



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

VIGO COUNTY COUNCIL

November 13, 2018

6:00 P.M.

Table of Contents

Agenda.....	2
Notice to Taxpayers.....	3
Transfer from Hulman Center to CIB.....	6
Sugar Creek Fire Protection District Annual Budget	7
New Goshen Fire Protection District Annual Budget	8
Transfer 2018-06 County General Sheriff.....	9
Transfer 2018-07 County General Jail	10
Transfer 2018-08 Group Homes	11
Vigo County Highway Department.....	12
Vigo County Plat Mapping.....	13
Vigo County General Fund Victim Assistance	14
Vigo County Juvenile Corrections.....	15
Vigo County E-911.....	16
Vigo County Voca Grant/ CASA	17
Vigo County Clerk/ Election Board	18
Amend Salary Ordinance 2019 Prosecutor Job Class Change from Part-Time to Full-Time 19	
Amend Salary Ordinance 2018 and 2019 Health Job Title Change.....	20

VIGO COUNTY COUNCIL
Agenda
Tuesday November 13, 2018 at 6:00 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 9, 2018*
 - b. *October 22, 2018*
4. Public comment
5. Communications from elected officials, other officials, or agencies of the County
6. Reports from standing committees
7. Reports from select committees
8. Ordinances relating to appropriations
 - a. *Budget Adjustment Committee*
 - i. *Old Business*
 1. *Transfer from Hulman Center to CIB*
 - ii. *New Business*
 1. *Sugar Creek Fire Protection District-Additional Appropriation*
 2. *New Goshen Fire Protection District-Additional Appropriation*
 3. *County General Sheriff- Transfer of Appropriation 2018-06*
 4. *County General Jail- Transfer of Appropriation 2018-07*
 5. *Group Homes- Transfer of Appropriation 2018-08*
 6. *Highway- Additional Appropriation 2018-28*
 7. *Plat Mapping- Additional Appropriation 2018-29*
 8. *Victim Assistance- Additional Appropriation 2018-30*
 9. *Juvenile Corrections- Additional Appropriation 2018-31*
 10. *E-911- Additional Appropriation 2018-32*
 11. *Voca Grant/CASA- Additional Appropriation 2018-33*
 12. *Clerk/Election Board- Additional Appropriation 2018-34*
 - b. *Personnel Committee*
 - i. *2019 Prosecutor Job Class Change from Part-Time to Full- Time*
 - ii. *2018 and 2019 Health Job Title Change*
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 6:00 pm on November 13, 2018 to consider the following appropriations for Sugar Creek Fire Protection District in excess of the budget of the current year.

SPECIAL FIRE GENERAL

Other Services and Charges	\$	50,000
TOTAL SPECIAL FIRE GENERAL FUND	\$	50,000

CUMULATIVE FIRE

Debt Service	\$	25,500
TOTAL CUMULATIVE FIRE FUND	\$	25,500

JAMES W. BRAMBLE
VIGO COUNTY AUDITOR

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

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

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

FIRE GENERAL

Other Services and Charges	\$	122,000
TOTAL SPECIAL FIRE GENERAL FUND	\$	122,000

CUMULATIVE FIRE

Debt Service	\$	35,000
TOTAL CUMULATIVE FIRE FUND	\$	35,000

JAMES W. BRAMBLE
VIGO COUNTY AUDITOR

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

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

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

COUNTY GENERAL

VICTIM ASSISTANCE/.0290

10010 Payroll Salaries	\$	9,570
15210 FICA	\$	26
15220 PERF	\$	6,790
15230 Insurance	\$	11,319

JUVENILE CORRECTIONS/.0384

10010 Payroll Salaries	\$	20,000
15210 FICA	\$	1,530

TOTAL COUNTY GENERAL FUND	\$	49,235
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HIGHWAY/1176.0532

24400 Gasoline	\$	60,000
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TOTAL HIGHWAY FUND	\$	60,000
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PLAT MAP/1181

33300 Contractual Services	\$	135,000
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TOTAL PLAT MAP FUND	\$	135,000
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E-911/1222

10010 Payroll Salaries	\$	50,000
15210 FICA	\$	4,825
15220 PERF	\$	8,200
15230 Insurance	\$	11,280

TOTAL E-911 FUND	\$	74,305
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VOCA GRANT CASA #7153-16.575/8112

10010 Payroll Salaries	\$	99,504
15210 FICA	\$	7,612
37200 Travel Expenses	\$	8,228

TOTAL VOCA GRANT CASA FUND	\$	115,344
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ELECTION SECURITY GRANT/8115

43115 Grant Purchases	\$	51,243
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TOTAL ELECTION SECURITY IMPROVEMENT GRANT	\$	51,243
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JAMES W. BRAMBLE
VIGO COUNTY AUDITOR

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

RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION 2018-03

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

REQUESTED

APPROVED

EDIT/1112

From: 1112.44046.000.0000 Hulman Center

To: 1112.44047.000.0000 Capital Improvement Board Projects

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Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION RESOLUTION/ORDINANCE

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 the Sugar Creek Fire Protection District 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>
SPECIAL FIRE GENERAL		
Other Services and Charges	\$50,000	
TOTAL SPECIAL FIRE GENERAL	\$50,000	\$50,000
CUMULATIVE FIRE		
Debt Service	\$25,500	
TOTAL CUMULATIVE FIRE	\$25,500	\$25,500

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION RESOLUTION/ORDINANCE

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 the New Goshen Fire Protection District 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>
FIRE GENERAL		
Other Services and Charges	\$122,000	
TOTAL SPECIAL FIRE GENERAL	\$122,000	\$122,000
CUMULATIVE FIRE		
Debt Service	\$35,000	
TOTAL CUMULATIVE FIRE	\$35,000	\$35,000

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION 2018-06

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

	<u>REQUESTED</u>	<u>APPROVED</u>
<u>COUNTY GENERAL</u>		
<u>SHERIFF/.0005</u>		
From: 1000.21000.000.0005 Office Supplies	5,000	
1000.22000.000.0005 Animal Control Supplies	2,250	
To: 1000.35550.000.0005 Vehicle Repairs	7,250	7,250

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION 2018-07

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

		<u>REQUESTED</u>	<u>APPROVED</u>
<u>COUNTY GENERAL</u>			
<u>JAIL/.0380</u>			
From: 1000.33310.000.0380 Contractual Services - Other	50,000		
To: 1000.21600.000.0380 Institutional Supplies		50,000	50,000

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

RESOLUTION OF RE-ALLOCATION OF EXISTING APPROPRIATION 2018-08

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

	<u>REQUESTED</u>	<u>APPROVED</u>
<u>COUNTY GENERAL</u>		
<u>COUNTY HOME/.0622</u>		
From: 1000.24400.000.0622 Gasoline	2,500	
To: 1000.44480.000.0622 Office Furniture	2,500	2,500
From: 1000.25400.000.0622 Food	2,000	
To: 1000.35450.000.0622 Repair to Buildings	2,000	2,000

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-28

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

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

<u>HIGHWAY /1176.0532</u>	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
24400 Gasoline	\$60,000	
TOTALVIGO COUNTY HIGHWAY FUND	\$60,000	\$60,000

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-29

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 Plat Mapping 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>PLAT MAP / 1181</u>			
33300	Contractual Services	\$135,000	
TOTAL PLAT MAP FUND		\$135,000	\$135,000

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-30

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>GENERAL FUND</u>			
<u>VICTIM ASSISTANCE/.0290</u>			
10010	Payroll Salaries	\$9,570	
15210	FICA	\$26	
15220	PERF	\$6,790	
15230	Insurance	\$11,319	
TOTAL GENERAL FUND		\$27,705	\$27,705

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-31

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>GENERAL FUND</u>			
<u>JUVENILE CORRECTIONS/.0384</u>			
10010	Payroll Salaries	\$20,000	
15210	FICA	\$1,530	
TOTAL GENERAL FUND		\$21,530	\$21,530

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-32

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 E-911 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>E-911 FUND/ 1222</u>			
10010	Payroll Salaries	\$50,000	
15210	FICA	\$4,825	
15220	PERF	\$8,200	
15230	Insurance	\$11,280	
TOTAL E-911 FUND		\$74,305	\$74,305

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-33

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 the Voca Grant - CASA #7153 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>VOCA GRANT - CASA #7153 -16.575/ 8112</u>			
10010	Payroll Salaries	\$99,504	
15210	FICA	\$7,612	
37200	Travel Expenses	\$8,228	
TOTAL VOCA GRANT - CASA #7153-16.575 FUND		\$115,344	\$115,344

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

ADDITIONAL APPROPRIATION ORDINANCE 2018-34

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 the Election Security Grant Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>ELECTION SECURITY GRANT/8115</u>	<u>ADVERTISED</u>	<u>APPROPRIATED</u>
43115 Grant Purchases	\$51,243	
TOTAL ELECTION SECURITY GRANT FUND	\$51,243	\$51,243

Approved on this 13th day of November, 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2019-02

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2019, the following sums of money are hereby approved and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein approved shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriation 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.

REQUESTED APPROVED

County General

Prosecutor

Deputy Prosecutor-Spec (Juvenile)

EXE B

a. Add position

b. Eliminate Part-Time Trial Deputy

Deleted

Effective January 1, 2019

Approved on this 13th day of November 2018

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

Attest:

James W. Bramble

Vigo County Auditor

SALARY ORDINANCE 2018-07

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

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

REQUESTED APPROPRIATED

Health Fund

Environmental Health Specialist-Food &

Environmental Health Specialist-Septic

a. Revise Title: Change to Environmental Health Specialist

PAT A

b. Revise Job Description

Effective November 14, 2018

Approved on this 13th day of November 2018.

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

Attest:

James W. Bramble
Vigo County Auditor

SALARY ORDINANCE 2019-03

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, 2019, 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.

Health Fund

REQUESTED APPROPRIATED

Environmental Health Specialist-Food &

Environmental Health Specialist-Septic

a. Revise Title: Change to Environmental Health Specialist

PAT A

b. Revise Job Description

Effective January 1, 2019

Approved on this 13th day of November 2018

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

Attest:

James W. Bramble

Vigo County Auditor



Vigo County Attorney

VIGO COUNTY ANNEX

650 S 1st Street

TERRE HAUTE, INDIANA 47807-3438

(812) 462-3367 FAX: (812) 234-2409

Michael J. Wright, Attorney

Michael.Wright@VigoCounty.IN.Gov

July 16, 2018

Vigo County Auditor's Office

ATTN: James Bramble, CPA

Vigo County Annex



VIA HAND DELIVERY

RE: Request for Additional Appropriation

Dear Mr. Bramble:

I was asked by the Commissioners to put together a request for an additional appropriation with regards to the development of a plan to finance and construct a convention center in Vigo County. The Commissioners are making this request on behalf of the Vigo County Capital Improvement Board of Managers ("CIB").

As you know, there is an existing appropriation in the EDIT Budget related to the development of a convention center with ISU in the Hulman Center. Additionally, you are aware of the fact that ISU modified their request to the Indiana Legislature with regards to the original plans of a joint facility with the City, County, and CVB (other represented members of the CIB) and the Hulman Center project is no longer under consideration.

With the adoption of the Vigo County food and beverage tax there will begin to be a revenue stream to support the planning process of the Capital Improvement Board, but there is an initial requirement of capital for the expenses related to architects, construction managers, owner's representatives, lawyers, and financial advisors. All of the initial expenses will primarily be related to professional services and the Commissioners are working with Umbaugh, the engaged financial advisors, on a budget for the Vigo County Council's consideration. The initial request is for the same amount that currently exists in the EDIT budget as "Hulman Center" which is Five Hundred Thousand Dollars

Loudermilk, Cheryl

From: Miller, Kylissa
Sent: Monday, October 01, 2018 12:25 PM
To: Loudermilk, Cheryl
Subject: FW: More questions
Attachments: 2018 Notice to Taxpayers of Additional Appropriations.doc; ADDITIONAL APPROPRIATION RESOLUTION 2018.doc; 2018 Form 55819 worksheet.xlsx; 20180929163603.pdf

Importance: High

Kylissa

From: cholbert@hpcpa.net [mailto:cholbert@hpcpa.net]
Sent: Saturday, September 29, 2018 4:44 PM
To: Miller, Kylissa
Subject: RE: More questions
Importance: High

I have attached a PDF of the documents but have also attached the Excel and WORD versions in case you want to put the dates in them.

I would publish the notice in Tribune Star and set the meeting for 10 days after the date of the notice, then we would have meeting and adopt the resolution as a fire district board, then the publication, resolution and the worksheet would be sent to DLGF for approval. They would then send me back an approved budget order for the increases.

I have not put any dates on any of the forms because I wasn't sure what dates to use; you can fill them in form me 😊

Let me know if you need anything else, please let me know when County Council has approved, I still feel like I need to send to DLGF.

Thanks for your help!

Carol

From: Miller, Kylissa [mailto:Kylissa.Miller@VigoCounty.IN.Gov]
Sent: Thursday, September 27, 2018 5:28 PM
To: cholbert@hpcpa.net
Subject: Re: More questions



CERTIFIED COPY OF ADDITIONAL APPROPRIATION
State Form 55819 (R / 6-15)
PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

UNIT NAME: Sugar Creek Fire Protection District Unit Number: 1086
COUNTY NAME: Vigo County Number: 84
Date of Publication (month, day, year): Newspaper Name: Tribune Star
Date of Publication (month, day, year): Newspaper Name: Tribune Star Date Received (month, day, year):
Date of Public Hearing (month, day, year):
Date of Resolution/Ordinance (month, day, year): Order Number: _____

*Complete for each fund from which the additional appropriations are made. Use a separate column for each fund.
Lines referred to below are on the Fund Report issued by the Department.*

A. DLGF Fund Number	8603	8691		
B. Fund Name	Fire General	Cumulative Fire		
C. Appropriation Amount Requested	\$50,000.00	\$25,500.00		
D. Amount by Reduction (Enter as a positive number.)				
E. Net Amount of Increase (C minus D)	\$50,000.00	\$25,500.00	\$0.00	\$0.00
1. Property Tax Levy (Line 16)	\$408,071.00	\$57,760.00		
2. Levy Excess (Line 15)				
3. PTRC from CAGIT (Line 13A)				
4. LOIT Levy Freeze Amount (Line 13B)				
5. Misc. Revenue (Line 8B) (If higher than 8B amount, a revised Budget Form 2 must be attached.)	\$103,149.00	\$3,833.00		
6. January 1 Cash Balance (Include investments.)	\$129,133.54	\$134,404.04		
7. Subtotal of Funds (Add 1 thru 6.)	\$640,353.54	\$195,997.04	\$0.00	\$0.00
8. Less Circuit Breaker				
9. Total Funds (7 minus 8.)	\$640,353.54	\$195,997.04	\$0.00	\$0.00
10. DLGF Approved Budget (Line 1)	\$430,000.00	\$55,000.00		
11. Encumbered Appropriations Carried Forward From Previous Year				
12. Temporary Loans Outstanding as of January 1				
13. Beginning Obligations (Add 10 thru 12.)	\$430,000.00	\$55,000.00	\$0.00	\$0.00
14. Surplus Funds (9 minus 13.)	\$210,353.54	\$140,997.04	\$0.00	\$0.00
15. Previous additional appropriation(s) approved since January 1, less any reductions in appropriations.				
16. Amount transferred to the Rainy Day Fund (Note #1)				
17. Surplus Funds Remaining (14 minus 15 minus 16.)	\$210,353.54	\$140,997.04	\$0.00	\$0.00

Note #1: Do not use this line for additional appropriations for the rainy day fund. Transfers to the rainy day fund are miscellaneous revenues in the rainy day fund.

I, _____ fiscal officer of _____ do hereby certify that the above information is true and correct.

Dated this _____ day of _____, 20_____.

Signature	Secretary/Treasurer
P. O. Box 61	Title
Unit Mailing Address (number and street)	812-230-0056
St. Mary of the Woods, Indiana 47876	Telephone Number
City, State and ZIP	cholbert@hpcpa.net
	Email Address

ADDITIONAL APPROPRIATION RESOLUTION/ORDINANCE

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 (resolved) by the Board of Directors of Sugar Creek Fire Protection District, Vigo County, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

Fund Name: Fire General	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Major Budget Classification		
Other Services and Charges	\$ 50,000.00	\$ 50,000.00
TOTAL for Fire General Fund	\$ 50,000.00	\$ 50,000.00
Fund Name: Cumulative Fire	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Major Budget Classification		
Debt service	\$ 25,500.00	\$ 25,500.00
TOTAL for Cumulative Fire Fund	\$ 25,500.00	\$ 25,500.00

Adopted this _____.

NAY

AYE

ATTEST:

Secretary of Governing Body

Notice to Taxpayers of Additional Appropriations

Notice is hereby given the taxpayers of Sugar Creek Fire Protection District, Vigo County, Indiana that the proper legal officers will consider the following additional appropriations in excess of the budget for the current year at their regular meeting place at 375 West National Avenue, at 6:00 p.m., on the _____.

Fund Name:

Fire General

Other Service and Charges

\$ 50,000.00

Cumulative Fire

Debt service

\$ 25,500.00

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance (Department). The Department will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated _____

Carol A. Holbert, Secretary/Treasurer

October 1, 2018

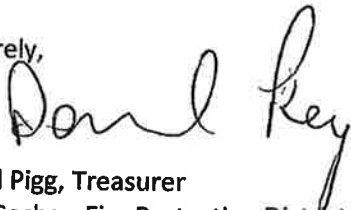
To: Vigo County Council

Re: New Goshen Fire Protection District – General Fund Request

Vigo County Council:

On behalf of the New Goshen Fire Protection District, I am requesting appropriations for the General Fund for the 2018 term in the amount of \$148,864.27.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Pigg". The signature is written in a cursive style with a large, looped "D" and a stylized "Pigg".

Daniel Pigg, Treasurer
New Goshen Fire Protection District

**CERTIFIED COPY OF ADDITIONAL APPROPRIATION**

State Form 55819 (R / 6-15)

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

UNIT NAME: New Goshen Fire Protection District Unit Number: 0970

COUNTY NAME: Vigo County Number: 84

Date of Publication (month, day, year): Newspaper Name: Tribune Star

Date of Publication (month, day, year): Newspaper Name: Tribune Star Date Received (month, day, year):

Date of Public Hearing (month, day, year):

Date of Resolution/Ordinance (month, day, year): Order Number:

Complete for each fund from which the additional appropriations are made. Use a separate column for each fund.
Lines referred to below are on the Fund Report issued by the Department.

A. DLGF Fund Number	8603	8691		
B. Fund Name	Fire General	Cumulative Fire		
C. Appropriation Amount Requested	\$122,000.00	\$35,000.00		
D. Amount by Reduction (Enter as a positive number.)				
E. Net Amount of Increase (C minus D)	\$122,000.00	\$35,000.00	\$0.00	\$0.00
1. Property Tax Levy (Line 16)	\$112,029.00	\$49,323.00		
2. Levy Excess (Line 15)				
3. PTRC from CAGIT (Line 13A)				
4. LOIT Levy Freeze Amount (Line 13B)				
5. Misc. Revenue (Line 8B) (If higher than 8B amount, a revised Budget Form 2 must be attached.)	\$34,692.00	\$2,053.00		
6. January 1 Cash Balance (Include investments.)	\$162,603.64	\$62,130.34		
7. Subtotal of Funds (Add 1 thru 6.)	\$309,324.64	\$113,506.34	\$0.00	\$0.00
8. Less Circuit Breaker				
9. Total Funds (7 minus 8.)	\$309,324.64	\$113,506.34	\$0.00	\$0.00
10. DLGF Approved Budget (Line 1)	\$48,000.00	\$0.00		
11. Encumbered Appropriations Carried Forward From Previous Year				
12. Temporary Loans Outstanding as of January 1				
13. Beginning Obligations (Add 10 thru 12.)	\$48,000.00	\$0.00	\$0.00	\$0.00
14. Surplus Funds (9 minus 13.)	\$261,324.64	\$113,506.34	\$0.00	\$0.00
15. Previous additional appropriation(s) approved since January 1, less any reductions in appropriations.				
16. Amount transferred to the Rainy Day Fund (Note #1)				
17. Surplus Funds Remaining (14 minus 15 minus 16.)	\$261,324.64	\$113,506.34	\$0.00	\$0.00

Note #1: Do not use this line for additional appropriations for the rainy day fund. Transfers to the rainy day fund are miscellaneous revenues in the rainy day fund.

I, _____ fiscal officer of _____, do hereby certify that the above information is true and correct.

Dated this _____ day of _____, 20_____.

Signature	Treasurer
3980 N. Gosnell Place	Title
Unit Mailing Address (number and street)	812-243-0565
West Terre Haute, Indiana 47885	Telephone Number
City, State and ZIP	daniel.pigg@indstate.edu
	Email Address

ADDITIONAL APPROPRIATION RESOLUTION/ORDINANCE

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 (resolved) by the Board of Directors of New Goshen Fire Protection District, Vigo County, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

Fund Name: Fire General	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Major Budget Classification		
Other Services and Charges	\$ <u>122,000.00</u>	\$ <u>122,000.00</u>
TOTAL for Fire General Fund	\$ <u>122,000.00</u>	\$ <u>122,000.00</u>
Fund Name: Cumulative Fire	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Major Budget Classification		
Debt service	\$ <u>35,000.00</u>	\$ <u>35,000.00</u>
TOTAL for Cumulative Fire Fund	\$ <u>35,000.00</u>	\$ <u>35,000.00</u>

Adopted this _____.

NAY

AYE

ATTEST:

Secretary of Governing Body



Vigo County Sheriff's Office

201 Cherry Street • Terre Haute, Indiana 47807

September 24, 2018

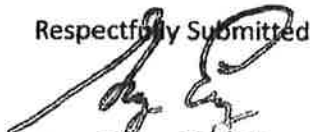
Vigo County Council
c/o Vigo County Auditor
121 Oak Street
Terre Haute, IN 47807

RE: Transfer of Out of Series Funds

County Auditor/Council

I respectfully request that funds, (see attached Transfer of Funds form), be transferred from Office Supplies and Animal Control Supplies to the Vehicle Repair Fund.

Respectfully Submitted



Greg Ewing, Sheriff

TRANSFER OF FUNDS

DATE 9/24/2018

DEPT SHERIFF

TRANSFER FROM

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	21000	000	0005	OFFICE SUPPLIES	5,000.00
1000	22200	000	0005	ANIMAL CONTROL SUPPLIES	2,250.00

TOTAL **\$7,250.00**

TRANSFER TO

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	35550	000	0005	VEHICLE REPAIRS	\$7,250.00

TOTAL **\$7,250.00**

**** IF ADDITIONAL LINES ARE NECESSARY PLEASE USE AN ADDITIONAL FORM

Notes

NANCY C ROBERTS

CONTACT PERSON

AUTHORIZED SIGNATURE

For Auditor Use Only



Vigo County Sheriff's Office

201 Cherry Street • Terre Haute, Indiana 47807

October 1, 2018

Vigo County Council
c/o Vigo County Auditor
121 Oak Street
Terre Haute, IN 47807

RE: Transfer of Out of Series Funds

County Auditor/Council

I respectfully request that funds, (see attached Transfer of Funds form), be transferred from Contractual Services Other to the Institutional Supplies.

Respectfully Submitted,

Greg Ewing, Sheriff

TRANSFER OF FUNDS

DATE 10/1/2018

DEPT JAIL

TRANSFER FROM

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	33310	000	0380	CONTRACTUAL SERVICES-OTHER	50,000.00

TOTAL **\$50,000.00**

TRANSFER TO

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	21600	000	0380	Institutional Supplies	\$50,000.00

TOTAL **\$50,000.00**

**** IF ADDITIONAL LINES ARE NECESSARY PLEASE USE AN ADDITIONAL FORM

Notes

NANCY C ROBERTS

CONTACT PERSON



AUTHORIZED SIGNATURE

For Auditor Use Only

To: Auditor, Vigo Co., Vigo County Commissioners, Vigo County Council
From: Sheila Priester, Vigo Co Homes for Children
Date: 10/16/18
Re: Transfer of funds

Please consider my request of transfer of funds into a furniture line item and building repair. We are in desperate need of couches, chairs and dining room table. We also need to replace carpet/flooring
Thank you for your consideration.

Transfer \$2500 from 24400 Gasoline to Furniture Line item

Transfer \$2000 from 25400 Food to Repair to buildings 35450

Respectfully,

Sheila Priester, Executive Director
Vigo County Homes
812.462.3256

Sheila Priester, Director
Vigo County Homes for Children



Vigo County Highway Department

3250 E. Haythorne Avenue, Terre Haute, Indiana 47805

Telephone: (812) 466-9635

Fax: (812) 460-1590

October 9, 2018

Vigo County Council
c/o Vigo County Auditor
121 Oak Street
Terre Haute, IN 47807

RE: Gasoline Appropriation

County Auditor and County Council:

We respectfully request a 60,000.00 appropriation to our Gasoline Account 1176.24400.000.0532. Since the price of Gasoline and Diesel has risen this year, we have depleted our account. We average approximately 17,000.00 a month however if it would snow in November or December we could easily go through 60,000.00.
Thank you for your time.

Respectfully Submitted

A handwritten signature in cursive script, appearing to read "Daniel R. Bennett".

Daniel Bennett, Superintendent

AP



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

Vigo County Council
121 Oak Street
Terre Haute, IN 47807

RE: Additional Appropriation

County Council:

I would like to request an additional appropriation of \$135,000 into Contractual Services of the Plat Map Fund. The appropriation of funds will be used to integrate the historical and active property record cards into a Property Card Management System Software. This will result in the Auditor's office not needing to continue the use of index cards as everything will be computerized. This will decrease possible errors that may occur when they are handwritten or the possibility of lost cards.

As you will recall, we had included this in our 2016 Budget, but were advised by the Council to bring it back once we had a plan and vendor for this project.

We were approved for this appropriation in June of 2016, however, the appropriation was not encumbered and we have now received the invoice as the project is completed.

Thank you for your consideration in this matter.

Respectfully Submitted,

James W. Bramble
Vigo County Auditor

Plat mapping
1181.32300.000.0000

Rithm LLC

314.954.7447 (office)

brent.king@rithmsystems.com

www.rithmsystems.com

Vigo County Auditor Link : Property Card Scanning & Link Integration Proposal

Software and Services proposal for
Vigo County Auditor

March 17th 2016



1 Proposal Overview & Scope

This proposal is for IT services provided by Rithm LLC to Vigo County Auditor's Office.

Vigo County Auditor's Office ("VCAO" or "Client") has identified a need for Scanning and Integration of historical and active property cards into the Link Property Card Management System.

Rithm LLC ("Rithm") will use methodology resulting from the completed feasibility study / proof of concept for scanning (front and back as necessary) the estimated 100,000 Active and Historical Property Cards. The services and software will include:

- Scanning as necessary of Front and Back of 100,000+ current and historical property cards.
- Indexing of approximately 100K-200K scanned property card images for searchability.
- Integration of indexed images with Link Property Card Management System Software to allow for viewing images associated with digital property card records.
- Offsite backup of indexed/scanned images.
- Migration and cutover from current property card catalogue system to new integrated Link Property Card Management System.

Rithm proposes, as a result of successful Proof of Concept, the following solution for scanning of “Historical Property Cards” and “Active Property Cards” and integration of images into the Link Property Card Management System:

1. Scanning and Integrating Historical Property Cards –

- a. **Scanning** - Historical Property Cards will be scanned using high volume scanning hardware procured by Rithm LLC . Ordering of Cards from current Property Card Catalogue will be maintained and all 100,00+ cards will be prepped for the scanning process.
- b. **Integration** - The scanned Historical Property Cards images and associated indexing data will then be integrated into the Link System over a period of weeks. Doing only Historical Cards first will allow any unexpected scanning or integration issues to be resolved during Historical Property Card integration without interrupting the Auditor’s Office Services using the Active Property Cards.

2. Accessing Property Cards Using Link System –

- a. **Functional Training** -Training on searching and accessing property card records in the new system will be offered prior to the Active Property Cards integration.
- b. **Training Data** - The “Historical Property Cards” records in the Link System will be used to train staff how to access all Property Cards prior to the Active Property Cards being scanned and integrated. This will allow for staff to have familiarity with using the new system before going live with Active Property Cards and discontinuing use of the current card catalogue.

3. Scanning and Integrating Active Property Cards –

- a. **Scanning** - Active Property Cards will be scanned during non-working hours using high volume scanning hardware procured by Rithm LLC.
- b. **Integration** - Once scanned, the images and data will be integrated into the Link system. The initial plan is to scan and integrate the cards outside of Auditor Office hours so as to not interrupt business functions of the Auditor’s Office.
- c. **Cutover to Link System** -Scanned and integrated Property Cards in the Link system will allow deprecation of the related physical Property Cards in the catalogue. Record data will no longer need to be written on the physical Property Cards and will be available through the Link Property Card Management System.

4. Offsite Backup of Images and Indexes –

- a. **1st (first) Calendar Year** - An offsite backup of all scanned property cards will be maintained through calendar year 2016 as part of this contract.
- b. **Maintenance** - At the conclusion of the 2016 calendar year, offsite backup will be made available as part of system maintenance services.

5. Property Card General Search Software – To facilitate necessary public search of the property card images, a search screen will be developed for the auditors office to provide on site public access via PC to the property card images from the replaced the property card catalogues.

2 Engagement Information

Rithm will provide the services in this agreement on a project basis.

	Role	Rate	Total Investment (not to exceed amount)
Project Assessment	Scanning and Link Integration	Project Rate	\$135,000
TOTAL			\$135,000

2.1 Assumptions

- VCAO team members needed to contribute to efforts will be available as required.
- VCAO will provide requested materials to be scanned, information and documentation in a timely and well prepared* fashion.
- Rithm will invoice VCAO for projects delivered.
- Terms for all invoices are net 14 days.

*documents to be scanned must remain in proper order and be reasonably free of dirt and/or (non-paper based/foreign) objects as they were during proof of concept project estimation.

2.2 Billing Information

Please provide the following Invoicing information:

Contact Name: _____

Contact Phone Number: _____

Billing Address: _____

Contact email: _____

2.3 Approval Sign-Off

Witness the signatures of the parties to this agreement.

Rithm LLC

Date

Vigo County Auditor – Link : Property Card Scanning

www.richmsystems.com

VCAO

Date



STATE OF INDIANA



Eric J. Holcomb, Governor
David R. Murtaugh, Executive Director

- CFDA Number and Title 16.575 Crime Victim Assistance
 - Federal Agency: U.S. Department of Justice, Office of Justice Programs
- You are reminded this award may have additional special conditions that will be attached to the corresponding grant agreement.

ICJI strongly encourages all grantees to utilize innovative data and outcome driven approaches to meet the goals and objectives outlined in your application. Successful programs serve as a model for other similar programs throughout the nation and the state of Indiana. ICJI knows you will utilize the funds in ways that will maximize the effectiveness and positive impact of your program on the community.

If you have any questions about your grant award, please contact Deirdre Westrate at dwestrate@cji.in.gov. Congratulations, and we are looking forward to working with you throughout the duration of this project.

Sincerely,

Jade Palin
Victims Services Division
Indiana Criminal Justice Institute



Vigo County Auditor

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

Vigo County Council
121 Oak Street
Terre Haute, IN 47807

RE: Additional Appropriation

County Council:

I would like to request the following additional appropriation for Victim Assistance.

1000.10010.000.0290 - Salaries	\$9,570
1000.15210.000.0290 - FICA	\$26
1000.15220.000.0290 - PERF	\$6789.75 (3600 + 3189.75)
1000.15230.000.0290 - Insurance	\$11,318.15 (9887 + 1431.15)

This additional appropriation is to cover the remainder of this year for and to correct an error that was made in 2016 and 2017.

Thank you for your consideration in this matter.

Respectfully Submitted,

James W. Bramble
Vigo County Auditor



October 9, 2018

Vigo County Council
C/O Vigo County Auditor
121 Oak Street
Terre Haute, In 47807

RE: Additional Appropriation

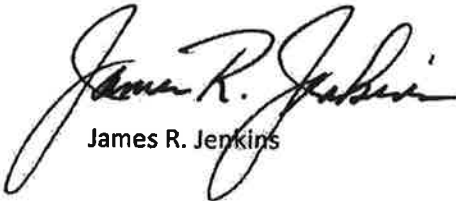
County Auditor/Council:

I would like to request an additional appropriation of \$20,000.00 to be placed in the payroll for the Juvenile Detention Center and \$1,530.00 to be placed in FICA fund 1000.10010.000.0384. With the limitation of hours part time detention officers can work per week, we have had to increase the number of part time detention officers. This increase has affected the number of training hours used for part time detention officers.

The Vigo County Juvenile Justice Center has been housing Juveniles from varies counties. I would like to take this appropriation from Care of Prisoners-Juvenile 1000.02101.000.0000.

Thank you for your consideration.

Respectfully Submitted,


James R. Jenkins

1000.10010.000.0384 - 20,000 - Sal
1000.15210.000.0384 - 1530.00 FICA

2018 pay

Budget \$744,699.99

Average pay \$29,400.00

26 pays = \$764,400.00

Short 2018 payroll \$20,000.00

Bobby Woods - Vacation
200 - vacations + 24 hours holidays
\$3800
\$3300 -
Abigail Gazvoda
22 hrs vacation

Bobby Woods
Vacation P.O.

3,835.78

Abigail
8/11/18

Vigo County Claims Ledger

Department Enter Dept Name
Line Item 0000 10010 000 001 Payroll

2018

Date Filed	Invoice ID Number	Description	Vendor #	Vendor Name	Date Paid	Cleared	Claim Amount	Encumbered, Transfers	Corrections, Transfers OUT	Balance
1/1/18		Beginning Balance								744,699.00
1/3/18		Pay 1			1/12/2018	1	31,657.84			713,041.16
1/16/18		Pay 2			1/26/2018	1	28,255.34			684,785.82
1/30/18		Pay 3			2/9/2018	2	29,512.84			655,272.98
2/13/18		Pay 4			2/23/2018	2	27,882.65			627,390.33
2/27/18		Pay 5			3/9/2018	3	27,270.08			600,120.25
3/13/18		Pay 6			3/23/2018	3	28,547.84			571,572.41
3/27/18		Pay 7			4/6/2018	4	31,516.84			540,055.57
4/10/18		Pay 8			4/20/2018	4	30,112.84			509,942.73
4/24/18		Pay 9			5/4/2018	5	28,042.84			481,899.89
5/9/18		Pay 10			5/18/2018	5	33,509.17			448,390.72
5/22/18		Pay 11			6/1/2018	6	27,705.11			420,685.61
6/5/18		Pay 12			6/15/2018	6	27,891.38			392,794.23
6/19/18		Pay 13			6/29/2018	6	30,311.26			362,482.97
7/3/18		Pay 14			7/13/2018	7	29,322.64			333,160.33
7/17/18		Pay 15			7/27/2018	7	29,719.36			303,440.97
7/31/18		Pay 16					30,187.72			273,253.25
8/14/18		Pay 17					28,460.22			244,793.03
8/28/18		Pay 18					29,220.22			215,572.81
9/11/18 1		Pay 19								
9/25/18 2		Pay 20								
10/9/18 3		Pay 21								
10/23/18 4		Pay 22								
11/6/18 5		Pay 23								
11/20/18 6		Pay 24								
12/4/18 7		Pay 25								
12/18/18 8		Pay 26								

2018 Pay period schedule

No. of pays	Period Begin Date	Period End Date	Worksheets due by NOON	Pay date	Holidays
1	12/19/2017	1/1/2018	1/2/2018	1/12/2018	Monday, January 1- New Year's
2	1/2/2018	1/15/2018	1/16/2018	1/26/2018	Monday, January 15- Martin Luther King Day
3	1/16/2018	1/29/2018	1/30/2018	2/9/2018	
4	1/30/2018	2/12/2018	2/13/2018	2/23/2018	
5	2/13/2018	2/26/2018	2/27/2018	3/9/2018	Monday, February 19- President's Day
6	2/27/2018	3/12/2018	3/13/2018	3/23/2018	
7	3/13/2018	3/26/2018	3/27/2018	4/6/2018	
8	3/27/2018	4/9/2018	4/10/2018	4/20/2018	Friday, March 30- Good Friday
9	4/10/2018	4/23/2018	4/24/2018	5/4/2018	
10	4/24/2018	5/7/2018	5/8/2018	5/18/2018	
11	5/8/2018	5/21/2018	5/22/2018	6/1/2018	Tuesday, May 8- Primary Election Day
12	5/22/2018	6/4/2018	6/5/2018	6/15/2018	Monday, May 28- Memorial Day
13	6/5/2018	6/18/2018	6/19/2018	6/29/2018	
14	6/19/2018	7/2/2018	7/3/2018	7/13/2018	
15	7/3/2018	7/16/2018	7/17/2018	7/27/2018	Wednesday, July 4- Independence Day
16	7/17/2018	7/30/2018	7/31/2018	8/10/2018	
17	7/31/2018	8/13/2018	8/14/2018	8/24/2018	
18	8/14/2018	8/27/2018	8/28/2018	9/7/2018	
19	8/28/2018	9/10/2018	9/11/2018	9/21/2018	Monday, September 3- Labor Day
20	9/11/2018	9/24/2018	9/25/2018	10/5/2018	
21	9/25/2018	10/8/2018	10/9/2018	10/19/2018	Monday, October 8- Columbus Day
22	10/9/2018	10/22/2018	10/23/2018	11/2/2018	
23	10/23/2018	11/5/2018	11/6/2018	11/16/2018	Tuesday- November 6- Election Day
24	11/6/2018	11/19/2018	11/20/2018	11/30/2018	Monday, November 12- Veteran's Day
25	11/20/2018	12/3/2018	12/4/2018	12/14/2018	Thursday/ Friday, November 22/23- Thanksgiving
26	12/4/2018	12/17/2018	12/18/2018	12/28/2018	Monday/ Tuesday, December 24/25- Christmas



VIGO COUNTY 9-1-1
201 CHERRY ST.
Terre Haute, In . 47807
Business: 812-462-3226 x 7327
Fax: 812-234-2215
Cell: 812-870-6293
Rob.McMullen@vigocounty.in.gov



ROB MCMULLEN, ENP – 9-1-1 Director

10/8/2018

Vigo County Council,

This year has been a particular struggle with staffing. It seems that as soon as someone gets hired they seem to leave. I lost 2 veteran dispatchers to other agencies where they could make more money. 7 other new hires failed to make it out of the final stage of training and either had to be terminated or resigned. I have also have 1 people that had to have emergency surgery, and 3 people where off on maternity leave. This being said overtime has been astronomical this year. Due to the fact that Central Dispatch trys to maintain a minimum staffing of 4 people as much as possible. Needing have 4 people working helps to keep our responding units out of harms way. So far this year I have used \$41,000.00 to cover overtime for the shift coverage needed, unused holidays and training.

Since using this amount for overtime it has left my 911 salary line item short. I would like to request the following amount from my 1222 fund;

Salaries-	\$50,000
FICA	\$ 4,825
PERF	\$ 8,200
INS	\$11,280
GRAND TOTAL	\$74,305

Rob McMullen, ENP



To: County Council

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

From: CASA Executive Director: Glenna Cheesman

June 26, 2018

Vigo County CASA was awarded the VOCA grant for the new 2018-2020 grant cycle for 3 Staff CASA positions on 6/12/2018. The new cycle will start Oct 1, 2018 and continue through September 30th of 2020.

The VOCA grant is a reimbursable grant which means it must be paid out first and then be paid back. The program is asking for the County to cover the amount of the grant which is \$115,776 for 2 years (\$57,888/year). With the current VOCA grant, the program must pay the funds out of the GAL line item and that will result in us running in the negative at the end of the year as we wait for reimbursement.

If the funds were to be covered for the 2018-2020 grant cycle the GAL line item would not be touched. The money would be returned to the county in the General fund which is paid out quarterly. The VOCA line item would be then budgeted and at the end of the Grant cycle would then be reapplied for and the request would be made of the council again.

The initial budget that was turned into the county for the VOCA grant was for \$118,080 but after the grant process the VOCA grant only awarded \$115,776 due to the difference in the mileage rates (county is .40/mile and Federal is .39) so an adjustment was made to the grant to reflect this, causing the difference in amounts.

These VOCA positions have greatly affected our program. This time last year the program had a wait list of 234 children and many of those children had been on the wait list for over a year. With the current VOCA positions we have cut the wait list to 97 children and within the current year starting in March. With the 3rd position we will be close to if not possibly eliminating our entire waitlist, which is phenomenal.

We ask that you please consider this so that we may be able to serve the abused and neglected children of the Wabash Valley.

Thank you,

Respectfully,

Glenna Cheesman
VIGO County CASA Director.

Budget Estimate - Form 1

Loc: 0000 No Department

Fund: VOCA

Amended 9/12/18

Vigo County

For Calendar Year 2019

Account/Description	Items	Total Estimate	Approved
1 PERSONAL SERVICES			
Salaries & Wages			
10010 Payroll Salaries	49,752	49,752	
Employee Benefits			
15210 Social Security/FICA	3816	3816	
Total PERSONAL SERVICES		\$53,568	
2 SUPPLIES			
Office Supplies			
21000 Office Supplies	0	0	
Total SUPPLIES		0	
3 OTHER SERVICES and CHARGES			
Professional Services			
30700 Legal Services	0		
33300 Contractual Services	0		
37040 Background Check	0		
37650 Ed, Counseling & Training	0	0	
Printing and Advertising			
30350 Advertising & Promotions	0		
36100 Printing	0	0	
Rentals			
36500 Copy Machine Rental	0	0	
Other Services and Charges			
30050 Postage	0		
31001 Special Events	0		
32500 Dues	0		
37200 Travel Expenses	4104	4104	
Total OTHER SERVICES and CHARGES		\$4104	
4 CAPITAL OUTLAYS			
Machinery and Equipment			
44600 Office Machines	0	0	
Other Capital Outlays			
44480 Office Furniture	0		

Budget Estimate - Form 1

Vigo County

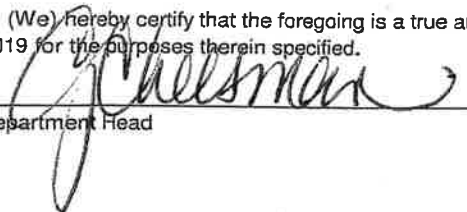
Loc: 0000 No Department

Fund: VOCA

For Calendar Year 2019

Account/Description	Items	Total Estimate	Approved
4 CAPITAL OUTLAYS			
Other Capital Outlays			
		<u>0</u>	
		<u>0</u>	
Total CAPITAL OUTLAYS			
		<u>576609</u>	
Total Budget Estimate			

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the 0000 No Department for the calendar year 2019 for the purposes therein specified.


Department Head

Budget Estimate - Form 1

Loc: 0000 No Department

Fund: VOCA

Vigo County

For Calendar Year 2019

Account/Description	Items	Total Estimate	Approved
1 PERSONAL SERVICES			
Salaries & Wages			
10010 Payroll Salaries	49,752 ⁰⁰	49,752 ⁰⁰	
Employee Benefits			
15210 Social Security/FICA	\$3816 ⁰⁰	\$3816 ⁰⁰	
Total PERSONAL SERVICES		\$53,568 ⁰⁰	
2 SUPPLIES			
Office Supplies			
21000 Office Supplies	0	0	
Total SUPPLIES		0	
3 OTHER SERVICES and CHARGES			
Professional Services			
30700 Legal Services	0		
33300 Contractual Services	0		
37040 Background Check	0		
37650 Ed, Counseling & Training	0	0	
Printing and Advertising			
30350 Advertising & Promotions	0		
36100 Printing	0	0	
Rentals			
36500 Copy Machine Rental	0	0	
Other Services and Charges			
30050 Postage	0		
31001 Special Events	0		
32500 Dues	0		
37200 Travel Expenses	\$5472 ⁰⁰	\$5472 ⁰⁰	
Total OTHER SERVICES and CHARGES		5472 ⁰⁰	
4 CAPITAL OUTLAYS			
Machinery and Equipment			
44600 Office Machines	0	0	
Other Capital Outlays			
44480 Office Furniture	0		



STATE OF INDIANA



Eric J. Holcomb, Governor
David R. Murtaugh, Executive Director

Notice of VOCA Program Award

June 12, 2018

Mrs. Glenna Cheesman
VIGO COUNTY CASA
141 Oak Street
Terre Haute, IN 47807

Re: #7153 Staff CASA – Vigo County CASA

Dear Glenna,

I am pleased to announce that the Indiana Criminal Justice Institute (ICJI) has approved your application for the CASA Staff Project in the amount of:

Federal Funding Award:	\$115,776
Match Requirement:	\$ 28,944

As you know, ICJI must ensure all grantees meet the required federal, state and local special and reporting conditions applicable to this grant. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports. The award period for this grant is October 1, 2018 – September 30, 2020. Awarded programs must be operational within 45 days of the grant start date. Programs that are not operational within this time period must notify their grant program manager.

#7153 CASA Staff Project is a reimbursement based grant, subject to submission and approval of quarterly program and financial reports. Grant funds must be obligated during the grant period and obligations that are incurred during the grant period must be submitted in a timely manner.

Please be on alert for notifications from Egrants and your grant manager regarding revisions to the budget and/or other sections of the application. **DUE TO THE TRANSFER TO A NEW GRANT MANAGEMENT SYSTEM (INTELLIGRANTS) THESE REVISIONS MUST BE COMPLETED IN E-GRANTS BY JUNE 29, 2018.**

For the purpose of any audit, please refer to the following information:

Budget Estimate - Form 1

Loc: 0000 No Department

Fund: 8101 Guardian Ad Litem Fee

Amount awarded to be
received
\$70,488

Vigo County

begin Jan 1 2019

For Calendar Year 2019

Account/Description	Items	Total Estimate	Approved
1 PERSONAL SERVICES			
Salaries & Wages			
10010 Payroll Salaries	\$ 65,196 ⁰⁰	\$ 65,196 ⁰⁰	
Employee Benefits			
15210 Social Security/FICA	\$ 5,004 ⁰⁰	\$ 5,004 ⁰⁰	
Total PERSONAL SERVICES	\$ 70,200 ⁰⁰		
2 SUPPLIES			
Office Supplies			
21000 Office Supplies	Ø	Ø	
Total SUPPLIES		Ø	
3 OTHER SERVICES and CHARGES			
Professional Services			
30700 Legal Services	Ø		
33300 Contractual Services	Ø		
37040 Background Check	Ø		
37650 Ed, Counseling & Training	Ø	Ø	
Printing and Advertising			
30350 Advertising & Promotions	Ø		
36100 Printing	Ø	Ø	
Rentals			
36500 Copy Machine Rental	Ø	Ø	
Other Services and Charges			
30050 Postage	Ø		
31001 Special Events	Ø		
32500 Dues	Ø		
37200 Travel Expenses	Ø	Ø	
Total OTHER SERVICES and CHARGES		Ø	
4 CAPITAL OUTLAYS			
Machinery and Equipment			
44600 Office Machines	Ø	Ø	
Other Capital Outlays			
44480 Office Furniture	Ø		

Budget Estimate - Form 1

Vigo County

Loc: 0000 No Department

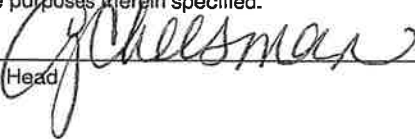
Fund: 8101 Guardian Ad Litem Fee

For Calendar Year 2019

Account/Description	Items	Total Estimate	Approved
4 CAPITAL OUTLAYS			
Other Capital Outlays		<u>0</u>	
		<u>0</u>	
Total CAPITAL OUTLAYS			
		<u>\$ 70,200⁰⁰</u>	
Total Budget Estimate			

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the 0000 No Department for the calendar year 2019 for the purposes therein specified.

Department Head



LAPORTE	146	0.728%	\$	23,645
LAWRENCE	218	1.086%	\$	35,305
MADISON	480	2.392%	\$	77,736
MARION	4527	22.558%	\$	733,145
MARSHALL	88	0.439%	\$	14,252
MARTIN	36	0.179%	\$	5,830
MIAMI	74	0.369%	\$	11,984
MONROE	333	1.659%	\$	53,929
MONTGOMERY	153	0.762%	\$	24,778
MORGAN	193	0.962%	\$	31,256
NEWTON	38	0.189%	\$	6,154
NOBLE	125	0.623%	\$	20,244
OHIO	15	0.075%	\$	2,429
ORANGE	102	0.508%	\$	16,519
OWEN	94	0.468%	\$	15,223
PARKE	41	0.204%	\$	6,640
PERRY	109	0.543%	\$	17,652
PIKE	106	0.528%	\$	17,167
PORTER	221	1.101%	\$	35,791
POSEY	138	0.688%	\$	22,349
PULASKI	52	0.259%	\$	8,421
PUTNAM	129	0.643%	\$	20,891
RANDOLPH	85	0.424%	\$	13,766
RIPLEY	160	0.797%	\$	25,912
RUSH	36	0.179%	\$	5,830
ST. JOSEPH	1053	5.247%	\$	170,533
SCOTT	189	0.942%	\$	30,608
SHELBY	92	0.458%	\$	14,899
SPENCER	77	0.384%	\$	12,470
STARKE	60	0.299%	\$	9,717
STEUBEN	77	0.384%	\$	12,470
SULLIVAN	105	0.523%	\$	17,005
SWITZERLAND	48	0.239%	\$	7,774
TIPPECANOE	306	1.525%	\$	49,557
TIPTON	61	0.304%	\$	9,879
UNION	19	0.095%	\$	3,077
VANDEBURGH	887	4.420%	\$	143,649
VERMILLION	65	0.324%	\$	10,527
VIGO	435	2.168%	\$	70,448
WABASH	99	0.493%	\$	16,033
WARREN	31	0.154%	\$	5,020
WARRICK	127	0.633%	\$	20,568
WASHINGTON	38	0.189%	\$	6,154
WAYNE	303	1.510%	\$	49,071
WELLS	88	0.439%	\$	14,252
WHITE	71	0.354%	\$	11,498
WHITLEY	167	0.832%	\$	27,046

2019 Estimated GAL/CASA Matching Grant Amounts

Total New JC Filings(20,068)

Total Estimated Matching Grants Amount(\$3,250,000.00)

County Name	New JC Filings 2017	Percentage of New Filings 2017	Matching Grants Offer
ADAMS	113	0.563%	\$ 18,300
ALLEN	818	4.076%	\$ 132,475
BARTHOLOMEW	179	0.892%	\$ 28,989
BENTON	27	0.135%	\$ 4,373
BLACKFORD	69	0.344%	\$ 11,175
BOONE	130	0.648%	\$ 21,053
BROWN	70	0.349%	\$ 11,336
CARROLL	44	0.219%	\$ 7,126
CASS	92	0.458%	\$ 14,899
CLARK	224	1.116%	\$ 36,277
CLAY	81	0.404%	\$ 13,118
CLINTON	113	0.563%	\$ 18,300
CRAWFORD	76	0.379%	\$ 12,308
DAVIESS	69	0.344%	\$ 11,175
DEARBORN	229	1.141%	\$ 37,086
DECATUR	161	0.802%	\$ 26,074
DEKALB	144	0.718%	\$ 23,321
DELAWARE	448	2.232%	\$ 72,553
DUBOIS	146	0.728%	\$ 23,645
ELKHART	244	1.216%	\$ 39,516
FAYETTE	118	0.588%	\$ 19,110
FLOYD	267	1.330%	\$ 43,240
FOUNTAIN	81	0.404%	\$ 13,118
FRANKLIN	50	0.249%	\$ 8,097
FULTON	88	0.439%	\$ 14,252
GIBSON	142	0.708%	\$ 22,997
GRANT	148	0.737%	\$ 23,969
GREENE	83	0.414%	\$ 13,442
HAMILTON	135	0.673%	\$ 21,863
HANCOCK	127	0.633%	\$ 20,568
HARRISON	36	0.179%	\$ 5,830
HENDRICKS	209	1.041%	\$ 33,847
HENRY	167	0.832%	\$ 27,046
HOWARD	257	1.281%	\$ 41,621
HUNTINGTON	60	0.299%	\$ 9,717
JACKSON	122	0.608%	\$ 19,758
JASPER	88	0.439%	\$ 14,252
JAY	49	0.244%	\$ 7,936
JEFFERSON	176	0.877%	\$ 28,503
JENNINGS	127	0.633%	\$ 20,568
JOHNSON	267	1.330%	\$ 43,240
KNOX	218	1.086%	\$ 35,305
KOSCIUSKO	130	0.648%	\$ 21,053
LAGRANGE	68	0.339%	\$ 11,013
LAKE	1281	6.383%	\$ 207,457

Cheesman, Glenna

From: Lyles, Teresa <Teresa.Lyles@courts.in.gov>
Sent: Friday, May 25, 2018 11:21 AM
To: Amy Smith; Houseworth, Ann; Annette Craycraft; Ashley Soldaat; Audrey Hayman; casa@owencounty.in.gov; Betty Parke; Brenda Matuszkiewicz; Candice Carter; carolsblett@embarqmail.com; chastity keller; Cindy Booth; Coleen Connor; casaofclintoncounty@gmail.com; Debbie Mefford; James Debra Tharp; Dee Street; Deena Hubler; Deena Personett; Dena Held; Diane Alexander; Cheesman, Glenna; Jaggars, Shanna; jane@mcysb.org; Joy Jines; Justin Allen; Karen Biernacki; Karen Bowen; Katie Hall; kkester@lpfamilyadvocates.com; Katina Silver; Katrina McIntosh; Kathleen J. Rumble; Kelly Shelhamer; kelly.ccag.casa@gmail.com; Kristi Bachman; kristin bishay; Kurt Kiefer; Lee Anne Owens; Dunn, Leslie; Leslie Hendricks; lcoleman.harrisoncircuit@gmail.com; Mackenzie Cloutier; Michelle Richardson; Mystine Collins (mystine.collins@co.cass.in.us); Nancy Springer; orangecountycasa@outlook.com; Patti Harmless; Becky McClure; Reese, Aimee; Rehana Adat; Rhonda Adcock; Richie Kosmala; Sallyann Murphey; Samantha Flath; Sara Kroft - Pulaski County CASA (skroft@pulaskicounty.in.gov); Sarah Fink; carrollcountycasa@hotmail.com; Shay Grahm; Shelby McDannald (casa@daviess.org); Shelley Haymaker; Sherry Shepherd; CASAofSullivanCounty@aol.com; Susan Stamper (sstamper@henryco.net); Susie Pierce; Suzanne Draper; Tammi Hickman; Therese Miller (therese.miller@apowerfulvoice.org); Tina Gehlhausen (tina.gehlhausen@spencercountycasa.org); Tonya Ruble-Richter; Shannon Willmore
Subject: 2019 Matching Grant Estimates
Attachments: 2019 Matching Grant.pdf

Dear Directors,

Attached you will find the estimated amounts of your 2019 Matching Grant offer. While the 2017 new CHINS filings numbers are still provisional, we do not foresee the amounts being offered to change much, if at all. We know that judges are already asking for the estimated amounts for 2019 so they can cast their budgets for the county as they relate to their GAL/CASA volunteer programs. Please be sure to share the amount your county is being offered with your judge in the county/counties you serve.

This year, we are offering 3.25 million dollars in Matching Grant funds. In 2017, there were 20,068 new CHINS filings statewide. Your Matching Grant offer is based on the percentage of those filings in your particular county. The attached chart includes the following:

- The number of new CHINS filings in each county in 2017
- Your county's percentage of that number statewide
- Your 2019 Matching Grant Estimate

Information about how Capacity Building Grants will be determined will be sent to you later, but again, please share your 2019 estimated Matching Grant with your judge now.

Teresa E. Lyles

State Program Coordinator
Indiana State Office of GAL/CASA
Office of Court Services
Indiana Supreme Court
251 North Illinois Street, Suite 800
Indianapolis, IN 46204

800-542-0813

System will time out at: 04:30:48 PM.
Remaining time: 239:56

[Main Menu](#)[User Management](#)[Funding Announcement](#)[Project Management](#)[Work Manager](#)[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting](#) [Requirements](#)

Grant ID: 7153

Project Title: Staff CASA

Status: Open - Received

Fund Announcement: 2018 - 2020 VOCA Program Solicitation

PERSONNEL

[Add New Line](#)

Position	Name	Fund Type	Cost		Total
			Grant Funds	Matching Funds	
Staff CASA	Martha Janice Cook	Grant Fund	33,176.00	0.00	33,176.00
Staff CASA	Diana Fagg	Grant Fund	33,176.00	0.00	33,176.00
Staff CASA	Need to hire new position	Grant Fund	33,176.00	0.00	33,176.00
CASA Volunteers	Vigo County CASA	In-Kind Match	0.00	28,944.00	28,944.00
Total:			99,528.00	28,944.00	128,472.00

[Back](#)



Indiana Criminal Justice Institute

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239:53.99889999999796

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Grant ID: 7153

Project Title: Staff CASA

Status: Open - Received

Fund Announcement: 2018 - 2020 VOCA Program Solicitation

EMPLOYEE BENEFITS

[Add New Line](#)

Position	Name	Fund Type	Cost		Total
			Grant Funds	Matching Funds	
Staff CASA		Grant Fund	2,536.00	0.00	2,536.00
Staff CASA		Grant Fund	2,536.00	0.00	2,536.00
Staff CASA		Grant Fund	2,536.00	0.00	2,536.00
Total:			7,608.00	0.00	7,608.00

[Back](#)

Breakout on mileage. This is divided between 3 staff members for the 2 year period. They have a max of 300 miles per month at .38 cents. They will not pay .40 the county rate. If there is a discrepancy in funds that maybe where it came from, because initially the grant was written at .40/mile and they made me change it to .38 because that is the federal rate.



Indiana
Criminal Justice Institute

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[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 7153

Project Title: Staff CASA

Status: Open - Received

Fund Announcement: 2018 - 2020 VOCA Program Solicitation

TRAVEL (INCLUDING TRAINING)

[Add New Line](#)

Purpose: Location:

Purpose of Travel	Location	Item	Fund Type	Cost		Total
				Grant Funds	Matching Funds	
Advocacy work	In & Out of Vigo County Area	Mileage	Grant Fund	2,736.00	0.00	2,736.00
Advocacy work	In & Out of Vigo County Area	Mileage	Grant Fund	2,736.00	0.00	2,736.00
Advocacy work	In & Out of Vigo County Area	Mileage	Grant Fund	2,736.00	0.00	2,736.00
Total:				8,208.00	0.00	8,208.00

[Back](#)

Newman, Brad

From: Lawson, Connie (SOS) <cwlawson@sos.IN.gov>
Sent: Tuesday, September 18, 2018 12:47 PM
To: Newman, Brad
Cc: Kline, Brandon; Warycha, Valerie
Subject: HAVA Award
Attachments: sampleinvoice-grants.doc

Dear Clerk Newman,

Congratulations! Your request for Help America Vote Act funds has been approved, with the exception of the van. Your county has been awarded up to \$51,243.00 to secure and monitor your election equipment. You will be reimbursed for this work after you invoice the state. If needed, an invoice template example is attached.

If you have not already done so, please move forward with the project. In order to receive payment, you will need to provide Brandon Kline with a copy of your receipt. Please email a copy of the receipt to Brandon at brkline@sos.in.gov.

The receipt must have a line item detailing the project and the total costs. You will also need to submit a photo of the project after completion. Once all items are received, the Secretary of State's office will move forward.

These invoices will need to go through the Auditor's office, which takes at least 35 days to make a payment. If you have questions, please contact Brandon Kline at 317-234-8354 or brkline@sos.in.gov. Once again, congratulations and thank you for all of your hard work.

Connie Lawson

Indiana Secretary of State

The Secretary of State's office will accept requests for funds from Indiana's 92 counties. Grants not awarded will remain in the state's account for future election security needs.

Under this program, counties can wait to secure grant funds before undertaking new security improvements or opt to be reimbursed for qualifying projects commenced or completed since March 15, 2018. There is no guarantee funds will be awarded. If the entirety of grant funds awarded are not used, the remaining portion of the funds must be returned to the Secretary of State's office.

These funds are provided to allow Indiana election administrators to improve the security of elections. The State recognizes security is not limited to physical security and as such makes available grants so that election administrators can improve the security of election equipment, electronic poll books, and monitor the facilities in which they are stored. These facilities may include Clerk's offices or facilities where equipment is stored. The primary purpose of these funds is to allow counties to secure and monitor sensitive election related equipment.

Grant funds may be used to cover expenses associated with monitoring and securing equipment, such as the cost of installation and data storage. All video footage must be stored for at least 2 years from the recording date. These funds are not intended for use in capital projects or for operational funding. Only one-time expenses, as opposed to monthly or quarterly expenses, are eligible to be covered by these funds. To qualify for reimbursement, participants are expected to comply with VSTOP inventory requests and protocols, which include documenting equipment serial numbers, location and type. In addition, applicants have an ongoing obligation to timely respond to all VSTOP and SOS request.

Security improvements may include, but are not limited to, the installation of contact sensors, motion detectors, glass break sensors, tokens and two-factor authentication. Access control equipment, such as ID badges, reinforced doors, and combination locks also qualify. Funds can be used to pay for onsite security services as long as they are billed as a one-time service and not a recurring expense. Again, these are examples of eligible reimbursement requests. If you would like to check to see whether an expense would be eligible, we can provide that feedback, subject to our right to make partial awards, which is discussed below.

In order for a county to be considered for one of the available grants, the attached contact information and a project plan with cost estimates or a budget will be required. Applications will be reviewed and approved by the Indiana Secretary of State and Co-directors of the Indiana Election Division. Preferences for competing applications will be determined by: (1) the application's submission date and time, (2) the reasonableness and need demonstrated in the project plan, and (3) the project's budget. If a county's grant preference is unavailable, its application will be considered for a grant award of a lesser amount.

If there are any provisions in this grant application potential applicants find objectionable, please notify our office and express your concerns. Applications will be accepted **beginning immediately** and will be processed as received. Applications received prior to the start date will not be accepted or considered for reimbursement.

Election Security Improvement Grant Application
August 2, 2018

County: VIGO

Contact Information:

Name : Brad Newman

Title: Clerk

Address: 33 S. 3rd St. Terre Haute, IN. 47807

Address:

Phone: (812) 462-3214

E-Mail: Brad.Newman@vigocounty.in.gov

Grant amount applying for: \$ 74,743.00

VIGO COUNTY ELECTION BOARD 2018 GRANT PROPOSAL

The Vigo County Election Board under new Clerk, Bradley M. Newman is striving to gain more voter participation in the election process. As was witnessed in the 2018 Primary, voter participation was up 4.01% and even more is expected as the General election normally doubles according to past records.

As we have had two recounts in the past few years, the records show that we were spot on. We have demonstrated a propensity for operating a strong election with few to no errors. This entire process begins with election security.

The equipment is stored in an old county maintenance facility which is very old and totally away from other aspects of the county government offices. It is in a neighborhood which has a high rate of criminal mischief and crime. Security of the equipment in this facility is of great concern.

The doors and jams are very old and have been repaired many times. It is our intention to replace these doors with solid steel doors with an electric strike, card readers and dead bolts. This will not only give us the ability to know who is or was in the facility, but the security that our current doors lack.

Again because of the area that the equipment is located, we would like to install surveillance equipment which would give us 24 hour feed that would tie into the police department through activation. The cameras would not only give us monitoring ability of the pedestrian traffic in the area, but constant surveillance on all of the election equipment.

Security of the equipment during delivery and pickup of equipment is also a concern. A lockable wire security cart would be a tremendous asset as we load trucks for departure to the Vote Centers. Because of the nature of equipment that we utilize, the machines cannot be stacked on top of each other. The security cart would allow us to move and secure nine machines at once. This would cut down man hours and provide a secure environment as we unload the machines at a Vote Center. The security cart is on wheels and could be moved directly into the facility from the trucks.

*Bob
Lub
8/21/2018*

VIGO COUNTY ELECTION BOARD 2018 GRANT PROPOSAL BUDGET

Quantity	Description	Unit Price	Total Cost
9	Doors & jams with card readers for entrance & exit of buildings (installed)	\$3,552.00	\$31,968.00
8	Video cameras, sensors and monitoring equipment with 2 year video storage (installed)	\$2,250.00	\$18,000.00
1	Security cart for locking equipment during delivery & pickup	\$930.00	\$930.00
7	Combination Locks for securing equipment during and after elections	\$15.00	\$105.00
600	Numbered Seals for sealing equipment for elections	\$0.40	\$240.00
1	Small Utility Van with shelving units	\$23,500.00	\$23,500.00
TOTAL PROPOSED BUDGET			\$74,743.00

8/21/2018



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



To: Vigo County Council

October 2, 2018

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following request be discussed at the November 13, 2018 Council Meeting and be considered for 2019 as well.

1. A reclassification of the Juvenile Court Deputy Prosecutor to that of a Full Time Major Felony Court Deputy Prosecutor – Specialty Court Deputy Prosecutor.
 - The Job Classification Review Form is submitted with this request.
2. An additional appropriation from Prosecutor - Infraction Deferral in the amounts listed below to allow for the Juvenile Deputy Prosecuting Attorney position to be made a full-time Deputy Prosecutor position for the remainder of the 2018 budget and the 2019 budget.

This position would be renamed the Specialty Court Deputy Prosecutor with the following responsibilities:

- Handle all cases and court appearances in the Vigo County Juvenile Court
- Serve on the teams associated with the Vigo County Drug Court, Adult Mental Health Court, and the Vigo County Veteran's Treatment Court, handle all cases referred to the programs, supervise and monitor all cases placed on the programs, and handle all court appearances for the programs.

The amount needed for 2018 is approximately \$7,345.86 for the difference in full-time and part-time salary and \$1,605.06 for additional FICA/Medicare and PERF costs as of the time of submission of this request.

The amount needed for 2019 is approximately \$31,832.06 for salary difference and \$6,955.30 for additional FICA/Medicare and PERF costs.

Respectfully Submitted,

Robert E. Roberts

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

ROC

Based on 4 pay
after Nov. 13th
meeting

4,898.00 - salary.
375.00 - FICA
696 - PERF
1876 - INS. (family)
- 2 pay

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 Human Resources

Job title: Juvenile (Trial) / Special Court Deputy Prosecutor Payroll no. on _____
salary ordinance: _____

Department: Vigo County Prosecutor's Office Date: October 2, 2018

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

Current pay grade: _____ Requested pay grade: Executive B - HL Felony

Current pay \$29,484 per year Proposed pay \$Exec B Base + %ages per year

Employee(s) in this position:

Philip Smith

TYPE OF ACTION REQUESTED

G Create position G Abolish position G Seniority review

G Qualifications requirements review G Pay policy application/interpretation issues

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

XX Other *Please describe:* Modification from part time to full time with a modification of responsibilities

**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.

As the Vigo County Criminal Justice System has added additional Problem Solving Courts over the years, this has resulted in additional job responsibilities for the deputy prosecutors handling those courts. With the current three Problem Solving Court (Drug Court, Adult Mental Health Court, and the Veteran's Treatment Court and the anticipated expansion of these courts with the recent grant

money awarded to them, these courts will require more time both in and out of the courtroom. Thus, a review of the Prosecutor's Office Structure and how best to absorb those additional responsibilities was undertaken. At the same time, the amount of time and resources needed to meet the needs of the Juvenile Court have also increased, both in the courtroom and in working with the law enforcement agencies during their investigations. It was decided that the best course of action was to modify the Juvenile Deputy Prosecutor spot into a full time position to cover all of these expanding responsibilities of the Vigo County Prosecutor's Office. An additional benefit to this modification is that the Courtroom Deputy Prosecutors that have been handling these responsibilities will be able to use that time to focus on the cases pending in their court – which is over seven days each month just appearing for team meetings and court sessions. This time savings does not include the amount of time required to review cases for the various stages of placement and compliance.

This is also in response to the increased case filings of major felonies in the High Level felony courts. This increase is not reflected in the job descriptions as previously written because they do not reflect case loads for the courts. But the statistics for these courts show a nearly 20% increase in major felony filings over the last 4 years as compared to the years prior.

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

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

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? ☒ yes ☐ no If not, explain why the existing description is no longer accurate:
Yes, in that the additional duties are an expansion of responsibilities and the creation of new

Problem Solving Courts in Vigo County.

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: Juvenile Deputy Prosecutor

*Classification: PT

Job title: Deputy Prosecutor, Div. 1, 5, 6

*Classification: Exe B

Job title: _____

*Classification: _____

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

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

6. Is this request based on increased volume of work? ☒ yes ☐ no If yes, please explain:
As noted above, the increased work volume includes the addition of the Veteran's Treatment Court and the increased filing of high level felony cases.
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:

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:
This position expansion and reclassification will benefit the County through allowing expansion of our Problem Solving Courts, which move people out of incarceration and into programming promptly. It will also allow the existing Courtroom Deputy Prosecutors to focus on their pending cases, better serving crime victims and the citizens of Vigo County, and potentially moving cases through the system more efficiently resulting shorter periods of time until cases are resolved (and people are released from the jail or moved on to a State facility.

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.

N/A

Date: _____

Employee signature

AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

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

If disagree, please comment:

N/A

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.



10/2/2018

Date: _____

Signature of Elected Official/Department Head

Robert E. Roberts, Chief Deputy Prosecuting Attorney

Name typed or printed

VIGO COUNTY HEALTH DEPARTMENT

Darren Brucken, M.D.

Health Commissioner

REQUEST TO CHANGE JOB TITLE FROM ENVIRONMENTAL HEALTH SPECIALIST-SEPTIC TO ENVIRONMENTAL HEALTH SPECIALIST

Aaron,

As requested I will try and explain the current issues we are having.

When WIS classified the Environmental Health Specialist (EHS) they divided the titles of the EHS positions by Food and Septic, which is not accurate. I brought this to WIS, previous County Council, Kylissa Miller, and Connie Flood's attention in late 2014 early 2015. The official job description title, the ones that Connie Flood holds were successfully changed; however the salary ordinance remained the same.

I have repeatedly pointed this particular problem out to the previous County Council and also our Health Board. The Vigo County Health Board did adjust the EHS title to just state EHS (along with the classification adjustment) but the salary ordinance has remained the same.

Fast forward to now.... Mark McClintock retired August 31, 2018. On the salary ordinance his job title was **Environmental Health Specialist- Septic**, Marci Shaw is on the salary ordinance as an **Environmental Health Specialist- Food**. Marci is currently being paid from the Health Maintenance Fund and we want to simply pay her from the General Health Fund, so according to the Salary Ordinance she will move into Mark's "slot".

According to Kylissa Miller we would have to go through the entire hiring process again for Marci Shaw **AND** she will be moved to the base pay, which would be about a \$4,000 pay cut.

According to Kylissa Miller we would have to go through County Council to change (combine) the job descriptions and titles and that we are too late to even get on November Council.

All of our Environmental Health Specialists are cross trained and are able to the other person's job.

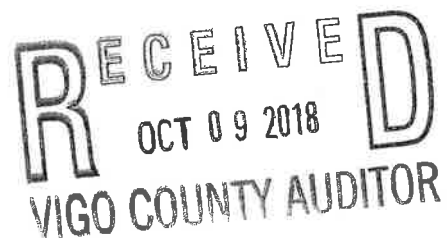
I will attach the job descriptions and the salary ordinance list.

If you have ANY questions please call me at 812-462-3281. I am also willing to come to a Council meeting and explain if needed.

Thanks,



Travella Myers,
Environmental Health Division Supervisor



**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Environmental Health Specialist
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2015

STATUS: Full-time

DATE REVISED:

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 functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Environmental Health Specialist for the Vigo County Health Department, responsible for investigating environmental complaints, conducting on-site inspections, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Inspects and documents septic system installations, including preparing and maintaining reports, records, and correspondence.

Reviews plans submitted for new or repair of septic systems, including making changes to submittals as necessary to ensure proper installation and function.

Reviews and evaluates land parcels for suitability of septic systems, including conducting field evaluations with homeowners, realtors, and contractors.

Reviews proposed land subdivisions relative to proposed or existing onsite septic systems.

Investigates complaints involving public health violations and maintains accurate and detailed files of all complaints, inspections, and related documents.

Reviews soil reports from certified soil scientists to determine site suitability and/or size of onsite sewage disposal systems.

Receives/responds to telephone calls, emails, and office visitors in a professional and courteous manner.

Conducts training and educational seminars for onsite sewage disposal system installers and contractors.

Knowledge of standard filing systems and ability to create and maintain department records/files.

Ability to operate standard office equipment, such as computer, typewriter, telephone/cell phone, calculator, and fax machine.

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

Ability to provide public access to or maintain confidentiality of Department records and information according to state requirements.

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

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, analyze and evaluate data, and make determinations based on data analysis.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and manage time and resources effectively.

Ability to read and interpret detailed blueprints, schematics, specifications, and maps.

Ability to occasionally testify in legal proceedings/court.

Ability to occasionally respond to emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Environmental Health Specialist for the Vigo County Health Department 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

Maintains detailed records of inspections, complaints, and investigations. Prepares and submits related reports as required.

Completes and submits a variety of daily, monthly, and annual reports to regulating agencies as required.

Responds to health/sanitation inquiries and provides consultation, technical assistance, training and program information to the food industry, consumers and other agencies as requested.

Makes presentations to small groups in restaurants and schools regarding safe health practices.

Performs environmental investigations for lead-based paint, collects samples of paint, dust and soil for lead analysis, prepares lead risk assessment reports, and identifies lead-based paint hazards for residential housing. Follows up with lead families, landlords, and contractors as appropriate.

Performs environmental and health inspections of body art establishments, enforcing public laws, codes, ordinances and regulations, and providing related consultation. Licenses all body artists and administers written tests for regular artist licenses.

Performs environmental inspections of public swimming pools and spas to ensure compliance with local, state and federal standards for water chemistry/quality and safety.

Investigates various spills and/or discharges into the ground and/or bodies of water. Works closely with Indiana Department of Environmental Management (IDEM) on spill complaints and outdoor air complaints.

Maintains current knowledge of codes and ordinances and periodically attends staff meetings, professional education workshops, and training seminars.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Environmental Science, Public Health, Biology or related discipline.

Possession of or ability to obtain required certifications/licenses, including Food Protection Manager certification, Certified Pool Operator License, Lead Risk Assessor License, Lead Inspector License, and National Incident Management Systems (NIMS) certification.
Ability to meet all department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of standard policies and practices of the Vigo County Health Department.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and manage time and resources effectively.

Ability to read and interpret detailed blueprints, schematics, specifications, and maps.

Ability to maintain positive community support and present public speaking engagements.

Ability to occasionally testify in legal proceedings/court.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travel out of town for training/conferences, sometimes overnight.

Ability to occasionally respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties which involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises judgment when inspecting food establishments and investigating food-related illnesses, evaluating compliance with sanitation requirements, and determining appropriate action for non-compliance.

III. RESPONSIBILITY:

Incumbent enforces sanitation requirements, including requesting Board of Health hearings or closing establishments as deemed appropriate. Goals and objectives of incumbent's work are known and work is periodically reviewed for compliance with Department policy and legal requirements, soundness of judgment, and effect on Department goals/objectives. Unusual problems or significant deviations from standards are reviewed with supervisor as needed. Incumbent receives indirect or occasional supervision and on rare occasions makes decisions in the absence of specific policies and/or guidance from supervisor.

VIGO COUNTY, INDIANA
GENERAL EMPLOYEES SALARY ORDINANCE, PAT
2018

Classification	Base Rate
PAT A	\$ 34,946
PAT B	\$ 40,670

Job Category: PAT

Target Base: External Minimum

Department	Title	Classification	FLSA Status	2018 Base	2018 COLA Stipend
Building Inspection	* Ordinance Enforcement Officer ✓	PAT A	Non Exempt	\$ 37,560	\$346
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$ 34,946	0
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$ 34,946	0
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$ 34,946	0
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$ 34,946	0
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$ 34,946	0
Group Homes	Youth Care Specialist	PAT A	Non-Exempt	\$ 34,946	0
Area Planning	* General Planner II ✓	PAT A	Non Exempt	\$ 40,645	\$346
Juvenile Court	Volunteer Coordinator/Monitor CASA	PAT A	Non Exempt	\$ 34,946	0
Juvenile Court	Volunteer Coordinator/Special Projects	PAT A	Non Exempt	\$ 34,946	0
Juvenile Court	Volunteer Coordinator/Trainer/Recruiter	PAT A	Non Exempt	\$ 34,946	0
Juvenile Court	System Administrator	PAT A	Non Exempt	\$ 34,946	0
Courts	* System Administrator ✓	PAT A	Non Exempt	\$ 40,638	\$346
Information Services	* Network Analyst/Technician	PAT A	Non Exempt	\$ 34,946	\$227
Building Inspection	* Building Inspector ✓	PAT A	Non Exempt	\$ 37,503	\$346
Soil and Water	* Urban Conservationist/MS4 Review/Inspector*	PAT A	Non Exempt	\$ 35,465	\$346
Prosecutor/IV-D	* Administrator IV-D	PAT A	Non Exempt	\$ 35,522	\$346
Victim Assistance	Assistant Director	PAT A	Non Exempt	\$ 34,946	0
Health	* Environmental Health Specialist-Food	PAT A	Non Exempt	\$ 35,836	\$346
Health	* Environmental Health Specialist-Food	PAT A	Non Exempt	\$ 38,082	\$346
Health	* Environmental Health Specialist-Septic	PAT A	Non Exempt	\$ 38,082	\$346
Health	* Environmental Health Specialist-Septic	PAT A	Non Exempt	\$ 44,650	\$346
Health Maintenance	* Environmental Health Specialist-Pool	PAT A	Non Exempt	\$ 36,387	\$346
Health	Vector Control Specialist	PAT A	Non Exempt	\$ 34,946	0
Health	Vector Control Specialist	PAT A	Non Exempt	\$ 34,946	0
Health	Vector Control Specialist	PAT A	Non Exempt	\$ 34,946	0
Veterans Assistance	* Service Officer	PAT A	Exempt	\$ 38,865	\$346
Health Maintenance	Health Educator/Media Coordinator	PAT A	Exempt	\$ 34,946	0
Parks/NR	Griffin Bike Park Manager	PAT A	Non Exempt	\$ 34,946	0
Parks	Natural Resource Programmer	PAT A	Non Exempt	\$ 34,946	0
Health	* Vector Control Assistant Supervisor	PAT A	Non Exempt	\$ 37,560	\$346
EMA	* Deputy Director/Operations ✓	PAT A	Non Exempt	\$ 37,785	\$346
EMA	* Deputy Director/Planning/PIO ✓	PAT A	Non Exempt	\$ 37,785	\$346
Group Homes	* Continued Care Worker/Indep. Living	PAT A	Exempt	\$ 38,865	\$346
Group Homes	Therapeutic Family Case Manager	PAT A	Exempt	\$ 34,946	0
Drug Court	Drug Court Coordinator	PAT B	Non Exempt	\$ 40,670	0
Council	* Council Administrator ✓	PAT B	Exempt	\$ 51,494	\$403
Area Planning	Assistant Director ✓	PAT B	Non Exempt	\$ 40,670	0
Victim Assistance	Director	PAT B	Exempt	\$ 40,670	0
Group Homes	* Program Director	PAT B	Exempt	\$ 41,098	\$403
Soil and Water	District Director	PAT B	Exempt	\$ 40,670	0
Information Services	* Network Administrator	PAT B	Non Exempt	\$ 45,583	\$403
Area Planning	* GIS Manager ✓	PAT B	Non Exempt	\$ 40,670	\$84
Prosecutor/APS	* Adult Protective Services Director ^	PAT B	Non Exempt	\$ 44,492	\$403
Parks	Assistant Superintendent	PAT B	Non Exempt	\$ 40,670	0
Health	* Environmental Supervisor	PAT B	Non Exempt	\$ 45,575	\$403
Health	Vector Control Supervisor	PAT B	Non Exempt	\$ 40,670	0
Health	Public Health Nurse	PAT B	Exempt	\$ 40,670	0
Health	Public Health Nurse	PAT B	Exempt	\$ 40,670	0
Health	Public Health Nurse	PAT B	Exempt	\$ 40,670	0
Group Homes	Treatment Director	PAT B	Exempt	\$ 40,670	0

*Incumbents are grandfathered in at the higher rate.

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Environmental Health Specialist

DEPARTMENT: Health

WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F

JOB CATEGORY: PAT B (Professional, Administrative, Technological)

DATE WRITTEN: February 2015 **STATUS:** Full-time

DATE REVISED: July 2016 **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 functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Environmental Health Specialist for the Vigo County Health Department, responsible for investigating environmental complaints, conducting on-site inspections, food complaints, food establishment inspections, lead risk assessments and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Inspects and documents septic system installations, including preparing and maintaining reports, records, and correspondence.

Reviews plans submitted for new or repair of septic systems, including making changes to submittals as necessary to ensure proper installation and function.

Reviews and evaluates land parcels for suitability of septic systems, including conducting field evaluations with homeowners, realtors, and contractors.

Reviews proposed land subdivisions relative to proposed or existing onsite septic systems.

Investigates complaints involving public health violations and maintains accurate and detailed files of all complaints, inspections, and related documents.

Reviews soil reports from certified soil scientists to determine site suitability and/or size of onsite sewage disposal systems.

Receives/responds to telephone calls, emails, and office visitors in a professional and courteous manner.

Conducts training and educational seminars for onsite sewage disposal system installers and contractors.

Investigates various spills and/or discharges into ground and/or bodies of water. Works closely with IDEM on spill complaints and outdoor air complaints.

Provides onsite assistance in locating existing onsite tanks, distribution boxes, and absorption field trenches.

Inspects all food service and retail food establishments within the County, ensuring compliance with federal, state, and local regulations. Advises and instructs proprietors in rules, regulations, and proper procedures and practices concerning food safety.

Conducts follow-up investigations as individual cases require and take appropriate action, including issuing and/or denying permits, requesting administrative hearings, and/or closing establishments for non-compliance with requirements.

Reviews blueprints and specifications of proposed new construction or extensive remodeling of food establishments for compliance with regulations, including inspecting work sites during various stages of construction.

Inspects all food and beverages remaining in a food establishment or storage facility after a fire, flood, power failure, and/or delivery breakdown/wreck for condemnation of damaged goods and assures proper disposal of contaminated foods.

Conducts food-borne illness investigations, including locating and interviewing affected persons, tracking down source of illness, collecting and submitting food samples for Indiana State Department of Health (ISDH) testing, and eliciting information from medical personnel as necessary. Participates in and enforces food recall efforts.

Responds to health/sanitation inquiries and provides consultation, technical assistance, training and program information to the food industry, consumers and other agencies as requested.

Makes presentations to small groups in restaurants and schools regarding safe health practices.

Performs inspections of body art establishments, enforcing public laws, codes, ordinances and regulations, and providing related consultation. Licenses all body artists and administers written tests for regular artist licenses.

Performs inspections of public swimming pools and spas to ensure compliance with local, state and federal standards for water chemistry/quality and safety.

Completes a variety of daily, monthly, and annual reports, submitting to regulating agencies as required.

Occasionally provides testimony in legal proceedings or court as requested.

Periodically attends professional education workshops and training seminars.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Environmental Science, Public Health, Biology or related discipline.

Possession of or ability to obtain required certifications/licenses, including National Incident Management Systems (NIMS) certification and residential septic installer training.

Ability to meet all department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of standard policies and practices of the Vigo County Health Department.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate sanitation problems and instruct members of the public in application of appropriate procedures.

Knowledge of federal, state, and local laws and regulations governing environmental sanitation, with ability to conduct effective investigations, perform testing/sampling procedures, review and approve permits, and assure compliance with all legal requirements.

Working knowledge of standard office procedures and Department computer programs, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of and ability to properly operate a variety of environmental testing equipment, such as augers, probes, levels, surveying equipment, drafting tools, tape measure, thermometers, pH meter, internal food probes, light meter, pool kit, XRF machine and camera.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare detailed written reports within established deadlines.

Knowledge of standard filing systems and ability to create and maintain department records/files.

Ability to operate standard office equipment, such as computer, typewriter, telephone/cell phone, calculator, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, lawyers, ISDH, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department records and information according to state requirements.

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

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, analyze and evaluate data, and make determinations based on data analysis.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and manage time and resources effectively.

Ability to read and interpret detailed blueprints, schematics, specifications, and maps.

Ability to occasionally testify in legal proceedings/court.

Ability to respond to emergencies on a 24-hour basis.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties that involve consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Incumbent exercises judgment when conducting public health and environmental inspections, evaluating compliance with sanitation requirements, inspecting food establishments and investigating food-related illnesses, and determining appropriate action for non-compliance.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of sanitation requirements and environmental codes according to technical specifications and standard practices of the profession. Goals and objectives of incumbent's work are known and work is reviewed primarily for attainment of objectives, compliance with department policy and legal requirements, and soundness of judgment. Unusual problems or significant deviations from standards are reviewed with supervisor as needed. Incumbent receives indirect or occasional supervision and periodically makes decisions 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, ISDH, Indiana Environmental Health Association, and the public for purposes of exchanging information, explaining, interpreting, and enforcing regulations, and resolving problems.

Incumbent reports directly to Environmental Health Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and outdoors, involving sitting/walking at will, standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing under 25 pounds, reaching, crouching/kneeling, bending, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, handling/grasping/fingering objects, and driving. Incumbent is frequently exposed to inclement weather and physical and health hazards normally associated with the outdoors, sewage and septic systems, construction sites, and unsafe dwellings/buildings. Safety precautions must be followed at all times to avoid injury to self and others and protective gear must be worn according to Department policy. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally travels out of town for meetings/training, sometimes overnight.

Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Environmental Health Specialist for the Vigo County Health Department 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

**POSITION DESCRIPTION
COUNTY OF VIGO, INDIANA**

POSITION: Environmental Health Specialist
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2015
DATE REVISED: October 2018

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position 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 functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Environmental Health Specialist for the Vigo County Health Department, responsible for investigating environmental and food complaints, conducting on-site inspections and lead risk assessments, and enforcing federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Inspects and documents septic system installations, including drawing installed septic systems to scale, preparing and maintaining reports, records, and correspondence.

Performs lead risk assessments such as investigating sources of lead exposure, educating families on lead hazards, recommending control strategies, preparing reports, performing clearances tests, and collaborating and coordinating with community entities on lead poisoning issues.

Reviews plans submitted for new or repair of septic systems, including making changes to submittals as necessary to ensure proper installation and function.

Reviews and evaluates land parcels for suitability of septic systems, including conducting field evaluations with homeowners, realtors, and contractors.

Reviews proposed land subdivisions relative to proposed or existing onsite septic systems.

Investigates complaints involving public health violations and maintains accurate and detailed files of all complaints, inspections, and related documents.

Reviews soil reports from certified soil scientists to determine site suitability and/or size of onsite sewage disposal systems.

Receives/responds to telephone calls, emails, and office visitors answering questions, taking messages, and/or transferring calls to appropriate personnel.

health/env specialist

Conducts training and educational seminars for onsite sewage disposal system installers and contractors. Occasionally makes presentations to small groups in restaurants and schools regarding health practices.

Investigates various spills and/or discharges into ground and/or bodies of water, working closely with IDEM on spill complaints and outdoor air complaints.

Provides onsite assistance in locating existing onsite tanks, distribution boxes, and absorption field trenches.

Inspects all County food service and retail food establishments, ensuring compliance with federal, state, and local regulations, and advising and instructing proprietors on rules, regulations, and proper procedures and practices concerning food safety.

Conducts follow up investigations as required taking appropriate action, including issuing and/or denying permits, requesting administrative hearings, and/or closing establishments for non-compliance.

Reviews blueprints and specifications of proposed new construction or extensive remodeling of food establishments for compliance with the regulations, including inspecting work sites during various stages of construction.

Inspects all food and beverages remaining in food establishment or storage facility after fire, flood, power failure, and/or delivery breakdown/wreck for condemnation of damaged goods and assures proper disposal of contaminated foods.

Conducts food-borne illness investigations, including locating and interviewing affected persons, tracking down source of illness, collecting and submitting food samples, and eliciting information from medical personnel as needed. Participates in and enforces food recall efforts.

Responds to health/sanitation inquiries and provides consultation, technical assistance, training and program information to food industry, consumers, and other agencies as needed.

Performs inspections of body art establishments, enforcing public laws, codes, ordinances and regulations, providing related consultation, licensing body artists, and administering written tests for regular artist licensed.

Performs inspections of public swimming pools and spas to ensure compliance with local, state, and federal standards for water chemistry/quality and safety.

Completes a variety of daily, monthly, and annual reports, submitting to regulating agencies as required.

Occasionally provides testimony in legal proceedings or court as requested.

Attends professional education workshops and training seminars as required.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Environmental Science, Public Health, Biology or related discipline.

Possession of or ability to obtain required certifications/licenses, including National Incident Management Systems (NIMS) certification, Food Protection Manager certification, Certified Pool Operator License, Lead Risk Assessor License, Lead Inspector License, and residential septic installer training.

Ability to meet all department hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to make practical application of standard policies and practices of the Vigo County Health Department.

Thorough knowledge of standard principles and practices of public health and environmental protection, with ability to effectively evaluate sanitation problems and instruct members of the public in application of appropriate procedures.

Thorough knowledge of federal, state, and local laws and regulations governing environmental sanitation, with ability to conduct effective investigations, perform testing/sampling procedures, review and approve permits, and assure compliance with all legal requirements.

Working knowledge of standard office procedures and Department computer programs, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of and ability to properly operate a variety of environmental testing equipment, such as augers, probes, levels, surveying equipment, drafting tools, tape measure,, thermometers, pH meter, internal food probes, light meter, pool kit, XRF machine, and camera.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports within established deadlines.

Knowledge of standard filing systems and ability to create and maintain department records/files.

Ability to operate standard office equipment, such as computer, typewriter, telephone/cell phone, calculator, and fax machine.

Ability to effectively communicate orally and in writing with other County departments, lawyers, landlords, housing authority, local water company, realtors association, building inspectors,

Habit for Humanity personnel, ISDH, Indiana Environmental Health Association, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department records and information according to state requirements.

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

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, analyze and evaluate data, and make determinations based on data analysis.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout work assignments, and manage time and resources effectively.

Ability to read and interpret detailed blueprints, schematics, specifications, and maps.

Ability to occasionally testify in legal proceedings/court.

Ability to respond to emergencies on a 24-hour basis.

Ability to work extended hours, evenings, and/or weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties that involve consideration of many variables. Majority of duties are performed within local, state and federal guidelines that are applied to specific tasks. Incumbent exercises judgment when conducting food establishment, public health, and environmental inspections, evaluating compliance with sanitation requirements, investigating food-related illnesses, and determining appropriate action for non-compliance.

III. RESPONSIBILITY:

Incumbent ensures proper implementation of sanitation requirements and environmental codes according to technical specifications and standard practices of the profession. Goals and objectives of incumbent's work are known and work is reviewed primarily for attainment of objectives, compliance with department policy and legal requirements, and soundness of judgment. Unusual problems or significant deviations from standards are reviewed with supervisor as needed. Incumbent receives indirect or occasional supervision and regularly makes decisions 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, lawyers, landlords, housing authority, local water company, realtors association, building inspectors, Habit for Humanity personnel, ISDH, Indiana Environmental Health Association, and the public for purposes of exchanging information, explaining, interpreting, and enforcing regulations, and resolving problems.

Incumbent reports directly to Environmental Health Supervisor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, outdoors, and in the field performing inspections. Regular duties involve sitting/walking at will, standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing over 25 pounds, reaching, crouching/kneeling, bending, close/far vision, color/depth perception, working in confined area, exposure to chemicals/odors/fumes, speaking clearly, hearing sounds/communication, handling/grasping/fingering objects, and driving. Incumbent maintains exposure to health hazards associated with investigating food borne illness, and is frequently exposed to inclement weather and physical and health hazards normally associated with the outdoors, sewage and septic systems, construction sites, and unsafe dwellings/buildings. Safety precautions must be followed at all times to avoid injury to self and others and protective gear must be worn according to Department policy. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

Incumbent works extended hours, evenings, and/or weekends and occasionally travels out of town for meetings/training, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

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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