



*Meeting
of the
Vigo County Council
February 13, 2018*

VIGO COUNTY COUNCIL

FEBRUARY 13, 2018

6:00 P.M.

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VIGO COUNTY COUNCIL
Agenda
Tuesday, February 13, 2018 at 6:00 P.M.
Council Chambers, Vigo County Annex

1. Pledge of Allegiance
2. Calling of the roll
3. Correcting the journal of the preceding meeting if needed
 - a. *November 14, 2017*
 - b. *January 2, 2018*
4. Public comment
5. Communications from elected officials, other officials, or agencies of the County
6. Reports from standing committees
7. Reports from select committees
8. Ordinances relating to appropriations
 - a. *Budget Adjustment Committee*
 - i. *Additional Appropriation 2018-01 Guardian Ad Litem*
 - ii. *Salary Ordinance 2018-01 Guardian Ad Litem/Juv Court*
 - iii. *Transfer 2018-01 Guardian Ad Litem*
 - iv. *Additional Appropriation 2018-02 Prosecutor*
 - v. *Additional Appropriation 2018-03 Infraction Deferral*
 - vi. *Salary Ordinance 2018-02 Drug Court*
 - vii. *Additional Appropriation 2018-04 Drug Court*
9. First reading by summary reference of proposed ordinances and resolutions
10. Appointments
11. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Annex, 127 Oak Street, Terre Haute, Indiana at 6:00 pm on February 13, 2018 to consider the following appropriations in excess of the budget of the current year.

PROSECUTOR/.0009

10010 Payroll Salaries	\$	63,609
15210 FICA	\$	4,867
15220 PERF	\$	9,033
TOTAL COUNTY GENERAL/PROSECUTOR	\$	77,509

INFRACTION DEFERRAL/2501

30041 Supplement to Drug Court	\$	50,000
TOTAL INFRACTION DEFERRAL/2501	\$	50,000

GUARDIAN AD LITEM/8101

30700.214 Legal Svcs	\$	6,247
TOTAL GUARDIAN AD LITE/8101	\$	6,247

DRUG COURT/2511

10010 Payroll Salaries	\$	34,946
15210 FICA	\$	2,674
15220 PERF	\$	4,963
15230 Group Ins	\$	21,720
TOTAL DRUG COURT/2511	\$	64,303

JAMES W. BRAMBLE
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, February 2, 2018
TRIBUNE-STAR

ADDITIONAL APPROPRIATION ORDINANCE 2018-01

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County Guardian Ad Litem Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>GUARDIAN AD LITEM/8101</u>		
30700/.214 Legal Services	\$ 6,247	
TOTAL COUNTY GENERAL FUND	\$ 6,247	

Approved on this 13th day of February, 2018.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Bill Thomas
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Tim P. Curley
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Brendan R. Kearns
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2018-01

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2018, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County Juvenile Court Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>JUVENILE COURT</u>		
FT Volunteer Coordinator/Monitor CASA (PAT A)	\$	34,946

System Administrator (PAT A)

a. Eliminate Position

Approved on this 13th day of February 2018.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		James R. Mann II
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Mike Morris
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Bill Thomas
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Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Vicki Weger
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Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Tim P. Curley
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Brendan R. Kearns
<hr/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	
		Aaron Loudermilk, President
<hr/>		

Attest:

James W. Bramble
Vigo County Auditor

RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION 2018-01

It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes which appropriated are hereby re-allocated in the following amounts:

		<u>REQUESTED</u>	<u>APPROVED</u>
<u>GUARDIAN AD LITEM/8101-CAP BLDG GRANT/.214</u>			
From: 8101.21000.000.0000 Office Supplies	\$ 1,500		
To: 8101.21000.214.0000 Office Supplies		\$ 1,500	
 From: 8101.36500.000.0000 Copy Machine Rental	 \$ 3,840		
To: 8101.36500.214.0000 Copy Machine Rental		\$ 3,840	
 From: 8101.10010.214.0000 Payroll Salaries	 \$ 16,584		
From: 8101.15210.214.0000 SS/FICA	\$ 1,269		
	<u>\$ 17,853</u>		
To: 8101.21000.214.0000 Office Supplies		\$ 400	
To: 8101.30350.214.0000 Advertising & Promotions		\$ 2,000	
To: 8101.30700.214.0000 Legal Services		\$ 13,753	
To: 8101.37040.214.0000 Background Check		\$ 700	
To: 8101.37200.214.0000 Travel Expenses		<u>\$ 1,000</u>	
		\$ 17,853	
 From: 8101.31001.214.0000 Special Events	 \$ 500		
From: 8101.37650.214.0000 Ed, Counseling & Trng	\$ 500		
	<u>\$ 1,000</u>		
To: 8101.37040.214.0000 Background Check		\$ 1,000	

Approved on this 13th day of February, 2018.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Bill Thomas _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Tim P. Curley _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Brendan R. Kearns _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-02

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County General Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>COUNTY GENERAL</u> <u>PROSECUTOR/0009</u>	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
10010 Payroll Salaries	\$	63,609
15210 FICA	\$	4,867
15220 PERF	\$	9,033
TOTAL COUNTY GENERAL FUND	\$	77,509

Effective January 22, 2018

Approved on this 13th day of February, 2018.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	James R. Mann II	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Mike Morris	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Bill Thomas	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Vicki Weger	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Tim P. Curley	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Brendan R. Kearns	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Aaron Loudermilk, President	_____
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>		

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-03

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County Infraction Deferral Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>INFRACTION DEFERRAL/2501</u>		
30041 Supplement to Drug Court	\$ 50,000	
TOTAL COUNTY GENERAL FUND	\$ 50,000	

Approved on this 13th day of February, 2018.

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	James R. Mann II _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Mike Morris _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Bill Thomas _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Tim P. Curley _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Brendan R. Kearns _____
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President _____

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2018-02

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2018, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County Drug Court Fund the following:

<u>DRUG COURT/2511</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
Drug Court Case Manager (PAT A)	\$	34,946

Approved on this 13th day of February 2018.

<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	James R. Mann II
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Mike Morris
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Bill Thomas
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Vicki Weger
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Tim P. Curley
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Brendan R. Kearns
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Aaron Loudermilk, President

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-04

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County Drug Court Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

		<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>DRUG COURT/2511</u>			
10010	Payroll Salaries	\$	34,946
15210	FICA	\$	2,674
15220	PERF	\$	4,963
15230	Group Ins	\$	21,720
TOTAL COUNTY GENERAL FUND		\$	64,303

Approved on this 13th day of February, 2018.

<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	James R. Mann II _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Mike Morris _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Bill Thomas _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Vicki Weger _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Tim P. Curley _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Brendan R. Kearns _____
<input type="checkbox"/> Aye	<input type="checkbox"/> Absent	
<input type="checkbox"/> Nay	<input type="checkbox"/> Abstain	Aaron Loudermilk, President _____

Attest:

James W. Bramble
Vigo County Auditor

Paige, Jackee

From: Loudermilk, Cheryl
Sent: Tuesday, January 02, 2018 10:26 AM
To: Paige, Jackee
Subject: FW: Budget-county council
Attachments: Vigo.pdf

Importance: High

From: Cheesman, Glenna
Sent: Tuesday, January 02, 2018 9:44 AM
To: Loudermilk, Cheryl <Cheryl.Loudermilk@VigoCounty.IN.Gov>; Miller, Kylissa <Kylissa.Miller@VigoCounty.IN.Gov>
Subject: Budget-county council
Importance: High

Hello ladies!

Happy new year!!!

This is the letter showing we got more than we were initially going to get. What do I do with this on our budget? We only budgeted for \$27K and this is considerably higher. Do I need to do a whole new budget now because of the attorney and now the new allotment of money?

Don't mean to be a pain, still new to this! LOL....

Also when will we know what the date is that I have to go before council? I know there is a meeting tonight, do I need to attend this?

Glenna Cheesman

CASA Program Director



141 Oak St.
Terre Haute, IN 47807
Tel: 812-231-5658
Fax: 812-231-4485

vigocountycasa.com

<https://www.facebook.com/VigoCountyCASA>

"If you find someone without a smile, give them yours."

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INDIANA SUPREME COURT

251 N Illinois St | Suite 1600
Indianapolis, Indiana 46204

Office of Judicial Administration

COURTS.IN.GOV

December 21, 2017

Glenna Cheesman, Director
Vigo County CASA
141 Oak
Terre Haute,, IN 47807

Re: 2018 Capacity Grant Award, Grant #: 18 GAL/CASA CG-Vigo

Dear Glenna,

The Indiana State Office of GAL/CASA is pleased to inform you that your application for a Capacity Building grant was approved in the amount of \$40,955.67. The Supreme Court was entrusted with these funds by the Indiana General Assembly to build capacity in the GAL/CASA network and to reduce the number of children waiting for a GAL/CASA volunteer. While we know that this work is difficult, we trust that you will use your best efforts to meet this challenge and increase the number of children served by an advocate in abuse and neglect cases.

While you have been awarded Capacity Building grant funds this year, these funds are discretionary in nature. Programs that received funds this year, and can demonstrate success by utilizing these monies to reduce children on their waitlists and recruit and retain volunteers, are more likely to receive Capacity Building funds in the future. Like the matching grants, 50% of the grant award will be distributed in January 2018 and the other 50% will be distributed in April 2018.

The State Office will assist you in your efforts by supporting you in any way possible to build capacity and serve more children. We will monitor your efforts and continually track data so we can share our successes with legislators and the Supreme Court. You are required to complete a capacity building Tracking Form on a quarterly basis to inform us of your efforts and progress. This will be sent to you in the coming weeks.

Thank you for your efforts on behalf of Indiana's vulnerable children. I look forward to hearing about your successes.

Sincerely,

A handwritten signature in cursive script that reads "Leslie Dunn".

Leslie S. Dunn
State Director, GAL/CASA



To: County Council

Reference: 2018 Vigo County CASA Narrative of Request of Changes & Appropriations

From: CASA Executive Director: Glenna Cheesman

January 8, 2018

I was appointed the interim Director in May of 2017. I told the counsel at that time it would be my mission to get the CASA program up to State and National Standards and working cohesively. In October I was made the Executive Director of the Vigo County CASA program. Since my initial appointment and then following permanency appointment we have implemented major changes to the program:

- Implementation of Case Triage so that urgent cases are handled immediately and waitlist of children is monitored weekly
- Accountability protocols for volunteers and staff including disciplinary procedures for missed hearing and failure to work cases
- New written report procedures and template
- New Optima database installment
- Creation of Donation line item so that all money is tracked and accounted for through the County
- VOCA Grant has been re-granted to the County and is being ran through the county. Hiring of 2 additional part time staff is now in the process.
- Decreased budget and developed a budget that is workable.
- Staff structure where there was no organization or understanding of duties and responsibility.
- Installment of the new State E-filing system
- Online training curriculum for new volunteers and shortened training classes
- New background checks that now meet all State and National standards.
- Dissolution of the CASA Kids Board, so that now all money donated to the program is ran through the CASA donation line item through the county.
- A complete cleaning of all the office space and clutter that was in the offices.
- Increased the awareness of the program within the community
- Began building strong community partners: GE Aviation, Casey's distribution, American Legion Riders, Grand Traverse Pie Company, Great Dane

As part of the new model of the program we have 2 final changes that we need implemented that must be completed so that the CASA program and function efficiently and effectively:

1. The appropriation of \$20,000 into our contractual services so that we may have legal counsel available for our volunteers and staff to use in assistance with TPR and CASA cases.
2. The appropriation of \$1700 into legal services to pay for the background checks of all current volunteers to be with in State Mandatory requirements.
3. The Abolishment of The IT System Administrator's position and put in its place a Full time volunteer Coordinator's position.

Item 1: Legal Counsel Appropriation (GAL/CAP)

The need:

Our number of cases have grown drastically and will continue to grow. 2017 we served an estimated 1160 children in Vigo County. The reason for the estimated number is prior to the new system (Optima), the data from the previous database (Childtrac) limited information was transferred and we only have access to the number of hard case files we know closed prior to the May 1st installation of the Optima system. Currently Vigo County CASA per the new database since May 1st has served 815 children with 229 of those children currently on a waiting list needing a CASA. The remaining 116 are physical hard file cases that were closed prior to the implementation of the Optima system that we are in possession of.

The purpose of the legal counsel is due to the amount of severe abuse or high profile cases, re-abuse "legacy" cases coming back into the system and the amount of cases that are now going to TPR (termination of parental rights). Especially TPR cases, this is a process that a CASA needs to not go at alone. Having legal counsel with them will help with all the legal questions, filings and extensive preparation that must go into termination of a parents rights to a child necessary to make sure that this is truly in the best interest of the child.

Abuse and neglect is horrific in its own right, however, the cases that we see are getting worse and are higher than ever. Sadly, even the number of cases where a death has occurred of a child is also on the rise. Having legal counsel readily available to a CASA is key in making sure things are done correctly and in the best interest of the living child and the family. Although in 2017 we have had only 1 child die that is still 1 child to many. The amount of "broken babies" (infants with critical injuries) and babies born drug exposed are steadily on the increase which is very alarming. Cases involving TPR or high profile cases of abuse, need legal counsel to assist the CASA volunteer so that cases don't come back on appeal. Cases such as these, it is a necessity to insure that the safety and the rights of the child and parents are protected. Having legal counsel available to help with briefs, filings and appearances in court is an asset that this program desperately needs.

The appropriation:

Judge Sarah Mullican and Magistrate Daniel Kelly have spoken with a local attorney specialized in this type of litigation and is willing to assist the program for the amount of \$20,000 as a contractual service that is to be paid out monthly provided by a billing statement from the attorney. The rate would be \$83.25/hour which is a generously reduced rate from the standard attorney fee. This amount was decided it would be appropriate to cover any fees and services. This figure has already calculated for any additional time if needed for special hearings as well. Any services over this amount would be done at Pro Bono Status incurring no additional fees.

We have received additional funding from the State under our Capacity Building Grant that will now cover this cost. Initially the program was granted \$27,852 with an estimated additional \$7000 in 3rd round distribution. However, with a surprise additional increase in funding by the Legislature at the end of the year; new award letters were sent to all programs with a considerable award increase. Vigo County will now receive GAL State matching award (unchanged) and \$40,955.67 in Capacity Building funds which is a \$13,103 increase. There is still an estimated 3rd round distribution but amounts have not been announced if they will be distributed at all and must not be figured now into the 2018 budget. Take away the initial estimated \$7,000 3rd round distribution and we still have received an additional \$6100 in funds. Initially it was discussed to transfer funds from other line items to accommodate providing legal counsel. However, with the increase in funding and changes to the GAL and Capacity Building funding that is no longer necessary. All that is now required is approval of the revised budget for the GAL and Capacity building funding with the additional funds being appropriated to the required line items. See attached revised budget sheets.

Item 2: Appropriation of Funds to Legal Services for Back Ground Checks

Need:

As a part of getting the program up to State and National Standards; a review of Background checks was required under the implementation of the new Optima Database System. As a State and National requirement all Volunteers (Advocates and Non-Advocates) and Staff are to have a background check done every 4 years. Upon review of previous administration's background procedure it was determined they were not to State or National standards.

It was determined:

- All volunteers needed a new background check because requirements were not met. Under the State and National requirements the following was to be included in the background checks:
 - County Criminal Check
 - Indiana Criminal Check
 - National Criminal Check
 - Sex Offender Registry (State & Federal)
 - Social Security Trace
 - Driver's License Trace
 - DCS Trace
 - Proof of Vehicle Insurance.
- The previous administration was only doing:
 - Local sheriff's background check for Vigo County only
 - Sex Offender Online web base print off of their name
 - Copy of Vehicle Insurance only.
- The volunteers had not had a background check done on them as far back as 11 years or done at all.

This did not meet neither requirement under the standard. Once this was determined a new background system check approved by the State and National CASA, Safehiring Solutions, was implemented and put in place which not only meets the requirement but exceeds it. It is a simple online application completed by volunteer/staff with a return time of 24 to 48 hour turnaround. The first class to do this was in October of 2017 at a cost of \$18 per background check. The current class also has had their background check done this way as well. Under the new system (Optima) the background checks are now uploaded into the system so that it can be reported to the State and National sources and we are always aware of who is needed for updated background checks.

Resolution:

To become completely compliant with all background checks the remaining 94 volunteers (prior to October 2017) and Staff must do the background check at a total cost of \$1692. Since this is no fault of their own and an expense that should not be accrued to them. Initially all volunteers and staff were going to be required to pay the \$18, however, with the new funding that has been awarded to the program the cost can now be absorbed by the program.

\$1700 needs to be appropriated to Legal services line item under Capacity Building. We have it established with Safehiring solutions that they will bill us for all background checks once they are completed online. Safehiring Solutions will send all volunteers an online link to complete the background checks to no expense to them. We will then have all the backgrounds back within 48 hours and will be uploaded to show complete compliance with State and National background requirements. All volunteers going forward will pay for their own background checks.

Item 3: Abolishment of IT System Administrator position, Addition and replacement with Full time volunteer Coordinator Position

Need and Effect on Staffing:

In the previous administration there was a Full Time position as an IT System Administrator for the database program Childtrac. This position served no children, did no case load work, only worked on the Childtrac program.

This is a full time position paid for through the Juvenile court budget. This is a position that has been sitting there since his termination in April. This position could be eliminated completely and that funding could then be used to for a Full Time Volunteer coordinator that would work a full case load of serving children.

There would be no additional cost to the county, because the funds have already been appropriated to a full time staff position. The only need would be to abolish the IT System administrator position title and replace it with a Full time volunteer Coordinator which is desperately needed. There is no need for reclassification because the job classification has already been established with the 3 other full time volunteer coordinators. It would be simply getting rid of the IT System administrator position and replacing it with a Volunteer Coordinator position.

With the voiding of the IT position and moving it to a full time Volunteer coordinator would double the case load ability of the position and the ability to spread the work load evenly through the full time staff. We would be gaining more workflow.

Whereas with the previous administration the IT System Administrator full time position

- did not serve children,
- did not carry a case load
- forced the workload to be doubled and now quadrupled on 3 full time staff members.
- This was a position that was specifically created with a singular person in mind that did nothing to serve the children nor did it lessen the waitlist of the program.

As part of the rebuild of the program, each full time volunteer coordinator also works in specific areas of volunteer coordinating.

- 1 works in administration side of all the paperwork that comes in to the program, doing all the appointments and releases and case closures and financial request for the children's needs and coordinating current volunteers with active cases.
- 1 works in recruitment, retention and training of the volunteers and would volunteer coordinate all new incoming volunteers with their cases.
- 1 works in staff CASA caseload and triage of cases so that no urgent case is missed or without a CASA and would coordinate all the Staff CASAS and volunteer coordinate active volunteers who are on leave or break and providing updated cases from the wait list to bring them back in.
- THE POSITION WE NEED: 1 would work in the court portion of the program, taking court dictation to be sent to volunteers immediately, doing the e-filing and attending all court hearings and maintaining the court docket and coordinating of volunteers with a current case. This is a part that we are in need of desperately. We are in court every day and all day on Tuesday and Wednesday. Detention hearings are scheduled every day. Having this person would alleviate having to pull other staff from their positions which then in turns put them behind creating a backlog in workload.

We are required by the State that a CASA must be present in court at every hearing. Having this 4th full time Volunteer coordinator we would:

- be able to maintain that standard of being in court at all hearings, currently we have to pull other staff away from their normal job duties to go to court, which only adds to the overload of workload because for every hour they are in court, they are missing an hour doing other necessities for the program
- be able to spread the workflow evenly among all the full time staff
- be better prepared in court because the duties would be focused and not overloaded
- court hearings would not be missed due to lack of staffing or unavailability due to having to work on their current caseloads or testifying in other courts.
- the part-time staff would be able to do their jobs more efficiently because they are currently doing the work of a full time staff member and unable to do their jobs to keep up with the demand.
- Be able to be more cohesive and everyone would be able to focus.

This position is desperately needed.

Cost to the County:

- **There is no additional cost to the county.**
- Funding is already in the budget for the position and it is not being used. It just needs the title changed.
- The pay for the job would be the same as the other Full time volunteer Coordinators, which for 2018 would be \$34,946 that is paid for through the juvenile budget.
- There is no additional appropriation for funding required, just the authorization to abolish the IT Systems Administrator position and replace it with a Volunteer Coordinator.

The above requests are crucial to the running and organizational requirements of the Vigo County CASA program. I ask that you please approve the request so that we can start 2018 stronger than ever. So that we can advocate for the neglected and abused children of the Wabash Valley to our fullest potential.

Thank you,

Respectfully,



Glenna Cheesman
VIGO County CASA Director.

GAL:

Account	Object	Description	Adopted	Request	Net Change
10010	000	Payroll Salaries	65,196	65,196	-
15210	000	Social Security/FICA	4,988	4,988	-
21000	000	Office Supplies	1,500	-	(1,500)
36500	000	Copy Machine Rental	3,840	-	(3,840)
Total GAL			75,524	70,184	(5,340)

Capacity Building:

Account	Object	Description	Adopted	Request	Net Change
10010	214	Payroll Salaries	16,584	-	(16,584)
15210	214	Social Security/FICA	1,269	-	(1,269)
21000	214	Office Supplies	-	1,900	1,900
30350	214	Advertising & Promotions	3,000	5,000	2,000
30700	214	Legal Services	-	20,000	20,000
31001	214	Special Events	2,000	1,500	(500)
36500	214	Copy Machine Rental	-	3,840	3,840
37040	214	Background Checks	-	1,700	1,700
37200	214	Travel Expenses	3,000	4,000	1,000
37650	214	Ed, Counseling & Training	3,500	3,000	(500)
Total Capacity Building			29,353	40,940	11,587
Overall Change					6,247



TERRY R. MODESITT
PROSECUTING ATTORNEY
OF VIGO COUNTY
VIGO COUNTY COURT HOUSE
33 SOUTH THIRD STREET, RM. 45
TERRE HAUTE, IN 47807
PHONE (812) 462-3305
FAX (812) 238-1096



December 19, 2017

To: Vigo County Council

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following request be discussed at the February, 2018 County Council Meeting.

Deputy Prosecutor Amanda Thompson will be moving into the newly created Deputy Prosecutor position that will adjust her salary by an additional 2% (going from a High Level Felony Deputy Prosecutor to a Specialized Deputy Prosecutor position.)

Michelle Jerrells will be the Deputy Prosecutor for Vigo Superior Court Division 1 as of January 22, 2018. It is requested that considerations regarding her salary be placed on the County Council agenda for discussion. It is believed that an additional 9% will be appropriate as follows:

High Level Felony Court – 4%
Practicing Law at least Six (6) years – 2%
Criminal Prosecution for at least Three (3) years – 2%
Other Relevant Factors – 1%

It is further requested that these be retroactive.

Respectfully submitted,

Robert E. Roberts
Chief Deputy Prosecuting Attorney
Vigo County, Indiana



TERRY R. MODESITT
PROSECUTING ATTORNEY
OF VIGO COUNTY
VIGO COUNTY COURT HOUSE
33 SOUTH THIRD STREET, RM. 45
TERRE HAUTE, IN 47807
PHONE (812) 462-3305
FAX (812) 238-1096



December 11, 2017

To: Vigo County Council

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following request be discussed at the February, 2018 County Council Meeting.

We request approval to cover salary and benefits for a new Vigo County Drug Court Case Monitor position in 2018 for up to \$50,000 from the Infraction Deferral account.

Vigo Superior Court Division 5 has or will be submitting a request for this additional employee. The creation of this position is necessary because our Drug Court program is currently at the maximum number of participants (25) and a waiting list is growing. One of the most important factors to successfully completing an alternative court program such as this is early placement into the program after arrest. An additional person would not only allow for additional people to be placed into the program, but also allow for expanded supervision opportunities such as home and job site visits.

Respectfully submitted,

Robert E. Roberts
Chief Deputy Prosecuting Attorney
Vigo County, Indiana

VIGO SUPERIOR COURT, DIVISION 5

HONORABLE MICHAEL RADER, JUDGE

VIGO COUNTY COURTHOUSE, 33 SOUTH THIRD STREET, TERRE HAUTE, INDIANA 47807 812-462-3266

November 27, 2017

Mr. Bill Thomas
Vigo County Council
Vigo County Annex
127 Oak Street
Terre Haute, IN 47807

RE: JOB CLASSIFICATION

Mr. Thomas:

The Vigo County Prosecutor's Office has shown an interest in funding a Drug Court Case Manager from their Infraction Deferral Fund. This would be a new position and attached you will find the necessary paperwork to create that position. Please place this on the agenda for hearing at the next available meeting of the Council.

Thank you.

Sincerely,



Michael Rader, Judge
Vigo Superior Court
Division 5

Attachment

JOB CLASSIFICATION REVIEW FORM

County of Vigo, Indiana an Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Vigo County Council in reviewing requests for classification of jobs.

☞ Attach additional pages as needed; return to HR

Job title: Drug Court Case Manager Payroll no. on
salary ordinance: _____
Department: Vigo Superior Court Div 5 Date: _____
☒ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt
Current pay grade: _____ Requested pay grade: _____
Current pay \$ _____ per _____ Proposed pay \$ _____ per _____
Employee(s) in this position:

TYPE OF ACTION REQUESTED

- ☒ Create position ☐ Abolish position ☐ Seniority review
☐ Qualifications requirements review ☐ Pay policy application/interpretation issues
☐ Reclassification due to change in duties, responsibilities, work conditions, etc.
☐ Other Please describe:

Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary.

Large number of cases appropriate for
Drug Court who cannot be accepted due to
inadequate staff

2. Have you previously requested this new position/added employee/reclassification of this existing position? ☐ yes ☒ no
If yes, describe date and outcome of that request:

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. *Attach a copy of the existing job description with your revisions marked.*

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? ☐ yes ☐ no If not, explain why the existing description is no longer accurate:

Questions 4 through 8 to be completed by Elected Official/Department Head

4. Are the job functions described on this form currently being performed by your office/department?
☒ yes ☐ no If yes, name those job title(s) and classifications:

Job title: Vigo County Drug Court *Classification: _____

Job title: Coordinator *Classification: _____

Job title: _____ *Classification: _____

*Current classification of position may be impacted by the creation of or reclassification of another position.

5. Is this request a result of new legislation, a mandate or litigation? ☐ yes ☒ no
If yes, specify statute citation and/or case:

6. Is this request based on increased volume of work? ☒ yes ☐ no If yes, please explain:

large number of drug-related cases in the court system

7. If you answered yes, to question 6, are there existing technologies that could lessen the volume for this or related positions? ☐ yes ☒ no If yes, please describe, including estimated costs:

labor intensive and not amenable to automation

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:

an additional 25-30 defendants would be given an opportunity to get sober and exit the criminal justice system

AUTHORIZATION BY EMPLOYEE:

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

Employee signature Date: _____

Employee signature Date: _____

Employee signature Date: _____

Employee signature Date: _____

AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and ☒ agree ☐ disagree.
If *disagree*, please comment:

I understand that this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, and consultants of the Council.

Michael Rader Date: 11/27/2017
Signature of Elected Official/Department Head

Michael Rader
Name typed or printed

New Position/Added Employee Request Policy and Procedure

County of Vigo, Indiana *an Equal Opportunity Employer*

This policy and procedure is intended to assist the Vigo County Council in evaluating requests for new positions and/or added employees, as specified by IC 36-2-5-3, that authorizes the county fiscal body to fix the job classification, compensation, and number of officers, deputies, and employees.

I. TERMS AND CONDITIONS

The Vigo County Council establishes the following terms and conditions for evaluating requests for new positions and/or added employees:

- A. Offices/departments submitting such requests shall provide all necessary information on forms prescribed by Council, and shall follow the procedures set forth by Council.
- B. Offices/departments submitting such requests may be subject to an organizational assessment of office/department operations. This may involve recommendations for alternative methods of accomplishing the proposed job functions, such as reorganization, adjusting work hours/shifts, utilizing part-time personnel, independent contracting, equipment, and/or new technologies.
- C. New position and/or added employee requests will be subject to available funding. Positions funded in whole or in part by special funding sources, such as grants and/or user fees, may be abolished, if such funding is no longer forthcoming.
- D. New position and/or added employee requests should follow a long-range organizational plan.
- E. An authorized new position, classification, and salary shall be included in the appropriate office/department annual budget.

II. PROCEDURES

In order to provide a systematic method to process new position and/or added employee requests, offices/departments submitting requests shall use the following steps:

STEP 1: Obtain a *Job Classification Review Form* from Human Resources (HR) and complete the form.

○ If requesting added employee(s) for an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. Attach to the *Job Classification Review Form* a copy of the existing job description with your revisions marked.

○ If requesting a new position, complete a job questionnaire for the appropriate job category (from Human Resources) and return to the HR for preparation of a draft job description. Attach the draft to the *Job Classification Review Form*.

STEP 2: Submit the completed *Job Classification Review Form* and supporting documentation described above to HR.

STEP 3: The *Job Classification Review Form* and related documentation will be submitted with a presentation before the County Council.

STEP 4: The request will be assessed, including review of the organizational plan, probable funding impact, and alternative methods of performing the proposed job functions.

STEP 5: An assessment report will be prepared and submitted to the County Council.

STEP 6: The County Council will review and evaluate the new position/ added employee request, supporting documentation, and assessment report, and will submit a recommendation for approval/denial.

STEP 7: County Council shall review all pertinent information and shall make a final determination for approval/denial.

EXHIBIT A

Vigo County Drug Court

Case Manager

Position Description

Position: Vigo County Drug Court Case Manager

Employer: Vigo Superior Court Division 5 / Vigo County Drug Court

Work Schedule: Full Time

Reports To: Vigo Superior Court Div. 5 Judge/ Drug Court

Coordinator

- Incumbent serves as case manager for Vigo County Drug Court (VCDC) and will provide case management services for all VCDC participants, and will participate fully as a VCDC Team member.
- The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations (as defined in Vigo County personnel policies handbook) may be made to enable individuals with disabilities to perform the essential functions.
- To perform this position successfully an individual must be able to perform each essential duty satisfactorily

DUTIES AND RESPONSIBILITIES

- Conduct intake interviews with clients and gather all relevant treatment and demographics information.
- Administer IRAS and conduct assessments of participant risk and needs.
- Utilizes assessment results to develop an individual case management treatment plan for each participant.
- Monitor providers of out-patient substance abuse and mental health

treatment services, obtain reports and coordinate referrals for any necessary in-patient treatment based on needs and treatment assessments.

- Monitor participant program attendance/progress.
- Monitor participant case management plan compliance. Obtain treatment plans from service providers.
- Assist participants in obtaining necessary treatment/education services identified in their case management plan.
- Enter program participant's daily/weekly activity schedule, verify with calls and documentation compliance with, among other things, appointments, drug screens, and community projects.
- Perform drug screens per court policies and procedures to determine presence or absence of forbidden substances when necessary.
- Collect, review, document and report drug screening results.
- Manage caseload in an effective manner. Manage time and organize work demands appropriately.
- Serves as liaison between participants and service providers, including explaining program policies, answering questions, and resolving problems.
- Conduct participant intake, including completing required forms, explaining program rules and contract terms, and executing contracts. Monitor participant's compliance with program rules.
- Assist coordinator with participant orientation.
- Maintains current knowledge of applicable local, state, and federal rules/regulations, new developments, technology, and trends in the field of Adult Drug Courts, including attendance at training seminars and conferences.
- Minimum compliance with required twenty (20) hours of annual continuing education.
- Maintain current, accurate case files, document pertinent information from all contacts in the participant case management file, and maintain complete and up to date electronic case management data.

- Serves as liaison to participants and employers, including explaining program policies, answering questions, mediating conflicts, and resolving problems.
- Maintains face to face contact with participants as ordered by the court, documenting any and all type of contact in case management file.
- Continual evaluation of participants, recording all behavior changes and incidents as required for court reports. Frequently re-evaluate risk and needs and adjust case management plans accordingly.
- Participate in team meetings and court hearings providing updates, assessments and recommendations regarding case management plans for each participant.
- Maintain confidentiality of participant information/records according to federal, state, and local requirements.

JOB REQUIREMENTS

The following job requirements must be met and maintained during the period of employment as follows:

- Must be at least 21 years of age and must have a baccalaureate degree, related experience in court procedures, case management, community corrections, or social work is preferred.
- Working knowledge Adult Drug Court policies and procedures, legal requirements, and personnel policies and requirements for problem solving courts.
- Familiarization with Drug Court and Veteran Treatment Court principles.
- The case manager must undergo training in ODYSSEY case management software; and evidenced based practices for case management, including the Eight Principles of Effective Intervention. The case manager must demonstrate an understanding of these skills and principles and be able to effectively apply them in their daily interaction with participants.
- Write clearly, informatively, and concisely.

- Consistently be at work, on time, and ensure work responsibilities are covered when absent.
- As a result of the duties associated with this job, there is the potential of becoming exposed to blood pathogens and must receive the three shot Hepatitis B vaccinations, annual Tuberculosis and subsequent training. If the employee has previously received the three shot hepatitis B vaccination, official documentation must be provided to the coordinator within two weeks of hire date identifying when and who administered vaccine. Employee may NOT decline any vaccinations that are listed above.
- Must have the ability to adapt to change, apply those changes to his/her job immediately and effectively.
- Operate standard office equipment such as telephone, calculator, copier, fax machine, computer, printer, etc.
- Working knowledge of database software, spreadsheet software, and word processing software.
- Effectively communicate orally and in writing with a variety of individuals such as co-workers, other county departments, law enforcement personnel, attorneys, and the public.
- Show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Focus on solving conflicts, ability to actively listen to others without interruption, keeping emotions under control, and remaining open minded in often stressful situations. Be open to and accepting of cultural and generational differences and others' ideas. Be able to interpret and clarify information received from others who might not be able to communicate fully and as clearly.
- Actively and cooperatively participate in team meetings, giving and receiving feedback in a positive manner and maintaining passion, empathy and optimism.
- Effectively complete duties amidst frequent disruptions and interruptions.
- Possess and utilize good interpersonal skills and at all times treating all persons with respect, work with integrity, ethics, uphold court values, and professional courtesy.

- Maintain a good working relationship with staff, participants, and their families.
- Project a professional image appropriate for working in a professional office setting.
- Maintain confidentiality of all departmental records and/or information.
- Carry out instructions, guidelines, and directives according to court organizational chart in an accurate and timely manner.
- Possess valid Indiana driver's license and demonstrate a safe driving record. Provide proof to coordinator annually and must notify coordinator of suspensions or restrictions.
- Work evenings, weekends, etc when workload and/or deadlines required.
- Attend meetings/trainings as required.
- Ability to perform related duties as assigned by Judge or Coordinator.
- Work with potentially dangerous, violent, and/or abusive participants.
- Ability to de-escalate potentially volatile situations when necessary.
- Observe safety and security procedures. Determine appropriate action beyond guidelines and report unsafe conditions to Judge or Coordinator.
- Obtain required certifications/training within time specified, including first responder/CPR, response to resistance, verbal de-escalation, and disease control.
- Testify in court as needed.

Physical

The following job requirements must be met and maintained during their period of employment as follows:

- Ability to stand for prolonged periods of time
- Lift and move up to 25 pounds

Projected Salary for Additional Drug Court Staffing

FULL TIME	APROX. 25-30 ADDITIONAL PARTICIPANTS	
SALARY	ACCOUNT 10010	33,000
SOCIAL SECURITY	ACCOUNT 15210	2,524
PERF	ACCOUNT 15220	4,686
GROUP INSURANCE	ACCOUNT 15230	<u>5,931</u>
	TOTAL	46,141

Lakshmi "Lucky" Reddy • Judge
Vigo Superior Court • Division 2
Phone 812-462-3238



33 South Third Street
Terre Haute • Indiana • 47807
Fax 812-232-4650

December 7, 2017

Vigo County Council Members
Bill Thomas, President
121 Oak Street
Terre Haute, IN 47807

Dear Council Members,

We are respectfully requesting to be placed on the next available Council meeting agenda for Security Updates for the Community Corrections Building. We have attached quotes for renovation for security at the Community Corrections Building.

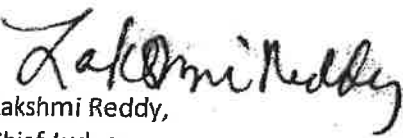
This request includes two quotes, one from Garmong Construction and one from Hanning Construction.

Funds are requested to be placed in the Commissioner's Budget for building renovations.

Community Corrections \$109,000

Please feel free to contact us if you have any further questions.

Sincerely,


Lakshmi Reddy,
Chief Judge



July 12, 2017

Re: Vigo County Community Corrections
Addition
Our Project No. 12028

Vigo County Community Corrections
Attn: Mr. Mike Schalburg
mike.schalburg@vigocounty.in.gov

Dear Mr. Schalburg

Hannig Construction Inc. is pleased to provide our proposal for the Community Corrections Addition for your consideration.

Proposal Pricing:

- We propose to complete the work detailed in this letter in the lump sum amount of \$108,887.00. Our proposal is inclusive of all labor, material, tools, supplies, services, and equipment necessary to complete the work and is based upon the following Scope of Work and Clarifications.

Scope of Work:

- Provide engineered/stamped drawings and submittal to state for approval.
- Remove concrete sidewalk between main entry door and offset in wall to the north.
- Remove concrete handicap ramp.
- Remove asphalt area for 22' x 15' addition.
- Excavate foundations.
- Pour concrete footing with rebar dowels.
- Lay masonry foundation wall with grouted rebar cores.
- Backfill foundation and prep for new concrete slab.
- Install perimeter foundation insulation.
- Place and finish 4" concrete floor slab.
- Pour and finish new concrete ramp to service existing entry and new entry at addition.
- Pour new concrete ramp for one (1) door on west side of addition.
- Lay 8" masonry walls for addition with durowall, grouted and rebar cores and bond beam to height of existing EIFS band. Masonry to match current exterior.
- Install steel beams and metal deck for roof system.
- Install EPDM roofing over tapered insulation tied into existing building with associated trims and a scupper/downspout.
- Install EIFS band on exterior of addition to match existing. (No overhang or canopy).
- Install one (1) new aluminum storefront door on south side with sidelites.
- Move one (1) existing aluminum storefront door to new west wall.
- Install Z furring, insulation, vapor barrier and gypsum board to three (3) new interior walls of addition. (East wall to be exposed existing masonry).
- Tape/finish and paint new gypsum board.

Hannig Construction Inc. • 815 Swan Street • Terre Haute, IN 47807
(812) 235-6218 • Fax (812) 235-1218 • www.hannigconstruction.com

Vigo County Community Corrections
Mr. Mike Schalburg
Addition
Our Project No. 12028
7/12/17

- Install new acoustical ceiling.
- Install new VCT flooring and base.
- Install one (1) PTAC unit with 15000 btu cooling and 5kw heat strip.
- Provide electrical disconnect & no longer in service three (3) exterior can lights and conduit and wire to a suitable location for extension to new/relocated devices
- Remove and reinstall ADA wireless Assistance push plate and plaque.
- Furnish and install all conduit, wiring, and fittings from existing electrical room via existing circuit breakers labeled as spare grounding of electrical as per NEC.
- Furnish and install four (4) 2x4 LED recessed ACT and one (1) Exit lighting fixtures, supports, and lighting controls [two (2) 3-ways and one (1) 4-way switch].
- Furnish labor and materials to complete branch conduit, wiring, and flexible connections for lighting, power devices, and mechanical equipment (PTAC - 208-230/1 - F/I BO).
- Furnish and install two (2) duplex receptacles and one (1) floor slab stub up for future security.

Clarifications:

- No door security or alarms. By owner.
- No metal detectors, baggage scanners or other security items.
- We require access to the work area at all times.
- All work will be completed during normal work hours Monday through Friday, 7:00am to 3:30pm.
- Our proposal is valid for a period of 30 days.
- Our terms of payment are Net, 30 days, no retainage.
- Indiana Sales tax is not included.
- We will provide our standard insurance coverage (certificate of insurance available upon request); we have not included costs associated with Builder's Risk Insurance or associated deductibles.
- We have not included costs to provide Performance and/or Payment Bonds.
- We have not included temporary utility consumption costs including electric, water, and gas. Both water and power to be made easily available at no cost.
- We do not include costs for unforeseen conditions.
- We do not include liquidated damages.
- We do not include costs associated with the repair/relocation of uncharted or incorrectly charted utilities.
- We do not include removal of unsuitable soils.

We appreciate the opportunity to provide this proposal and look forward to working with you should we be selected as your Contractor for this project. As you have questions or require any additional information, please do not hesitate to contact me at your earliest convenience.

Sincerely,



Steve Maher
Project Manager
HANNIG CONSTRUCTION INC.
ls



August 23, 2017

Mike Schalburg
Building Maintenance Supervisor
33 South 3rd. Street
Terre Haute, Indiana 47807

Re: New Entrances @ Juvenile Center & Community Corrections Center

Garmong Construction Services is pleased to present our proposal for new entrances to the Juvenile Center and Community Corrections Center in Terre Haute, Indiana. Our proposal is based on the scope of work provided and the site visit on August 2, 2017. Our proposal includes all labor, material, equipment and supplies required to complete the following scope of work:

Project #1 – Juvenile Center Entrance

1. Remove existing storefront and salvage doors
2. Remove existing interior set of double aluminum doors
3. Provide temporary barricade at openings
4. Remove handrail between columns at north end
5. Sawcut and remove portion of existing concrete island between columns to install new partition
6. Sawcut and remove concrete on east and west ends at new foundation edge
7. Sawcut and remove concrete at each door for handicap ramps
8. Remove concrete slab between east and west foundation
9. Excavate 30" deep x 24" wide trench foundation for north, east and west walls
10. Pour new concrete foundation with rebar and Styrofoam perimeter insulation
11. Prep for approx. 480 S.F. for new slab
12. Provide vapor barrier and mesh at slab
13. Place and finish concrete slab
14. Place and finish for two concrete handicap ramps
15. Provide new steel stud walls between existing columns
16. Install OSB sheathing, Tyvek building wrap and steel siding with trim at exterior walls
17. Provide (1) 3' x 7' hollow metal door, frame with window on west side of addition

C.H. Garmong and Son, Inc.
3050 Poplar Street
Terre Haute, Indiana 47803
Phone (812) 234-3714 Fax (812) 234-1403
www.garmong.net

18. Door hardware hinges, panic device, closer, threshold and weather stripping
19. Reinstall existing pair of aluminum storefront doors on east end with existing hardware
20. Install (4) aluminum framed windows
21. New partition to have batt insulation
22. Provide gypsum board at interior partitions, tape finish and paint
23. Install acoustical ceiling system
24. Install 12 x 12 VCT and vinyl base
25. Paint hollow metal door and frame
26. Provide (4) pipe bollards
27. Furnish and install four lay in light fixtures and one exit light and controls Allowance of \$2,690.00 included in proposal

All work above for the sum of: ----- \$83,132.00

Alternate # 1: To provide Panasonic 18,000 BTU mini split system including all wiring for the Juvenile Center add the sum of: ----- \$6,815.00

Total
\$89,947.00

Project #2 – Community Corrections Center Entrance

1. Provide engineered drawings and submittal to state for approval
2. Remove concrete sidewalk at entry
3. Remove handicap ramp
4. Remove asphalt area at new addition
5. Remove existing building lettering
6. Excavate for foundations
7. Pour concrete footings with rebar
8. Masonry foundation walls with reinforcing
9. Backfill foundation and prep for new slab
10. Perimeter insulation at foundation walls
11. Place and finish 4" concrete slab
12. Place and finish for new concrete ramp to service new and existing entrance
13. Place and finish for new concrete at west end
14. Provide masonry walls for addition with grout and rebar to a height of the existing EIFS band
15. Install cold formed metal framing and plywood deck for roof system
16. Install EPDM roof over tapered insulation tied into existing roof system, includes metal trim
17. Install EIFS band on exterior wall of new addition
18. Install one new aluminum storefront door on south side with side lights
19. Relocate one aluminum storefront door to the west side of addition
20. Install metal furring, insulation, vapor barrier and gypsum board to inside of new partitions

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21. Tape, finish and paint
22. Install acoustical ceiling system
23. Provide new VCT flooring and base
24. Install one PTAC unit with cooling and heat strip
25. Provide electrical systems
26. Remove and reinstall ADA wireless assistance push plate
27. Furnish and install all conduit, wiring and fittings
28. Furnish and install four 2 x 4 LED recessed lights and one exit light fixture and controls
29. Furnish labor and materials to complete branch conduit, wiring and flexible connections for lighting, power devices and mechanical equipment
30. Furnish two duplex receptacles and one floor slab stub up
31. Provide four pipe bollards

All work above for the sum of: ----- \$112,002.00

Clarifications/Assumptions:

We have the following clarifications and/or assumptions to our proposal:

1. Any work associated for owner furnished items has not been included at this time
2. Indiana sales tax is excluded
3. Building permits by others
4. Testing and inspections by others
5. No performance bond or builders risk insurance
6. Security Systems / Data / Telecom by owner
7. Excludes replacement of existing building lettering
8. Excludes anything not mentioned above

Please feel free to call me with any questions or concerns regarding this proposal.

Sincerely;



Tim Twitchell
Senior Estimator

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