

Sunshine Meeting of the Vigo County Council May 4, 2021

VIGO COUNTY COUNCIL SUNSHINE MEETING May 4, 2021 5:00 P.M.

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VIGO COUNTY COUNCIL SUNSHINE MEETING Agenda

Tuesday, May 4, 2021 at 5:00 P.M. Council Chambers, Vigo County Annex

- 1. Pledge of Allegiance
- 2. Calling of the roll
- 3. First reading by summary reference of proposed ordinances and resolutions
 - i. ROC 2021-018, Additional Appropriation Ordinance 2021-09: Drug Free Community appropriation into Operating Expenses
 - ii. ROC 2021-019, Additional Appropriation Ordinance 2021-10: EDIT construction of a restroom facility
 - iii. ROC 2021-019, Additional Appropriation Ordinance 2021-15: County General construction of a restroom facility
 - iv. ROC 2021-020, Resolution of Reallocation 2021-04: Juvenile Justice Center out-of-series transfer
 - v. ROC 2021-021, Additional Appropriation Ordinance 2021-11: Juvenile Justice Center appropriation from Non-Reverting Juvenile Justice Center Care of Prisoners Fund to various line items in that fund
 - vi. ROC 2021-022, Salary Ordinance 2021-12, Additional Appropriation Ordinance 2021-12: Juvenile Justice Center – Add two (2) additional full time employees
 - vii. ROC 2021-023, Additional Appropriation Ordinance 2021-13: Public Defenders purchase of a vehicle
 - viii. ROC 2021-024, Additional Appropriation Ordinance 2021-14: Homeland Security Fund purchase of a vehicle for EMA
 - ix. ROC 2021-025 Additional Appropriation 2021-16: Road Closure Fund appropriation for money to buy a flatbed semi-trailer
 - x. ROC 2021-026 Salary Ordinance 2021-13, Additional Appropriation Ordinance 2021-17: Vigo County Health Department – amend salary for Environmental Health Supervisor
- 4. Public comment.
- 5. Communications from elected officials, other officials, or agencies of the County
- 6. Reports from committee(s)
- 7. Ordinances relating to appropriations
 - i. Additional Appropriation Ordinance 2021-09; ROC 2021-18: Drug Free Community
 - ii. Additional Appropriation Ordinance 2021-10; ROC 2021-19: EDIT
 - iii. Additional Appropriation Ordinance 2021-15; ROC 2021-19: County General
 - iv. Resolution of Re-Allocation of Existing Appropriation 2021-04; ROC 2021-20: Juvenile Justice Center
 - v. Additional Appropriation Ordinance 2021-11; ROC 2021-021: Juvenile Justice Center
 - vi. Salary Ordinance 2021-12; ROC 2021-022: Juvenile Justice Center
 - vii. Additional Appropriation Ordinance 2021-12; ROC 2021-022: Juvenile Justice Center

VIGO COUNTY COUNCIL SUNSHINE MEETING

Agenda

Tuesday, May 4, 2021 at 5:00 P.M. Council Chambers, Vigo County Annex

- viii. Additional Appropriation Ordinance 2021-13; ROC 2021-023: Public Defenders
- ix. Additional Appropriation Ordinance 2021-14; ROC 2021-024: Homeland Security Fund
- x. Additional Appropriation Ordinance 2021-16; ROC 2021-25: Road Closure Fund
- xi. Salary Ordinance 2021-13; ROC 2021-26: Vigo County Health Department
- xii. Additional Appropriation Ordinance 2021-17; ROC 2021-26: Vigo County Health Department
- 8. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Government Center, 127 Oak Street, Terre Haute, Indiana at 5:00 p.m. on Tuesday, May 11, 2021 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, May 4, 2021, at the same location for a Sunshine Meeting.

*	REQUESTED
DRUG FREE COMMUNITY FUND/1148	
1148.3670.000.0000 Operating Expenses	\$ 56,693
TOTAL DRUG FREE COMMUNITY FUND	\$ 56,693
	4 00,000
EDIT/1112	
1112.44101.000.0000 Improvement-Parks	\$ 170,000
TOTAL EDIT	\$ 170,000
NON REVERTING CARE OF PRISONERS FUND/4959	
4959.35450.000.0000 Building Repair	\$ 65,760
4959.44521.000.0000 Locks, Audio & Video	3,000
TOTAL NON REVERTING CARE OF PRISONERS FUND	\$ 68,760
COUNTY GENERAL FUND/1000	
Commissioners/0068	
1000.44101.000.0068 Improvement-Parks	¢ 170 000
Total Commissioners	\$ 170,000 \$ 170,000
Total Commissioners	\$ 170,000
Juvenile Justice Center/0384	
1000.10010.000.0384 Payroll	\$ 71,984
1000.15210.000.0384 FICA/SSN	5,507
1000.15220.000.0384 PERF	10,222
1000.15320.000.0384 Group Insurance	43,704
Total Juvenile Justice Center	\$ 131,417
TOTAL COUNTY GENERAL FUND	\$ 301,417
	Φ υσι, 117
PUBLIC DEFENDER SUPPLEMENTAL FUND/1200	
1200.44460.000.000 Vehicles	\$ 12,000
TOTAL PUBLIC DEFENDER SUPPLEMENTAL FUND	\$ 12,000
HOMELAND SECURITY FUND	
8223.44460.000.0000 Vehicles	\$ 33,000
TOTAL HOMELAND SECURITY FUND	
TO THE HOME BECURIT FUND	\$ 33,000
ROAD CLOSURE FUND	
4975.44510.000.0000	\$ 56,187
TOTAL ROAD CLOSURE FUND	\$ 56,187

VIGO COUNTY HEALTH DEPARTMENT/1159

1000.10010.000.1159 Salaries	¢	6.010
	Ф	6,910
1000.15210.000.1159 FICA/SSN	\$	529
1000.15220.000.1159 PERF	\$	982
Total Vigo County Health Department	\$	8,421

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

JAMES W. BRAMBLE VIGO COUNTY AUDITOR TO BE PUBLISHED: Friday, April 23, 2021.

Drug Free Vigo County (LCC)

Wednesday, April 04, 2021

Vigo County Auditor's office Attn: Judy DeLisie Vigo County Annex127 Oak Street Terre Haute, IN 47807Dear Judy:

The Vigo County Local Coordinating Council respectfully requests the Vigo County Council to appropriate \$ 56,693.43 (total for fiscal year 2021) Into the Operating Expenses account (1148.36700.000.0000) for the Drug Free Community Fund. This program is funded by court user fees paid via the Vigo County Clerk's office and City of Terre Haute Clerk's office.

Should you have any questions, please do not hesitate to contact me at 812.232.3952 or by email at bhalleck@casyonline.org.

Brandon R. Halleck, Treasurer

Drug Free Vigo County



THE BOARD OF COMMISSIONERS OF VIGO COUNTY

Commissioners
Brendan Kearns, 1st District
Chris Switzer, 2nd District
Mike Morris, 3rd District

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

April 19, 2021

Jim Bramble Vigo County Auditor 131 Oak Street Terre Haute, IN 47807

The Vigo County Commissioners would like to request \$170,000.00 for construction of a restroom facility on the Ivy Tech main campus for usage at Ruble Park patrons out of Edit 1112.44101.000.0000 or General Fund to Improvement Parks 1000.44101.000.0068.

Thank you,

Mike Morris

Brendan Kearns

Chris Switzer



8000 Education Drive Terre Haute, IN 47802

PH: 812-298-2450

GIVING.IVYTECH.EDU

March 22, 2021

Vigo County Commissioners 650 S. 1st Street Terre Haute, IN 47807

Dear Mr. Kearns, Mr. Morris and Mr. Switzer:

On behalf of Ivy Tech Community College and Vigo County Parks Department, I am writing to you to request support for the Ruble Park partnership from the County. With the plans to open Ruble Park to the public in the summer/fall of 2021, Ivy Tech is requesting \$170,000 from the County for the construction of a restroom facility on the Ivy Tech main campus for usage of the park's patrons.

As you know, Ivy Tech has offered its support of Ruble Park through offering to serve as the park's trailhead, providing access to existing restroom facilities on campus and access to parking for park patrons. Last fall, Ivy Tech submitted a request to the Department of Natural Resources through its NextLevel Trails grant in support of this partnership. This request included funding to build a new restroom facility close to the park's trailhead on the west side of the main campus. Additionally, the request included plans to extend the Ruble Park path to the Ivy Tech campus with the addition of a one-mile, ADA accessible path, connecting the main campus and Dixie Bee to Ruble Park. It is the partnership's hope to create a park that will be enjoyed and well utilized by the residents in the area, students and employees of Ivy Tech and the families from Dixie Bee.

Unfortunately, we received notice that we were not awarded funding this round of NextLevel Trails. While Ivy Tech remains committed to this partnership and intends to apply in the next round of available funding, the restroom facility for park patrons is a top priority for the partnership. An investment of \$170,000 would allow the campus to build a restroom facility in time for the park's opening that would compliment Ruble Park and ensure park patrons have a positive experience when visiting.

Should you have any questions, I can be reached at Rmullinnix@ivytech.edu or anytime on my cell phone at 812-322-6873. Thank you for your consideration.

Sincerely,

Rachel Mullinnix Executive Director

Ivy Tech Foundation, Terre Haute Campus



James Bramble, Auditor Vigo County Auditor's Office 165 Oak Street Terre Haute, IN 47807

April 8, 2021

RE:

Transfer of funds from Food Line Item # 24500 to Vehicles Line Item # 44460

Dear Mr. Bramble:

I am writing this letter to request that I be placed on the County Council's log to be heard at the next available meeting for a transfer within the **General Fund** from the Food line item in the amount of \$31,000.00 to the Vehicle line.

From Food Line item # 24500:

To Vehicles Line Item # 44460:

\$31,000.00

TOTAL

\$31,000.00

Below is a description of what we intend to use the money for during the 2021 fiscal year:

Vehicles-Purchase a 2021 Dodge Durango SXT with Weather Tech Floor Mats (\$27,743.00), a prisoner transport restrain system (\$3,000.00)

We are requesting the Council to approve this transfer so that the Detention Center can purchase a 2021 Dodge Durango XST. The last vehicle purchase that was conducted by the Juvenile Justice Center was in 1997 or 1998. The vehicle purchased was a Chevy Astro Van. Since that time, we have been given "hand me down" vehicles from the Sheriff's Department. Those vehicles have served us well and can still be used for local transportation to doctor's appointments, counselling and diagnostic testing, VCSC Adult Education classes for the High School Equivalence Exams, and other short trips.

We are required to conduct transports of detainees to other counties within Indiana. With changes in the Juvenile Justice System and the shift to alternate forms of rehabilitation other than detention, we have found ourselves transporting detainees to cities like South Bend, Logansport, La Port, Indianapolis, Bloomington, Columbus, Anderson, Goshen, Lafayette, and Griffith just to name a few.



Just over the past 12 months, we have had situations where a vehicle that was used in transporting a detainee has broken down along the road way and we needed to recover it and the occupants. As you can imagine these situations are not the best for staff and detainees alike.

Additionally, we will be enhancing our meal program beginning May 1, 2020. We will begin serving a hot breakfast five days a week for the detainees rather than a cold breakfast every day. We were able to work with Canteen Services to negotiate this service with no increase in our food costs. However, the logistics now require us to transport the breakfast from the Vigo County Jail to the Juvenile Detention Center. Our current vehicles simply do not have the interior room for the meal trays and supplies used to serve breakfast.

The Dodge Durango had plenty of cargo space for the meal trays and would be equipped with a separation system so the detainees are protected. Additionally we are adding a video monitoring system that will place cameras in the front, rear, and cargo compartments. These cameras will be activated when the vehicle is started and saved to a removable SD card by an administrator when the trip is compete. This will protect the staff as well as the detainees and document the trip.

We currently have more than enough revenue in the Food line item to cover this expense as well as any other food expenses necessary throughout the calendar year. We have studied the costs, and have looked at past years and are quite certain that this request for a transfer of funds will NOT leave us short. This line item is supplemented with the School Non-Reverting School Lunch Fund to cover all food expenses in a school calendar year.

Respectfully Submitted,

Norman E. Loudermilk, Executive Director

Vigo County Juvenile Justice Center

How Jonde I

202 Crawford Street

Terre Haute, Indiana 47807

norm.loudermilk@vigocounty.in.gov

812-231-5667 Office

812-231-5695 Fax

812-208-2961 Mobile

JUVENILE JUSTICE CENTER



James Bramble, Auditor Vigo County Auditor's Office 165 Oak Street Terre Haute, IN 47807

April 8, 2021

RE: County Council Appropriation from Non-Reverting Juvenile Justice Center Care of Prisoners fund, 4959.02101.000.0000 to various line items.

Dear Mr. Bramble:

I am writing this letter to request that I be placed on the County Council's log to be heard at the next available meeting for an additional appropriation from our Non-Reverting Juvenile Justice Center Care of Prisoners fund, 4959.02101.000.0000, to various line items within that fund.

Those line items are as follows:

35450-Building Repair

\$65,760.00

44521-Locks, Audio and Video \$3,000.00

TOTAL

\$68,760.00

Below is a description of what we intend to use the money for during the 2021 fiscal year:

Building Repairs-Airflow readings for IDOC on HVAC (\$3,760.00), Security System project continuation (Deficit amount for system \$5,000.00), 4 additional 40" LED Almo monitors (\$5,000.00) for the Control Room, Security door lock for front court side door (Emergency Button) (\$500.00), Security work station in the Control Room (\$17,800.00), Car Port for vehicles 40' X 12' (\$4,000.00), IT Server Room air cooling unit (\$13,000.00), Building Consultant Fee and Report (\$3,700.00), Security windows for the Control Room, (\$8000.00), and miscellaneous repairs and improvements (\$5,000.00).

Locks, Audio and Video-Security Camera System for transport vehicle (\$3,000.00)



We currently have more than \$80,000.00 in the fund and is more than enough revenue to cover these expenses.

If you have any questions please let me know.

Respectfully Submitted,

Norman E. Loudermilk, Executive Director

Vigo County Juvenile Justice Center

Norm Consul I

202 Crawford Street

Terre Haute, Indiana 47807

norm.loudermilk@vigocounty.in.gov

812-231-5667 Office

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Councilman Aaron Loudermilk, President Vigo County Council 165 Oak Street Terre Haute, IN 47807

April 8, 2021

Dear President Loudermilk and Council,

I am writing this letter to request that I be placed on the County Council's log to be heard at the next available meeting for an increase in the number of positions within the staffing at the Juvenile Detention Center. The Detention Center currently has 14 full time positions that work normal shifts. We are asking the Council's approval for two (2) additional full time employees to bring our total to 16.

The shift schedule are 12 hours per shift rotating on a 2 days on duty, 3 days off duty, 2 days on duty, 2 days off duty. (2 X 3 X 2 X 2 X 3 X 2) These positions are broken down as follows:

Positions	Day Shift "A"	Day Shift "B"	Night Shift "A"	Night Shift "B"
Shift Supervisor	1	1	1	1
Asst. Shift Supervisor	1	1	1	1
Detention Officer	1	1	1	1
Detention Officer	1	1	0	0

Our minimum staffing for any given shift is three (3). We require this due to the positions that need filled. One (1) Detention Officer must be in the Control room at all times, a the other two (2) are then available for school, intake, court transport, meals, recreation, physical education, showers, and visitation. The day shift has a full complement of Detention Officers and needs no further help. If one of those Detention Officers takes time off or calls in sick we are still left with three (3) Detention Officers. Additionally, the Senior Supervisor, Assistant Director, and the Executive Director who work day shift can lend a hand if needed.



The night shift however has presented problems with staffing. If one (1) of those Detention Officers are off of work on vacation, personal days, or sick time, we would require another Detention Officer to fill that void. This is due to only having three (3) to start with. Currently we utilize Relief Staff to cover those vacancies.

We currently have several Relief Staff that work on a part time basis. They fill in when the schedule dictates based on time off, sick days, and vacations. We are however, always in a hiring mode and that in and of itself caused a burden on our budget.

Beginning in 2021 we changed the manner in which holiday time is given, the manner in which personal days are taken and the manner in which sick time is used. All of these have contributed to a much lower payroll each pay period. This trend will continue throughout the year 2021 and in future years. Last year the Detention Center spent a little over \$131,000.00 in Relief Staff salaries. The cost the County pays for a full time Detention Officer is listed below:

Salaries-\$35,992.00 FICA- \$2,754.00 PERF- \$5,111.00

TOTAL \$43,857.00

The cost of insurance as provided by the County is as follows:

Employee-	\$7,514.00
Employee/Child-	\$12,789.00
Employee/Spouse-	\$16,530.00
Family-	\$21,852.00

Therefore to calculate the costs of two (2) additional night shift Detention Officers, the range would be from \$51,285.00 to \$65,623.00 depending on the level of insurance that the new employees chooses to take when hired. Totaling \$102,570.00 at the low end if the employee only insurance plan is selected and as high as \$131,246.00. As you can see the cost is the same for the Relief Staff as well as 2 Full Time positions.

Additionally, the revenue saved in training and uniforms for staff that annually would be significant. In 2020 the money spent to train and outfit the Relief Staff was \$10,560.00. In 2017, 2018, and 2019 the figures are nearly all the same and they total nearly \$55,000.00 over the past 4 years alone. From 2016 thru 2020, the Vigo County Juvenile Justice Center has hired 140 Relief Staff employees of those hired, only 6 are still currently employed at the facility and those were hired in 2020.



I believe that if we hire two (2) full time Detention Officers to fill the night shift vacancies, we would save money in salaries, uniforms, and training in 2020. Additionally the cost savings could be experienced over the next few years as well. The logistical scheduling of staffing to cover the night shift is a virtual nightmare and often requires staff to stay over their normal shift or come in early for their shift which does place them in an overtime status.

Therefore I am asking that you consider allowing us to hire two (2) additional full time Detention Officers to fill our night shift vacancies, and to reduce the heavy turnover of part time help. Your consideration is greatly appreciated.

Please let me know if you have any questions.

Respectfully Submitted,

Norman E. Loudermilk, Executive Director

Vigo County Juvenile Justice Center

Now Conduct

202 Crawford Street

Terre Haute, Indiana 47807

norm.loudermilk@vigocounty.in.gov

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JUVENILE JUSTICE CENTER

VIGO COUNTY PUBLIC DEFENDERS 111 OAK ST. TERRE HAUTE, INDIANA 47807 (812) 462-3309

April 16, 2021

Vigo County Council Vigo County Annex 127 Oak Street Terre Haute, IN 47807

RE: Additional appropriation to the 2021 budget

Dear Members of the Vigo County Council:

I am requesting an additional appropriation from the Vigo County Public Defender supplemental fund in the amount of \$12,000.00 to purchase a 2018 Nissan Sentra for the Vigo County Public Defender's Office. The line item is vehicle (1200.44460.000.0000).

If you need any further information, please feel free to contact me.

Gretchen H. Etling

Chief Public Defender

GHE:cmm

Sincerely



THE BOARD OF COMMISSIONERS OF VIGO COUNTY

Commissioners
Brendan Kearns, 1st District
Chris Switzer, 2nd District
Mike Morris, 3rd District

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

April 19, 2021

Jim Bramble Vigo County Auditor 131 Oak Street Terre Haute, IN 47807

The Vigo County Commissioners would like to request an additional appropriation in the amount of \$33,000.00 from the Homeland Security fund, fund #8223.44460.000.0000 for EMA to purchase a vehicle.

Thank you,

Mike Morris

Brendan Kearns

-



Vigo County Engineering Department

121 Oak Street – Government Building, Terre Haute, Indiana 47807 Telephone: (812) 462-3419 Fax: (812) 231-6245

Larry Robbins P.E. - County Engineer

MEMORANDUM

To:

Jim Bramble, County Auditor

Cheryl Loudermilk, Chief Deputy Auditor

From:

Larry Robbins

County Engineer

Date:

April 19, 2021

Re:

Request for Additional Appropriation

To 4975.44510.000.0000

I would like to request an Additional Appropriation from the Cash balance in the Road Closure Fund (4975) to the Equipment New line in order to facilitate the purchase of a flatbed semi-trailer for transporting equipment around the County for road repair projects. The cash balance to date is \$56,187.08 and I would like to appropriate that cash balance to the Equipment New line. If you have any questions, please feel free to contact me.

McCammon, Karen

From:

Loudermilk, Cheryl

Sent:

Monday, April 19, 2021 2:02 PM

To:

McCammon, Karen

Subject:

FW: Salary Request

Attachments:

Environmental Health Supervisor.pdf; JCR Form.pdf; 2020 EH Division Annual Report.pdf

From: Wise, Joni

Sent: Monday, April 19, 2021 2:01 PM

To: Loudermilk, Cheryl < Cheryl.Loudermilk@VigoCounty.IN.Gov>

Subject: FW: Salary Request

It auto prompted Cheryl Clements!

From: Wise, Joni

Sent: Monday, April 19, 2021 2:00 PM

To: Loudermilk, Aaron < <u>Aaron.Loudermilk@VigoCounty.IN.Gov</u>>; Miller, Kylissa < <u>Kylissa.Miller@VigoCounty.IN.Gov</u>>; Wright, Kara < <u>Kara.Wright@VigoCounty.IN.Gov</u>>; Bramble, James < <u>James.Bramble@VigoCounty.IN.Gov</u>>; Clements,

Cheryl < Cheryl. Clements @ Vigo County. IN. Gov >

Subject: Salary Request

Dear President Loudermilk;

The Vigo County Health Department is requesting to be added to the May 4th, 2021 sunshine meeting to request an increase in salary for the Environmental Health Supervisor. I have attached the appropriate forms for your consideration.

If you have any questions please contact me.

Sincerely,

Joni Wise

Joni K. Wise Administrator 147 Oak Street Terre Haute, IN 47802 (812) 462-3428 joni.wise@vigocounty.in.gov



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.

A Attach additional pages as needed; return to Human Resources

Job title: Environmental Health Sup	Payroll no. on salary ordinance:		
Department: Health	Date: April 19, 2021		
X Full-time G Part-time	G Exempt X Non-exempt		
Current pay grade: PAT B Requested pay grade:			
Current pay \$ 44,090 + \$2,100 Longivity per Year Proposed pay \$ 51,000 per Year			
Employee(s) in this position:			
Amanda Bales			
TYPE OF ACTION REQUESTED			
G Create position G Abolish posit	tion G Seniority review		
G Qualifications requirements review	$\underline{\mathbf{X}}$ Pay policy application/interpretation issues		
G Reclassification due to change in duties, responsibilities, work conditions, etc.			
G Other Please describe:			
Questions 1 through 3	to be completed jointly by the employee and/or		

- 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.
 - Amanda Bales was promoted to Supervisor for the Environmental Health Division in August 2020. She
 is currently in the same classification as the five FTE employees she supervises. Please see attached job
 description to review the supervisory functions performed. Based on the content, nature and level of
 authority for decision making, this position should be compensated accordingly. Also with the
 promotion she is the Deputy Administrator for the department in the absence of the Administrator.

2.	Have you previously requested this new position/added employee/reclassification of this existing position? G yes X 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 <i>additional</i> duties and responsibilities since the adoption of the existing job description? G yes $\underline{\mathbf{X}}$ No If not, explain why the existing description is no longer accurate:		
	Questions 4 through 8 to be completed by Elected Official/Department Head		
4.	Are the job functions described on this form currently being performed by your office/ department?		
	$\underline{\mathbf{X}}$ Yes G no If yes, name those job title(s) and classifications:		
	Job title: Environmental Health Supervisor *Classification: PAT B		
	Job title:*Classification:		
	Job title: *Classification:		
	*Current classification of position may be impacted by the creation of or reclassification of another position.		
5.	Is this request a result of new legislation, a mandate or litigation? G yes $\underline{\mathbf{X}}$ No If yes , specify statute citation and/or case:		
6.	Is this request based on increased volume of work? X Yes G no If yes, please explain:		
0.	Amanda Bales was promoted to the Environmental Health Supervisor with NO additional		
	compensation.		
7.	If you answered <i>yes</i> , to question 6, are there existing technologies that could lessen the volume for		
,,	this or related positions? G yes $\underline{\mathbf{X}}$ No If yes, please describe, including estimated costs:		
8.	State specifically how creation of a new position/added employee/reclassification of this position		
woul	d benefit the County:		
	The Environmental Health Division protects our citizens by ensuring conformance with State		
	laws and County ordinances pertaining to a wide variety of Environmental Health programs		
	The supervisor of this division deserves fair compensation for the responsibilities and for the		
	vital functions needed to keep our county safe.		

AUTHORIZATION BY EMPLOYEE:

Joni Kay Wise
Name typed or printed

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.

Inlanda Bales Employee signature	Date: 4.19.2021
	Date:
Employee signature	
	Date:
Employee signature	
	Date:
Employee signature	
Signature required by Elected Official/Department Head I have reviewed this reclassification request with the If disagree, please comment:	he employee(s), and $\underline{\mathbf{X}}$ agree G disagree.
I understand that this request is subject to an organiz operations, and that I will be available to personal County Council, and consultants of the Council.	rational assessment of my office/department employment ly participate and provide requested information to the
Signature of Elected Official/Department Head	Date: 4.19.2021

J-3

POSITION DESCRIPTION COUNTY OF VIGO, INDIANA

POSITION:

Environmental Health Supervisor

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 Supervisor for the Vigo County Health Department, responsible for planning, organizing, leading and monitoring Environmental Health Division operations and ensuring compliance with federal, state, and local public health and environmental protection laws, rules, and regulations.

DUTIES:

Provides oversight and leadership to the Environmental Health Division of the Vigo County Health Department, developing strategies, goals and priorities for all programs and issues within the Environmental Health Division and monitoring changes in laws, legal requirements, and services in other departments/agencies affecting Environmental Health operations.

Supervises assigned personnel, including analyzing/proposing human resource needs, interviewing, hiring and terminating personnel, providing orientation for new hires, communicating personnel programs/benefits, delegating work assignments, setting goals/standards, evaluating job performance, reviewing position responsibilities and salaries, making personnel recommendations, informing staff of organizational developments, and initiating disciplinary procedures as warranted.

Oversees Health Department operations in absence of Administrator.

Performs environmental investigations for lead-based paint, collecting samples of paint, dust and soil for lead analysis, preparing lead risk assessment reports, identifying lead-based paint hazards for residential housing and public buildings, and assuring abatement.

Oversees investigations and complaints concerning housing, environmental pollutants, trash, and related conditions, sending warning letters, conducting follow-up investigations, and taking corrective and/or legal enforcement actions as situations require.

Conducts routine inspections of food service establishments and temporary food stands in the County, and assists in conducting suspected food-borne illness investigations.

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.

Inspects septic systems of food establishments, enforces regulations regarding installation procedures, and conducts follow up inspections of septic system violations.

Oversees public drinking water systems to assure sampling and compliance as dictated by federal and state law. Investigates various spills and/or discharges into the ground and/or bodies of water and works closely with Indiana Department of Environmental Management (IDEM) on spill complaints and outdoor air complaints.

Maintains detailed records of inspections, complaints, and investigations and prepares a variety of monthly, quarterly, and annual reports as required by Indiana State Department of Health (ISDH), County Health Board, and other government and regulating agencies.

Responds to health/sanitation inquiries/complaints from the general public and provides related technical advice, information, referrals, and/or assistance.

Provides technical guidance to staff and makes decisions on complex technical and regulatory issues for all programs relating to the protection of public health and compliance with laws and regulations.

Periodically attends professional education workshops and training seminars. Develops and conducts training programs for Environmental Health personnel to meet mandatory certification requirements.

Occasionally testifies in legal proceedings/court.

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.

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, and ability to oversee division operations and establish policies, procedures, priorities and requirements.

Thorough knowledge of and ability to make practical application of federal, state, and local laws and regulations governing public health, environmental protection, and food sanitation.

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 demonstrated ability in budget preparation/administration.

Working knowledge of and ability to properly operate a variety of food and environmental testing equipment, such as thermometers, pH meter, temperature measuring devices, internal food probes, light meter, thermocouples, microscope, and tape measure.

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, calculator, copier, fax machine, telephone/cell phone, and i-pad.

Ability to effectively supervise and delegate duties and responsibilities to subordinate personnel.

Ability to effectively communicate orally and in writing with co-workers, other County departments, ISDH, building inspectors, Child and Adult Protective Services, 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 information and records 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, coordinate numerous and diverse 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 regularly work weekends, occasionally work extended hours and/or evenings, 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. <u>DIFFICULTY OF WORK:</u>

Incumbent's work is broad in range and often requires careful consideration of complex circumstances and variables. Incumbent performs duties in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to effectively supervise personnel, assess and improve operations, and ensure compliance with regulations.

III. <u>RESPONSIBILITY</u>:

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 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 has a high degree of flexibility in the job 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, building inspectors, Child and Adult Protective Services, and the public for purposes of exchanging information, explaining, interpreting, and enforcing regulations, providing instruction/guidance, and resolving problems.

Incumbent reports directly to Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field performing inspections. Regular duties involve sitting/walking at will, standing/walking for long periods, lifting/carrying/pushing/pulling objects, bending, reaching, crouching/kneeling, exposure to extreme hot or cold temperatures from ovens or walk-in freezers, close/far vision, color/depth perception, speaking clearly, handling/grasping/fingering objects, and driving. Incumbent maintains exposure to health hazards associated with investigations of food-borne illness for which safety precautions must be followed at all times. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

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

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Environmental Health Supervisor 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 as outlined?		
Yes No		
Applicant/Employee Signature	Date	
	· ·	
Print or Type Name		

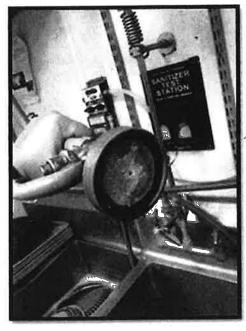
VIGO COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH DIVISION 2020 ANNUAL REPORT

Environmental Health Division protects public health and the environment by ensuring conformance with State laws and County ordinances pertaining to a wide variety of environmental health programs. Much of this work is accomplished by performing routine inspections and investigations and taking enforcement action when warranted. The Environmental Health Division also interacts with various federal, state, regional, and local governmental agencies associated with environmental health programs.

body piercings septic tanks bed and breakfast rules inadequate cooking temps subdivision approvals temperature control for safety no bare-hand contact food safety bodding materials rules g restaurant inspections food protection repairs pools swimming inless hotel rules improper holding temperatures HACCP certifications employee health policy pumping trucks mobile home park compliance variance date marking trenches permits lor evaluations final inspections illicit discharge rabies control outlet lines gray water groundwater protection inspection letters preventing cross-contamination soils well water complaints proper hand washing ratings mapping water sampling

FOOD SAFETY PROGRAM





Violations at local restaurants

The Food Safety Program involves the planning of new and remodeled retail food establishments, planning of fairs and festivals in Vigo County, and the licensing and inspecting of all retail food establishments within Vigo County. We work closely with the state department of health on any food recalls and food borne illnesses.

By promoting food safety education and fostering understanding, communication, and cooperation among regulators, industry and consumers, VCHD seeks to provide the best public health and consumer protection in an expeditious and cost-effective manner.

Permits Issued

- ➤ 618 Retail food establishments
- ➤ 45 Temporary
- ➤ 35 Mobile Units
- ➤ 6 Farmer's Markets

Inspections Conducted:

- > 453 routine inspections
- > 5 follow-up inspections
- > 23 plan reviews
- > 24 opening inspections



WASTEWATER MANAGEMENT PROGRAM



Failing Septic System

An on-site system is one which treats the sewage in a septic tank so that most of the sewage becomes effluent and is disposed of in an area close to the house or buildings. An example of an on-site disposal system consists of a septic tank and leach drains.

The planning, installation, and repair of on-site sewage disposal systems must be reviewed and inspected by one of our full-time environmental health specialist. This includes the reviewing of soil scientist reports, drawing of installed systems for department records, and giving recommendations for proposed subdivisions.

A total of:

- > 67 Septic Permits
- > 2 Repairs to Septic Permits
- > 33 Replacement Septic Permits
- > 40 Subdivisions
- > 446 Improvement Location Permits



RECREATIONAL WATER PROGRAM



Waters used for recreational purposes are subject to a variety of environmental influences which can affect the health and/or safety of individuals using those waters. Centers for Disease Control and Prevention reports that the number of reported recreational water illness outbreaks from 1978-2012 has increased significantly. The outbreaks are associated with treated recreational water such as hot tubs, pools and spas.

Recreational water program includes the inspection and review of bacteriological reports of swimming and wading pools, spas, therapy pools, and public access beaches. The inspection entails an evaluation of the pool area, water quality, safety equipment, and mechanical room.

The goals of these programs are to minimize safety hazards, reduce the potential for disease transmission and assure that waters used for recreational purposes are operated and maintained in compliance with the applicable ordinances.

- > 46 Regular inspections were performed
- > 1 Follow-up inspection
- > 8 Closings
- > 1 Openings
- > 45 Permitted



BODY ART SAFETY PROGRAM



The use of improperly sanitized needles and instruments for invasive procedures on the human body and/or procedures being completed by inadequately trained individuals can contribute to the spread of communicable diseases and/or cause permanent injury.

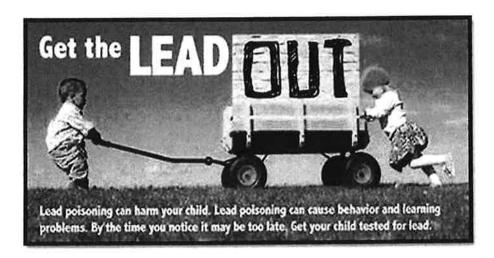
Through the Body Art Safety program the Environmental Health Specialist works to ensure the safe and proper operation of the licensed body art establishments in Vigo County. We educate operators, evaluate plan reviews, and perform opening inspections on new or remodeled body art establishments. We also ensure general safety and sanitation standards, and proper disposal methods of infectious waste.

The Artist licensing program ensures the individuals that are performing the body art are knowledgeable and competent.

- > 11 Body Art establishments licensed
- > 7 Routine inspections
- > 3 Body Art establishment openings
- > 26 Artist License
- > 22 Temporary Artist License



LEAD POISONING PREVENTION PROGRAM



Lead was a common ingredient in house paint where it acted as a pigment and increased durability. This was before the dangers of lead were known. Though banned for use in paint in the U.S. in 1978, millions of homes, schools, and businesses still have lead based paint on their walls, both inside and out. According to the Environmental Protection Agency, lead paint can be found in:

- > 24% of homes built from 1960-1978
- > 69% of homes built from 1940-1960
- > 87% of homes built before 1940

If the paint is in good condition and has been painted over, it usually doesn't pose a problem. But if the paint is peeling or has been disturbed by scraping, sanding, or burning, it can pose significant health risks to people especially young children.

The state of Indiana mandates the local health department to follow children with elevated blood lead levels of 10 μ g or more and to follow up services to provide parent education and blood testing of children with elevated blood lead levels of 5 μ g/dL of blood or more. This includes educating the parents and conducting a risk assessment of the home.

We have two licensed Risk Assessors that address the lead risks in the homes of the children that have elevated blood lead levels. The Risk Assessors educate the families on proper cleaning procedures and mitigation choices when lead risks are identified. Additionally a Public Health Nurse follows that child until their blood lead levels drop below the mandated 10 µg level.

- > Open cases 30
- > New cases 5
- > Risk assessments 5



EHS Amanda Bales during a Risk Assessment in a home with a lead poisoned child.



EHS Jerica Robinson and Travella Myers along with ISDH Brian Payne & Rhonda Coombs at the state septic conference in Indianapolis.

PUBLIC HEALTH COMPLAINT PROGRAM





Housing and property complaints filter through this program. Some of the problems addressed are: mold, rodents, roaches, animal feces, meth lab clean up, surfacing sewage, and human feces. We are called by other agencies as well such as Child Protective Services, Adult Protective Services, City and County Building Inspection, City Environmental, City and County law enforcement.

- > 10 surfacing sewage complaints
- > 3 unfit housing situations
- > 0 animal feces complaints

- > 2 bed bug complaints
- > 5 mold complaints
- > 0 Meth Lab letters

DRINKING WATER PROGRAM

Clean water is vital to our health, communities, and economy, it is a fundamental human need. Each person on Earth requires at least 20 to 50 liters of clean, safe water a day for drinking, cooking, and simply keeping themselves clean. Tens of millions of people are seriously sickened by a host of water-related ailments—many of which are easily preventable. The drinking water program includes the review of water sampling results from daycares, mobile home parks, and retail food establishments that utilize well water; education on proper care and shocking of wells, and guidance when flooding is an issue. We have also been involved with the local water company when we have found homes with high levels of lead in their water due to old city water lines that had not been replaced.

ENVIRONMENTAL HEALTH AND COVID-19



- > Started a county-wide mask program: established mask drop off locations at local grocery stores, collaborated with local mask sewing groups and helped sew masks to give to the general public.
- > Weekly reviews of Governor Holcomb's executive order's and continuing education with local establishments and enforcement of the executive orders.
- > Environmentalist also contact traced COVID 19 cases.
- > Reviewed event plans per guidelines for Governor's executive orders.
- > Met with State Fire Marshall for enforcement of non-compliant businesses
- > Responded to roughly 1000 COVID 19 complaints.
- > Reached out to local restaurants to ensure they had a plan in place prior to reopening.
- > Consultation with Vigo County Jail for safety and COVID 19 related issues.
- > Sent guidance to pool operators concerning COVID 19.
- > Zoom meeting with body art establishments for compliance with COVID 19.
- > Participated in COVID Task Force meetings with Vigo County School Corporation.

