

VIGO COUNTY COUNCIL SUNSHINE MEETING

March 1, 2022

5:00 P.M.

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VIGO COUNTY COUNCIL SUNSHINE MEETING

Agenda

Tuesday, March 1, 2022 at 5:00 P.M.
Council Chambers, Vigo County Annex

1. Pledge of Allegiance
2. Calling of the roll
3. Public comment.
4. Communications from elected officials, other officials, or agencies of the County.
 - i. County tax abatement scoring system
5. First reading by summary reference of proposed ordinances and resolutions
 - i. ROC 2022-02, Additional Appropriation 2022-02: Health Department - vehicle
 - ii. ROC 2022-04, Additional Appropriation 2022-03: Drug Free Community – appropriation into Operating Expenses
 - iii. ROC 2022-06, Additional Appropriation 2022-05 – Contractual Services
 - iv. ROC 2022-05, Additional Appropriation 2022-04, Salary Ordinance 2022-01 – Delete 4 part time positions and add 2 full time positions
 - v. ROC 2022-07, Additional Appropriation 2022-06, Salary Ordinance 2022-02 – Add position
 - vi. ROC 2022-08, Additional Appropriation 2022-07, Salary Ordinance 2022-03 – Add position
 - vii. ROC 2022-09, Additional Appropriation 2022-08, Salary Ordinances 2022-04 through 2022-10 - Salary Adjustments
6. Reports from committee(s)
7. Resolutions and Ordinances other than appropriations.
8. Ordinances relating to appropriations
 - i. Additional Appropriation 2022-02; ROC 2022-03: Health Department
 - ii. Additional Appropriation 2022-03; ROC 2022-04: Drug Free Community
 - iii. Additional Appropriation 2022-05; ROC 2022-06: Courts
 - iv. Additional Appropriation 2022-04; ROC 2022-05: Clerk
 - v. Salary Ordinance 2022-01; ROC 2022-05: Clerk
 - vi. Additional Appropriation 2022-06; ROC 2022-07: Juvenile Court
 - vii. Salary Ordinance 2022-02; ROC 2022-07: Juvenile Court
 - viii. Additional Appropriation 2022-07; ROC 2022-08: Guardian Ad Litem
 - ix. Salary Ordinance 2022-03; ROC 2022-08: Guardian Ad Litem
 - x. Additional Appropriation 2022-08; ROC 2022-09: Jail
 - xi. Salary Ordinance 2022-04; ROC 2022-09; Jail – Add Officers
 - xii. Salary Ordinance 2022-05; ROC 2022-09; Jail – Amend Salaries
 - xiii. Salary Ordinance 2022-06; ROC 2022-09; Jail – Stipends
 - xiv. Salary Ordinance 2022-07; ROC 2022-09; Jail – Stipends
 - xv. Salary Ordinance 2022-08; ROC 2022-09; Jail – Shift Differentials

VIGO COUNTY COUNCIL SUNSHINE MEETING

Agenda

Tuesday, March 1, 2022 at 5:00 P.M.

Council Chambers, Vigo County Annex

- xvi. Salary Ordinance 2022-09; ROC 2022-09; Jail – Add Position & Stipend
- xvii. Salary Ordinance 2022-10; ROC 2022-09; Jail – Amend Part Time Correctional Officer Rate
- 9. 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 Government Center, 127 Oak Street, Terre Haute, Indiana at 5:00 p.m. on Tuesday, March 8, 2022 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, March 1, 2022, at the same location for a Sunshine Meeting.

	<u>REQUESTED</u>
<u>COUNTY GENERAL FUND/1000</u>	
<u>Vigo County Clerk/0001</u>	
1000.15230.000.0001 Insurance	\$ 47,121
<u>Courts/0232</u>	
1000.33310.000.0232 Contractual Services	\$ 25,000
<u>Juvenile Court/0234</u>	
1000.10010.000.0234 Payroll Salaries	\$ 61,880
1000.15210.000.0234 SS/FICA	4,740
1000.15220.000.0234 PERF	8,790
1000.15230.000.0234 Insurance	<u>47,121</u>
Total Juvenile Court	\$ 122,531
<u>Jail/0380</u>	
1000.10010.000.0380 Payroll Salaries	\$ <u>1,682,950</u>
Total County General Fund	\$ 1,877,602
<u>GUARDIAN AD LITEM FUND/8101</u>	
8101.10010.000.0000 Payroll Salaries	\$ 21,112
8101.15210.000.0000 SS/FICA	1,616
8101.37400.000.0000 Mileage	<u>1,440</u>
Total Guardian Ad Litem Fund	\$ 24,168
<u>VIGO COUNTY HEALTH DEPARTMENT FUND/1159</u>	
1159.44460.000.0000 Vehicles	\$ <u>46,375</u>
Total Vigo County Health Department Fund	\$ 46,375
<u>DRUG FREE COMMUNITY/1148</u>	
1148.36700.000.0000 Operating Expenses	\$ <u>83,299</u>
Total Drug Free Community Fund	\$ 83,299

Pursuant to State of Indiana Executive Order 20-09 (the "Order"), the meeting will be made available by electronic means. Any votes conducted will be by roll call vote. In accordance with the Indiana Open Door Law and the Order, media and members of the public are encouraged to observe the meeting at <https://www.vigocounty.in.gov/departments/division.php?structureid=71> . Members of the public may submit comments prior to the meeting to county.council@vigocounty.in.gov

JAMES W. BRAMBLE
VIGO COUNTY AUDITOR
TO BE PUBLISHED: Friday, February 18, 2022.

VIGO COUNTY HEALTH DEPARTMENT

Darren Brucken, M.D.

Health Commissioner

DATE: January 19, 2022

TO: Vigo County Council and Auditor

RE: Additional Appropriation to the 2022 VC Health Department Budget

An **additional appropriation** is requested in the following line item:

1159-44460.000.000 **\$46,375** **Attached quote**

The Vigo County Health Department requests an additional appropriation to purchase a multi passenger vehicle. We would use this vehicle to replace a 1994 Crown Victoria with a broken odometer. It stopped working in 2013 at 101,000 miles and is not available for replacement. The Crown Victoria is primarily used when multiple staff attend out of town conferences/meetings.

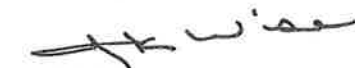
In October 2021 the Vigo County Health Department received a six month reimbursement for COVID-19 vaccine administrative costs.

U.S. Centers for Medicare and Medicaid Service reimbursement for the Vigo County Health Department from January until July 2021: **\$133,203.57**.

The reimbursement can be used to fund our additional appropriation request.

Attached is a guidance letter from Dr. Box regarding the reimbursement of funds. The guidance has been confirmed by DLGF and SBOA, and includes the funds should not be used to supplant local budgets.

Sincerely,



Joni Wise
Administrator

RECEIVED
JAN 19 2022
Vigo County Auditor

The Vigo County Health Department agrees to participate in the U.S. Centers for Disease Control and Prevention (CDC) and U.S. Health Resources and Services Administration (HRSA) COVID-19 Vaccination Program (the Program) as administered by the State of Indiana through the Indiana Department of Health established by I.C. 16-19-1-1. The Vigo County Health Department will be administering vaccine to eligible recipients, at no cost to the recipients. The purpose of this agreement is to provide financial compensation for the administrative costs borne by the Vigo County Health Department during their participation in the Program. For purposes of the initial phase of the Program, The Vigo County Health Department is administering the vaccine on behalf of the State.

BURGER CHRYSLER-JEEP INC
2000 SOUTH THIRD STREET
TERRE HAUTE, IN 478023518

Configuration Preview

Date Printed: 2022-01-18 10:09 AM VIN: Quantity: 1
Estimated Ship Date: VON: Status: BA - Pending order

Sold to:
BURGER CHRYSLER-JEEP INC (88405)
2000 SOUTH THIRD STREET
TERRE HAUTE, IN 478023518

Ship to:
BURGER CHRYSLER-JEEP INC (88405)
2000 SOUTH THIRD STREET
TERRE HAUTE, IN 478023518

Vehicle: 2022 GRAND CHEROKEE LAREDO 4X4 (WLJH74)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	WLJH74	GRAND CHEROKEE LAREDO 4X4	40,325	39,967
Package:	22B	Customer Preferred Package 22B	5,105	4,594
	ERC	3.6L V6 24V VVT Engine Upg 1 w/ESS	0	0
	DPT	8-Spd Auto 850RE Trans (Make)	0	0
Paint/Seat/Trim:	FW7	Bright White Clear Coat	0	0
	APA	Monotone Paint	0	0
	*KL	Leather Trimmed Bucket Seats	0	0
	-X7	Global Black	0	0
Options:	5N6	Easy Order	0	0
	151	Zone 51-Chicago	0	0
	4EX	Sales Tracking	0	0
Discounts:	YG1	7.5 Additional Gallons of Gas	0	22
Destination Fees:			1,795	1,795

= Restriction

HB:
FFP: 45,989
EP: 44,259

Total Price: 47,225 ~~46,325~~

Order Type: Retail
Scheduling Priority: 4-Dealer Order
Salesperson:
Customer Name:
Customer Address:

P&P Month/Week:
Build Priority: 99

Instructions:

W/ COOL WEATHER
PACKAGE
STANDARD

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



Eric J. Holcomb
Governor

Kristina M. Box, MD, FACOG
State Health Commissioner

MEMORANDUM

Date: January 4, 2022

To: Local Health Departments, County Councils, and other Fiscal Bodies

From: Kristina M. Box, MD, FACOG
State Health Commissioner *KMB*

Subject: Updated guidance regarding COVID-19 vaccine administration fee disbursements

The Indiana Department of Health (IDOH) began disbursing payments to local health departments for COVID-19 administration fees in October 2020. IDOH billed these fees to insurance companies, Medicare, Medicaid, and HRSA for eligible claims. If your county signed the COVID-19 billing grant with IDOH, we are returning these funds to you to help offset costs related to COVID-19 vaccine operations, testing, and other pandemic costs.

IDOH began developing this process starting in January 2021. We have been working with Zotec Partners to bill the claims and reconcile collections. Though still underway, we have begun disbursing some payments to ensure adequate cash flows. Please note that we send the collected amount less a \$3 billing fee to offset the cost of our contract. Only claims that are paid are disbursed. As we continue to submit claims with updated insurance information, we will continue disbursements to appropriate providers.

Since these funds relate to the ongoing public health emergency, my office strongly recommends that these funds be first used for expenses directly related to public health activities, including offsetting local expenses related to COVID-19 that are not

To promote, protect, and improve the health and safety of all Hoosiers.



otherwise covered. Following that, we know that many children have fallen behind in regular vaccinations, well visits, and more that also would be ideal uses of these funds. This windfall represents a significant opportunity to invest in public health to ensure preparedness for the challenges that lie ahead. These funds are one-time in nature and therefore should be used for one-time costs and investment. Using these funds to replace local appropriations would result in long-term deleterious and negative impacts to local health departments at a time when public health nationwide is experiencing unprecedented funding challenges, staffing shortages, and more. Therefore, local governments should not use these funds to supplant local budgets.

Finally, my office worked with the State Board of Accounts (SBOA) and the Department of Local Government Finance (DLGF) to issue guidance related to your questions on these agreements. While these agreements use the language of a grant, that is merely the vehicle for us to get these funds out to you. The agreements are in fact contract for services (administration of mass vaccination clinics) and therefore the typical grant reporting is not required. Moreover, these should not be tracked as grants in your Auditor's records. The funds should be treated similar to other insurance reimbursements that Local Health Departments may be receiving already, such as commercial insurance recoveries, Medicaid, and Medicare. We have confirmed this with the SBA.

Additionally, insurance reimbursement funds for vaccine administration should be treated as payment for services and deposited in *1159 Health Fund* which is non-reverting. DLGF and SBOA have confirmed these do not automatically impact levies. IDOH supports their interpretive guidance on these topics.

- Payments from vaccine administration reimbursements are supplemental to tax draw revenues and therefore need to be appropriated.
- This will require Council action and DLGF approval as with any appropriation modification.
- The funds can be used to support activities of the LHD subject to IC 16-20-1-5, IC 16-20-1-27.

If you have any questions regarding these grants, please feel free to contact David Hopper, Director of Local Health Department Outreach (dahopper@isdh.in.gov).

Vigo County Local Coordinating Council

Wednesday, February 3, 2022

Vigo County Auditor's office
ATTN: Judith DeLisle
127 Oak Street
Terre Haute, IN 47807

Dear Judith:

The Vigo County Local Coordinating Council respectfully requests the Vigo County Council to appropriate \$83,299.99 (total for fiscal year 2022) into the Operating Expenses account (1148.36700.000.0000) for the Drug Free Community Fund . This program is funded by court user fees paid via the Vigo County Clerk's office and City of Terre Haute Clerk's office.

Should you have any questions, please do not hesitate to contact me at (812) 231-8911 or by email at bhalleck@casvonline.org.



Brandon Halleck
Treasurer
Vigo County LCC

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

February 11, 2022

Vigo County Council
Aaron Loudermilk, President & Councilman At Large
Todd Thacker, Councilman At Large
Marie Theisz, Councilwoman At Large
David Thompson, Councilman District #1
Brenda Wilson, Councilwoman District #2
Vicki Weger, Councilwoman District #3
Travis Norris, Councilman District #4

Re: CASY/Superior Court 2 Request for Additional Appropriation

Dear Council Members,

Brandon Halleck, the Chief Operating Officer of Chances And Services for Youth ("CASY") or I have spoken to each of you recently regarding a grant application that we will be submitting to the State of Indiana's Division of Mental Health and Addiction. The grant application is due March 1st.

The grant application is being submitted by CASY in collaboration with Vigo Superior Court 2. The purpose of the grant is to seek funding for a social worker in the family court setting to play a multi-faceted role and to seek funding for a variety of necessary services such as co-parenting counseling, parenting classes, life skills, drug testing, mental health evaluations, and other expert services. This early intervention holistic approach at the beginning of a divorce is with the goal of preventing any further trauma to children, fostering healthier/stronger family relationships, and promoting the development of emotionally healthy children. This collaboration between CASY and Vigo Superior Court 2 is family/child centered focused and needs the support of the Vigo County Council.

Vigo County Superior Court 2 handles 60% of all divorce cases in the county. These cases involve matters such as child custody, parenting time, and guardianships which require making decisions that are in the best interests of minor children. Often times, making decisions on child custody, parenting time, and guardianships involves determining whether a parent is abusing any kind of substance or has a mental health

issue, to what extent, and whether a child would be safe with a parent or if supervision and/or other restrictions are necessary. Daily decisions made regarding child custody and parenting time have an impact on family stability and have long-term consequences on the emotional health of children, families and a community as a whole over a span of time. The ability for courts to make informed decisions requires adequate resources and these adequate resources simply do not exist for family courts.

Vigo County Superior Court 2 currently has over 800 family law cases involving children, although they are not all open at one time. Family law cases frequently require court intervention until the children turn 18 because of ongoing conflict between parents. With an average of 2-3 children per family, the decisions of this Court are impacting several hundreds of children in Vigo County in any given year. There are a large volume of these cases that are identified as high conflict families and a significant number of families in which there is either substance abuse, mental health, or domestic violence which require that the parents and children participate in a variety of mental health services. This Court has been referring families to counseling services for the past several years and a large barrier is the difficulty of families to navigate the system to find a counselor, schedule an appointment, get to appointments, and/or handle routine life skills and conflict resolution. These are barriers that could easily be eliminated by a social worker providing case management oversight and assistance with conflict resolution and life skills. Early and quick resolution of problems reduces conflict between parents which reduces the risk of trauma to the children.

I am writing to let you know that we (CASY/Court) are now requesting to be placed on the next County Council meeting agenda for March 2022. We are requesting an additional appropriation of Twenty-Five Thousand and 00/100 Dollars (\$25,000.00) in 2022 to pay for contractual services relating to a social worker and mental health services as described herein. This would be funding for 1000.33310 Contractual Services-Other. This request for \$25,000.00 in additional appropriation is regardless of whether the grant application is successful because CASY and Vigo Superior Court 2 intend to move forward with this family and child centered program as part of its long term community strengthening strategy.

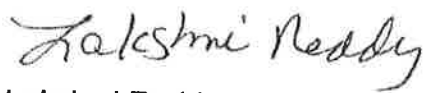
Vigo Superior Court 2 has already received permission from the Indiana Supreme Court to re-purpose \$9,579.51 in grant funds to use for social worker case management oversight. CASY has reserves in the amount of \$20,000.00 to apply towards this program and has already started developing fundraising strategies as a back-up plan if the grant application is not successful. As a side-note, in the event that the grant application is successful, another local non-profit organization has committed matching funds of \$25,000.00 towards this project.

In summary, the additional appropriation of \$25,000.00 being requested is to fund a social worker to be used in family court to provide case management oversight along with numerous other beneficial services for the long term emotional well-being of our children. The issues being addressed by Vigo Superior Court 2 ultimately impact the community and the proposal is a unique and innovative solution. Early intervention and

prevention in these situations is the best investment in our children and in this community that the Vigo County Council could possibly make.

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

Sincerely,

A handwritten signature in cursive script that reads "Lakshmi Reddy".

Lakshmi Reddy

cc: Kylissa Miller, Council Administrator via e-mail on 2/11/2022
(Kylissa.miller@vigocounty.in.gov)

BRADLEY M. NEWMAN

CLERK OF THE CIRCUIT COURT

43RD JUDICIAL CIRCUIT

Letter to the County Council: For Sunshine meeting March 1, 2022

AMENDED TO ADD ADDITIONAL FOR FAMILY PLAN INSURANCE

From: The Vigo County Clerk's office.

As you all know, the Clerk's office is always struggling to keep a full staff. We currently have 4 part time openings. The last two times we posted for part time openings, we have had little to no response. The responses we do get are asking for full time. The last two times we hired from our part time postings, we hired 3 people and only 1 showed up to work. We've had no calls, no shows and even one that wouldn't take the drug screen. So, with that being said, we are asking that our 4 remaining part time positions be converted to 2 full time openings.

Part time people in the Clerk's office do the exact same job as the full time people for less money and less hours.

Comparison per pay:

Part time:

56 hours for \$12.85 per hr.

No Benefits

Annual Pay for (1) = \$18,709.60

X (4) people = \$74,838.40

Full time:

70 hours for \$18.09 per hr.

County paid Insurance, Perf

Annual Pay for (1) = \$32,923.80

X (2) people = \$65,847.60

County paid FICA/MDR 7.65%

\$1,431.28 X (4) = \$5,725.12

\$2,518.67 X (2) = \$5,037.34

County Paid Insurance: ~~Family plan~~ Annual amount:

-0-

\$25,523.94 X (2) = \$51,047.88

-0-

County Paid Perf: Annual amount:

\$4,675.18 X (2) = \$9,350.36

Total Cost for 2 FT Employees = \$131,283.18

Amount already appropriated: \$80,563.52

Additional cost to County Annually: \$50,719.66

Sincerely,



33 SOUTH 3RD STREET, TERRE HAUTE, INDIANA 47807

TELE: (812)462-3211

FAX: (812)232-2921



To: County Council

Reference: Request for 2 Full-Time Positions

From: CASA Program Director: Glenna Cheesman

February 8, 2022

*As of July 1, 2005, a GAL, A CASA or both **must be appointed** for every child in every CHINS and TPR case under I.C 31-34-10-3, 31-35-2-7 and their role is to “represent and protect the best interests of the child” under I.C31-32-3-6*

In 2017, the Vigo County CASA program staff consisted of 5 Full-Time and 5 part-time grant-funded positions. The Vigo County CASA program was able to re-establish the remainder of the VOCA grant obtained through previous administration back to the County program. That allowed for hiring of 2 additional part-time staff members, increasing the total number of positions to 12. Since that time, the VOCA grant has continued to provide, from 2017 to current, 3 Part-Time and 1 Full-Time position totaling \$410,513 in staff funding over the last 5 years.

In addition to VOCA funding, Indiana State CASA office has also funded nine part-time staff positions and all program administrative and operational costs for Vigo County CASA totaling \$762,521 funding over the last 5 years. Making it a savings of \$1,173,034 in expenses covered through grant funding that otherwise would have cost the County.

In 2017, the program ended the year with 1,098 children assigned to the program with 211 remaining on a waiting list for a CASA. In 2019, the Vigo County CASA program was accepted into the State CASA Office pilot Triage Program. Through extensive restructuring of staff and duties over the next 2 years, the program was able to make great changes in how the program worked. In 2021, Vigo County CASA program was able to eliminate the waitlist that has been a part of the CASA program for 35 years, providing each child assigned to the program a trained CASA. In 2021, Vigo County CASA served a record setting year of 1,365 children, a 24% increase over 5 years. Which if current trends are correct, 2022 is projected to surpass.

THE NEED:

According to notification received from the Indiana Criminal Justice Institute (ICJI), there is an anticipated 20-25% funding decrease to new VOCA funding awards to begin in October of 2022. A 25% reduction to the current grant awarded to Vigo County CASA would total a \$64,035 decrease to the program. This would be equivalent to:

- 1 Full-Time position and 1 part-time position or
- all 3 part-time positions

currently covered in the VOCA grant due to expire in September of this year. A loss of any position would be detrimental to the program structure, causing cataclysmic reaction and essentially eradicating all of the progress made in eliminating the waitlist.

To offset this impending decrease, we must show a reduction to the new grant proposal due to be submitted in April of 2022. To accomplish this we must reduce the amount of positions asked for in the grant and show sustainability of current staffing acquired through other funding resources.

Our proposed request is to move 2 positions from the VOCA funding.

- Move the Full-Time Staff FRC CASA position currently covered by VOCA.
- Converting 1 Part-Time Administrative Assistant-DATA Position currently under GAL to Full-Time.
- Moving both Full-Time Positions covered by the County General Fund into the Juvenile budget where the current Full-Time CASA positions are held.
- Then transitioning the second VOCA position; 1 Part-Time Staff CASA position from the VOCA grant to the GAL funding and increasing the pay to current GAL compensation rate.

This will provide a 65% reduction to new grant request to begin in October 1, 2022. The new grant submission would request for the remaining 2 Part-Time Staff CASA positions for the grant cycle of 2022-2024. This allows for accurate compensation increase of the current 2 positions, while still allowing for the overall reduction in funding. This would allow for CASA to not only show that the program was able to meet the goals set forth by the grant to eliminate the wait list, it would also allow for continued sustainability to be shown of the program of the goals accomplished.

THE COST:

Current funding:

Full-Time Staff CASA-Family Recovery Court: **current under VOCA**

- \$16.88/hr (35hrs) required mileage \$1404 (.39/300mi/mth) includes FICA, Perf, insurance
= $\$30,722 + 2,351 + 4,363 + 22,000 + 1404 = \$60,840$

Part-Time Staff CASA: **current under VOCA**

- \$13/hr (29hrs) required FICA, mileage \$1404(.39/300mi/mth)= $\$19,604 + 1,500 + 1404 = \$22,508$

Part-time Administrative Asst. DATA: **current under GAL**

- \$14/hr (29hrs) FICA, mileage= $\$21,112 + 1616 + 1,440 = \$24,168$

Proposed Funding:

Full-Time Staff CASA-Family Recovery Court: **To County**

- \$18/hr (35hrs) FICA, perf, insurance (mileage provided by GAL funding)
= $\$32,760 + 2,510 + 4,655 + 22,000 = \$61,925$ this includes a pay raise comparison in line with other CASA agencies.

Full-Time Admin Assistant-DATA: **To County**

- \$16/hr (29hrs) FICA, perf, insurance= $\$29,120 + 2,230 + 4,136 + 22,000 = \$57,486$ this include a pay raise in line with admin assistants doing similar data duties.

Part-Time Staff CASA: **To GAL**

- \$14/hr (29hrs) FICA, mileage= $\$21,112 + 1616 + 1,440 = \$24,168$ this includes a pay raise to GAL current rate and includes a rate increase for mileage (they would assume funding position open by converting Part-Time data to Full-Time status).

Total proposed cost to the county: \$119,411

Moving these positions will allow for increase in pay to a level that will provide longevity in staffing. It was not until recently that the standing pay for Staff outside of Full-Time was \$10/hr.

Over the last 5 years, due to the extensive work of the program to meet compliance standards and cutting of expenses, more funding has been made available to increase the wages of GAL funded staff to a minimal of \$14/hr. However, VOCA funding was locked in at a lower rate than GAL to remain until the grant cycle ends.

Additional Program Contributions:

Contributions by the CASA program that were no cost to the County:

Volunteer Hours:

This includes training, awareness events and advocacy casework (child visits, court hearings, meetings, travel, etc.):

- Since January 2017 to 2021, 6,077 children were assigned to the Vigo County CASA program.
- 2017 to March 1st, 2021 there were 582 children on a wait list.
- On March 2, 2021 the wait list went to '0' and has remained at '0' to current date.
- Over the last 5 years, CASA Volunteers contributed a total of 66,454 hours in advocacy, training and awareness to the program.
 - To equal those same hours would have required just over 19 Full-Time staff members. Calculate at the rate we are requesting at \$18/hr for 1 of the Full-Time positions results in a savings of \$1,196,172 to the County.
 - Calculate those hours to the indigent rate of \$100 for legal counsel to represent the same children and that equates to a savings of \$6,645,400 savings to the County.
 - In requesting 2 Full-Time positions, for those same five years (\$597,055) would be requesting 8% of that savings to be paid forward to the program.
 - This would allow for the program to sustain and maintain the wait list at '0' with the current staffing levels.

Operational Expenses provided by Grant Funding:

The CASA program operates solely with the funds provided under the GAL. No administrative cost to operate the program outside the 6 Full-Time positions currently held by the program are expended to the County.

- The CASA program has provided staffing and program operational expenses of \$1,173,034 of funding at no cost to the county since 2017.

Proposed Action:

1. For the transition of the listed positions from their current funding sources and be moved.
 - a. 2 Full-Time positions be covered by the county general fund under Juvenile budget and 1 position to be moved to the GAL funding source starting 10/1/2022.

Alternative Proposal Action:

2. For the transition of listed positions from their current funding sources and be moved.
 - a. CASA program will appropriate funds upon confirmation from Auditor's offices of cash line balance, to cover the expense for the 2 Full-Time positions starting 10/1/2022 and ending on 1/9/2023.
 - b. Then starting 1/10/ 2023 the first full pay period of the calendar year starts, the County will then fund the Full-Time positions from that point forward.
3. For the transition of 1 Full-Time position from the VOCA funding Staff CASA FRC to the county general fund for Juvenile starting 10/1/2022 and will continue to cover forward.
 - a. Then for CASA Admin DATA position to become FULL-TIME Starting January 1, 2023 with funding from County general fund budget for Juvenile.
 - b. CASA will continue to attempt to transition Part-Time positions from VOCA into the GAL funding source through continued operational cuts reducing that mount requested through VOCA.

Supportive Statements:

The following are potential questions with additional information for clarification.

Can GAL State Funding support Full-Time positions or moving multiple part-time positions to that funding source?

No.

The funds that are received from State CASA covers the part-time positions that are structured under the pilot program to maintain a '0' waitlist and minimal operating expenses. To move 1 Full-Time position or 2 part-time positions to the GAL would eliminate all operating expenses for the program. This includes required expenses, like:

- Copy machine rental
- Mileage
- Office Supplies
- Fingerprinting/background checks
- Web requirements
- Training events and tools
- National Dues and fees
- All marketing funding that is a requirement for capacity/awareness/recruitment building through the grant terms.

How many current Full-Time positions does CASA already have?

CASA currently has 6.

- Program Director
- Court Liaison and Staff CASA supervisor-has caseload and supervises 4 part-time Staff CASAs and their assigned cases.
- Volunteer Coordinator and FRC Supervisor-has caseload and supervises FRC position and all 42 volunteers currently in program and their assigned cases.
- Assessment Intake and Child Monitor Specialist Supervisor-has case load and supervises 3 child monitor specialist and 1 assessment intake specialist position and their assigned cases.
- Volunteer Recruitment/Training and Community Liaison Supervisor-supervises data and administrative assistant and community liaison, while overseeing all training and recruiting of staff and volunteers of the program
- Administrative Assistant/Receptionist-receptionist and general office duties, maintains and submits all E-filing for program, maintains hardcopy filing for the entire program caseload.

What about donations to the program, can those be used to supplement staffing?

No.

Donations are NOT allowed to be used for staffing or administrative purposes. Donations are to be used to assist in immediate needs of the children assigned to the program and assist and support the volunteers who advocate for them. This includes special events, holiday parties and appreciation.

What about other grant opportunities?

Being that we are a county agency and court program, we are limited to special grant availability. Grants that are available for staffing purposes are for 501c organizations and the Vigo County CASA program does not qualify. We can apply for small short-term project grants for events and volunteer appreciation, but not for sustainability of staffing.

Additionally, even if grants were available to do this, they are not meant for longevity staffing. Most grants are “step down” meaning that year after year they are reduced until there is no funds remaining and other sources are required to maintain the positions.

Can the State GAL office be approached for additional funding?

No.

The funding that comes from the GAL State office is pre-determined calculations through compliance and caseload averages distributed between all 87 counties in the State CASA network calculated off the budget provided through the Indiana State legislature.

There are project grant funds for specific staffing and projects like capacity and PR campaigns, but no additional funding to request for just “staffing”. There are also additional 3rd round distributions but those are not guaranteed nor are they a yearly occurrence that can be used to supplement current expenses and projects but not calculated or budgeted for longevity of staffing.

Why does the Staff CASA Family Recovery Court position need moved to County?

The Staff CASA Family Recovery Court (FRC) position is a specially trained position that serves the CASA program with a standard limited caseload, but also is an integral required part of the FRC program in Division 3 Circuit/Superior Court.

This is a dedicated position to work with all families enrolled in FRC. This position serves as an intensive CASA role with:

- Weekly child contact versus minimum of every 30 days of a Standard Staff CASA or Volunteer.
- Weekly service provider meetings.
- Weekly court reports preparation on all cases.
- Weekly attendance to staffing and case round tables.
- Weekly court attendance and testimony.
- Attends all FRC functions for the families and graduates.
-

Losing this position would result in non-compliance with the requirements of the FRC program and would result in case load being placed on a wait list.

Why does the data entry position need moved to Full-Time?

The DATA person is the person who handles all confidential information coming into the program including hard copy and electronic documents:

- Maintains entire electronic database providing file information in “real-time” on all cases.
 - Documents processing-uploads, hard copies, distribution to staff and volunteers
 - Case file of hard copy and electronic set up-full detail upload and data entry of all party information.
 - Bio, demographics, contact info, party relation, referrals reason, etc.
 - Court hearing dates, report due dates, assessment dates.
 - Placement information.
 - Error & Missing information research.
 - Electronic notifications management for 3 sources.
 - All court documents.
 - Reports.
 - Court notification.
 - Volunteer notification and uploads.
 - Contact Entry and verification.
 - Updating associated party, placement and attorney information.
 - Reviews all monthly exception reports and fixing errors.
 - Responsible for uploading all hardcopy notes from volunteers and service providers into the system during and upon closure of the case file.
 - Maintains County Digital filing cabinet.
 - Responsible for all preparation and review of exception reports for compliance with State Requirement.
 - Data review for all reporting periods are every quarter, 6 months and yearly for all reporting for State and National and all Federal-funding sources.
 - Maintain training standards for Optima usage and Odyssey database systems.

The current DATA position is 29 hours and we have 3 additional staff members helping keep up with the above listed duties. The volume of data coming into the program has grown exponentially with upwards processing of minimum of 1200 documents a week.

This position is key, as it is solely responsible for the accuracy and timeliness of data input to meet State required compliance standards for continued funding purposes.

What will be the effect to the program if these positions were lost?

- Immediate waitlist of children not served and in violation of Indiana code of requiring a CASA assigned to all CHINS and TPR cases.
- Failure of pilot program due to non-compliance to maintain a ‘0’ waitlist with potential loss of additional funding from GAL to support the program
- Non-compliance to Family Recovery Court program-required dedicated Staff CASA.
- Escalated backlog on data resulting in non-compliance to State standards.
- Non-compliance to case load among staff percentages
- Immediate escalation of hardship and stress resulting in potential loss of staff

Closing statement:

It is vital to the Vigo County CASA program that we secure these 2 positions as Full-Time so that we can transition Part-Time positions to the GAL funding source. Losing any position would have devastating effect on the program and the milestones obtained over the last 5 years.

Vigo County CASA is committed to the children of our community. COVID-19 has hit our program hard; our volunteer numbers have dropped leaving larger caseloads for the staff to endure as we work to bring in more volunteers. Staff turnover has been difficult due to the current lock in funding we have not been able to raise compensation to the level deserved for the work we do.

Within our job, we deal with the darkest levels of our community on a daily, hourly basis, seeing and hearing about maltreatment, no child should ever have to endure. We have continued forward not for the pay but because of the need. Securing these 2 positions as Full-Time we can build stronger and open funding sources to increase pay so that staff turnover can be lessened. The positions within this program are difficult and being able to compensate staff appropriately is key in staff longevity with the program. 75% of our program is part-time staff and we need to compensate accordingly.

Many programs and positions with other agencies doing similar work pay way higher with fewer caseloads. Securing these positions as Full-Time will help us close the gap, lessen workloads, and be stronger advocates for the children we serve. **The work we do we do is not about the want, it is about the right thing to do for the children and their future in our community. We have to ask ourselves, what are we willing to sacrifice.**

Please see the community support attached for this request.

Thank you,

Respectfully,

A handwritten signature in black ink, appearing to read 'Glenna Cheesman', written over a horizontal line.

Glenna Cheesman
VIGO County CASA Director.

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: Staff CASA - REC Payroll no. on salary ordinance: COMOT
Department: CASA Date: 2/14/22
☒ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt
Current pay grade: _____ Requested pay grade: _____
Current pay \$ 16.88 per hr Proposed pay \$ 18.00 per hr
Employee(s) in this position:
Diana Fagg

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:

move from grant funded to County funded.

**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.

See attached.

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:

N/A

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:

N/A.

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: Staff CASA - FRC *Classification: Com-FT- grant funded.

Job title: _____ *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:

See attached.

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

See attached.

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:

N/A.

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

See Attached.

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.

Diana Fagg
Employee signature

Date: 2/14/22

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.

Gcheesman
Signature of Elected Official/Department Head

Date: 2/14/22

Glenaa Cheesman
Name typed or printed

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Staff CASA-FRC
DEPARTMENT: CASA
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 2014
DATE REVISED: February 2018

STATUS: Full Time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential function of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as a Staff CASA for the Vigo County Court Appointed Special Advocate (CASA) program, responsible for advocating and representing abused and neglected children within the juvenile court system.

DUTIES:

GENERAL:

Serves as Staff CASA, including observing, investigating, evaluating progress and quality of case, facilitating, advocating, monitoring on limited basis, researching case background and current status of case, gathering medical, school and placement information on assigned cases. Includes but not limited to researching birth parents past and current criminal status, drug screen results and service compliance.

Serves as the Family Recovery Court (FRC) dedicated CASA and oversee all case appointments with in the program, attend all functions, court related meetings, roundtables, Family Team meetings, and hearings involving FRC. Will report weekly in written summary of all cases within the FRC program as in the capacity as Staff CASA advocate.

Interacts and has contacts with the children of case through visits and meetings, all persons connected to the case including but not limited to: parents, family members, kinship care, placements, doctors, counselors, teachers, therapists, case managers and other social service providers. Also may have interaction with employers, community members, landlords, etc.

Performs "Spot" visits on assigned cases so that assurance of safety of the children involved is provided and will make reports of abuse and neglect as required by State law to Abuse Hotline.

Is required to see/and or maintain child contact of assigned child a minimum of once every 30 days, unless exception has been given due to distance of placement, then exception arrangement can be allowed for alternative communication with child.

Collaborates with Court personnel, Department of Child Services, social service providers, Law Enforcement, School, Mental Health and other community agencies for case updates and background history. Attends Family Team Meetings with social service providers.

Assists in case triage and waitlist of cases.

Maintains program database with updates on placement, parent and child information, case logs, court appearance, research and case work.

Performs duties that require ensuring appropriate documents are scanned, processed and accessible for all offices, agencies, court personnel, staff and volunteers.

Provides written court reports to court as required for all Periodic Review, Permanency and Termination of Parental Right hearings and any other requested report by the courts.

Maintains mileage record and report to be submitted monthly.

Attends ALL court proceedings and provide testimony as required.

Provides quality case management and supervision of assigned case load with individualized case management for child and family on matters relative to community based and crisis intervention resource information, family stabilization, permanency planning, treatments and discharge of case, including providing information regarding community resources, monitoring and providing case review, evaluation, and documentation.

Provides case management required by State and National Standards, such as maintaining direct contact with the children of the case, preparation for court testimony, including maintaining monthly contact for case updates, recording contact logs, approval of volunteer contact logs, Director Case updates.

Prepares and submits various reports, including gathering detailed information from multiple parties, balancing discrepancies between the court programs and CASA program data, cross-checking data entry for correct labeling and input to State CASA requirements.

Performs various clerical duties to included but limited to: providing content for brochures, proof reading documents, social media content, photocopying, scanning, mailing, and filing of hard copy documents; updates public and scheduling bulletin boards and electronic/digital time sheets;.

Participates and attends staff functions: monthly staff structure meetings, planning meetings for events and parties, monthly community CASA and volunteer events. Includes staffing sessions of creation of new procedures and policy.

SPECIAL PROJECTS:

Performs all/any additional related duties as assigned by Supervisor and or Program Director.

I. JOB REQUIREMENTS:

This is a grant funded position and Incumbent is required to file quarterly written reports to be submitted to the funding agency. Included but not limited to: mileage, hours, contacts, court appearances, etc. Failure to do so in the required time period will result in loss of funding and position being cancelled*

Must be at least 21 years of age.

Baccalaureate Degree in Criminology, Criminal Justice, Human Development or related field of study OR work experience in related field.

Must complete 30 hour CASA training course.

Must carry advocacy caseload.

Requires a valid driver's license and proof of valid insurance.

Ability to meet all employer and department hiring requirements, including passage of drug test, and criminal background check.

Working knowledge of child welfare, and/or child focused social issues and knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect preferred.

Working knowledge of juvenile justice and/or socials service systems and ability to apply such knowledge to a variety of interrelated tasks.

Ability to supervise and assist CASA volunteers in the advocacy of abused and neglected children, including providing training and evaluating performance.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working ability to count, perform simple arithmetic calculations of additions/subtractions.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare various documents and written reports as required.

Working knowledge of Microsoft Office programs: Word, Excel, Publisher, PowerPoint.

Working knowledge to use web based software programs used by the courts and program.

Ability to properly operate standard office equipment: computer, calculator, fax machine, copier, telephone/headset/call forwarding system and shredder.

Ability to provide public access or maintain confidentiality of department information and records according to Program, County, State and National standards.

Ability to comply with all employer and department policies/work rules including but not limited to: attendance, safety, drug-free workplace and personal conduct.

Ability to effectively communicate orally and in written word with: co-workers, County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain and carry out and present written and oral instructions.

Ability to compare or observe similarities and differences in data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to multi-task in fast-paced environment for long periods of time and under time constraints.

Ability to apply knowledge of people and/or locations to assist and plan layout for assigned work projects.

Ability to plan, present and speak at presentations, trainings, fundraisers and events.

Ability to occasionally work extended hours, weekends, evening hours and occasional out of town travel for conferences/training that could include overnight stays.

II. DIFFICULTY OF WORK:

Incumbent performs tasks according to standard operating procedures or policy and procedural manuals, with work priorities determined by supervisor, and/or formal court schedule. Incumbent receives indirect or occasional supervision with moderate flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

III. RESPONSIBILITY:

Incumbent performs duties according to standard department policies and procedures with work priorities determined by supervisor. Assignments are guided by following standard operation procedures or policy and procedural manuals. Decisions are restricted by only the broadest policy and/or guidance from supervisor. Errors in incumbent work are primarily detected or prevented through supervisory review. Undetected errors result in adverse actions on volunteers and may result in loss of money to department.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of executing policies, developing/implementing programs/services, and resolving problems.

Incumbent reports directly to Vigo County Staff CASA Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for extended periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, speaking clearly and hearing sounds/communications. Incumbent occasional works extended, weekend and/or evening hours with occasional out of town travel for conferences/training involving overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Staff CASA for Vigo County CASA describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

YES _____ NO _____

Applicant/Employee Signature

Date

Print or Type Name

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: Administrative Asst-Data Entry Payroll no. on salary ordinance: COMDT

Department: CASA Date: 2/14/22

☒ Full-time ☐ Part-time ☐ Exempt ☐ Non-exempt

Current pay grade: _____ Requested pay grade: _____

Current pay \$ 14.00 per hr Proposed pay \$ 16.00 per hr

Employee(s) in this position:

Kelley Moore

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:

move from grant funded PT to Full Time County Funded.

**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.

See Attached

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:

N/A

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:

N/A

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: Admin Asst- Data Entry *Classification: COMOT- Grant Funded

Job title: _____ *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:

See attached.

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

See attached.

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:

N/A.

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

See attached

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.

Billy Morse
Employee signature

Date: 2-14-2022

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.

G. Cheesman
Signature of Elected Official/Department Head

Date: 2/14/22

Glenna Cheesman
Name typed or printed

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Administrative Assistant-Data Entry
DEPARTMENT: CASA
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 2014
DATE REVISED: February 2018

STATUS: FULL-TIME
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily and within required time lines. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential function of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as an Administrative Assistant-Courts Data Specialist for the Vigo County Court Appointed Special Advocate (CASA) program, responsible for providing administrative support to the department operations, staff and volunteers through digital filing system, database management and court e-filing.

DUTIES:

GENERAL:

Performs duties with critical time line that require ensuring appropriate documents are scanned, processed and accessible for all offices, staff and volunteers.

Performs duties within required time frame that upload and track volunteer receipt of scanned documents, by working to accelerate migration of case documents to digital formats, updating file distribution system as needed and maintaining case management software.

Performs duties of compiling hard case files and proper organization of documentation received by program.

Corrects exception reports ensuring that correct data has been entered: cause number structure, gender, ethnicity, date of birth, placement, bio metrics, contact logs, court notes.

Performs e-filing of court documentation per state filing requirements.

Gathers and process of documents from electronic sources and in person pick up from courts daily.

Composes notification/appointment letters, emails and electronic notification to agencies of court and case participants.

Participates and attends staff functions as directed by Program Director: monthly staff structure meetings, case triage sessions, planning meetings for events and parties, monthly community CASA and volunteer events. Includes staffing sessions of creation of new procedures and policy.

Participates in general office duties of office maintenance, inventory, filing, answering of phones and office coverage.

Performs all/any additional related duties as assigned by Supervisor and/or Program Director.

I. JOB REQUIREMENTS:

Must be at least 18 years of age.

High school diploma or GED.

Requires a valid driver's license and proof of valid insurance.

Must complete CASA 30 training and Optima training curriculum.

Ability to meet all employer and department hiring requirements, including passage of drug test, and criminal background check.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of bookkeeping functions and ability to count and make simple arithmetic additions/subtractions.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare various documents and written reports as required.

Strong working knowledge of Microsoft Office programs: Word, Excel, Publisher, PowerPoint and web based software programs used by the courts and program.

Ability to properly operate standard office equipment: computer, calculator, fax machine, copier, telephone/headset/call forwarding system and shredder.

Ability to provide public access or maintain confidentiality of department information and records according to Program, County, State and National standards.

Ability to comply with all employer and department policies/work rules including but not limited to: attendance, safety, drug-free workplace and personal conduct.

Ability to effectively communicate orally and in written word with: co-workers, County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain and carry out and present written and oral instructions.

Ability to compare or observe similarities and differences in data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to multi-task in fast-paced environment for long periods of time and under time constraints.

Ability to apply knowledge of people and/or locations to assist and plan layout for assigned work projects.

Ability to plan, present and speak at presentations, fundraisers and events.

Ability to occasionally work extended hours, weekends, evening hours and occasional out of town travel for conferences/training that could include overnight stays.

II. DIFFICULTY OF WORK:

Incumbent performs tasks according to standard operating procedures or policy and procedural manuals, with work priorities determined by supervisor, and/or formal court schedule. Incumbent receives indirect or occasional supervision with moderate flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. This position requires extensive duties that rely on time sensitive data entry.

III. RESPONSIBILITY:

Incumbent performs duties according to standard department policies and procedures with work priorities determined by supervisor. Assignments are guided by following standard operation procedures or policy and procedural manuals. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of executing policies, developing/implementing programs/services, and resolving problems.

Incumbent reports directly to Program Director and or Program Supervisors.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for extended periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, speaking clearly and hearing sounds/communications. Incumbent occasional works extended, weekend and/or evening hours with occasional out of town travel for conferences/training involving overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Administrative Assistant-Courts Data Specialist for Vigo County CASA describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

YES _____ NO _____

Applicant/Employee Signature

Date

Print or Type Name



VIGO COUNTY JUVENILE COURT

202 Crawford St.
Terre Haute, IN 47807
Phone: (812) 462-3414
Fax: (812) 231-5695

DANIEL W. KELLY
JUVENILE COURT MAGISTRATE

DEBORAH ELLIOTT KESLER
CHIEF PROBATION OFFICER
(812) 231-5653

February 9, 2022

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

Re: New staffing requirements

Dear Glenna:

I wanted to thank you for discussing your urgent need for help with your staffing needs. The amount of volunteer hours you have generated from our CASA program continues to astound me. It is an invaluable asset to our community.

Fulfilling our statutory requirements by assigning volunteer CASAs to advocate on behalf of children in the child welfare system, rather than by the alternative of paid *Guardian Ad Litem*s (GALs), saves Vigo County enormous amounts of money, although the ever-expanding caseload understandably requires a commensurate expansion of employees to oversee the program's volunteers.

Your volunteers appear in court well-trained, professional and dedicated to the children they serve. Thank you for all you continue to do.

Very truly yours,

Daniel W. Kelly,
Vigo County Juvenile Magistrate



Grand Traverse Pie Co. of Terre Haute
75 N 3rd Street
Terre Haute, IN 47807
Stephen J. Huddleston,
General Manager
812-235-1582
terrehaute@glpie.com

To: Vigo County Council

Re: Endorsement of Vigo County CASA for Budget Request

Grand Traverse Pie Co. of Terre Haute has been in business for nearly 15 years as has been a big supporter of Vigo County CASA almost since we opened in August 2007. We have collaborated with numerous CASA personnel over that time. Our facility has assisted with various fundraising events, Bash on the Wabash, CASA Community Days and the pull tags on the "Whoville" Christmas tree. I have seen firsthand how hard the staff and the volunteers work in order to serve the abused children of Vigo County continuing to be their "voice". I also realize that the number of these kids continue to rise each and every year and fully understand that it calls for increased funding to not only continue but also to sustain the great level of service this organization provides to these unfortunate kids.

With the understanding I have for what CASA of Vigo County does in this community, I highly endorse the Vigo County CASA budget request in order to continue to enhance their level of excellence dealing with these kids in need by increasing their staffing funds. For CASA to continue its pivotal role in reducing trauma in these kids, it is imperative they have appropriate funding which translates at this time to help with staffing positions.

These kids are the future of our county and businesses. I applaud and support CASA's efforts to give our younger generations the much needed help to build a good foundation for future Vigo County citizens.

Please consider their request to help put an end to child abuse and to instill hope into the kids that have become victims.

Sincerely,

Stephen J. Huddleston
General Manager
Grand Traverse Pie Co. of Terre Haute

February 11, 2022

Dear Vigo County Council,

We the Volunteers of Vigo County Court Appointed Special Advocates are writing this letter in full support of Vigo County CASA and their request for their proposed staffing change.

CASA is vital to the protection and support of the children in our community. Every year, the number of children in the child welfare system is increasing, and it shows no sign of slowing down. Every year, the staff of CASA work tirelessly to improve upon the work they do. In turn, they train us so we may stand and speak for the vulnerable, abused, and neglected as they navigate the juvenile courts and CHINS (Child In Need of Services) process.

The work that Vigo County CASA staff does requires an extraordinary amount of time in travel, work, and energy. CASA prepares for and participates in court hearings, researches, provides documentation, and works in the community. CASA continuously trains both staff and volunteers so we as a whole may keep up with shifts and changes within the court systems and processes.

With impending funding cuts from outside grant sources, CASA is at risk. Cuts will have an extremely negative impact on the program and its ability to provide the utmost service and support for those most vulnerable in our community: our children. CASA Staff and Volunteers have worked tirelessly to eliminate the waitlist of children. For the past few years, every child with an active CHINS case, has a CASA assigned to them. This means that an excess of over 1200 children each year have been served by the staff and volunteers of CASA. A loss of funds would have severe consequences and jeopardize this amazing accomplishment and the impact it has on the children we serve.

We, as members of this community, feel that it is our duty to stand in support of the approval of the CASA staffing proposal. So that we may continue to do the good work we do for abused and neglected children to the absolute best of our ability as a program.

Many Thanks,

CASA Volunteer

Ronday Johnson
Stephen Mard
Will J. J.
Shaman Barker
John Edington
Barbara Weckware
Sean Miller
Ron Hocking
Rick Maxwell
Penny Reely
Mary Knox
Molly Hard
Carol Watkin
Kathy Jones
Be Boyd
Tafdie Overton
Sharon Allen
Cheryl Hays
Doreen Swain
Shelly Sundlett
Quincy Holmes
Lincoln Harrison

February 11, 2022

To: Vigo County Council

FROM: Nancy Edwards

RE: Endorsement of Vigo County CASA for Budget Request

As a Vigo County resident, retired teacher and former volunteer I offer this letter in support of Vigo County CASA. I have experienced firsthand the level of need and difficulty required to be "a voice for a child". CASA plays a crucial role in reducing trauma in children and the need continues to increase every year. To sustain current CASA efforts and allow for the increasing need, I support providing them with the requested funds.

Children are the future for our community and we should collectively do everything possible to give our younger generations the much needed help to build a good foundation for future Vigo County citizens.

Sincerely,


Nancy Edwards

February 11, 2022

To: Vigo County Council

FROM: Thelma Hoff

RE: Endorsement of Vigo County CASA for Budget Request

As a lifelong Vigo County resident and mother of three (3) children I offer this letter in support of Vigo County CASA. Although now retired, I worked in this county my entire life and raised my children to adulthood here. I see the growing need to help abused/neglected children and totally appreciate all the hard work and time that CASA extends to helping them.

Children are the future for our community and we should collectively do everything possible to give our younger generations the much needed help to build a good foundation for future Vigo County citizens.

Sincerely,

A handwritten signature in cursive script that reads "Thelma Hoff". The signature is written in dark ink and is positioned above the printed name.

Thelma Hoff

February 11, 2022

To: Vigo County Council

FROM: Barb Jonasson

RE: Endorsement of Vigo County CASA for Budget Request

As a Vigo County resident and mother of two (2) children I offer this letter in support of Vigo County CASA. Although now retired, I worked in this county many years and raised my children to adulthood here. I see the growing need to help abused/neglected children and applaud all the hard work and time that CASA extends to helping them. Every child deserves help and CASA should be afforded the needed funds to sustain their work.

Children are the future for our community and we should collectively do everything possible to give our younger generations the much needed help to build a good foundation for future Vigo County citizens.

Sincerely,

A handwritten signature in dark ink, appearing to read "Barb Jonasson", with a stylized, cursive script.

Barb Jonasson

February 11, 2022

Dear Vigo County Council,

We the Volunteers of Vigo County Court Appointed Special Advocates are writing this letter in full support of Vigo County CASA and their request for their proposed staffing change.

CASA is vital to the protection and support of the children in our community. Every year, the number of children in the child welfare system is increasing, and it shows no sign of slowing down. Every year, the staff of CASA work tirelessly to improve upon the work they do. In turn, they train us so we may stand and speak for the vulnerable, abused, and neglected as they navigate the juvenile courts and CHINS (Child In Need of Services) process.

The work that Vigo County CASA staff does requires an extraordinary amount of time in travel, work, and energy. CASA prepares for and participates in court hearings, researches, provides documentation, and works in the community. CASA continuously trains both staff and volunteers so we as a whole may keep up with shifts and changes within the court systems and processes.

With impending funding cuts from outside grant sources, CASA is at risk. Cuts will have an extremely negative impact on the program and its ability to provide the utmost service and support for those most vulnerable in our community: our children. CASA Staff and Volunteers have worked tirelessly to eliminate the waitlist of children. For the past few years, every child with an active CHINS case, has a CASA assigned to them. This means that an excess of over 1200 children each year have been served by the staff and volunteers of CASA. A loss of funds would have severe consequences and jeopardize this amazing accomplishment and the impact it has on the children we serve.

We, as members of this community, feel that it is our duty to stand in support of the approval of the CASA staffing proposal. So that we may continue to do the good work we do for abused and neglected children to the absolute best of our ability as a program.

Many Thanks,

A handwritten signature in cursive script that reads "Connie Ralston".

Connie Ralston

CASA Volunteer



THE BOARD OF COMMISSIONERS OF VIGO COUNTY

Commissioners

Brendan Kearns, 1st District

Chris Switzer, 2nd District

Mike Morris, 3rd District

650 S. 1st Street
Terre Haute, Indiana 47807
(812) 462-3367
Fax: (812) 234-2409

DATE: February 11, 2022
TO: Vigo County Council
FROM: Vigo County Commissioners
SUBJECT: Vigo County CASA Staffing Proposal

This letter represents full and complete support for staff funding being proposed by Vigo County CASA to strengthen its service to abused/neglected children and to maintain compliance with state CASA standards. We, the commissioners, are encouraged by accomplishments and believe proposed staffing requests are crucial to sustaining the support for the ever increasing demand of children in need of services.

Over the last 5 years CASA has served in excess of 1,000 Vigo County children each year and there are no indicators this trend will decline. Working with children in need makes extreme demands of time, travel, energy and legal documentation on those involved; all of which translates to very specific staff demands.

Four (4) positions currently funded by an outside grant are in jeopardy due to an announced reduction of 20-25% in future funding. This would very negatively impact the level of service to the children and would considerably reduce the ability of CASA to maintain the quality and quantity of work production. Over the last year, we have seen the CASA program eliminate the "wait list" for children —for the first time in 35 years! The loss of any current staff could reverse that huge accomplishment and cause a wait list once again. Consequently, we strongly support the CASA proposal to implement staff funding changes to the County.

We, the commissioners, urge you to approve the CASA proposal as requested and help provide the support sorely needed by the abused and neglected children of Vigo County.

Sincerely,

Brendan Kearns

Mike Morris

Chris Switzer

February 14, 2022

Members of Vigo County Council,

As a teacher in Vigo County Schools, I have some indirect experience with children in the system. I understand the importance of good people in the lives of vulnerable abused children. I write this letter in support of Vigo County CASA and their request for proposed staffing changes.

A CASA's presence in the life of a child in the welfare system is very important. CASA works for the child. They are not for DCS, family, or even placement, and they help make sure a child's voice isn't lost in the court process. A CASA is often the only consistent adult presence the child's case. The Staff of Vigo County CASA spends their time and effort to fully research, report, and represent the children they serve. A CASA makes sure the needs of the child are met, regardless of all else.

I am an educator who truly believes children are the future, and our community should be supportive of services and programs like CASA first and foremost. They are solely for the benefit of our children and the better we can do for children now, the better their chances of a successful life. Abused and neglected children need support and care to an even greater degree, and CASA helps to provide that.

I give support for this program without hesitation. I ask the council to approve the Vigo County CASA proposal for staffing changes, so that CASA can keep putting the children of the community first.

My Thanks,

Jes Wilson, Vigo County School Teacher

A handwritten signature in cursive script that reads "Jesica Wilson". The signature is written in dark ink and is positioned below the typed name.

February 14, 2022

To Vigo County Council,

I, Beth Wilguess, a teacher for Vigo County Schools, am writing this letter in support of Vigo County CASA and their request for their proposed staffing changes.

As a former kinship foster care placement, I have had direct understanding of the importance of a CASA to children in the foster care system. As a teacher in this community, I understand the importance of supporting and protecting vulnerable members of our community.

CASA plays an important role for those children who have been abused and neglected. Often, CASA's are the most consistent adult presence throughout the life of the child's case. They operate independently from DCS, family, and even placement to ensure the needs of the child are met and the desires of the child are voiced.

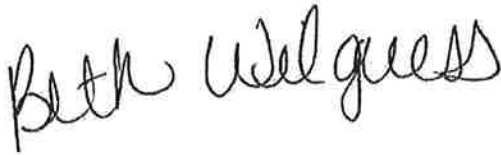
Vigo County CASA gives an extraordinary amount of time and effort in their endeavors to research, report, and speak for children they serve. I have been witness to this myself on more than one occasion.

I believe that resources given to support our children, are resources given in support of our future. One day, these children will be members of the work force, leaders, teachers, etc. The better we can support them now, the better chance they all have for a brighter future.

Abused and neglected children are in even greater need of this support and care. CASA helps to provide that. As a teacher, mother, and member of this community, I give my support for this program unreservedly. I ask you to approve their proposal for staffing changes so they may keep speaking for our future.

Sincerely,

Beth Wilguess

A handwritten signature in cursive script that reads "Beth Wilguess". The signature is written in dark ink and is positioned to the right of the typed name.

February 14, 2022

Vigo County Council,

I am a local business owner in our community. I write this letter to give my support to the Vigo County CASA program and their requested proposal for staffing changes.

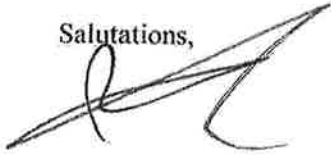
As a father, I understand the importance of being there to support a child. CASA's help fill this role during a traumatic time, make sure a child is heard in court, and that they get all the help they need to get them through a really tough situation. I believe that is priceless and we as a community should stand in support of those efforts.

A CASA's role in the life of a child in the system can have great impact. Vigo County CASA Staff gives of their time and does research, reports, and represent the children who are abused and neglected and need a voice. Their only concern is what is best for those children, regardless of all else.

One day, the kids of this community will be parents, business owners, and tax payers like myself, and I believe they deserve a great program like Vigo County CASA. They deserve that program to have all the support it needs to operate to the best of its ability.

I offer my support of this program and ask the Council to approve their proposal for staffing changes, so that CASA can keep speaking for the kids who need it.

Salutations,

A handwritten signature in black ink, appearing to read 'Jamie Chesterson', written over the word 'Salutations,'.

Jamie Chesterson

Red Room Cakery

February 14, 2022

Members of Vigo County Council,

I own a local business in our community. I'm writing this letter today in support of the Vigo County CASA program and their requested proposal for staffing changes.

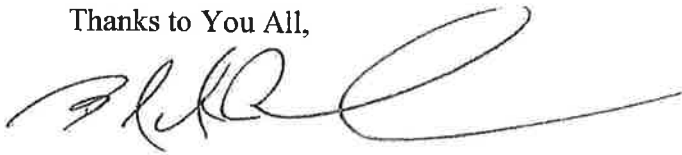
The children in our community are our most precious resource and commodity. They say it takes a village to raise a child, and CASA is a great example of community members stepping up for a child when they need it most. CASA's help during a traumatic time, make sure a child's voice is heard, and that they get all the help they need to get them through a really hard experience. To me, that is a selfless and priceless act, and we as a community should do all we can to support those who put forth that effort.

What a CASA does for child in the system has a great impact. Vigo County CASA Staff gives their time to represent the children who are abused and neglected and need a voice that speaks only for them and what they need in that moment. Their only concern is what is best for those children. A CASA spends their time visiting and talking with a child, but also researching and investigating so they have a complete picture of a situation and its effect on the children they serve, so they can be fully informed and able to give appropriate recommendations for a child's support and wellbeing.

Today's children are tomorrow's leaders and they deserve the best that we, their community, can give them in support of a better brighter future. I believe Vigo County CASA is one of the best things our community can offer in support of the most vulnerable children in our area. They deserve that program to have all it needs to operate to the highest standard and best of its ability.

I support this request and ask the Council to approve their proposal for staffing changes, so that CASA can keep doing the good work they do.

Thanks to You All,

A handwritten signature in black ink, appearing to read 'Brent Barnhart', with a long horizontal flourish extending to the right.

Brent Barnhart

Owner, Moonlite Drive-In

February 14, 2022

Vigo County Council,

I write this letter in support of Vigo County CASA and their request for proposed staffing changes.

I am a teacher in this community. I see the ways trauma effects our youth on a daily basis. I understand the importance of good positive role models for children and the need for representation for those children who have been neglected and abused.

CASA's are important to the children they serve. CASA works for the child. CASA is not there in support of DCS, family, or placement, a CASA helps ensure a child's voice isn't lost in the court process. A CASA may be only consistent adult presence through the life of a child welfare case. Vigo County CASA spends time and expends much effort to research, report, advocate for and represent the children they serve to their best ability. A CASA makes sure the needs of the child are met, and their wants are heard.

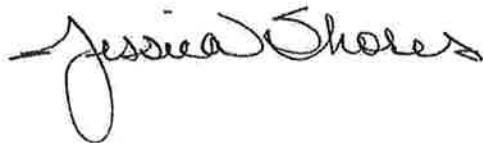
As an educator in this community, I understand the importance of supporting our most vulnerable population, our children. One day they will be adults like you and I, and they deserve the best examples we have to offer. Our community should support those services and programs like CASA, which give children a voice, and help ensure they have what they need for success in the future. Programs that benefit our children give them better opportunities so they may better their chances of a good life.

Those children who have suffered abuse and neglect need our care and support to an even greater degree, and CASA helps to provide that. DCS, foster care, and court are very serious and trauma inducing things for a child. A CASA can help lessen the impact of that added trauma by providing a sense of stability. A CASA advocates to ensure that a child receives all the help they need to navigate these stressful events and learn to cope and thrive.

I give support for this vital program and I ask the council to approve the Vigo County CASA proposal for staffing changes, so that CASA may continue to advocate for those who need it most, to the highest degree.

Thank You,

Jessica Shores, Vigo County School Teacher

A handwritten signature in black ink that reads "Jessica Shores". The signature is fluid and cursive, with the first name "Jessica" and last name "Shores" clearly legible.

February 14, 2022

Members of Vigo County Council,

I own a local business in our community. I'm writing this letter today in support of the Vigo County CASA program and their requested proposal for staffing changes.

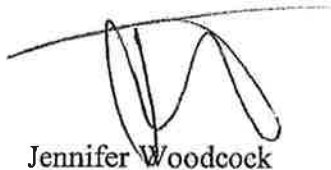
The children in our community are our most precious resource and commodity. They say it takes a village to raise a child, and CASA is a great example of community members stepping up for a child when they need it most. CASA's help during a traumatic time, make sure a child's voice is heard, and that they get all the help they need to get them through a really hard experience. To me, that is a selfless and priceless act, and we as a community should do all we can to support those who put forth that effort.

What a CASA does for child in the system has a great impact. Vigo County CASA Staff gives their time to represent the children who are abused and neglected and need a voice that speaks only for them and what they need in that moment. Their only concern is what is best for those children. A CASA spends their time visiting and talking with a child, but also researching and investigating so they have a complete picture of a situation and its effect on the children they serve, so they can be fully informed and able to give appropriate recommendations for a child's support and wellbeing.

Today's children are tomorrow's leaders and they deserve the best that we, their community, can give them in support of a better brighter future. I believe Vigo County CASA is one of the best things our community can offer in support of the most vulnerable children in our area. They deserve that program to have all it needs to operate to the highest standard and best of its ability.

I support this request and ask the Council to approve their proposal for staffing changes, so that CASA can keep doing the good work they do.

Thanks to You All,

A handwritten signature in black ink, appearing to read 'Jennifer Woodcock', with a horizontal line drawn above it.

Jennifer Woodcock

Owner, Studio 7 Salon



LONG'S SCHOOL OF COSMETOLOGY

HAIR • SKIN • NAILS EST. 1973

**PO Box 10212
1123 Wabash Avenue
Terre Haute, Indiana 47801
812-232-6243**

February 11, 2022

To: Vigo County Council

FROM: Long's School of Cosmetology, Inc.

RE: Endorsement of Vigo County CASA for Budget Request

Long's School of Cosmetology, Inc. has been a supporter of Vigo County CASA for some time and has assisted them with volunteer appreciation events. We supported their staff in an Appreciation Luncheon and provided mini massages, facials and nail services for the hardworking volunteers and staff of Casa.

We've seen firsthand how hard the staff and volunteers work to serve the abused children of Vigo County and help be their "voice". We also realize how the volume of children in need continues to rise with every year and fully understand that it calls for increased funding to sustain a good level of service. A current student's husband is an avid Casa representative and I, myself, would love to be a CASA volunteer. I have first hand experience and knowledge of the services that this group of men and women provide to the children of our community. These children need our support and our volunteers to continue to be a voice for their safety and well being. Vigo County has so many children in the community, that without CASA, and the services that they provide, would not have a voice or a chance to be heard and in safe situations.

It is with this knowledge, that we highly endorse the Vigo County CASA budget request for staffing funds. For CASA to continue its pivotal role in reducing trauma in children, it is imperative they have appropriate funding which translates at this time to staff positions.

Children are the future for our county and businesses. We applaud and support CASA efforts to give our younger generations the much-needed help to build a good foundation for future Vigo County citizens. Our school has been in the community for 50 years this year – we would love to continue to be here for the future generations to follow. These children need us all to support their growth and development.

Please help to promote their continued services, as volunteers and paid employees, to continue the services that these current wonderful citizens devote their time and energies to.

Sincerely,

Loree J Roberts, Owner

Long's School of Cosmetology, Inc

P.O. Box 10212

1123 Wabash Avenue

Terre Haute, Indiana 47801

812-232-6243

Email: LongsSchool@yahoo.com



RILEY ELEMENTARY SCHOOL

Riley Racers-Geared to Learn

6050 S. Canal
P.O. Box 127
Riley, IN 47871
Phone (812)462-4449
Fax (812) 894-2054

Claire Marchese, Principal

February 11, 2022

To: Vigo County Council

FROM: Riley Elementary School Staff

RE: Endorsement of Vigo County CASA for Budget Request

This letter is our support of the Vigo County CASA program and its current budget request. Riley Elementary school sees children in need of services on a daily basis and their CASAs who have visited our facility. So, we know firsthand how important the work of CASA is to help our youngest and most vulnerable residents. For that same reason, we also have an understanding of how the number of abused/neglected children continues to increase with each passing year.

We fully appreciate the demands of being "a voice for a child" and the vital role that CASA plays in reducing trauma in children. To help CASA's efforts we support them with the requested funds.

Children are the future for our county. We applaud and support CASA's efforts to give our younger generations the much needed help to build a good foundation for future Vigo County citizens.

Sincerely,

Imia Cook
Beth Mangum
Rachel Patterson
Jackie Titus
Karen E. Henderson
Kelly A. Camp
Thamara Chab
Mindy Moore
Karen Holmes
Rachel Toney

Jessica K. S. Hallock
Karey Tackett
Michelle Jordan
Wall Johnson
Courtney Nicolson
Karin Haver
Lindsay Lark
Jim Aselage
Jamie Deane
Chris Hoff
Lacey Robinson
Marcia Miller
Lindsay Swan



**RILEY ELEMENTARY SCHOOL
6050 South Canal Street
Riley, IN 47871**

February 10, 2022

To: Viigo County Council Members
FROM: Claire A. Marchese
RE: Endorsement of Vigo County CASA for Budget Request

I would like to voice my support of the Vigo County CASA program and its current budget request to the Vigo County Council. Riley Elementary School serves children in need of services on a daily basis and it is comforting when we see these students' CASA visiting our facility. I have witnessed firsthand how important the work of CASA is in helping our youngest and most vulnerable children. Sadly, I also have an understanding of how the number of abused/neglected children continues to increase with each passing year.

From a Principal's perspective, I fully appreciate the demands of being "a voice for a child" and the pivotal role CASA plays in reducing trauma in those lives. To sustain and grow the CASA organization, I enthusiastically support providing them with the requested funds.

Children are our future, ALL children. I applaud and support CASA efforts to give our younger generations the much needed support to build a strong foundation for future Vigo County citizens.

Sincerely,

Claire A. Marchese, Principal
Riley Elementary School



www.terrehautefarmersmarket.com
terrehautefarmersmkt@gmail.com

February 11, 2022

TO: Vigo County Council
FROM: Terre Haute Farmers Market
RE: Endorsement of Vigo County CASA for Budget Request

The Terre Haute Farmers Market has recently collaborated with CASA and has assisted them with various fundraising events and awareness opportunities. We have seen firsthand how hard the staff and volunteers work to serve the abused children of Vigo County and help be their "voice". We also realize how the volume of children in need continues to rise with every year and fully understand that it calls for increased funding to sustain a good level of service.

It is with this knowledge that I highly endorse the Vigo County CASA budget request for staffing funds. For CASA to continue its pivotal role in reducing trauma in children it is imperative they have appropriate funding which translates at this time to staff positions.

The Farmers Market is dedicated to making our home a healthy and vibrant place, in part by connecting our community of growers and makers, as well as our shoppers, with those in our greater community who are working toward the same goal. We recognize that children will grow and shape the face of our county and businesses. I applaud and support CASA's efforts to give our younger generations the much-needed help to build a good foundation as they become our future Vigo County citizens.

Sincerely,

Carrie Schoffstall, Market Manager

2021 Board of Directors

Greg Fields, President | Ashley Murphy, Vice-President | Jessica Fields, Secretary | Maryann Boyd, Treasurer
Courtney Dosch, Member | John-Michael Elmore, Member | Megan Gossett, Member
Carrie Schoffstall, Market Manager

February 11, 2022

To: Vigo County Council

FROM: Michael C. Gosselin

RE: Endorsement of Vigo County CASA for Budget Request

As a concerned Vigo County resident I offer this letter in support of Vigo County CASA. I am familiar with the demanding work done by the CASA program and see the growing need to help abused/neglected children. I applaud the vast amount of time and effort that CASA extends to helping those children. Every child deserves help and CASA should be afforded the needed funds to sustain their work.

Children are the future for our community and we should collectively do everything possible to give our younger generations the much needed help to build a good foundation for future Vigo County citizens.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael C. Gosselin". The signature is fluid and cursive, with a large initial "M" and "C".

02/10/22

Vigo County Council Members,


Please consider funding two full time positions for the Vigo County CASA Program. These positions are direly needed by the program. Each year the program has over 1000 children from our community enrolled. In the past CASA had a wait list of over 100 children (enough to fill two gray hound busses) waiting to get help from the program. This year CASA was able to get that wait list down to ZERO. This is Huge and if they lost any staff positions that number would start to rise again.

CASA's are the Voice of the neglected and abused children of the Wabash Valley while traveling through juvenile court proceedings. Glenna Cheeseman and others at the Vigo County CASA Program go above and beyond for these children. The program provided over 50 complete beds, with bedding and pillows for these Children to rest their heads on last year. They provide a storage closet for necessities families need when they take a child in. They have helped families with cleaning supplies, so they can get their children back. They do a Halloween Event and a Huge Christmas celebration; where each child gets at least one nice gift.

Covid has really hurt the program with Volunteers. They have lost volunteers and are having a hard time getting new volunteers. They cannot afford to loss any paid positions. It would negative effect the abused and neglected child in our county.

Thank You for your time and once again, please consider the funding.

Amanda Davis



Account Executive Tribune Star

Community News Digital

812-231-4228 - office

812-239-6368 – cell

Vigo County Resident



Date: February 9, 2022

Honored Council Members;

Covered Bridge Special Education District serves special education students and family in our community. On behalf of children, youth and families in Vigo County we are writing this letter in full support of Vigo County CASA and their request for their funding for staffing assistance. CASA is a vital entity to this community and to the protection and support of the abused and neglected children in our neighborhoods. These children are the most vulnerable population and should be prioritized and protected at all costs.

Daily, media outlets report how the numbers of neglect and child abuse is not only increasing, but the brutality and trauma is unimaginable that will forever leave a lasting impact. With drug problems, low income and lack of mental health services in our community, it is a mental and physical health crisis with no end in sight. CASA's continued efforts to train their staff, volunteers and the community on the issues that face all our children are amazing. The CASA program is not just a headline or sound byte, they are out there giving of their time and efforts to make a true change in the life of a child. Sometimes not always agreed or favored by those they are working with. There are those that will have differing opinions, but usually because they were on the opposite sides of the recommendations that did not fare to their wants. The staff and volunteers of Vigo County CASA continue forward because it is the right thing to do and carrying the burden no matter how heavy or personal it becomes. Not many organizations take on such a huge thankless, heart-wrenching task with limited staff and volunteers. But Vigo County CASA continues to do so for the betterment of children and our community.

They work with all children and youth no matter age, gender, economic status, or race. They see no boundaries, because abuse and neglect has no boundaries. Abuse and neglect is in our own backyards but remains unspoken and hidden. We see the aftermath of abuse and neglect in the faces, bodies and hearts of children as they enter our school buildings and classrooms. It affects our most vulnerable population of children with special needs that may not have the communication skills to advocate for themselves. The Vigo County CASA program are the eyes, ears and voice that speak for the most vulnerable of our community. They are the constant in a child's life as they navigate the courts and the

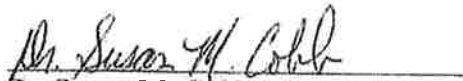
social welfare system in our community. This is an organization tasked with tough decisions to make as to the best interest of a child. They know going in it's a bad situation and it's not a simple fix, and that is what makes this program truly extraordinary, they are there because they have heart and want to make a difference in a child's life and in our community.

The Vigo County CASA staff are underpaid with massive caseloads, but they continue day in and day out working to support the volunteers and most importantly they all are working for the children. Always trying to bring a positive light to the lives of children that are too often so bleak and dark.

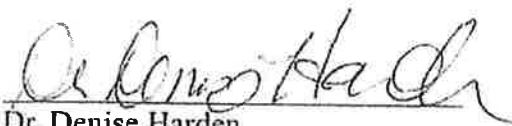
We as a community organization, and you as council members have a responsibility to support this program and the amazing work that they do. This program over the last few years has continued to build and work for the children in our community. We need to make sure that they have the necessary means to continue to do such amazing work. These are our tax dollars, that you as council members are tasked with to spend on the people, for the betterment and protection of our community. This is a program that provides a vital service to our children and community.

We ask that you vote to approve the Vigo County CASA request for assistance. Our children are worth it.

Respectfully, Vigo County Community Members



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Executive Director
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Extension: 40201



Dr. Denise Harden
District Supervisor
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February 14, 2022
Claudine Gaston
4590 W. Sarah Myers Dr.
West Terre Haute, IN 47807

Dear Vigo County Council,

I teach in the Vigo County School system and I have some direct experience with foster children in the classroom setting. I am writing this letter to show my support for the Vigo County CASA program and their request for proposed staffing changes.

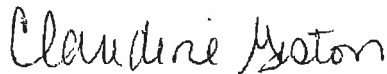
As a community member, I understand the impact the foster care system has on children. As a teacher, I understand how important it is to have solid adults in the lives of those who are most vulnerable, children.

CASA plays an important role in the life of a child in the foster care system. CASA is independent from DCS, family, they help make sure the needs of the child are met and their voices heard. On many occasions, the CASA person is the only consistent adult presence throughout the life of the child's case. The Staff of Vigo County CASA gives freely of their time and takes every effort in their endeavors to research, report, and represent the children they serve.

As they say, the children are our future, and we as a community should stand together in support of services and programs like CASA, that solely exist for the benefit of our children. The more we lift them up, the better shot they have at a greater life. At the end of the day, that is priceless. Abused and neglected children need this support and CASA helps to provide the additional support.

As a teacher, mother, and member of this community, I give my support for this program without hesitation. I ask for the approval of their proposal for staffing changes, so CASA can continue to represent our most precious asset, our children.

Sincerely,



Claudine Gaston, JAG Specialist, West Vigo High School



Vigo County Sheriff's Office (Jail Division) 2022 Request

To the Vigo County Council,

This is a written response to the Council's questions regarding the Sheriff's formal request for increased compensation for correctional and jail personnel. We would encourage any and all calculations be reviewed by the county auditor's office:

Introduction

The Sheriff's Office acknowledges that the increased compensation proposal is substantial and certainly justifies careful analysis by the fiscal body. It is, in short, "a big ask." While conscious of that reality, the Sheriff also submits that Vigo County already has made a major investment in public safety over time, a truth most evident in the construction of a new jail that will be fully occupied later this year. (This welcome and critical step occurred, however, only after many years of planning and debate and, significantly, with the intervention of multiple federal lawsuits and the oversight of a federal judge.)

The Sheriff contends these are necessary investments for the long-term safety of the jail staff, its detainees and inmates, and for the community at large. As noted in this submission, Vigo County is not alone in facing a growing crisis in its capacity to recruit and retain personnel to perform this critical government function, i.e., both policing and maintaining an appropriate facility for housing detainees and inmates. We know from reliable reporting in Indiana and elsewhere that there is a significant migration of experienced law enforcement officers leaving the profession voluntarily or by retirement. There is at least an impression here and elsewhere that the quality of candidates to fill open positions has lessened in recent years. All of us remember a time when committed young people desired a career in law enforcement and eagerly worked up the ranks to gain the experience and judgment to be quality officers. Many of them started those careers as jail/correctional officers, a position long perceived as an entry level opportunity for those who aspired to a law enforcement career.

The issue before the Council is the adequacy of pay for employees assigned for duty at the jail. The current hourly rate for a jail/correctional officer is \$17.96. Obviously, there are numerous available jobs in the Vigo County area offering an hourly wage equal to or higher than that figure. No one objects to private employers paying what is required to recruit the personnel needed and it may always be a challenge to compete in the market with those employers. This is especially true when the jail position is perceived, accurately we think, as one that can be stressful and occasionally higher risk. The Covid pandemic has hardly helped make the position more attractive. The pandemic's impact on overall employment nationwide is a matter of ongoing study, but anyone who follows the news understands that the events of the last two years have significantly impacted the employment market for all employers, not only law enforcement and corrections.

The primary objective of the pending request is to attract quality candidates to do a challenging job. No one can predict whether a compensation increase will increase the quality of the prospect pool or the number of hires. We certainly hope so. But we also can submit that the current wage structure simply is not producing the number and quality of candidates needed to staff the jail at the levels suggested in Bill Wilson's recent staffing study.

This is important for another reason: As Mr. Wilson notes in his report, adequate staffing is critical to support the safety and welfare of those who are detained by the courts and by those

employed to supervise them. As much as all government bodies want to be efficient with taxpayer funds, we also cannot overlook the demands of these jail-based positions, all of which currently are in a poor working environment given the jail's condition and one that exposes employees to inmates and detainees who often already have shown a disrespect for law and authority. It is hard work.

Our correctional officers supervise and care for those who are suspected of committing crimes (or serving penal sentences) in our community. At times, dealing with some of these incarcerated persons is quite difficult. Officers are cursed at, spat upon, battered, among many other issues they face. This proposal is an attempt to take care of those officers, add to their numbers, compensate them fairly, and maintain a high quality, safe facility to house those inmates. We are hopeful that operating a new and state-of-the-art correctional facility nearing completion will not only make that work safer, but also create a more attractive environment for those who work there.

We simply want to fairly compensate our officers for the job we expect them to do.

Responses to Council Questions

Following are the issues/questions submitted by Council members:

- 1. Is the request for additional funding based on 68 officers (current Jail) or 81 officers (new Jail based on staffing analysis)? If based on current positions, please include request for additional officers proposed in the recent staffing analysis.**

Response: The request is based on staffing the jail with 79 correctional officers. Salaries for the positions of Jail Commander and Jail Matron are considered part of jail staffing calculations, but their salaries are reported on the Sheriff's budget and not in the jail's budget.

- 2. Have employer costs related to benefits been included in the request?**

Response: The submission includes calculation for base salary, stipends, PERF contributions, FICA contributions, and clothing allowance. The proposal does not include any estimate of health insurance costs. (See Appendix for a more detailed outline.)

- 3. What is the basis of the requested increase for the correctional officers? Please provide data that supports this rate would be effective in stimulating the hiring and retention of correctional officers.**

Response: There is no specific data at hand that would guarantee that increased compensation will generate more applicants and more successful hires.¹ Common

¹ We participated in email correspondence in September 2021 with other Indiana County Sheriff offices. Summary of the feedback follows: Clinton County—two openings, 50% of current jail staff less than a year on staff; Howard County—vacancy rate of 24%, down 14 officers, 24 out of 27 have less than three years' experience; Perry County—only one staff person had more than five years of experience and zero applications on file (Sheriff advised he was making personal contacts to encourage applications);

sense tells us that compensation in the form of wages and benefits is a consideration for any prospective employee. We understand that it is not the sole consideration, however. Moreover, candidates for this position typically have an ambition to work in law enforcement, to work with other people, and to be public servants. Not everyone is cut out for that work. We believe that a higher pay rate might not only generate increased interest in the positions among prospective employees, but also appropriately compensate those individuals who are coming to work each day to perform those duties. It is important to remember that a compensation increase in these circumstances has the twin objectives of both attracting applicants and also to reward and retain those experienced officers already at work in the jail environment.

4. Basis for the stipends to corporals, sergeants and first sergeants at a cost of \$30,000 annually.

Response: We recognize that requested increases for supervising officers add to the cost of the proposal. Yet, we also have to view pay for jail-related personnel as a unit and in perspective. It would be untenable to have a system in which supervised employees might be projected to earn more than their supervisors. Again, the objective is both to attract and retain—and these experienced supervisory officers are critical to the jail’s operation.

For example, at current wage rates a Sergeant is paid approximately \$3,952 in annual supervisory pay (approximate annual salary: \$41,267). At \$22 per hour base wage rate, a supervisor’s base salary would be \$45,760. If the Council approves the requested stipend, that officer would be paid an additional \$3,500 for an annual salary of \$49,260. While we recognize that is a substantial increase in annual salary, we also believe that increased pay would stabilize the supervisory staff as we transition to a new jail.

The total annual cost of the supervisor stipends is \$30,000—\$2,000 each for three corporals, \$3,500 each for four sergeants, and \$5,000 each for two first sergeants (currently titled as Senior Sgt and S/O). In that context, we submit the supervisor stipend portion of the request is appropriate.

5. Basis for the stipends for those who are CAB, PREA and Training Officers at an annual cost of \$7,000 (\$500 for each officer fulfilling these roles). Are these duties included in the current job descriptions? Why should officers receive more than one stipend annually?

Response: There are multiple positions in the Vigo County Sheriff’s Office and Jail for which individual officers take on additional assignments. To borrow from another governmental entity’s approach to compensation, a school corporation may establish a base salary based on a teacher’s educational level and experience, but

LaGrange County—out of 20 officers, 14 have less LaGrange County—out of 20 officers, 14 have less than one year on the job. Turnover is a huge issue; Madison County—vacancy rate is 14%; out of 50 total offices, 33 have less than two years’ experience; Cass County—currently fully staffed but have been five employees short earlier in the year and attempting to hire 10 more staff to cover a jail expansion without success; turnover rate was 41% in 2019, 58% in 2020, and 50% in 2021.

then also establish a stipend for those who take on additional duties such as coaching an athletic team, working in an after-hours supervisory assignment, or some other task that goes beyond the basic requirements for the teaching position.

We currently have seven officers who are eligible to serve on the Conduct Adjustment Board. These officers have responsibility to adjudicate disciplinary matters involving inmates accused of misconduct. It is critical from a legal compliance standpoint to have officers who are experienced and trained in performing this function and it is fair to make at least a token compensation for serving in this capacity. The decisions of such boards often are litigated in state and federal courts, and so it is important for the Sheriff's team to afford due process to detainees and inmates in front of experienced CAB hearing officers.² Likewise, all correctional facilities are under increased scrutiny as a result of the federal Prison Rape Elimination Act (PREA) and we have three officers who are trained in both the legal and investigative aspects of complying with that law. Again, this is an extra duty for which an officer should be paid at least a token amount in recognition of those duties. Finally, we have four training officers who perform critical duties as we add jail staff (something we hope will increase in light of recruiting efforts and increased compensation). As with many positions, experienced officers with a capacity to train new officers is the norm in most jail facilities. Like a master or journeyman supervising an apprentice in other environments, training officers bring to bear knowledge and experience that must be transmitted to and understood by new officers.

At \$500 per officer (total: \$7,000 annually), we think this is a comparatively modest request to reward these services. We know that other agencies use stipends to reward extra duty, including local agencies such as the Terre Haute Police Department. This request is not unique and the idea of stipend compensation is not new.

Multiple stipends only are required if any officer performs the specific services required. The stipends are not easily tailored to a single payment. As noted here, a stipend can be based on a general assignment based on rank or can be based on specific "extra" assignments worked by an officer.

6. Basis for shift differentials for second (\$500) and third shifts (\$750). How would this be paid? Lump sum, quarterly, each pay period, hourly?

Response: In inquiries to Sheriffs operating similar facilities, we have learned that these differentials are incorporated in compensation for jail officers. Obviously, unlike most other county offices and agencies, a jail operates every day around the clock. In Clay County, for example, we understand that an officer is paid \$50 bi-weekly as shift differential pay (i.e., for anyone who does not work the day shift). Johnson County pays \$1,000 as a night shift differential on an annual basis. Even

² Discipline can result in lost credit time for individuals who are serving sentences or waiting for adjudication of their cases. These disciplinary actions often can be the subject of litigation years after the individual is no longer in the Vigo County Jail, and so it is important for CAB-qualified employees to understand the job and do it correctly.

the Terre Haute Police Department recognizes a modest alteration of pay structure for its officers working in evenings and at night.

From our standpoint, the pending request of \$500 for second shift and \$750 for a third shift assignment would be apportioned across the pay period rather than being paid lump sum on a quarterly, semi-annual, or annual basis. We are open, however, to accommodating the county's HR and payroll operation to devise a plan that would minimize confusion or complication.

7. Is the Matron request seeking a salary increase to \$54,744? Why is a stipend requested instead of the current rate of compensation of a Sheriff Merit Officer?

Response: This request is made to correct an inequity in current compensation. The jail matron has earned the rank of Lieutenant of the jail division. The requested salary increase only brings that position in line with the current pay for Lieutenants in the merit officer ranks of the Sheriff's Office, i.e., \$54,744. Indiana law states that a jail matron is entitled the same salary as other Sheriff's Office employees of the same rank, grade, or position.³ The requested stipend corrects this inequity.

8. What is the estimated cost of increasing the part time rate to the same as full time correctional officers?

Response: It is important to note that part-time numbers/figures change based on need and current staffing levels. This cannot be a flat "in stone" number. We would envision using less part-time employees if we were fully staffed. However, using 2021 figures, (\$13.65 hourly rate and 5,341 hours paid, the cost for part-time employees were appx \$78,500. This includes FICA). Our information indicates a 2022 part-time rate of \$14.20. Based on 2021 numbers of hours we can only roughly predict what 2022 figures might cost. We believe the cost of part-time expenditures at \$22 hourly rate could be appx \$126,490.90. This would be an increase of approximately \$44,846.70. (NOTE: Increase of \$53,585 based on 2021 cost at previous \$13.65 hourly rate, shown in appendix.)

$5,341 \text{ hours} \times \$14.2 \times (.0765 \text{ FICA}) = 81,644.2 \text{ (FICA included)}$

Estimated increase at \$22 hourly rate:

$5,341 \text{ hours} \times \$22 \times (.0765 \text{ FICA}) = \$126,490.90$

9. Information concerning turnover which includes:

- Documented reasons for recent resignations
- Documented reasons for high turnover
- Length of service for officer's leaving the jail in the last 3 years
- Positions being accepted by officer's leaving the Jail

³ I.C. 36-8-10-5(e) states: "The prison matron and assistant matrons: (1) are members of the department; (2) have the powers and duties of members of the department; and (3) are entitled to the same salary that other members of the department of the same rank, grade, or position are paid.

- **The length of time recent hires maintain employment at the Jail**
- **Steps taken to reduce turnover unrelated to pay**

Response: The Sheriff's Office does not require a voluntarily terminating employee to cite reasons for the separation from service. Nevertheless, informal feedback and interviews reveal a number of reasons for separation.

--Employees find positions with better hours or pay.

--Employees desire to take law enforcement positions with other agencies or seek positions in other correction facilities (we note that positions are regularly available at the Federal Correctional Complex-Terre Haute and at Indiana Department of Correction facilities at Rockville, Putnamville, and Carlisle—all easily accessed from Terre Haute—for perceived better working conditions, more attractive wage and compensation structure, and better opportunity for advancement.

--Four jail employees have taken new assignments in the Sheriff's Office (two are assigned to building security, one was appointed a merit deputy, and another left to work as an Indiana State Police Motor Carrier Officer but since returned to accept an appointment as a Vigo County merit deputy.

--Covid-related conditions: Some employees expressed concern for personal safety in an environment with 268+ (and often more) inmates and detainees. Others have rejected the Sheriff's Office requirement that jail officers wear masks to mitigate infectious disease spread in the high risk environment of a jail and resigned for that reason.

--Some employees have expressed dissatisfaction with the excessive overtime required, especially during any period the jail is seriously understaffed.

--Because of the necessary shift to hiring younger (minimum age now is 18) and less experienced individuals into these positions, compliance and disciplinary issues have required the involuntary termination of individuals in these positions.

--Sometimes individuals have been hired who have no particular law enforcement experience or aspirations—in other words, they wanted/needed a job—and then experienced the jail environment and demands of the job and concluded they were not a fit. Such resignations are not unusual.

To increase the hiring pool and to reduce turnover, the Sheriff has taken steps to—

--Lower the age of eligibility to 18.

--Examine changing work schedules from a “five on, two off” rotation to a “four on, two off” rotation

--Candidates have an opportunity to tour the facility and receive a briefing about the position before offer and acceptance—this is an effort to reduce surprise and be candid with applicants about the realities of the position.

--We are currently polling jail personnel to determine interest in whether working a 12-hour shift on fewer days would be an attractive option. This is subject to further review, however, in light of the staffing report and we will be consulting Bill Wilson about whether this is a viable option.

Based on our internal records for the period 2019 to 2021, we believe these statistics reflect the current trend:

Resigned for position at FCC-TH:	12
Resigned for position at THPD:	5
Resigned for position at other agencies:	10
Internal transfer:	11
Involuntary terminations:	20
Elected to move to part-time:	4
Miscellaneous:	71 (better health insurance, better paying jobs, better hours, etc.)

10. Hourly wage and stipend information for correctional officers at similar sized departments and/or close proximity.

Response: You will see a chart below indicating some comparisons we were able to obtain. Hamilton County sets a Sergeant salary at \$50,219. We understand the Bureau of Prisons is perceived as providing greater opportunity for advancement and salary increases.

Current Vigo County salary \$37,356 / Requested \$45,760

COMPARISONS		<u>After a year (if established)</u>
Bartholomew County	\$43,129.00	
Tippecanoe County	\$46,800.00	
Hamilton County	\$43,161.00	
Johnson County	\$42,239.00	
Wabash Valley Corrections (IDOC)	\$39,520.00	\$41,600.00
Federal Prison (TH)	\$43,495.00 (GS 5)	
Federal Prison (TH)	\$45,862.00 (GS 2)	

If there are follow up questions or concerns, we will do our best to find answers, if available, in advance of the County Council's consideration of the request. As noted previously, we can only speculate on whether or how a compensation increase might impact the recruitment, hiring, and retention of jail officers. We simply know the current pay structure is not producing desired results. Also, we remain hopeful that moving into a new facility—one that we believe will be safer and more attractive for employees—will produce additional interest. While we have tried our best to manage the current facility to meet legal requirements and contain any costs on a facility soon to be abandoned, it remains a difficult and dreary place to work.

The Sheriff's Office certainly is aware that this proposal presents a challenging decision for a fiscal body charged to make wise use of county resources. We have tried to be good stewards of the funds entrusted to operate this Office in all of its aspects, including the jail. An Indiana sheriff has myriad responsibilities: law enforcement officer and supervisor, human relations/hiring, facility management, car pool management, technology management (with county support), courthouse security, serving legal papers for the courts, conducting court-ordered sales, juvenile facility oversight, community relations, interagency relationships, communication coordination, and oversight of a correctional facility that feeds hundreds of people three times a day and strives to create the safest possible conditions in a sometimes dangerous environment). I make no complaint; it comes with the job. But given the pending lawsuit, the jail staffing study, and the extremely challenging conditions in law enforcement and jail managed over the last two or three years (recognizing we are not alone on that front), I submit this request in good faith and in the hope that these adjustments might help to address existing problems and move us forward with a stronger, safer, more stable work force at the Vigo County Jail.

Respectfully submitted,

John A. Plasse
Vigo County Sheriff

APPENDIX TO RESPONSE

To place a basic number for purposes of understanding this document, the current base salary for a correctional/jail officer is \$37,356.80 (Benefits included: \$45,519.27); at a \$22 an hour rate: Base rate of \$45,760 (Benefits included: \$55,758.56). Benefits/Cost included in our proposal include base salary, stipends, PERF, FICA, and clothing allowance. There are no insurance cost estimates included in our analysis. We respectfully reiterate an auditor's check of our calculations should be completed to ensure accuracy.

OVERALL SUMMARY BREAKDOWN OF REQUEST

(Benefits included: PERF/FICA)

***This is based on the additional 11 officers (10.9) as the jail staffing analysis indicates.

FULL-TIME STATISTICS

70 Baseline officers	$\$55,758.56 \times 70 =$	\$3,903,009.2
3 Corporals	$\$58,195.56 \times 3 =$	\$174,586.68
4 Sergeants	$\$60,023.31 \times 4 =$	\$240,093.24
2 First Sergeants	$\$61,851.06 \times 2 =$	\$123,702.12
Clothing Allowance	$\$1,500 \times 79 =$	\$118,500
TOTAL COST:		\$4,540,141.24
CURRENT EST COST:		<u>\$3,229,140.94</u>
FULL-TIME EST INCREASE:		\$1,330,750.30

*******Prior to the 11 added/suggested positions our request would have been an approximate increase of \$700,000.**

PART-TIME STATISTICS

We would envision using less part-time employees if we were fully staffed. However, using 2021 the figures below provide an idea of a possible increase.

5,341 hours \times \$13.65 = 72,905.23 (FICA included)

Estimated increase at \$22 hourly rate:

5,341 hours \times \$22 = \$126,490.9

\$126,490.9 - \$72,905.23 = **\$53,585.67** (Possible Increase)

ESTIMATED FULL-TIME INCREASE (including 11 additional personnel from staffing analysis) + ESTIMATED PART-TIME INCREASE = \$1,384,335.97

TOTAL INCREASE:

Estimated full-time increase **\$1,330,750.30** (including 11 additional personnel from staffing analysis)

+

Estimated possible part-time increase **\$53,585.67**

+

Totals of Shift differential and “Other stipend pay” (such as PREA, CAB) **\$35,945.75**
(Benefits included)

+

Jail Matron increase **\$3,500**

=

Overall estimated total of requested increase based on the recommended staffing analysis:
\$1,423,781.72

******NOTE: Again, prior to the 11 added/suggested positions from staffing analysis, our request would have been an approximate increase of \$700,000. However the 11 additional staff from the staffing analysis significantly increased our overall request.***

******ALSO NOTE: Overtime paid in 2021 was an approximate \$102,000. We would expect overtime and part-time hours to go down if the requested increase is approved and our full-time staffing numbers increase.***