

Christopher Emge

From: Amy Swain <amyswainforrecorder@gmail.com>
Sent: Wednesday, March 16, 2022 11:24 PM
To: Christopher Emge
Subject: Chamber Candidate Questionnaire_Amy Swain

Thank you for this opportunity, and congratulations on your new position, Chris.

Amy Swain

Candidate for Monroe County Recorder

What are the top 3 challenges facing the office? How do you plan to address them next term?

1. For a smooth transition between Recorders, I will communicate with the Auditor about payroll, with IT about backup solutions currently in place, with County Council about budget expectations, and with Commissioners about vendor contracts. Year-end reports and collections will need to be processed, and internal controls double checked.

I will review the Records Retention Schedule, and contact the Indiana Archives and Records Administration. I will attend newly-elected officers' training. If there is any more work to be done at the end of Eric Schmitz's term in office on digitizing old documents, I will work with him to continue this work until it's completed. Currently, scanning of property deeds is up to the 1980's.

2. To ensure a well-trained, knowledgeable staff that's in compliance with all statutory obligations, I will stay up to date on changes through State Board of Accounts and Recorder's Association, and through communication with the Assessor's and Auditor's Offices, among others.

There are 150+ Indiana Codes, or laws, that pertain to the Recorder's Office, and will be reviewed regularly. Networking with other Recorders through the Indiana Recorder's Association could provide valuable resources for innovative problem solving.

3. For a professional, welcoming atmosphere that's accessible to all who interact with our office, including staff members, I will talk with those who do business with the office, both internally and externally, to help improve any inefficiencies in service. Different groups have different needs, and I will reach out to a broad group of people to get feedback. I am adept at cultivating positive, professional relationships with internal and external audiences.

Currently, I serve as liaison for the Better Business Bureau, Indiana Chamber of Commerce, and numerous vendors. I work with the managers, auditors and other leadership staff within our company to accomplish our goals and problem solve issues, and act as a liaison with vendors when outside help is needed.

My business degree from Indiana University directly relates to the Recorder's Office. I've led large departments that directly interacted with the public, handled invoicing and collected payments. I've

done payroll, budgets, hiring/training staff, and worked with other departments to provide services and plan for the future.

I have extensive technology skills. I converted public records with all addenda to electronic form, which I put into a searchable database for public use. All of these things will directly relate to making the Recorder's Office run smoothly and efficiently.