



*Meeting
of the
Vigo County Council
February 10, 2015*

VIGO COUNTY COUNCIL
FEBRUARY 10, 2015
5:00 P.M.

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VIGO COUNTY COUNCIL
Agenda
Tuesday February 10, 2015 at 5:00 P.M.
Council Chambers, Vigo County Annex

1. Pledge of Allegiance
2. Calling of the roll
3. Corrections to the journal of the preceding meeting, if needed
 - ✓ November 18, 2014
 - ✓ January 6, 2015
4. Public comment
5. Communications from elected officials of the County
6. Communications from other officials or agencies
7. Reports from standing committees
8. Reports from select committees
9. Ordinances relating to appropriations
 - a. Personnel Committee
 - i. Salary Ordinance 2015-01
 - ii. Additional Appropriation 2015-01
 - b. Annual Budget Committee
 - i. Additional Appropriation 2015-02
 - ii. Additional Appropriation 2015-03
 - iii. Additional Appropriation 2015-04
 - iv. Additional Appropriation 2015-05
 - v. Additional Appropriation 2015-06
 - vi. Vigo County 2015 Salary Ordinance
 - vii. Additional Appropriation 2015-07
 - c. Budget Adjustment Committee
 - i. Additional Appropriation 2015-08
 - ii. Additional Appropriation 2015-09
 - iii. Additional Appropriation 2015-10
 - iv. Additional Appropriation 2015-11
 - v. Additional Appropriation 2015-12
 - vi. Additional Appropriation 2015-13
 - vii. Salary Ordinance 2015-02
 - viii. Resolution 2015-01
10. Honorary resolutions
11. Resolutions relating to fiscal policies of the Council
12. First reading by summary reference of proposed ordinances and resolutions
13. Appointments
14. 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 5:00 pm on February 10, 2015 to consider the following appropriations in excess of the budget of the current year.

COUNTY GENERAL

BUILDING MAINTENANCE

Payroll	\$31,200
FICA	\$2,387
PERF	\$171
Contractual Services - Other	\$16,800

ADULT PROTECTIVE SERVICES

Legal Services	\$2,630
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COMMUNICATIONS/DISPATCH

Payroll	\$901
FICA	\$69
PERF	\$128

INFORMATION SERVICES

Payroll	\$768
FICA	\$59
PERF	\$110

COURTS

Payroll	\$1,200
FICA	\$92
PERF	\$171

HARRISON TOWNSHIP ASSESSOR

Payroll	\$2,959
FICA	\$227
PERF	\$3,261
Group Insurance	\$11,930

TOTAL COUNTY GENERAL

\$75,063

DTF SEIZED ASSETS

Law Enforcement Grant	\$8,337
Contractual Services	\$7,051

TOTAL DTF SEIZED ASSETS

\$15,388

LOCAL HEALTH DEPT TRUST

Payroll	\$7,800
FICA	\$800
Contractual Services	\$35,000
Education, Counseling & Training	\$1,914
Professional Services	\$17,609

TOTAL LHD TRUST

\$63,123

93.268 HEALTH IMMUNIZATION GRANT

Payroll	\$40,000
FICA	\$6,121
Office Supplies	\$800
Nursing Supplies	\$3,000
Professional Services	\$15,400
Service Agreements	\$3,456
Equipment - New	\$26,507

TOTAL HLTH IMMUNIZATION GRANT

\$95,284

HIGHWAY

HIGHWAY I

Payroll	\$1,560
FICA	\$120
PERF	\$222

TOTAL HIGHWAY

\$1,902

PARKS & RECREATION

Unemployment

\$10,000

TOTAL PARKS & RECREATION

\$10,000

TIMOTHY M. SEPRODI
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday January 30, 2015
TRIBUNE-STAR

SALARY ORDINANCE 2015-01

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, 2015, 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 General Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>HARRISON TOWNSHIP ASSESSOR</u>		
Deputy	Grade 7	
<i>Approved on this 10th day of February 2015.</i>		

<u>AYE</u>		<u>NAY</u>
_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-01

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 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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>HARRISON TOWNSHIP ASSESSOR</u>		
10010 Payroll	\$2,959	
15210 FICA	\$227	
15220 PERF	\$3,261	
15230 Autopsy Fee	\$11,930	
TOTAL COUNTY GENERAL FUND	\$18,377	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-02

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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>COMMUNICATIONS DISPATCH</u>		
10010 Payroll	\$901	
15210 FICA	\$69	
15220 PERF	\$128	
TOTAL COUNTY GENERAL FUND	\$1,098	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-03

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 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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>INFORMATION SERVICES</u>		
10010 Payroll	\$768	
15210 FICA	\$59	
15220 PERF	\$110	
TOTAL COUNTY GENERAL FUND	\$937	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-04

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 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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>COURTS</u>		
10010 Payroll	\$1,200	
15210 FICA	\$92	
15220 PERF	\$171	
TOTAL COUNTY GENERAL FUND	\$1,463	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-05

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 Highway 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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>HIGHWAY</u>		
<u>HIGHWAY I</u>		
10010 Payroll	\$1,560	
15210 FICA	\$120	
15220 PERF	\$222	
TOTAL COUNTY HIGHWAY FUND	\$1,902	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-06

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 Parks & Recreation 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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>PARKS & RECREATION</u>		
15240 Unemployment	\$10,000	
TOTAL PARKS AND RECREATION FUND	\$10,000	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

VIGO COUNTY 2015 SALARY ORDINANCE

Whereas, the Indiana Legislature adopted I.C. 36-2-3 et. seq. which establishes the Vigo County Council as the fiscal body of Vigo County; and

Whereas, I. C. 36-2-5-3 grants the Vigo County Council the power to:

- (1) fix the compensation of officers, deputies and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract for persons to assist in the development of schedules of compensation; and

Whereas, Vigo County Code 1-8-5 also acknowledges this power of the Vigo County Council to set salaries of the officers, deputies, and other employees of Vigo County; and

Whereas, in an attempt by the Vigo County Council to establish position descriptions and recognize that certain positions require more skill and employees should be compensated commensurate with their responsibilities; and

Whereas, longevity should also be recognized as part of a fair and equitable compensation plan;

Now therefore, be it ordained and enacted by the Vigo County Council:

1. Full-time employees in 2015 who are not covered by the 2014 grade and step salary schedule shall receive a compensation increase of 1.5 percent per bi-weekly pay period over 2014.
2. Full-time employees in 2015 employed as attorneys in the office of the Public Defender in 2014 will be compensated under the Vigo County Public Defender Plan. The Public Defender (Full-time) shall receive a compensation increase of 1.5 percent per bi-weekly pay period over 2014. The Public Defender (.800) shall be compensated at a rate of 80 percent of the Public Defender (Full-time), the Public Defender (.600) shall be compensated at a rate of 60 percent of the Public Defender (Full-time), and the Public Defender (Part-time) shall be compensated at a rate of 40 percent of the Public Defender (Full-time).
3. The nursing staff (3) of the Vigo County Health Department will each be classified as Staff Nurse and be compensated at a rate of \$1,535.50 per bi-weekly pay period.
4. Employees in positions in 2014 who were subject to the 2014 grade and step schedule shall receive a compensation computed thusly:
 - A. First, each employee remaining subject to the compensation schedule receives an additional longevity step over his or her step for the previous year.

- B. Second, determine the grade of the employee position and the step as determined above, and refer to the attached schedule to find the compensation for the employee for the purpose of budget submissions for the calendar year of 2015.
 - C. Employees with a break in service with the County will receive credit for previous service with the County for the purpose of computation of longevity as it relates to the salary, if the time the employee was not employed by the County is less than half the time employed prior to the break in service.
5. A copy of the 2015 Council Approved Salary Schedule is attached as Exhibit A.
 6. This ordinance does not apply to employees who are covered by collective bargaining agreement, sworn deputies of the Vigo County Sheriff's Department, persons whose compensation is governed by statute and part-time employees and Elected Officials.
 7. That a workweek is hereby defined as thirty-five (35) hours. Overtime shall be paid at a rate of straight time for the first five (5) hours in each week and one and one-half (1 ½) times an employee's regular hourly wage for hours worked over 40 hours in each week.
 8. That probation officers shall be paid pursuant to the 2015 Minimum Salary Probation Officers (a copy of which is attached as Exhibit B) or shall receive a 15% increase in their yearly salary, whichever is less.
 9. Employees of the Vigo County Highway Department are eligible for classification pay at a rate of \$0.71 per hour at the discretion of the Vigo County Commissioners. The number of employees receiving classification pay must not exceed 28 at any point in time.
 10. Temporary employees, part time employees, and extra help shall be paid at a rate of \$10.00 per hour unless otherwise approved. Hours worked by temporary and/or part time employees shall not exceed 29 hours per defined work week.
 11. Deputy County Assessors and Deputy Township Assessors that have achieved Level 2 certification shall receive \$500.00 annually in addition to the base salary.
 12. New positions authorized for 2015 and the grade classifications are included on Exhibit C.
 13. New positions authorized for 2015 and the authorized salaries for non-graded positions are included on Exhibit D.

14. Positions deleted for 2015 are included in Exhibit E.
15. The salaries of the Chief Deputies of the Auditor, Treasurer, Clerk, County Assessor, Recorder, and Surveyor will be set at the greater of either 80 percent of the salary of the elected official of the office or at the rate of the approved grade of the position and the current step of the employee.
16. The compensation amounts are listed as either an annual or bi-weekly amounts and the calculation of the bi-weekly or hourly compensation rates may result in a slight variation and will not be adjusted at the year end.
17. The Property Tax Appeals Board Members are to be compensated based on a daily rate. Meetings lasting four (4) hours or less are to be compensated at one half (1/2) of the daily rate. Meetings lasting more than four (4) hours are to be compensated at the daily rate.
18. All Vigo County employees who are required to work in a public safety emergency as determined by the Vigo County Commissioners and/or their designee(s), outside the employee's scheduled shift shall be compensated at one and one half time of the employee's rate of pay for performance of their duties in the emergency, without regard to the total number of hours worked during that pay period. The specific emergency, authorizing signature and duration of the emergency must be included in documentation submitted to the Auditor's office with the employee's timesheet and shall be paid out in the period for which the emergency compensation was earned.
19. Full-time employees in PERF covered positions determined ineligible for PERF per state statute shall receive a stipend equal to the defined employee contribution rate to be paid out in each pay period.
20. Custodial positions, Grade 6, in the Building Maintenance Department that are vacated in 2015 will be replaced with a Maintenance position, Grade 7.
21. A Dispatcher shall receive longevity pay annually commencing at the beginning of his/her 4th year in the amount of \$150. For each subsequent year of service, they shall receive longevity pay up to the maximum of \$1,500. (as amended 2/10/15)

EXHIBIT A

VIGO COUNTY GOVERNMENT
2015 Salary Schedule

	STEP													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
6	941.08	957.69	974.31	987.19	1000.08	1016.62	1033.12	1049.69	1066.39	1083.00	1099.54	1116.42	1133.35	1150.85
7	998.19	1015.85	1033.54	1049.27	1065.04	1082.65	1100.27	1118.00	1135.65	1153.35	1171.00	1189.04	1207.00	1225.65
8	1058.61	1077.58	1096.39	1115.27	1134.08	1152.92	1171.77	1190.69	1209.42	1228.31	1247.19	1266.35	1285.50	1305.35
9	1123.08	1143.08	1163.04	1183.08	1203.08	1223.12	1243.15	1263.19	1283.19	1303.31	1323.42	1343.77	1364.04	1385.15
10	1187.39	1208.54	1229.73	1250.89	1272.12	1293.35	1314.50	1335.81	1357.00	1378.31	1399.50	1420.96	1442.42	1464.69
11	1251.62	1274.08	1296.46	1318.85	1341.19	1363.65	1386.04	1408.50	1430.89	1453.27	1475.69	1498.35	1520.96	1544.46
12	1315.92	1339.50	1363.04	1386.62	1410.15	1433.77	1457.31	1480.96	1504.54	1528.23	1551.96	1575.73	1599.58	1624.27
13	1380.27	1405.00	1429.73	1454.46	1479.31	1504.04	1528.85	1553.62	1578.42	1603.27	1628.08	1653.15	1678.12	1703.96
14	1444.54	1470.50	1496.46	1522.42	1548.39	1574.39	1600.31	1626.31	1652.31	1678.31	1704.31	1730.46	1756.65	1783.73
15	1508.81	1535.85	1563.00	1590.12	1620.15	1644.39	1671.58	1698.73	1725.92	1753.19	1780.39	1807.65	1835.00	1863.31
16	1573.12	1601.39	1629.73	1658.08	1686.42	1714.73	1743.04	1771.42	1799.81	1828.23	1856.62	1885.12	1913.54	1943.08
17	1637.42	1666.92	1696.42	1725.92	1755.46	1785.04	1814.62	1844.15	1873.65	1903.23	1932.81	1962.39	1992.08	2022.77
18	1701.65	1732.35	1762.96	1793.73	1824.46	1855.19	1885.81	1916.54	1947.35	1978.12	2008.92	2039.81	2070.62	2102.58
19	1765.92	1797.81	1829.69	1861.58	1893.46	1925.39	1957.31	1989.23	2021.15	2053.15	2085.08	2117.04	2149.00	2182.15
20	1830.23	1863.31	1896.39	1929.46	1962.54	1995.65	2028.73	2061.92	2095.04	2128.19	2161.31	2194.50	2227.62	2261.96
21	1894.62	1928.85	1963.08	1997.27	2031.54	2065.89	2100.19	2134.42	2168.73	2203.31	2237.96	2272.35	2306.65	2342.27
22	1958.85	1994.27	2029.73	2065.19	2100.62	2136.15	2171.58	2207.15	2242.58	2278.08	2313.69	2349.19	2384.62	2421.39
23	2023.15	2059.77	2096.42	2133.08	2169.77	2206.39	2243.08	2279.81	2316.50	2353.15	2389.85	2426.54	2463.19	2501.19
24	2087.46	2125.23	2163.00	2200.89	2238.69	2276.54	2314.35	2352.31	2390.15	2428.12	2465.92	2503.85	2541.62	2580.77
25	2151.65	2190.65	2229.62	2268.65	2307.69	2346.77	2385.77	2424.89	2463.96	2503.08	2542.15	2581.15	2620.19	2660.62

EXHIBIT A

VIGO COUNTY GOVERNMENT
2015 Salary Schedule

	STEP																													
	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42		
6	1168.31	1186.39	1204.50	1223.27	1242.00	1261.08	1273.69	1286.31	1298.89	1311.50	1324.12	1336.69	1349.31	1361.95	1374.58	1387.23	1399.85	1412.48	1425.11	1437.74	1450.38	1463.02	1475.67	1488.32	1500.97	1513.62	1526.27	1538.92	1551.57	1564.22
7	1244.19	1263.46	1282.77	1302.69	1322.65	1343.04	1356.46	1369.92	1383.35	1396.77	1410.15	1423.58	1437.04	1450.46	1463.92	1477.39	1490.85	1504.32	1517.79	1531.25	1544.72	1558.19	1571.66	1585.13	1598.60	1612.07	1625.54	1639.01	1652.48	1665.95
8	1325.15	1345.65	1366.23	1387.42	1408.77	1430.31	1444.62	1458.92	1473.19	1487.54	1501.85	1516.12	1530.42	1544.73	1559.04	1573.35	1587.66	1601.97	1616.28	1630.59	1644.90	1659.21	1673.52	1687.83	1702.14	1716.45	1730.76	1745.07	1759.38	1773.69
9	1406.12	1427.96	1449.73	1472.27	1494.81	1517.73	1532.89	1548.08	1563.27	1578.42	1593.62	1608.77	1623.96	1639.12	1654.29	1669.46	1684.63	1699.80	1714.97	1730.14	1745.31	1760.48	1775.65	1790.82	1805.99	1821.16	1836.33	1851.50	1866.67	1881.84
10	1486.92	1510.00	1533.04	1556.81	1580.69	1604.96	1621.00	1637.04	1653.12	1669.15	1685.19	1701.23	1717.31	1733.35	1749.40	1765.45	1781.50	1797.55	1813.60	1829.65	1845.70	1861.75	1877.80	1893.85	1909.90	1925.95	1941.99	1958.04	1974.09	1990.14
11	1567.89	1592.15	1616.42	1641.62	1666.69	1692.35	1709.23	1726.15	1743.08	1760.00	1776.92	1793.85	1810.77	1827.73	1844.69	1861.65	1878.61	1895.57	1912.53	1929.49	1946.45	1963.41	1980.37	1997.33	2014.29	2031.25	2048.21	2065.17	2082.13	2099.09
12	1648.92	1674.46	1700.04	1726.46	1752.89	1779.73	1797.58	1815.31	1833.12	1850.89	1868.69	1886.50	1904.31	1922.12	1940.00	1957.89	1975.79	1993.69	2011.59	2029.49	2047.39	2065.29	2083.19	2101.09	2118.99	2136.89	2154.79	2172.69	2190.59	2208.49
13	1729.81	1756.62	1783.42	1811.12	1838.92	1867.12	1885.77	1904.46	1923.08	1941.77	1960.46	1979.12	1997.77	2016.46	2035.11	2053.76	2072.41	2091.06	2109.71	2128.36	2147.01	2165.66	2184.31	2202.96	2221.61	2240.26	2258.91	2277.56	2296.21	2314.86
14	1810.81	1838.85	1866.89	1895.92	1924.96	1954.46	1974.00	1993.58	2013.12	2032.62	2052.19	2071.73	2091.27	2110.81	2130.35	2149.89	2169.43	2188.97	2208.51	2228.05	2247.59	2267.13	2286.67	2306.21	2325.75	2345.29	2364.83	2384.37	2403.91	2423.45
15	1891.62	1920.89	1950.15	1980.54	2010.92	2041.77	2062.19	2082.62	2102.96	2123.42	2143.85	2164.27	2184.65	2205.12	2225.59	2246.06	2266.53	2287.00	2307.47	2327.94	2348.41	2368.88	2389.35	2409.82	2430.29	2450.76	2471.23	2491.70	2512.17	2532.64
16	1972.62	2003.15	2033.73	2065.31	2096.92	2129.08	2150.39	2171.69	2192.96	2214.23	2235.54	2256.81	2278.08	2299.42	2320.75	2342.08	2363.41	2384.74	2406.07	2427.40	2448.73	2470.06	2491.39	2512.72	2534.05	2555.38	2576.71	2598.04	2619.37	2640.70
17	2053.50	2085.35	2117.12	2150.04	2183.00	2216.46	2238.62	2260.77	2282.92	2305.08	2327.27	2349.42	2371.52	2393.77	2415.92	2438.07	2460.22	2482.37	2504.52	2526.67	2548.82	2570.97	2593.12	2615.27	2637.42	2659.57	2681.72	2703.87	2726.02	2748.17
18	2134.46	2167.54	2200.69	2234.85	2269.12	2303.92	2326.92	2349.96	2373.04	2396.04	2419.12	2442.12	2465.19	2488.23	2511.27	2534.31	2557.35	2580.39	2603.43	2626.47	2649.51	2672.55	2695.59	2718.63	2741.67	2764.71	2787.75	2810.79	2833.83	2856.87
19	2215.31	2249.58	2283.92	2319.42	2354.96	2391.08	2414.96	2438.89	2462.77	2486.69	2510.58	2534.50	2558.42	2582.35	2606.27	2630.19	2654.11	2678.03	2701.95	2725.87	2749.79	2773.71	2797.63	2821.55	2845.47	2869.39	2893.31	2917.23	2941.15	2965.07
20	2296.35	2331.89	2367.42	2404.27	2441.12	2478.54	2503.35	2528.12	2552.92	2577.69	2602.46	2627.27	2652.04	2676.85	2701.66	2726.47	2751.28	2776.09	2800.90	2825.71	2850.52	2875.33	2900.14	2924.95	2949.76	2974.57	2999.38	3024.19	3049.00	3073.81
21	2377.81	2414.65	2451.46	2489.58	2527.73	2566.46	2592.15	2617.81	2643.50	2669.12	2694.81	2720.46	2746.12	2771.81	2797.50	2823.19	2848.88	2874.57	2900.26	2925.95	2951.64	2977.33	3003.02	3028.71	3054.40	3080.09	3105.78	3131.47	3157.16	3182.85
22	2458.19	2495.27	2534.31	2573.81	2613.19	2653.23	2679.81	2706.31	2732.85	2759.39	2785.89	2812.46	2839.00	2865.50	2892.04	2918.58	2945.12	2971.66	2998.20	3024.74	3051.28	3077.82	3104.36	3130.90	3157.44	3183.98	3210.52	3237.06	3263.60	3290.14
23	2539.15	2578.50	2617.81	2658.50	2699.23	2740.65	2782.04	2795.42	2822.85	2850.27	2877.65	2905.04	2932.46	2959.85	2987.27	3014.69	3042.11	3069.53	3096.95	3124.37	3151.79	3179.21	3206.63	3234.05	3261.47	3288.89	3316.31	3343.73	3371.15	3398.57
24	2620.00	2660.62	2701.12	2743.15	2785.19	2827.92	2856.15	2884.46	2912.73	2941.04	2969.27	2997.58	3025.85	3054.12	3082.40	3110.67	3138.94	3167.21	3195.48	3223.75	3252.02	3280.29	3308.56	3336.83	3365.10	3393.37	3421.64	3449.91	3478.18	3506.45
25	2700.96	2742.85	2784.65	2828.00	2871.27	2915.23	2944.42	2973.54	3002.69	3031.89	3061.04	3090.15	3119.35	3148.50	3177.65	3206.80	3235.95	3265.10	3294.25	3323.40	3352.55	3381.70	3410.85	3440.00	3469.15	3498.30	3527.45	3556.60	3585.75	3614.90

EXHIBIT A

VIGO COUNTY GOVERNMENT
2015 Salary Schedule

	STEP											
	29	30	31	32	33	34	35	36	37	38	39	40
6	1374.58	1387.15	1401.08	1415.04	1429.19	1443.50	1457.89	1472.54	1487.23	1502.12	1517.15	1532.27
7	1463.89	1477.35	1492.12	1507.00	1522.12	1537.31	1552.69	1568.23	1583.89	1599.73	1615.69	1631.89
8	1559.04	1573.35	1589.06	1604.96	1621.00	1637.19	1653.58	1670.15	1686.81	1703.73	1720.73	1737.92
9	1654.35	1669.50	1686.19	1703.00	1720.08	1737.27	1754.65	1772.19	1789.92	1807.81	1825.89	1844.15
10	1749.39	1765.42	1783.12	1800.96	1818.92	1837.12	1855.50	1874.04	1892.77	1911.73	1930.85	1950.15
11	1844.62	1861.54	1880.19	1898.96	1917.96	1937.15	1956.50	1976.12	1995.85	2015.81	2035.92	2056.31
12	1939.89	1957.69	1977.27	1997.04	2017.00	2037.19	2057.58	2078.15	2098.92	2119.92	2141.08	2162.54
13	2035.15	2053.85	2074.35	2095.08	2116.08	2137.19	2158.58	2180.15	2202.00	2224.00	2246.19	2268.65
14	2130.39	2149.92	2171.39	2193.15	2215.08	2237.23	2259.62	2282.15	2304.96	2328.04	2351.31	2374.81
15	2225.50	2245.92	2268.39	2291.12	2314.00	2337.12	2360.50	2384.12	2407.96	2432.00	2456.31	2480.92
16	2320.69	2341.96	2365.39	2389.08	2412.96	2437.08	2461.46	2486.08	2510.92	2536.04	2561.39	2587.00
17	2415.92	2438.12	2462.46	2487.12	2511.96	2537.08	2562.46	2588.08	2613.96	2640.12	2666.46	2693.15
18	2511.23	2534.27	2559.62	2585.23	2611.04	2637.19	2663.58	2690.23	2717.08	2744.27	2771.73	2799.46
19	2606.23	2630.15	2656.46	2683.04	2709.85	2736.96	2764.35	2791.96	2819.92	2848.08	2876.58	2905.35
20	2701.58	2726.42	2753.69	2781.19	2809.04	2837.08	2865.50	2894.12	2923.04	2952.31	2981.85	3011.65
21	2797.42	2823.15	2851.35	2879.85	2908.65	2937.77	2967.12	2996.81	3026.73	3057.00	3087.62	3118.50
22	2892.04	2918.54	2947.77	2977.19	3007.00	3037.08	3067.46	3098.12	3129.12	3160.39	3192.00	3223.92
23	2987.27	3014.69	3044.85	3075.27	3106.04	3137.12	3168.46	3200.12	3232.12	3264.46	3297.12	3330.08
24	3082.39	3110.69	3141.81	3173.19	3204.92	3236.96	3269.39	3302.04	3335.08	3368.42	3402.12	3436.12
25	3177.62	3206.81	3238.89	3271.23	3303.96	3337.00	3370.39	3404.04	3438.12	3472.50	3507.23	3542.27

G R A D E

EXHIBIT B

2015 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

Probation Officer		Number of Probation Officers in the Probation Department				
		1-3	4-8	9-15	16+	
Years of Experience	Minimum Annual Salary					
0	\$ 31,456	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$ 33,860					
2	\$ 37,667					
3	\$ 42,098	Assistant Chief Probation Officer*		\$5,000	\$10,000	
4-9*	\$ 43,470					
10-14*	\$ 47,817					
15-19*	\$ 52,599	Supervisor Probation Officer*			\$5,000	
20 +*	\$ 57,857					

NOTE: The amounts for supervisory roles are in addition to the minimum salary based on years of experience.

*Probation officers having a master's or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their base salary each year. For example, the minimum salary for a probation officer with 5 years of experience in 2015 would be \$43,470. If that officer had a master's degree, then the minimum salary would be \$45,644 in 2015.

- ◆ As used in this schedule, salary means the gross salary paid to a probation officer and does not include the employer's contributions to PERF/retirement program, disability, medical or other insurance programs, or deferred compensation.
- ◆ In the years following the implementation of the schedule, the Indiana Judicial Center will provide each chief probation officer with a revised Minimum Salary Schedule based on the pay increase awarded to state judicial employees. This schedule will be provided in time to prepare the next year's budget. The salaries for all probation officers shall be adjusted to meet the schedule provided each year.
- ◆ The salary schedule was effective beginning January 1, 2004 for full time probation officers. Part-time probation officers shall be paid according to the schedule on a pro rata basis. In each year following the implementation of the 2004 schedule, the revised schedules are effective January 1. Years of service are determined according to I.C. 5-10.3-7-2 for part-time probation officers.
- ◆ Departments shall not reduce the salaries of probation officers who are paid above the minimum salary schedule.
- ◆ Departments that do not comply with the Minimum Salary Schedule will not be permitted to send new probation officers to orientation. The probation officer's supervising judge must affirm compliance with the minimum salary schedule for purposes of orientation.

EXHIBIT B

DIRECTIONS FOR IMPLEMENTING THE SCHEDULE:

1. This minimum salary schedule is based upon years of experience. Therefore, as a probation officer's experience increases his or her salary shall increase on the anniversary date of employment. For example, if a probation officer begins working on May 15, then on May 15 of the following year, his/her salary shall increase to the next level. In other words, the anniversary date of that person being hired is the date that his/her salary shall increase from one level to the next. For example, when a person has ten (10) years of experience that person moves to the 10-14 years of experience level.
2. Minimum salaries for Chief Probation Officers, Assistant Chief Probation Officers, and Supervisors are calculated based on their years of experience plus the amount listed for their administrative role. For example, the minimum salary of a Chief Probation officer with 5 years experience in a department with 4-8 officers would equal \$50,970 in 2015.
3. In those counties having only one probation officer the minimum salary of that probation officer shall be calculated based on their years of experience plus the amount listed for Chief Probation Officer in a department of 1-3 probation officers.
4. The term "Probation Officer" also includes "Chief Probation Officer", "Assistant Chief Probation Officer" and "Supervisor Probation Officer". These terms shall be as defined in the Indiana Probation Standards and consistent with Indiana Code § 11-13-1-3.
5. Salaries for experienced probation officers and/or officers having extensive training, or special skills which will be utilized in their duties or responsibilities as a probation officer should be greater than the minimum salaries provided in the schedule.
6. Service as a court appointed probation officer in Indiana shall be counted for purposes of the minimum salary schedule.
7. There shall be a Chief Probation Officer in each probation department. In addition, there may be an Assistant Chief Probation Officer in those probation departments having a total of nine probation officers or more. In addition, there may be a Supervisor Probation Officer for each eight probation officers in the probation departments having sixteen or more probation officers.
8. Salary increases necessary to implement this salary schedule need not exceed 15% of the previous year's salary of the probation officer. However, salary increases shall not be less than 15% until the salary for that probation officer position is in compliance with the salary schedule.

Adopted September 10, 2002

EXHIBIT C

Parks

Maintenance Specialist

Grade 9

EXHIBIT D

Parks

Communication Specialist

\$10.00/hr

EXHIBIT E

Infraction Deferral
Legal Secretary Supplement (1)

ADDITIONAL APPROPRIATION ORDINANCE 2015-07

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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>BUILDING MAINTENANCE</u>		
10010 Payroll	\$30,000	
15210 FICA	\$2,295	
TOTAL COUNTY GENERAL FUND	\$32,295	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-08

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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>BUILDING MAINTENANCE</u>		
10010 Payroll	\$1,200	
15210 FICA	\$92	
15220 PERF	\$171	
TOTAL COUNTY GENERAL FUND	\$1,463	

Approved on this 10th day of February 2015.

AYE

NAY

	Mark Bird	
	Tim P. Curley	
	Kathy Miller	
	Mike Morris	
	Ed Ping	
	Bill Thomas	

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-09

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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>BUILDING MAINTENANCE</u>		
Contractual Services - Other	\$16,800	
TOTAL COUNTY GENERAL FUND	\$16,800	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Sprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-10

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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>ADULT PROTECTIVE SERVICES</u>		
30700 Legal Services	\$2,630	
TOTAL COUNTY GENERAL FUND	\$2,630	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Sprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-11

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 DTF Seized Assets 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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>DTF SEIZED ASSETS</u>		
31400 Law Enforcement Grant	\$8,337	
30700 Legal Services	\$7,051	
TOTAL DTF SEIZED ASSETS FUND	\$15,388	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Sprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-12

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 Local Health Dept Trust 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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>LOCAL HEALTH DEPT TRUST</u>		
10010 Payroll	\$7,800	
15210 FICA	\$800	
33300 Contractual Services	\$35,000	
37650 Edu, Counseling & Training	\$1,914	
37850 Professional Services	\$17,609	
TOTAL LOCAL HEALTH DEPT TRUST FUND	\$63,123	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2015-13

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 93.268 Health Immunization Grant 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>REQUESTED</u>	<u>APPROPRIATED</u>
<u>93.268 HEALTH IMMUNIZATION GRANT</u>			
10010	Payroll	\$40,000	
15210	FICA	\$6,121	
21000	Office Supplies	\$800	
22000	Nursing Supplies	\$3,000	
37850	Professional Services	\$15,400	
39200	Service Agreements	\$3,456	
44510	Equipment - New	\$26,507	
TOTAL 93.268 HEALTH IMMUNIZATION GRANT FUND		\$95,284	

Approved on this 10th day of February 2015.

AYE

NAY

_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2015-02

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, 2015, 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 93.268 Health Immunization Grant Fund the following:

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>93.268 HEALTH IMMUNIZATION GRANT</u>		
Part-time Nurse	\$21.93/hour	
Part-time Help	\$10/hour	

Approved on this 10th day of February 2015.

<u>AYE</u>		<u>NAY</u>
_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

Budget Adjustment

RESOLUTION 2015-01
Vigo County Council

WHEREAS, the price of fuel has been particularly volatile in recent months; and

WHEREAS, the unused and unencumbered balance of an appropriation for fuel in a department's budget (account number 24400, Gasoline) reverts, at the end of the year, to the operating balance of funds of the County; and

WHEREAS, it is important that savings in regard to gasoline in a particular year be available for appropriation in a subsequent year,

NOW, THEREFORE, BE IT RESOLVED, by the County Council of Vigo County, Indiana, that:

SEC. 1. No transfer of money appropriated for gasoline within the budget of a department shall be made within the budget of that department without the prior approval by resolution of the Vigo County Council.

SEC. 2. No department or person shall make request of such transfer except by process of a resolution for approval by the Vigo County Council.

SEC. 3. The Auditor of Vigo County shall deny such request for transfer unless approved by resolution of the Vigo County Council.

Presented to the Vigo County Council, read in full and adopted as written this 10th day of February 2015.

<u>AYE</u>		<u>NAY</u>
_____	Mark Bird	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____
_____	Bill Thomas	_____

Rick Burger, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

FILED
DEC 30 2014



Don Pruet
Assessor - OTGR

Don Pruet
Harrison Township
Assessor Level III

Dear Mr. Seprodi

Starting July 1st 2014 the state began the process of a cyclical reassessment. The basic premise of cyclical reassessment is to apportion reassessment activities, including the inspection and updating of parcels and parcel characteristics in an assessment jurisdiction, over a four year period instead of the familiar twenty-month timeframe. This will allow reassessment work and expenses to be spread more consistently and predictably over a longer period of time , facilitating better assessment practices.

After completing the first twenty-five percent of the cyclical reassessment I believe that a fulltime person is needed to supervise, plan and inspect the work as it is completed daily .This person would organize and cross reference each packet with maps of each section that is in the twenty-five percent for that year. They will be responsible for correspondence to property owners where the field agent could not make entry due to a locked gates, privacy fencing , dogs etc. Also setting appointments to visit commercial ,industrial and professional office buildings that would need to know prior to our visit. They would proof read changes that are made, to make sure any and all are clear and understandable so data entry can be made without confusion. They will track and keep daily mileage reports that are turned in monthly .They will be responsible for getting the next section in the sequence ready and in packets, have a weekly and monthly count ready for the state reports, while tracking each packets progress and whereabouts.

All this while continually working on their own property inspections for changes brought about by new construction, new parcels, remodeling , demolition and destruction.

I believe one person working five days a week as a supervising cyclical reassessment field agent would be beneficial, rather than three different part-time people working different days and not being able to commute on a daily bases.

As the Harrison township assessor I would like to formally request a fulltime position for the cyclical reassessment

Respectfully Donald E Pruet

167 Oak Street
Terre Haute, IN.47807
(812) 462-3271
(812) 462-3273 fax
Don. Pruet@VigoCounty.IN.GOV



Vigo County Auditor
VIGO COUNTY ANNEX
131 OAK STREET
TERRE HAUTE, INDIANA 47807
(812) 462-3361 FAX: (812) 231-0091

To: Vigo County Council
From: Vigo County Auditor
Re: Technical Corrections for 2015 Budget
Date: December 30, 2014

The following issues were discovered after the approval of the 2015 budget:

1. Parks & Recreation: \$10,000 for Unemployment was omitted.
2. Payroll issues:
 - a. Communications/Dispatch – Additional: Payroll \$901; FICA \$69; PERF \$128 (\$1,098 total) – Longevity.
 - b. Highway – Additional: Payroll \$1,560; FICA \$120; PERF \$222 (\$1,902 total) – Phone stipends approved in 2014.
 - c. Information Services – Additional: Payroll \$768; FICA \$59; PERF \$110 (\$937 total) – Step error
 - d. Courts – Additional: Payroll \$1,200; FICA \$92; PERF \$171 (\$1,463 total) – Phone stipend omitted
3. Salary Ordinance – add Dispatchers longevity statement. We are currently following the same longevity rules as the Merit Deputies, but nothing is in writing. Using the Sheriff Salary Ordinance as a reference, the Salary Ordinance should state: A Dispatcher shall receive longevity pay annually commencing at the beginning of his/her 4th year in the amount of \$150. Longevity pay shall be received each subsequent year of service up to the maximum amount of \$1,500.



Vigo County Building Maintenance

VIGO COUNTY COURTHOUSE
33 S 3rd STREET
TERRE HAUTE, INDIANA 47807
(812) 462-3350

Mike Schalburg, Supervisor
Mike.Schalburg@vigocounty.in.gov

December 30th, 2014

Vigo County Council,

The 2015 Building Maintenance payroll was not appropriated for the correct amount. We are asking for a technical correction for the extra help (plumber & electrician) as they were appropriated at the old amount and not the current rate. Current rate would be \$30,000/person.

Thank you,


Mike Schalburg

Supervisor, Building Maintenance



Vigo County Building Maintenance

VIGO COUNTY COURTHOUSE
33 S 3rd STREET
TERRE HAUTE, INDIANA 47807
(812) 462-3350

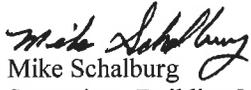
Mike Schalburg, Supervisor
Mike.Schalburg@vigocounty.in.gov

December 30th, 2014

Vigo County Council,

The Building Maintenance staff was allotted phone stipend money for 2014 but the money was not put into the budget for 2015. We are requesting the same stipends as 2014 (5 staff members @ \$35/month and Supervisor @ \$100/month).

Thank you,


Mike Schalburg
Supervisor, Building Maintenance



Vigo County Building Maintenance

VIGO COUNTY COURTHOUSE
33 S 3rd STREET
TERRE HAUTE, INDIANA 47807
(812) 462-3350

Mike Schalburg, Supervisor
Mike.Schalburg@vigocounty.in.gov

December 30th, 2014

Vigo County Council,

The county has a contract with A Cleaner Way, a janitorial services company that cleans the Courthouse & jail. We are seeking monies for them to clean Community Corrections & Purdue Extension. This would be cheaper than hiring another employee in the custodial department. The price is \$350/week, totaling \$16,800 for the year. Without this service, we will have to rely on maintenance staff being pulled from other projects to clean the building. Community Corrections will not allow work release persons to clean due to privacy issues.

Thank you,


Mike Schalburg
Supervisor, Building Maintenance



**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 29, 2014

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, 2015 Council Meeting:

Please make the following additional appropriations:

1. That the additional grant money for Adult Protective Services in the amount of \$5,000 be budgeted in the following manner:
 - \$2629.34 to pay Lind Law Firm for legal services.
 - The remaining 2370.66 to be appropriated for the Office Supplies account.This is additional money that was allocated by the State under the Adult Protective Services agreement for FY 2014-2015.
2. An additional \$7,050.75 to Seized Assets – Contractual Services to pay Garrison Law Firm for services rendered from forfeited vehicles and other items sold. The firm inadvertently failed to take the money from the proceeds of the auction, which has been deposited into the Seized Assets account. An appropriation from the account is now necessary to pay the outstanding amount due.
3. \$8,336.45 to Seized Assets – Law Enforcement Grants to reimburse the Terre Haute Police Department for the Extradition of Harry Rowley from Los Angeles, California on his Murder charges in 84D01-1401-MR-0082.

Respectfully Submitted,

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

FILED
DEC 30 2014

Tommy M. Spivey
VIGO COUNTY AUDITOR



Vigo County Health Department
Darren Brucken, M.D. – Health Commissioner
147 Oak Street Terre Haute, Indiana 47807-2986
(812) 462-3428 • Fax (812) 234-1010

DATE: November 18, 2014
TO: Vigo County Council
FROM: Vigo County Health Department
RE: 2015 Annual Indiana Local Health Department Trust Fund
Funding is distributed every 6 months (bi-annually)

2015 ILHDTA Funding for VCHD \$44,597.58
Current carry-over amount in the ILHDTA, excluding 2015 funding \$45,584.70

January 1, 2015 – December 31, 2015 ILHDTA Funding = \$44,597.58

Contractual Services	9101.33300.000.0000	\$ 35,000.00
Professional Services	9101.37850.000.0000	\$ 9,597.58
		<u>\$ 44,597.58</u>

January 1, 2015 – December 31, 2015 ILHDTA Carry-Over Funds = \$18,525.00

Payroll/Salaries	9101.10010.000.0000	\$ 7,800.00
Social Security/FICA	9101.15210.000.0000	\$ 800.00
Education, Counseling & Training	9101.37650.000.0000	\$ 1,914.00
Professional Services	9101.37850.000.0000	\$ 8,011.00
		<u>\$ 18,525.00</u>

Thanks,

A handwritten signature in black ink, appearing to read "Joni Wise".

Joni Wise
Administrator

FILED
NOV 18 2014

A handwritten signature in black ink, appearing to read "Timothy M. Spivey".
VIGO COUNTY AUDITOR

Attachment: Proposed Budget

IC 4-12-7-6 If only one local board of health exists in a county, the county fiscal body shall appropriate all distributions received by the county under this chapter to that local board of health

VIGO COUNTY HEALTH DEPARTMENT		ILHDTA Current	ILHDTA Carryover			
1. Payroll/Salaries		\$0.00	\$7,800.00			
2. Social Security/FICA		\$0.00	\$800.00			
3. Professional Services		\$9,597.58	\$8,011.00			
4. Education, Counseling & Training		\$0.00	\$1,914.00			
5. Contractual Services		\$35,000.00	\$0.00			
	*TOTAL	\$44,597.58	\$18,525.00			
Payroll/Salaries				FTE	Hourly Wage	ILHDTA Carryover
Part-time Vital Records Clerk 30 hours per 2 weeks, 26 pays per				0.25	\$10.00	\$ 7,800.00
Social Security/FICA						ILHDTA Carryover \$800.00
Part-time Vital Records Clerk						ILHDTA Carryover \$5,403.00
Professional Services						ILHDTA Carryover \$2,608.00
Liberty Tire and Recycling, LLC / IDEM Certified Tire Handling/Hauling/Disposal						ILHDTA Current \$9,597.58
Vigo County Government Employee CPR Certification Program/ American Heart Association						
Professional Services						
Liberty Tire and Recycling, LLC / IDEM Certified Tire Handling/Hauling/Disposal						
Education, Counseling & Training		Registration	Hotel	Per Diem		
Indiana Vital Records Spring & Fall Conferences -2 Attendees- 2 Days		\$100	8 days total x \$100 = \$800	8 days total x \$26 = \$208		\$1,108.00
Indiana Vector Control Spring Conference-3 Attendees-2 Days		\$50	6 days total x \$100 = \$600	6 days total x \$26 = \$156		\$806.00
Contractual Services					Contracted Agency	ILHDTA Current
Wabash Valley Mobile Market					United Way Wabash Valley	\$35,000

2015 Vigo County Health Department Trust Fund Budget

2015 ILHDTA Funding for VCHD = \$44,597.58

Current carry-over amount in the ILHDTA, excluding 2015 funding = \$45,584.70



Vigo County Health Department
Darren Brucken, M.D. – Health Commissioner

Administration
County Annex Building
147 Oak Street Terre Haute, Indiana 47807-2986
(812) 462-3428 • Fax (812) 234-1010

NOVEMBER 17, 2014

TO: Vigo County Council and Auditor
FROM: Vigo County Health Department
RE: Indiana State Department of Health Immunization Grant

Dear Vigo County Council,

The Vigo County Health Department is asking for an appropriation of \$95,283 from funding provided by an approved grant from the Indiana State Department of Health. The funding will be used to increase childhood immunization rates in our county from 28% to over 50%. The **\$95,283 is 100 % reimbursable**, on a voucher down basis, from the Indiana State Department of Health to the Vigo County Health Department. This is a cost reimbursement grant with all claims submitted electronically through the ISDH Claim Management System with the Indiana Health Data Center Portal.

As a Grantee, the Vigo County Health Department must meet the objectives and complete the required deliverables by December 31, 2015. Please refer to ATTACHMENT A for deliverables.

Below is the proposed budget:

Contract Registered Nurse:	\$ 40,000.00
FICA Only:	\$ 6,120.92
Nursing Supplies:	\$ 3,000.00
Office Supplies:	\$ 1,496.00
Professional Services:	\$ 14,350.00
<u>Equipment:</u>	<u>\$ 30,316.08</u>
	\$ 95,283.00

FILED
NOV 18 2014

Timothy M. Spurgeon
VIGO COUNTY AUDITOR

Thank you for the consideration.

Yours in Health,

A handwritten signature in black ink that reads "Joni Wise".

Joni Wise
Administrator

attachment: Attachment A & B, Indiana State Department of Health

The Vigo County Health Department serves to promote, protect and provide for the well being of the citizens in Vigo County



Vigo County Health Department
Darren Brucken, M.D. – Health Commissioner

Administration
County Annex Building
147 Oak Street Terre Haute, Indiana 47807-2986
(812) 462-3428 • Fax (812) 234-1010

AMENDMENT TO REQUEST SUBMITTED ON NOVEMBER 17, 2014

DATE: January 13, 2015
TO: Vigo County Council and Auditor
FROM: Vigo County Health Department
RE: Indiana State Department of Health Immunization Grant

Dear Vigo County Council,

The Vigo County Health Department is asking for an appropriation of \$95,283 from funding provided by an approved grant from the Indiana State Department of Health. The funding will be used to increase childhood immunization rates in our county from 28% to over 50%. The **\$95,283 is 100 % reimbursable**, on a voucher down basis, from the Indiana State Department of Health to the Vigo County Health Department. This is a cost reimbursement grant with all claims submitted electronically through the ISDH Claim Management System with the Indiana Health Data Center Portal.

As a Grantee, the Vigo County Health Department must meet the objectives and complete the required deliverables by December 31, 2015. Please refer to ATTACHMENT A for deliverables.

Below is the proposed budget:

Contract Registered Nurse:	\$ 40,000.00
FICA Only:	\$ 6,120.92
Nursing Supplies:	\$ 3,000.00
Office Supplies:	\$ 800.00
Professional Services:	\$ 15,400.00
Service Agreements:	\$ 3,456.00
Equipment:	\$ 26,506.08
	<hr/>
	\$ 95,283.00

Thank you for the consideration.

Yours in Health,

A handwritten signature in black ink, appearing to read "Joni Wise".

Joni Wise
Administrator

Attachment A

**Vigo County Health Department
Grant Total \$ 95,283.00
Grant Period 1/1/2015 – 12/31/2015**

Immunizations are considered to be among the most cost-effective clinical preventive services with high returns on investments. For each birth cohort vaccinated with the routine immunization schedule (this includes DTap, Td, Hib, Polio, MMR, Hep B, and Varicella vaccines), society reduces direct health care costs by \$9.9 billion and saves \$33.4 billion in indirect costs (Healthy People.gov, 2014).

Scope of Work

The Vigo County Health Department has requested funding to accomplish the following activities:

1. Increase vaccination coverage rates
2. Increase participation in MyVaxIndiana
3. Increase participation in the Indiana Immunization registry, CHIRP
4. Conduct a reminder recall activity focused on HPV
5. Conduct a quality improvement activity with Vigo County data in CHIRP
6. Partner with area schools to increase seasonal influenza coverage rates
7. Review, revise and exercise the Pandemic Influenza Plan

Specific Objectives and Activities

Vigo County Health Department
Aim: Ensure that publicly funded vaccine is only administered to eligible individuals.
Goal: To screen every patient for eligibility prior to publicly funded vaccines being administered.
Objective: By January 2015, decrease the number of patients receiving publicly funded vaccines incorrectly.

Strategy	Staff Responsible	Outcome
<p>1. The initial screening will take place when the patient calls for an appointment. The appointment book will be clearly marked with patient's eligibility. When the patient presents for appointment, the patient will complete the CHIRP patient eligibility screening record form. Vaccines will be separated and labeled VFC or Private. The appropriate vaccine will be selected based on patient's eligibility.</p>	<p>Secretary, Immunization Registry Clerk, Public Health Nurses</p>	<p>Patient screening will take place at every appointment. Patient's eligibility will be reviewed at each appointment.</p>

Aim: Increase vaccination coverage levels.

Goal: To ensure every patient seen at the health clinic receives age appropriate vaccines and stays up to date.

Objective: By December 2015, Vigo County's immunization rates for our 19-36 month olds will increase from 28% to 50%.

Strategy	Staff Responsible	Outcome
<ol style="list-style-type: none"> 1. Utilize CHIRP forecast and administer all vaccines that are required at each visit. 2. Purchase Healthwave Connect auto dialer and laptop to use daily in conjunction with appointment reminder postcards mailed monthly. This will ensure patients remember and come for scheduled appointments. We will also utilize CHIRP to produce reminder recalls for our patients each month. 3. Offer once a month evening clinic hours for those who are unable to access normal clinic business hours. 4. Advertisement through newspaper articles to highlight importance and awareness of immunizations. Purchase spots 10 times per year to run in the Terre Haute Living Section. 	<p>Secretary, Immunization Registry Clerk, Public Health Nurses, Health Educator, Health Department Administrator, Bookkeeper</p>	<p>Patients will receive all age appropriate vaccines.</p>

<ol style="list-style-type: none"> 5. Purchase billboards in high traffic areas to promote importance of immunizations. 6. Utilize Facebook, twitter and other social media sites to spread awareness of immunizations and importance to stay up to date. 7. Participate in community health fairs, focusing on education and awareness of immunizations. 8. Become an insurance billing provider, allowing patients with private insurance to receive immunizations at the health clinic. 9. Increase nursing staff with a full time RN, will allow more patients to be seen and receive immunizations. 		
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Aim: Conduct reminder recalls to increase coverage rates for Hepatitis A and HPV vaccination series.

Goal: To start and complete the HPV and Hepatitis A series on all age appropriate patients that are seen at the health department clinic.

Objective: Hepatitis A and HPV series completion rates will increase to 75% by December 2015.

Strategy	Staff Responsible	Outcome
<ol style="list-style-type: none"> 1. Utilize CHIRP to generate report of patients needing to start or finish Hepatitis A and HPV series. From this report, we will send out reminder recall postcards to these patients. We will do two reminder recalls for these antigens in 2015. 	Secretary, Immunization Registry Clerk, Public Health Nurses	Hepatitis A and HPV series completion rates will increase on end on year CoCasa report.

Aim: Promote the use of MyVaxIndiana and increase participation in the program.

Goal: To enroll every health clinic patient into MyVaxIndiana and educate on how to use website and PIN number.

Objective: By January 2015, every health clinic patient seen will be enrolled, educated and encouraged to use program during office visit.

Strategy	Staff Responsible	Outcome
<ol style="list-style-type: none"> 1. Advertisement of program through billboards and newspaper. Public services announcements through newspaper, radio and television. 2. Distribute handouts to schools, daycares, and hospitals. 3. Utilize social media through Facebook, twitter and other social media sites. 	Health Educator, Public Health Nurses	Participation of MyVaxIndiana will increase by 25% in Vigo County.
Aim: Conduct an activity to review and improve the quality of data being submitted to the Indiana immunization registry.		
Goal: To better the quality of data being inputted into CHIRP.		
Objective: By December 2015, Vigo County will have an increased participation in CHIRP, with providers being educated about CHIRP and how to properly input data.		
Strategy	Staff Responsible	Outcome
<ol style="list-style-type: none"> 1. Review and update patient's demographic, insurance, and vaccine information during every office visit. Any changes will be updated in CHIRP. 2. Purchase laptop and setup CHIRP barcode scanner. This will allow a patient's vaccine administration data to be downloaded directly in CHIRP. 3. Offer bi-yearly CHIRP training to be held at the Vigo County Annex. 4. Run monthly inventory audits. 	Secretary, Immunization Registry Clerk, Public Health Nurses	All data from patients seen at the health clinic will be reviewed and up to date.
Aim: Describe how they will work with their preparedness staff to develop a plan for responding to an influenza pandemic.		
Goal: Review and update emergency preparedness plan as needed to continue to effectively protect our community from preventable diseases.		
Objective: By January 2015, the health clinic will meet with administrator Joni Wise. Any updates to plan will be implemented.		
Strategy	Staff Responsible	Outcome

<p>1. Quarterly meetings with Administrator, Joni Wise to review emergency preparedness plan.</p> <p>2. Review supply and equipment list that would necessary in the event of a pandemic.</p>	<p>Health Department Administrator, Public Health Nurses</p>	<p>An effective plan will be in place in the event of an influenza pandemic.</p>
<p>Aim: Describe how they will work with new and existing partners to increase demand for seasonal influenza vaccine.</p>		
<p>Goal: To bring awareness and effectively educate the community about the importance of the influenza vaccine, and increase advertisement and availability of the vaccine.</p>		
<p>Objective: By December 2015, from the data requested from the Immunization assessment epidemiologist, we will see an increase in influenza vaccine coverage.</p>		
Strategy	Staff Responsible	Outcome
<p>1. Quarterly meetings with the Vigo County Immunization Task Force, to collaborate ideas on increasing influenza vaccine coverage and availability.</p> <p>2. Offer influenza vaccine at various community health fairs and during extended evening hours at the health department clinic.</p> <p>3. Increase awareness of importance and availability of influenza vaccine through billboards, various media outlets, and social media sites.</p> <p>4. Offer educational materials to be distributed at health fairs, through task force members, and various locations around the community, such as daycares and senior living establishments.</p>	<p>Public Health Nurses, Health Educator</p>	<p>Patients presenting to the health clinic will be educated on influenza and an increase of influenza vaccine coverage will be seen.</p>

Attachment B

**Vigo County Health Department
Grant Total \$95,283.00
Grant Period 1/1/2015 – 12/31/2015**

Full time RN salary	\$21.98	1,820	\$ 40,000.00
FICA Only			\$ 6,120.92
Total Salaries with Fringe			\$ 46,120.92
Medical Billing & Accounting	Base fee of 10% per month of net collections	Minimum monthly fee of \$150.00	\$ 2,000.00
Advertisement			
1. Billboards (10 Permanent Poster moveable billboards)	\$1000.00	10 billboards	\$ 10,000.00
2. Newspaper-Terre Haute Living	\$235.00	10 times a year the add will run	\$ 2,350.00
Supplies (Clinic)			\$ 3,000.00
Supplies (Office)			\$ 800.00
Equipment			
1. Helmer Refrigerator	\$5,880.00	2 medical grade Helmer refrigerators	\$ 11,760.00
2. Helmer Refrigerator maintenance agreement	\$1,050.00		\$ 1,050.00
3. Laptop computers	\$1000.00	4 laptops	\$ 4,000.00
4. Projector			\$ 846.08
5. Healthwave Connect auto dialer			\$ 9,900.00
6. Copier			\$ 2,760.00
7. Copier Ink			\$ 696.00
TOTAL			\$ 95,283.00

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