comes to receiving services.

Commissioner Woods stated that we need to get these things done now so that if there is an audit, we would not be subject to any type of penalty.

Commissioner Shoemaker asked about a pizza 10/29/19, Pappa John's in New Castle. Amanda stated that was for her staff meeting in Frankfort. Amanda estimated they had 5 persons at the meeting. Marsha requested the receipt and any agenda for the meeting.

There was a \$93.49 for medium and extra-small pants. Amanda stated that was clothing from their clothing allowance.

May of 2018 there was a Fuchsia bracelet purchased, Commissioner Shoemaker requested what it was used for and if it was for her daughter. Amanda stated that she had purchased a separate one from her daughter and that money expended from County funds was not for that particular bracelet.

MAILBOX:

Amanda says that there still is no mailbox for the Coroner's office. Commissioners will again request Jerry to put up her mailbox. Amanda stated she has never had her own address due to being at the same address of EMA. Amanda said as of 3 weeks ago, that is no longer the case but still does not have her own mailbox. While sharing office space with EMA, Amanda did not check the general mailbox and that EMA would put Amanda's mail into Amanda's individual Coroner's box.

AN INDIVIDUAL RUN:

Commissioner Woods: Commissioner Woods inquired about a run that was performed in Mulberry, Indiana, put down as a suicide, potentially rifle or shotgun to the head on 11/8/19, just a few weeks prior to this meeting. Commissioner Woods requested who was on that call and Amanda said she did not know and would have to review her records to see who went on that call. Commissioner Woods asked that if there was a procedure in place at the office to have some kind of debriefing between Coroner's Office employees, deputies and herself.

Commissioner Woods asked if the Coroner's office has set meetings after any type of calls, especially very highly investigated scenes and Amanda responded that they communicate in many different ways, but there is not any set meetings or debriefings after each call/run performed.

Commissioner Woods asked why there wasn't a particular autopsy done on this particular situation due to the circumstances of the call.

Amanda stated that anyone under 18 must have autopsies unless there was a prior medical condition and all others are discretionary. Amanda stated that the Clinton County Sheriff has not

contacted her once since he began his office in 2019, despite trying to reaching out and has not received any emails or calls from the Clinton County Sheriff.

1. Commissioner Woods inquired about the Coroner's Office method of Chain of Custody.

Commissioner Woods asked about another call in which personal effects the family was trying to receive back. Amanda stated she has protocol for collection of property at the scene, which is inventoried and returned back to the family. Commissioners stated that all monies and property have to be submitted, on that business day and the next, to the County and not for the Coroner to hold and then give back personally. There should to be an accounting of all monies, but the Auditor's office will look into the situation as to how it pertains to the Coroner's Office internal control. Amanda states that such monies and properties taken off of persons is signed by at least two persons.

CORONER'S OFFICE:

Amanda discussed the size of her office, the lack of storage space and the lack of restroom facilities in her office. She stated they use to have a key to the EMA office but Darryl changed the locks and will not give her a key. They are in the office on the weekends and in the middle of the night and should have access to restroom facilities. Commissioners will look into space at the courthouse and will get back to her on these issues.

AUTOPSIES:

Commissioner Woods inquired about the reason for spending more, if we have in fact had more autopsies or is it the lack of the Coroners making the calls and relying on the deputies. The

Commissioners discussed the need for more money for that line item. The Auditors will transfer monies from 02 line items to 03 as needed to pay additional invoices.

NEW POLICY:

Amanda stated she heard through EMS that the Sheriff had new policies regarding the Coroner's department but she is unable to make contact with the Sheriff to discuss these policies.

Commissioner Uitts will facilitate a meeting between Sheriff Kelly and Amanda regarding new policies of the Sheriff's Department.

VEHICLE:

Amanda stated she was working to get a vehicle ordered but the dealership required her to get a purchase order from the Auditors. Britt stated that the county does not do purchase orders.

Commissioner Uitts stated he would get the vehicle ordered.

COMMUNICATION:

The Commissioners, Auditors and Amanda agreed for the need of better communication going forward and working together to get the invoices paid in a timely manner.

Without any further business to discuss, Commissioner Woods motioned to adjourn the meeting at 2:13pm, seconded by Commissioner Shoemaker. Motion carried 3-0.

CLINTON COUNTY BOARD OF COMMISSIONERS



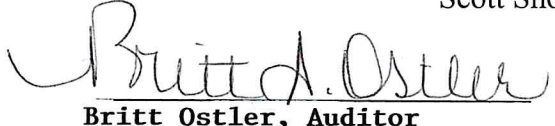
Joshua Uitts, President



Steve Woods



Scott Shoemaker



Britt Ostler, Auditor