



*Meeting
of the
Vigo County Council
November 14, 2017*

**VIGO COUNTY COUNCIL
NOVEMBER 14, 2017
5:00 P.M.**

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VIGO COUNTY COUNCIL
Agenda
Tuesday November 14, 2017 at 5:00 P.M.
Council Chambers, Vigo County Annex

1. Pledge of Allegiance
2. Calling of the roll
3. Corrections to the journal of the preceding meeting, if needed
 - a. *October 10, 2017*
4. Public comment
 - a. Shelley Klingerman – Launch Terre Haute
5. Communications from elected officials, other officials, or agencies of the County
 - a. Bart Giesler – Terre Haute Regional Airport
6. Reports from standing committees
7. Reports from select committees
8. Ordinances relating to appropriations
 - a. *Budget Adjustment Committee*
 - i. *Additional Appropriation 2017-38 Courts*
 - ii. *Additional Appropriation 2017-39 Div 5 Court*
 - iii. *Salary Ordinance 2017-08 Clerk*
 - iv. *Salary Ordinance 2017-09 Clerk*
 - v. *Salary Ordinance 2017-10 Clerk*
 - vi. *Salary Ordinance 2017-11 Clerk*
 - vii. *Salary Ordinance 2017-12 Clerk*
 - viii. *Salary Ordinance 2017-13 Clerk*
 - ix. *Salary Ordinance 2017-14 Clerk*
 - x. *Salary Ordinance 2017-15 Clerk*
 - xi. *Salary Ordinance 2017-16 Prosecutor*
 - xii. *Salary Ordinance 2017-17 Prosecutor*
9. Honorary resolutions
10. Resolutions relating to fiscal policies of the Council
11. First reading by summary reference of proposed ordinances and resolutions
12. Appointments
13. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Annex, 127 Oak Street, Terre Haute, Indiana at 5:00 pm on November 14, 2017 to consider the following appropriations in excess of the budget of the current year.

COUNTY GENERAL

COURT/.0232

30700 Legal Services	\$	1,000
41005 Jail Project (New)	\$	150,000
TOTAL COUNTY GENERAL/COURT	\$	151,000

JAMES W. BRAMBLE
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, November 3, 2017
TRIBUNE-STAR

ADDITIONAL APPROPRIATION ORDINANCE 2017-38

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

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

	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>COURTS/.0232</u>		
30700 Legal Svcs	\$1,000	
TOTAL COUNTY GENERAL FUND	\$1,000	

Approved on this 14th day of November, 2017.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2017-39

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

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

	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>DIV 5 COURT</u>		
41005 Jail Project (New)	\$150,000	
TOTAL COUNTY GENERAL FUND	\$150,000	

Approved on this 14th day of November, 2017.

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

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2017-08

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>CLERK</u>		

Deputy Clerk Supervisor - Records/Elections (COMOT A)

- a. Revise Title change to Records/Election Supervisor (COMOT C)
- b. Revise Job Description
- c. Revise Salary

Effective January 1, 2018

Approved on this 14th day of November, 2017.

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

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2017-09

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

REQUESTED

APPROPRIATED

COUNTY GENERAL

CLERK

Deputy Clerk/Elections/Records (COMOT A)

a. Revise Job Description

Effective January 1, 2018

Approved on this 14th day of November, 2017.

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

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2017-10

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

REQUESTED

APPROPRIATED

COUNTY GENERAL

CLERK

Bookkeeping Supervisor (COMOT C)

- a. Revise Title change to Office Administrator (COMOT D)
- b. Revise Job Description
- c. Revise Salary

Effective January 1, 2018

Approved on this 14th day of November, 2017.

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

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2017-11

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

<u>COUNTY GENERAL</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>CLERK</u>		

Deputy Clerk Supervisor (COMOT C)

- a. Revise Title change to Supervisor of Courts & AV/Election (COMOT C)
- b. Revise Job Description

Effective January 1, 2018

Approved on this 14th day of November, 2017.

<div style="display: flex; justify-content: space-between;"><div>Aye <input type="checkbox"/></div><div>Absent <input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Nay <input type="checkbox"/></div><div>Abstain <input type="checkbox"/></div></div>	James R. Mann II	
<div style="display: flex; justify-content: space-between;"><div>Aye <input type="checkbox"/></div><div>Absent <input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Nay <input type="checkbox"/></div><div>Abstain <input type="checkbox"/></div></div>	Mike Morris	
<div style="display: flex; justify-content: space-between;"><div>Aye <input type="checkbox"/></div><div>Absent <input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Nay <input type="checkbox"/></div><div>Abstain <input type="checkbox"/></div></div>	Brendan R. Kearns	
<div style="display: flex; justify-content: space-between;"><div>Aye <input type="checkbox"/></div><div>Absent <input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Nay <input type="checkbox"/></div><div>Abstain <input type="checkbox"/></div></div>	Vicki Weger	
<div style="display: flex; justify-content: space-between;"><div>Aye <input type="checkbox"/></div><div>Absent <input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Nay <input type="checkbox"/></div><div>Abstain <input type="checkbox"/></div></div>	Aaron Loudermilk	
<div style="display: flex; justify-content: space-between;"><div>Aye <input type="checkbox"/></div><div>Absent <input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Nay <input type="checkbox"/></div><div>Abstain <input type="checkbox"/></div></div>	Tim P. Curley	
<div style="display: flex; justify-content: space-between;"><div>Aye <input type="checkbox"/></div><div>Absent <input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-between;"><div>Nay <input type="checkbox"/></div><div>Abstain <input type="checkbox"/></div></div>	Bill Thomas, President	

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2017-12

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>CLERK</u>		
Deputy Clerk Assistant Supervisor (COMOT B)		
a. Revise Job Description		
Effective January 1, 2018		

Approved on this 14th day of November, 2017.

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

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2017-13

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>CLERK</u>		
Assistant Supervisor Courts & AV/Elections (COMOT B)		
a. Revise Job Description		
Effective January 1, 2018		

Approved on this 14th day of November, 2017.

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

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2017-14

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>CLERK</u>		

Deputy Clerk Supervisor (COMOT C)

a. Revise Title change to Juvenile & IV-D Court Supervisor (COMOT C)

b. Revise Job Description

Effective January 1, 2018

Approved on this 14th day of November, 2017.

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

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2017-15

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

REQUESTED

APPROPRIATED

COUNTY GENERAL

CLERK

Deputy Clerk/Elections (COMOT C)

- a. Revise Title change to Deputy Clerk Assistant Supervisor/Rover (COMOT B)
- b. Revise Job Description
- c. Revise Salary

Effective January 1, 2018

Approved on this 14th day of November, 2017.

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

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2017-16

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

COUNTY GENERAL PROSECUTOR/.0009

The 2018 Salary Ordinance for the General Employees was adopted with a provision in Paragraph I for Deputy Prosecutors to be paid an amount in addition to the base salary pursuant to criteria established by the Prosecutor's Office. Per the ordinance the criteria has been evaluated for current Deputy Prosecutors and assigned a percentage to be applied to the recommended base salary to determine the total salary as shown on Attachment 1. In the event of a vacancy or a reassignment of the role of a Deputy Prosecutor, the percentage will need to be re-evaluated and approved by the Vigo County Council.

SEE ATTACHMENT

Effective January 2018

Approved on this 14th day of November, 2017.

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

Attest:

James W. Bramble
Vigo County Auditor

Attachment 1
Salary Ordinance 2018-XX
(Scale for Deputy Prosecutors)

Role	Name	Job Resp.	Legal Exp	Crim Law Exp	Jury Trial Exp	Vigo Co Exp	Other Exp	Total % Increase	2018 Rec Base	Rec Increase	2018 Amended	2018 COLA
		0-6%	0-2%	0-2%	0-2%	0-1%	0-1%					
HL Felony	Amanda Thompson	4%	2%	2%	2%	1%	1%	12%	\$ 57,305	\$ 6,877	\$ 64,182	\$ -
HL Felony	Christopher Dailey	4%	2%	1%	0%	1%	1%	9%	\$ 57,305	\$ 5,157	\$ 62,462	\$ -
LL Felony	Charles Ray	0%	2%	0%	0%	1%	1%	4%	\$ 57,305	\$ 2,292	\$ 59,597	\$ -
HL Felony	Cynthia Fisher	4%	1%	1%	0%	1%	0%	7%	\$ 57,305	\$ 4,011	\$ 61,316	\$ -
HL Felony	Jason Saunders	4%	2%	2%	2%	1%	1%	12%	\$ 57,305	\$ 6,877	\$ 64,182	\$ -
Specialized	Darek McMullen	6%	1%	0%	0%	1%	0%	8%	\$ 57,305	\$ 4,584	\$ 61,889	\$ 219
Specialized	Raeanna Moore	6%	2%	2%	2%	1%	1%	14%	\$ 57,305	\$ 8,023	\$ 65,328	\$ 482
Specialized	Sabrina Haney	6%	2%	2%	2%	1%	1%	14%	\$ 57,305	\$ 8,023	\$ 65,328	\$ -
Child Support	Megan Illif*	2%	2%	0%	0%	1%	0%	5%	\$ 57,305	\$ 2,865	\$ 60,904	\$ 568

HL Felony = High Level Felony

LL Felony = Misdemeanor & Low Level Felony

* Incumbent grandfathered in at a higher rate

SALARY ORDINANCE 2017-17

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2017, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

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

	<u>REQUESTED</u>	<u>APPROPRIATED</u>
<u>COUNTY GENERAL</u>		
<u>PROSECUTOR/.0009</u>		

Deputy Prosecutor (new position)

Effective January 1, 2018

Approved on this 14th day of November, 2017.

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

Attest:

James W. Bramble
Vigo County Auditor

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

September 18, 2017

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

RE: Court Interpreter Grant

Dear Council Members,

We are respectfully requesting to be placed on the next Council meeting agenda for October 2017, for the purpose of appropriating a \$1000 Court Interpreter Grant. As you know, per our request, the Council approved \$3,000 for Court Interpreter costs for the 2017 Budget year. With the knowledge that \$3,000.00 may not be sufficient to cover the anticipated interpreter fees, the Court applied for a Court Interpreter Grant through the Indiana Office of Court Services.

In our application for grant funding, in response to questioning, we indicated that we had requested and/or been allocated from the county \$3,000 for court interpreters. Also in response to application questions, we indicated that the only other source for court interpreters besides the 2017 Court grant for interpreters is the county funding.

As we are required by law to provide court interpreter services regardless of a litigant's financial ability to pay, the Vigo County Courts are deficient in funds to pay court interpreters who have already rendered their services. It is possible that even if the County Council appropriates the \$1000 grant from the Indiana Office of Court Services, we will have insufficient funds through the end of this year.

We are hereby requesting that the \$1000 Court Interpreter Grant awarded on June 1, 2017, for the grant period of July 1 through December 31, 2017, be appropriated into the Court's budget, Legal Services as soon as possible so that bills from interpreters can be paid. We are also requesting an additional \$1000 to cover court interpreter costs through the end of the year, which if unused, will revert to the County General Fund.

Sincerely,

Lakshmi Reddy
Lakshmi Reddy,
Chief Judge

VIGO SUPERIOR COURT, DIVISION 5
MICHAEL RADER, JUDGE



VIGO COUNTY COURTHOUSE, 33 SOUTH THIRD STREET, TERRE HAUTE, INDIANA 47807

TEL.: 812-462-3266
FAX: 812-234-0272

10 October 2017

Re: Jail Study Request

Members of the Vigo County Council:

I formally request the Council provide me with funding to perform a study of the criminal justice system in Vigo County to include an assessment of the need for a new security center, the provision of mental health services, and programming consistent with our Problem Solving Courts.

I propose to hire a recognized expert in the field and estimate the total expense to be no more than \$150,000.00. I believe the study could be completed within 90-120 days.

In lieu of complete details, I ask that this proposal be assigned to committee for further study and to allow me to provide the Council with a detailed estimate of the requirements and expenses related to the undertaking.

Sincerely,

A handwritten signature in cursive script that reads "Michael Rader".

Michael Rader, Judge
Vigo Superior Court Division 5

Waggoner • Irwin • Scheele
& Associates INC

MEMO

TO: Vigo County Personnel Committee

FROM: Addie Rooker and Lori Seelen
Waggoner, Irwin, Scheele & Associates, INC.

DATE: September 15, 2017

RE: Classification Review – Clerk's Office

A reclassification request for the Vigo County Clerk's Office was reviewed in June 2017. At that time it was recommended that a desk audit of the Main Office supervisory positions be conducted to clarify assigned duties and supervisory responsibilities of each position. On July 19, 2017 W.I.S. consultant Lori Seelen met with the Clerk, Chief Deputy, and Bookkeeping Supervisor to conduct desk audits. The current Clerk has restructured the department since taking office causing a change in supervisory duties and rank structure. The Clerk's Office job descriptions adopted in January 2015 no longer accurately reflect the positions within the Main Office of the department.

The following is a review of the eight desk audits conducted and classification recommendations for each position.

1. Records/Election Supervisor

The position is currently titled Deputy Clerk Supervisor – Records/Elections and classified at COMOT A Non-exempt. During the desk audit, it was reported that the incumbent is supervising 7 full-time, 2 part-time, and 6 seasonal staff and performing duties in four separate locations. The incumbent stated that 75 – 80% of his time is spent performing managerial/supervisory duties. The current job description did not accurately reflect the supervisory duties, level of responsibility, or consequence of errors of this position. The job description has been updated and the position is responsible for supervising and directing assigned staff, preparing and maintaining accurate Court records, preparing and maintaining election equipment, and assisting the public.

We have assessed this position respective of other positons in the COMOT job category and re-factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions. Our recommendation for the position is listed below.

Recommendation:

We factored the position within the COMOT C range. Therefore, it is recommended the position be re-classified to COMOT C. It is recommended that the job title be changed to Records/Election Supervisor for consistency with supervisory positions in the department. The FLSA status of this position was also reviewed. The position does not meet any of the tests for exemption; therefore it is recommended the position remain classified as Non-exempt.

2. Deputy Clerk/Elections/Records

This position is currently classified at COMOT A and Non-exempt. The job description has been updated and the position is responsible for providing support during Elections, preparing and maintaining accurate Court records, and assisting the public. This position was included in the desk audit due to the supervisory job duty listed in the January 2015 job description. During the desk audit it was reported by the Clerk that this position does not supervise personnel, but is responsible for supervising the process and ensuring delivery, set-up, and retrieval of equipment is performed according to formal processes and procedures.

One job duty has been revised for the position: "Ensures the delivery, set-up, and retrieval of equipment at Voting Centers is performed according to formal processes and procedures". This duty statement will replace the following existing duty "Supervises assigned part-time Election works in delivery, set-up and retrieval of equipment at Voting Centers".

We have assessed this position respective of other positions in the COMOT job category and re-factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions. Our recommendation for the position is listed below.

Recommendation:

We factored the position within the COMOT A range. Therefore, it is recommended that the position remain classified at COMOT A and Non-exempt.

3. Office Administrator

This position is currently titled Bookkeeping Supervisor and classified at COMOT C Non-exempt. During the desk audit it was reported that this position is the immediate supervisor for all Department Supervisors, Child Support staff, Judgment staff, Marriage staff, and Bookkeeping staff. The January 2015 job description did not accurately reflect the level of responsibility, or consequence of errors of this position. The job description has been updated and the position is responsible for supervising department personnel, performing bookkeeping/financial duties, and performing duties of Chief Deputy in his/her absence.

Added job duties include: Writing, maintaining, and implementing office policy and procedures; Assisting in planning long and short term goals with Clerk and Chief Deputy, implementing

strategies to accomplish goals, and ensuring execution and accuracy of goals; Writing and maintaining Court Cost schedule and distributing as required; Supervising election/poll worker training and election preparation and compiling Vote Center manuals; Setting up, opening and closing vote centers, early voting, and election day; and Supervising canvas board, reseal team, and remake team during election tabulation, and communicating with Secretary of State and IEC.

During the desk audit the Elected Official discussed his concern with the education requirement of High school diploma or GED as listed on the 2015 job description. He stated that in order to fill the position an incumbent would need continued education in Accounting and managerial experience. The requirements for the position has been updated to state: Bachelor's degree in Accounting or related field and three years managerial experience or ten years accounting experience with six years in a managerial position preferred.

We have assessed this position respective of other positons in both the COMOT and PAT job categories and re-factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT and PAT positions. Our recommendation for the position is listed below.

Recommendation

The position factors within the COMOT D or PAT A range. In order to maintain rank structure within the department and the County, it is recommended that the position be classified at COMOT D and the title changed to Office Administrator. The FLSA status of the position was also reviewed. The position does not meet any of the tests for exemption; therefore it is recommended the position remain classified as Non-exempt.

4. Courts & AV/Election Supervisor

This position is currently titled Deputy Clerk Supervisor and classified at COMOT C Non-exempt. The January 2015 job description did not accurately reflect the duties or supervisory responsibility of this position. The job description has been updated and the position is responsible for supervising department personnel and performing statutory duties as required by the Clerk.

Added job duties include: Monitoring laptops at vote centers on Election day; Serving as Administrator for all election poll books including setting up lap tops, installing programs, updating settings, ensuring Wi-Fi, and writing procedures; Entering election/candidate vote center information; Serving as Department liaison to 911 Director, Odyssey, State court of Administration, and Quest/SVRS election systems; Serving as NCIC/IDAC Coordinator; Entering new employees and setting up permission in computer system, Working with County IT on issues and problems; Maintaining employee records; and Attending meetings with Clerk and Chief Deputy.

During the desk audit the Elected Official discussed his concern with the education requirement of High school diploma or GED as listed on the 2015 job description. He stated that in order to

fill the position an incumbent would need continued education and managerial experience. The requirements for the position has been updated to state: Associate's Degree in related field with three years managerial experience preferred.

We have assessed this position respective of other positons in the COMOT job category and re-factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions. Our recommendation for the position is listed below.

Recommendation:

We factored the position within the COMOT C range. Therefore, it is recommended the position remain classified at COMOT C. It is recommended that the job title be changed to Supervisor of Courts & AV/Election for consistency with supervisory positions in the department. The FLSA status of this position was also reviewed. The position does not meet any of the tests for exemption; therefore it is recommended the position remain classified as Non-exempt.

5. Deputy Clerk Assistant Supervisor

This position is currently classified at COMOT B Non-exempt. During the desk audit it was noted that the position is currently being paid within the COMOT C salary range. Since the job description was written in 2015, the Assistant position within the department has been vacated, and some of the duties of that position have been assigned to the Deputy Clerk Assistant Supervisor. The position now serves as the on-site supervisor for records and main office staff in the absencce of the Records/Election Supervisor. The job description has been updated and the position is responsible for assisting with duties as set forth by Clerk and Chief Deputy, serving as on-site supervisor, and assisting the public.

Added job duties include: Serving as site supervisor including providing orientation and training, communicating and administering personnel programs and procedures, and assisting in evaluating performance; Communicating with callers who request to speak to a supervisor; Performing opening and closing of tills and overseeing credit card transactions; Preparing and scheduling appointments for staff to meet with County's insurance companies as instructed; Designing, creating, preparing, maintaining, and updating forms used by department; Preparing and maintaining inventory in supply room; Performing research and analysis of department equipment needed; and Assisting with developing and updating department website.

The Elected Official has requested to update the education requirements for this position. The position will now require: High school diploma or GED. Associate's degree or four years of experience in related field preferred.

We have assessed this position respective of other positons in the COMOT job category and re-factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions. Our recommendation for the position is listed below.

Recommendation:

We factored the position within the COMOT B range. Therefore, it is recommended the position remain classified at COMOT B Non-exempt and paid within the COMOT B salary range.

6. Assistant Supervisor Courts & AV/Elections

This position did not have a job description written in January 2015. However, during the desk audit the position was discussed. A job description has been created and the position is responsible for assisting in supervising department personnel and performing statutory duties as required by the Clerk.

Job duties for the position include: Assisting in supervision of Absentee Voter staff, Election staff, and seasonal Election Workers; Assisting Office Administrator with setting up, opening and closing vote centers, early voting and election day; Serving as Assistant Supervisor for all election poll books; Serving as Department Liaison to Quest/SVRS election systems as needed; and Working as Court rover and Main Office deputy as needed.

Job requirements for the position include: High School diploma or GED. Associate's Degree in related field with three years managerial experience preferred.

We have assessed this position respective of other positions in the COMOT job category and re-factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions. Our recommendation for the position is listed below.

Recommendation:

We factored the position within the COMOT B range. Therefore, it is recommended the position be classified at COMOT B Non-exempt and paid within the COMOT B salary range.

7. Juvenile & IV-D Court Supervisor/Administrative Assistant

This position is currently titled Deputy Clerk Supervisor and classified at COMOT C Non-exempt. The position has been assigned additional responsibilities since the job description was prepared in January 2015. The job description has been updated and the position is responsible for supervising personnel, serving as administrative assistant to the Elected Official and Chief Deputy, and performing statutory duties as required by the Clerk.

Added job duties include: Serving as administrative staff to Elected Official and Chief Deputy including preparing correspondence, memos and emails, and creating, preparing, and maintaining personnel files, records, and various documents; Serving as Plan administrator for County website; Creating, preparing, and distributing various requests; Creating preparing, maintaining and updating files of claims submitted to Auditor for payment; and Creating and posting signs for holiday/special closings for Courthouse and various offices.

The incumbent is responsible for the supervision of two off site locations including three full-time staff members, and reported she spends between 50 – 60% of her time performing supervisory/managerial duties.

The requirements for this position have been changed to: High school diploma or GED; Associate's degree or four years experience in related field preferred.

We have assessed this position respective of other positons in the COMOT job category and re-factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions. Our recommendation for the position is listed below.

Recommendation:

We factored the position within the COMOT C range. Therefore, it is recommended the position remain classified at COMOT C and paid within the COMOT C salary range. It is recommended that the job title be changed to Juvenile & IV-D Court Supervisor for consistency with supervisory positions in the department. The FLSA status of this position was also reviewed. The position does not meet any of the tests for exemption; therefore it is recommended the position remain classified as Non-exempt.

8. Deputy Clerk Assistant Supervisor/Rover

The incumbent in this position was currently working under the job title of Deputy Clerk/Elections classified at COMOT C Non-exempt. The job description did not accurately represent the duties and responsibilities of this position. A job description has been created and the position is responsible for serving as assistant supervisor to Courts & AV/Elections, and serving as Roving Court Clerk.

Job duties for this position include: Performing duties of Courts & AV/Elections Supervisor in his/her absence; Serving as site supervisor including providing orientation and training, planning, delegating, and controlling work assignments, communicating and administering personnel programs and procedures, and assisting in evaluating performance; Serving as Roving Court Clerk; Assisting supervisor in Absentee Voting; Answering telephone and greeting office visitors; and Entering new cases, accepting new filings, and processing new court orders as required.

Job requirements for this position include: High school diploma or GED. Associate's degree or four years experience in related field preferred.

We have assessed this position respective of other positons in the COMOT job category and re-factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions. Our recommendation for the position is listed below.

Recommendation:

We factored the position within the COMOT B range. Therefore, it is recommended the position be classified at COMOT B Non-exempt and paid within the COMOT B salary range. It is recommended that the job title be approved for consistency with supervisory positions in the department.



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



October 2, 2017

To: Vigo County Council

RE: Vigo County Prosecutor's Office Council Request


It is respectfully requested that the following request be assigned to committee at the October 2017 Council Meeting to be discussed at the November 2017 Council Meeting.

The creation of a new full time Deputy Prosecuting Attorney Position. This position will be dedicated to reviewing cases of defendants that remain incarcerated at the Vigo County Jail for plea agreements and also be required to handle jury trials. The position would be placed in the Major Felony Court Trial Deputy Prosecutor classification for purposes of the salary scale that has been proposed to the Council.

This position would be utilized with the goal of resolving cases sooner by entering into plea negotiations sooner and identifying cases earlier that will require a jury trial for resolution. By taking these steps, it is believed that cases could be resolved sooner, thereby lessening the length of stay in the Vigo County Jail for offenders. The current push in the Major Felony Courts (Superior Courts 1, 3, 5 and 6) requires the State and the Defense to be ready for any cases that are scheduled during the week for jury trial.

An earlier identification of which cases cannot be resolved prior to trial will also allow for both parties to be better prepared for trial rather than spreading limited time and resources across five or more cases at a time.

Respectfully Submitted,


Terry R. Modesitt
Prosecuting Attorney
Vigo County, Indiana

JOB CLASSIFICATION REVIEW FORM

County of Vigo, Indiana

Job Title: Deputy Prosecuting Attorney Payroll No. on Salary Ordinance: _____

Department: Vigo County Prosecutor's Office Date: March 21, 2017

XX Full Time _____ Part Time XX Exempt _____ Non-exempt

Current Pay Grade: Executive B Requested Pay Grade: _____

Current Pay: \$56,737 per year plus Salary Range Proposed Pay: _____

Employee(s) in this position:

None

TYPE OF ACTION REQUESTED

XX Create Position _____ Abolish Position _____ Seniority Review

_____ Qualifications _____ Pay policy application/interpretation issues

_____ Reclassification due to change in duties, responsibilities, work conditions, etc...

_____ Other *Please describe:*

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

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

Currently, the Vigo County Jail remains overcrowded, costing the county hundreds of thousands of dollars each year to house prisoners in jails in other counties. In looking for additional ways to reduce that overcrowding, the Vigo County Prosecutor continues to evaluate policies and procedures that impact how long people remain in the jail.

We are proposing a Major Felony Court Deputy Prosecuting Attorney position be created that will focus on reviewing cases and making plea offers on all defendants that remain in the Vigo County Jail for more than 30 days. In addition, during this review the Deputy Prosecutor will review the cases to determine if additional investigation needs to be requested on the case. The Deputy will also be responsible for handling jury trials as assigned. This deputy will also be able to assist with courtroom coverage as needed when deputy prosecutors are in trial in other courts or are otherwise absent due to illness or vacation.

2. Have you previously requested this new position/added employee/reclassification of this existing position? ☐ yes ☒ no

If yes, describe date and outcome of that request:

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

* Classification: Executive B

Job title: _____

* Classification: _____

Job title: _____

* Classification: _____

5. Is this request a result of new legislation, a mandate or litigation? ☒ yes ☐ no
If yes, please explain:

The County is currently facing a lawsuit in various capacities (Commissioners, Sheriff, Council, etc...) due to the jail overcrowding situation. The requested Deputy Prosecutor Position is in response to the efforts to alleviate jail overcrowding and make progress in resolving the lawsuits.

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

Vigo County has seen an increase in major felony filings over the last five (5) years of approximately 20%. Furthermore, in an effort to reduce docket backlogs and jail overcrowding, the Courts have implemented policies to enhance the resolution of cases, including allowing fewer continuances and, in one court, setting some cases for the initial jury trial setting within 90 days of arrest, as opposed to the typical practice of cases being set closer to 150 days after arrest.

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

We have already gone to a mostly paperless system to increase efficiency. And are working to implement procedures to assist in enhancing the discovery process (getting the case file from the law enforcement agency, and then providing the case file to the defendant.) But these efforts will be more fruitful with a position such as this to utilize the faster transfer of information created by some of these efforts to go digital.

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

The County would certainly benefit financially by the faster disposition of cases where the defendant remains incarcerated. Additionally, creating this position would indicate that the County continues to see methods to protect the rights of the defendants, rights that are currently the focus of the lawsuits filed against the County in State and Federal Courts.

AUTHORIZATION BY EMPLOYEE:

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

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

Employee Signature

Date: _____

AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and XX 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.

Terry R. Modest
Signature of Elected Official/Department Head

Date: 10-2-17

Terry R Modest
Name typed or printed

Prosecuting Attorney

Vigo County Personnel Committee
Reclassification Review Requests
June 20, 2017

Department	Request	WIS Recommendation	Committee Action
Clerk	Deputy Clerk Bonds (COMOT A) to Bookkeeping Accounting Assistant (COMOT B)	Update Job Description; Change title to Deputy Clerk/Assistant Bookkeeper (COMOT A)	
Clerk	Deputy Clerk Records Supervisor (COMOT A) to Director of Records/Elections (COMOT C)	WIS to perform desk audit of Main Office division to clarify assigned duties and supervisory responsibilities of each position. Title changed to Deputy Clerk Supervisor - Records/Elections	
Clerk	Deputy Court Clerk (COMOT A) to Legal Secretary/Deputy Clerk (COMOT B)	No Change	
Clerk	New Positions: Deputy Clerk/Main (2) & Deputy Court Clerk (6)	No Recommendation	
Prosecutor	Adopt a Salary Range Structure for Deputy Prosecutors	Adopt with one minor change (see memo)	
Courts - Div 5	Secretary/Bailiff (COMOT A) to Judicial Officer-Bailiff/Judicial Administrative Assistant (COMOT D)	Update Job Description; No change to Title or Classification	
Drug Court	Update job description and reclassify the Drug Court Coordinator position from PAT A to EXE	Update job description and reclassify to PAT B	
Central Dispatch	Review implementing stipends	Multiple (see memo)	