



*Sunshine Meeting
of the
Vigo County Council
April 5, 2022*

VIGO COUNTY COUNCIL SUNSHINE MEETING

April 5, 2022

5:00 P.M.

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VIGO COUNTY COUNCIL SUNSHINE MEETING

Agenda

Tuesday, April 5, 2022 at 5:00 P.M.

City Hall Court Room, City Hall

1. Pledge of Allegiance
2. Calling of the roll
3. Public comment.
4. Communications from elected officials, other officials, or agencies of the County.
5. First reading by summary reference of proposed ordinances and resolutions
 - i. ROC 2022-11, Amended 2022 Vigo County Salary Ordinance – Prosecutor – Amend Salary Ordinance to add up to 20 additional Prosecutor Investigator positions
 - ii. ROC 2022-12, Resolution 2022-04 – Prosecutor – Amend Salary Ordinance to hire certified graduate legal interns with funds appropriated for Deputy Prosecuting Attorney salaries
 - iii. ROC 2022-13, Additional Appropriation 2022-09 – EDIT – Local Grant Match – Parks
 - iv. ROC 2022-14, Additional Appropriation 2022-10: Alternative Dispute Resolution – appropriation into Legal Services
 - v. ROC 2022-15, Additional Appropriation 2022-11 – EDIT – Recreational Trails Project
 - vi. ROC 2022-15, Additional Appropriation 2022-12 – American Rescue Plan – Recreational Trails Project
 - vii. ROC 2022-16, Additional Appropriation 2022-13: County Council
 - viii. ROC 2022-17, Salary Ordinance 2022-11, Additional Appropriation 2022-14 – Veterans Assistance – Add positions, office supplies, dues, and travel
 - ix. ROC 2022-18, Salary Ordinance 2022-12, Additional Appropriation 2022-15 – Adult Protective Services – Salaries
 - x. ROC 2022-19, Salary Ordinance 2022-13, Additional Appropriation 2022-16 – High Tech Crime Unit Fund - Salaries
6. Reports from committee(s)
7. Resolutions and Ordinances other than appropriations.
8. Ordinances relating to appropriations
 - i. Additional Appropriation 2022-13; ROC 2022-16: County Council/COVID 19 Expenses
 - ii. Additional Appropriation 2022-10; ROC 2022-14: Alternative Dispute Resolution
 - iii. Additional Appropriation 2022-09; ROC 2022-13: EDIT
 - iv. Additional Appropriation 2022-11; ROC 2022-15: EDIT
 - v. Additional Appropriation 2022-12; ROC 2022-15: American Rescue Plan
 - vi. Salary Ordinance 2022-11; ROC 2022-17: Veterans Assistance Office
 - vii. Additional Appropriation 2022-14; ROC 2022-17: Veterans Assistance
 - viii. Resolution 2022-04; ROC 2022-12: Prosecutor

VIGO COUNTY COUNCIL SUNSHINE MEETING

Agenda

Tuesday, April 5, 2022 at 5:00 P.M.

City Hall Court Room, City Hall

- ix. Amended 2022 Vigo County Salary Ordinance; ROC 2022-11: Prosecutor
- x. Salary Ordinance 2022-12; ROC 2022-18: Adult Protective Services
- xi. Additional Appropriation 2022-15; ROC 2022-18: Adult Protective Services
- xii. Salary Ordinance 2022-13; ROC 2022-19: High Tech Crime Unit
- xiii. Additional Appropriation 2022-16; ROC 2022-19: High Tech Crime Unit
- xiv. Jail
 - a. Salary Ordinance 2022-04; ROC 2022-09; Jail – Add Officers
 - b. Salary Ordinance 2022-05; ROC 2022-09; Jail – Amend Salaries
 - c. Salary Ordinance 2022-06; ROC 2022-09; Jail – Stipends
 - d. Salary Ordinance 2022-07; ROC 2022-09; Jail – Stipends
 - e. Salary Ordinance 2022-08; ROC 2022-09; Jail – Shift Differentials
 - f. Salary Ordinance 2022-09; ROC 2022-09; Jail – Add Position & Stipend
 - g. Salary Ordinance 2022-10; ROC 2022-09; Jail – Amend Part Time Correctional Officer Rate
 - h. Additional Appropriation 2022-08; ROC 2022-09: Jail

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 City Hall Court Room, 17 Harding Avenue, Terre Haute, Indiana at 5:00 p.m. on Tuesday, April 12, 2022 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, April 5, 2022, at the same location for a Sunshine Meeting.

	<u>REQUESTED</u>
<u>COUNTY GENERAL FUND/1000</u>	
<u>Sheriff/0005</u>	
1000.10010.000.0005 Payroll Salaries	\$ 3,500
1000.15210.000.0005 FICA	<u>268</u>
Total Sheriff Fund	\$ 3,768
 <u>Veterans Assistance/0012</u>	
1000.10010.000.0012 Payroll Salaries	\$ 146,935
1000.15210.000.0012 FICA	11,245
1000.15220.000.0012 PERF	20,870
1000.15230.000.0012 Insurance	82,470
1000.21000.000.0012 Office Supplies	3,310
1000.32500.000.0012 Dues	300
1000.37200.000.0012 Travel	<u>2,500</u>
Total Veterans Assistance Fund	\$ 267,630
 <u>COVID-19 Expenses/9800</u>	
1000.39990.000.9800 Covid Expenses/CV Relief	<u>\$ 394,200</u>
Total COVID-19 Expenses Fund	\$ 394,200
 <u>Adult Protective Services/9608</u>	
1000.10010.000.9608 Payroll Salaries	\$ 8,887
1000.15210.000.9608 FICA	863
1000.15220.000.9608 PERF	<u>1,531</u>
Total Adult Protective Services	\$ 11,281
 TOTAL COUNTY GENERAL FUND	 \$ 676,869
 <u>HIGH TECH CRIME UNIT FUND/9225</u>	
9225.10010.000.0000 Payroll Salaries	\$ 26,000
9225.15210.000.0000 FICA	1,989
9225.15220.000.0000 PERF	<u>284</u>
TOTAL HIGH TECH CRIME UNIT FUND	\$ 28,273
 <u>EDIT/1112</u>	
1112.31181.000.0000 Local Grant Match-Parks	\$ 250,000
1112.43118.000.0000 Recreational Trails Project	<u>\$ 1,316,640</u>
TOTAL EDIT FUND	\$ 1,566,640
 <u>American Rescue Plan/8950</u>	
8950.43118.000.0000 Recreational Trails Project	<u>\$ 1,316,640</u>
TOTAL AMERICAN RESCUE PLAN FUND	\$ 1,316,640

ALTERNATIVE DISPUTE RESOLUTION/2200

2200.30700.000.0000 Legal Services

\$ 49,510

TOTAL ALTERNATIVE DISPUTE RESOLUTION FUND

\$ 49,510

The meeting will be made available for observance by electronic means at the following web address:

<https://www.vigocounty.in.gov/departments/division.php?structureid=71> . Any votes conducted will be by roll call vote. Unless otherwise directed or required for public health reasons, the meetings will be open to the public. 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, March 25, 2022.



Vigo County Council

Vigo County Government Center
127 Oak Street
Terre Haute, Indiana 47807

Phone: 812.231.5638
Fax: 812.231.6245

District 1:

David Thompson
President Pro Tempore
david.thompson@vigocounty.in.gov

District 2:

Brenda Wilson
brenda.wilson@vigocounty.in.gov

District 3:

Vicki Weger
vicki.weger@vigocounty.in.gov

District 4:

Travis Norris
travis.norris@vigocounty.in.gov

At Large:

Aaron Loudermilk
President
aaron.loudermilk@vigocounty.in.gov

R. Todd Thacker
todd.thacker@vigocounty.in.gov

Marie Theisz
marie.theisz@vigocounty.in.gov

Administrator:

Kylissa Miller
kylissa.miller@vigocounty.in.gov

Counsel:

Robert Effner
robert.effner@effnerlaw.com

Date: March 21, 2022

To: Members of the Council

From: Aaron Loudermilk, Council President

Re: Stryker Lucas Chest Compression System to Local Fire Agencies

At the council meeting held on March 8, 2022, several members of the fire agencies in Vigo County along with a representative of Stryker Corporation gave a presentation of the Lucas chest compression system and the benefits provided to both the first responders of Vigo County and patients. The benefits included the ability to maintain distance from suspected and confirmed COVID patients during CPR, the reduction in the number of first responders required to administer chest compressions during a cardiac code, and providing consistent chest compressions during a cardiac arrest with minimal interruptions.

I am proposing the County to fund the purchase of one unit for each firehouse or reimburse the fire agency an equivalent amount if they have already purchased a unit. Per the attached proposal, the unit cost for each unit is approximately \$21,900.00 with the 4-year maintenance agreement. There are 18 firehouses and five of those houses have already purchased units. Please consider the following request for an additional appropriation from funds reimbursed to the County General fund from the CARES Act:

1000.39990.000.9800 COVID-19 Expenses	\$394,200
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After the presentation Joni Wise, Director of the Health Department, stated that cardiac arrest numbers in Vigo County are very high and that she had available funds from COVID grants that she could use to offset the cost of the units. As of the date of this letter, the VCHD is not in receipt of the grant funds and it is advisable to fund the entire purchase as outlined above and reimburse County General upon receipt and appropriation.

The Commissioners have each expressed support of the purchase of the compression system units for the protection of both the first responders and the citizens of Vigo County.



Vigo County Fire Depts. LUCAS

Quote Number: 10492952

Remit to: **Stryker Medical**

P.O. Box 93308

Version: 1

Chicago, IL 60673-3308

Prepared For: Vigo County

Rep: Tanner Sizemore

Attn:

Email: tanner.sizemore@stryker.com

Phone Number:

Quote Date: 03/16/2022

Expiration Date: 06/14/2022

Delivery Address

Name: Vigo County

Account #:

Address:

Indiana

End User - Shipping - Billing

Name: Vigo County

Account #:

Address:

Indiana

Bill To Account

Name: Vigo County

Account #:

Address:

Indiana

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	13	\$14,899.51	\$193,693.63
2.0	11576-000060	LUCAS Desk-Top Battery Charger	13	\$924.70	\$12,021.10
3.0	11576-000071	LUCAS External Power Supply	13	\$292.60	\$3,803.80
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	13	\$565.60	\$7,352.80
5.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	13	\$110.60	\$1,437.80
Equipment Total:					\$218,309.13

ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
6.1	78000703	ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	4	13	\$5,106.80	\$66,388.40
ProCare Total:						\$66,388.40



Vigo County Fire Depts. LUCAS

Quote Number: 10492952

Version: 1

Prepared For: Vigo County

Attn:

Remit to:

Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep:

Tanner Sizemore

Email:

tanner.sizemore@stryker.com

Phone Number:

Quote Date: 03/16/2022

Expiration Date: 06/14/2022

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
Grand Total:	\$284,697.53

Prices: In effect for 90 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

Lakshmi "Lucky" Reddy • Judge
Vigo Superior Court • Division 2
Phone 812-462-3238



33 South Third Street
Terre Haute • Indiana • 47807
Fax 812-232-4650

March 16, 2022

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

Re: Vigo Superior Court 2 Request for Fund Appropriation

Dear Council Members,

For several years, the Vigo County Clerk's Office has been collecting on behalf of the Vigo County Court a \$20 fee in all divorce case filings, except when a waiver is filed and approved. These fees are maintained in the Alternative Dispute Resolution Fund #2200 and currently has a balance of Forty-Nine Thousand Five Hundred Ten and 53/100 Dollars (\$49,510.53).

This Alternative Dispute Resolution Fund #2200 can be used in family court for domestic relations cases for the following kinds of limited purposes: mediation, facilitation, parent coordinators, co-parenting, conflict management, counseling/education, parenting classes, and those types of services as approved for use through the Indiana Office of Court Services. Thus far, money has not been spent from this Fund as there was a previous requirement that other grant moneys be spent first, but that restriction has now been lifted. Accordingly, certain families encountering financial hardship who cannot otherwise obtain necessary services are being referred for services with the stipulation that the Court will cover a limited portion of those costs to participate in said services.

It is impossible to predict in any given year, how much money will be expended from the Fund to ensure that families can obtain necessary services ordered by the Court. Accordingly, a request is being made to appropriate the entire Fund amount to ensure sufficient funds are available if and when necessary. The Alternative Dispute Resolution

Fund #2200 belongs to the Court and cannot revert back to the general fund and each year a request will be made for the appropriation of the entire amount of the Fund for the benefit of families in need. Payments will be made to directly to vendors providing services to the families.

For the above reasons, Vigo Superior Court 2 requests that the County Council Alternative Dispute Resolution Fund #2200 in the amount of \$49,510.53 be appropriated for 2022.

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

Sincerely,


Lakshmi Reddy

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



VIGO COUNTY
PARKS & RECREATION
DEPARTMENT

March 16, 2022

To the Vigo County Council,

The Vigo County Parks & Recreation Department respectfully requests an additional appropriation to 1112.31181 for \$250,000. This Appropriation would be an addition to the \$250,000 currently existing. The grant for which we are applying since the last request were increased to a one million dollar possible project. This increase would allow us to purchase additional parcels and put forward Bicentennial Park in its master plan.

Account/Fund:

EDIT 1112.31181 - Local Grant Match - Parks

Please let us know if you have any questions.

Thank you,

Adam Grossman
Superintendent

Adam Grossman, Superintendent
Brian Gilbert, Assistant Superintendent

Vigo County Government Building
155 Oak Street, Terre Haute, In 47807
Phone: 812-462-3392
vigoparks.org



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**

March 17, 2022

James Bramble
Vigo County Auditor
121 Oak Street
Terre Haute, IN 47807

VIA HAND DELIVERY

Re: Request for additional appropriation

Dear Mr. Bramble:

The Commissioners would like to ask for an additional appropriation out of Economic Development or American Rescue Plan Act in the amount of \$1,316,640.00 to purchase the Riley Spur and for trail improvements (please see attached).

Thank you,


Ivan M. Morris


Brendan Kearns


Chris Switzer

Riley Spur Trail Estimate

	<u>Quantity</u>	<u>Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Bridge Decking	2	EA	\$ 25,000.00	\$ 50,000.00
Road Crossings	6	EA	\$ 10,000.00	\$ 60,000.00
Compacted Aggregate, 4" x 10'	6336	TON	\$ 25.00	\$ 158,400.00
Asphalt Surface, 4" x 10'	7744	TON	\$ 85.00	\$ 658,240.00
Acquisition				\$ 250,000.00
Tic Removal (by RR)				\$ 140,000.00
Total				\$ 1,316,640.00



VETERANS ASSISTANCE OFFICE

TIM CUNNINGHAM

County Veterans Service Officer

163 Oak St

Terre Haute, IN 47806

tim.cunningham@vigocounty.in.gov

1-812-462-3261

We now have office space at the new VA Clinic. Currently I split my time between the two locations. I have already had as many as 10 Veterans in one day at the clinic and we are averaging 5-6 Veterans per day. There are many days that I need to reschedule Veterans because of time constraints. We are getting many more Veterans at the clinic location because there are more Veterans visiting for Doctor's appointments.

This is what I would like to have to operate both locations.

	Base Pay	FICA	PERF	Insurance	Total
Director - PAT B Upgrade from PAT A	\$ 45,854	\$ 3,504	\$ 6,512		\$ 55,879
CVSO - PAT A	\$ 39,399	\$ 3,015	\$ 5,595	\$ 23,560	\$ 71,569
CVSO - PAT A	\$ 39,399	\$ 3,015	\$ 5,595	\$ 23,560	\$ 71,569
CVSO - PAT A	\$ 39,399	\$ 3,015	\$ 5,595	\$ 23,560	\$ 71,569
CVSO - PAT A	\$ 39,399	\$ 3,015	\$ 5,595	\$ 23,560	\$ 71,569
Administrative Assistant COMOT A					
Upgrade from Part Time Position	\$ 32,924	\$ 2,519	\$ 4,676	\$ 23,560	\$ 63,679
Administrative Assistant COMOT A	\$ 32,924	\$ 2,519	\$ 4,676	\$ 23,560	\$ 63,679
Department budget					\$ 7,500
Less current appropriations, Net Increase \$ 65,897					\$ 477,013

This is what I absolutely need to operate the two locations.

	Base Pay	FICA	PERF	Insurance	Total
Director - PAT B Upgrade from PAT A	\$ 45,854	\$ 3,504	\$ 6,512		\$ 55,879
CVSO - PAT A	\$ 39,399	\$ 3,015	\$ 5,595	\$ 23,560	\$ 71,569
CVSO - PAT A	\$ 39,399	\$ 3,015	\$ 5,595	\$ 23,560	\$ 71,569
Administrative Assistant COMOT A					
Upgrade from Part Time Position	\$ 32,924	\$ 2,519	\$ 4,676	\$ 23,560	\$ 63,679
Administrative Assistant COMOT A	\$ 32,924	\$ 2,519	\$ 4,676	\$ 23,560	\$ 63,679
Department budget					\$ 5,000
Total Department Budget					\$ 331,375
Less current appropriations, Net Increase \$ 65,897					

The first section is what I feel would enhance our ability to help veterans. This would allow 2 VSO's at each location and we could easily double or triple the Veterans that we help. The VA statistics show that Vigo con has 6,879 veterans that live in Vigo county.

The first year that I worked here, from July 14, 2020 through July 14, 2021 we had 992 Veterans through our office. For the year 2021 we had 1483 veterans through the office. Along with the Veterans that came through the office we had approximately 1914 calls into the office.

When I was hired, I talked about an outreach program where I could go to the American Legions, VFW, DAV, AMVETS, Loyal Battalion and many other organizations that help Veterans. The Outreach program will help Veterans know that we can help them with claims. I have been unable to facilitate these activities.

During the last year and a half, I have brought disability compensation levels up to over 28 million dollars, from 25.8 million, that money goes directly into the pockets of the veterans who live in Vigo County. This money is invested back into our community. The Veterans buy homes, cars and many businesses that the Veterans visit.

I feel the increases in personnel for my department would enhance our capabilities and the amount of compensation brought into our community.

POSITION DESCRIPTION COUNTY OF VIGO, INDIANA

POSITION: Director of Veterans' Service Office
DEPARTMENT: Veterans' Assistance
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT B (Professional, Administrative, and Technological)

DATE WRITTEN: December 2022
DATE REVISED:

STATUS: Full-time
FLSA STATUS: 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 Veterans' Service Officer for the Vigo County Veterans' Assistance Office, responsible for providing assistance and information to eligible veterans, their spouses, dependents and/or survivors filing for pension, compensation, medical benefits, and other benefits according to IC 10-5-1-11.

DUTIES:

Oversees department operations, including periodically analyzing workload, interviewing candidates and making hiring decisions, reviewing salaries and recommending personnel actions, such as promotions, transfers, or demotions, determining significant changes in responsibilities, and communicating and administering personnel programs and procedures.

Supervises assigned staff, including providing orientation, planning, delegating, and controlling work assignments, establishing specific work goals, maintaining discipline and recommending corrective action as warranted, and keeping supervisor and assigned staff informed of organizational developments.

Assists veterans and/or their dependents in filing for benefits, including gathering information for claims, researching cases to determine applicable laws, eligibility and claim status, and preparing forms as needed. Assess medical records verifying/checking if illness or injury incurred in service to assists in establishing eligibility for VA benefits.

Coordinates transportation for veterans to and from appointments at appropriate VA hospitals, including coordinating driver for vans, and maintaining files on mileage and usage of vans.

Assimilates and disseminates current VA information, including maintaining up-to-date resource materials.

director of veteran/service office

Prepares and submits appropriate reports, forms, and statistics to Indiana Department of Veterans Affairs and Vigo County Commissioners.

Appears at assisted living facilities, hospital or home of veteran to file paperwork.

Handles widow claims based on death of a veteran, working with funeral homes getting discharge papers for military funeral and requesting grave marker for veterans.

Assists local veteran's organizations.

Attends accreditation training yearly, including veterans meetings, seminars, and workshops.

Provides technical assistance to local government agencies.

Maintains files and filing system, including maintaining diary system on claimants and assistance provided.

Prepares and monitors office budget, and payroll. Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED, with one (1) to two (2) years previous relevant experience, or any combination of education, training and experience.

Must be at least 21 years of age.

Must be a citizen of the State of Indian and be honorably discharged from the United States Military Service with at least six (6) month service and must be accredited by Indiana Department of Veterans Affairs.

Working knowledge of and ability to comprehend and correctly use a variety of informational documents, including various VA forms, service records, benefit letters/updates, medical records, and other reports and records.

Working knowledge of and ability to comprehend a variety of reference books and manuals, including, but not limited to, Veterans Benefits Handbook, Service Officer Guidebook, IDVA manuals/guides, Indiana Code, and Veterans Service Handbook.

Working knowledge of bookkeeping practices and principles, and ability to perform arithmetic calculations to prepare purchase orders, payroll claims, budget and salary requests, and payroll documents.

director of veteran/service office

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

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare forms, correspondence, and detailed written reports as required.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files/records.

Ability to properly operate standard office equipment, including computer, calculator, copier, fax machine, scanner, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, VA Regional Office, VA Medical Center, veterans and their spouses/dependents/survivors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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

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

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

Ability to analyze, evaluate, observe, diagnose, and investigate data.

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

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

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

Ability to occasionally plan and present public speaking presentations, fund raisers, and special events.

director of veteran/service office

Ability to occasionally work weekend and occasionally travel out of town for conferences, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent performs duties that are complex in nature and require careful consideration of new and/or unusual circumstances, exercising judgment in assessing individual needs, filing claims for benefits, and referring services to veterans, their spouses, dependents or survivors. Decisions are frequently made with little or no guidance from supervisor.

III. RESPONSIBILITY:

Incumbent applies specialized knowledge of veterans' services and benefits in meeting the needs of veterans, their spouses, dependents and/or survivors, exercising independent judgment in interpreting and applying rules, regulations, and legal requirements to individual cases. Work is periodically reviewed for attainment of objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, VA Regional Office, VA Medical Center, veterans and their spouses/dependents/survivors, and the public for purposes of exchanging information, providing explanation/instruction and counseling, and resolving problems. Incumbent reports directly to County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, crouching/kneeling, pushing/pulling objects, bending, reaching, driving, close/far vision, depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to irate/difficult persons, and safety precautions should be followed at all times to avoid injury to self or others. Incumbent occasionally works weekend and occasionally travels out of town for conferences, sometimes overnight.

VI. POLITICAL APPOINTMENT:

The Veterans Service Officer position is a political appointive position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the County Commissioners. A person appointed to the Veterans Service Officer position serves at the pleasure of the County Commissioners, works exclusively for the County Commissioners and may be terminated by the County Commissioners at any time.

director of veteran/service office

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Veterans' Service Officer 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

director of veteran/service office

POSITION DESCRIPTION COUNTY OF VIGO, INDIANA

POSITION: Veterans' Service Officer

DEPARTMENT: Veterans' Assistance

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

JOB CATEGORY: PAT A (Professional, Administrative, and Technological)

DATE WRITTEN: December 2022

STATUS: Full-time

DATE REVISED:

FLSA STATUS: 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 Veterans' Service Officer for the Vigo County Veterans' Assistance Office, responsible for providing assistance and information to eligible veterans, their spouses, dependents and/or survivors filing for pension, compensation, medical benefits, and other benefits according to IC 10-5-1-11.

DUTIES:

Assists veterans and/or their dependents in filing for benefits, including gathering information for claims, researching cases to determine applicable laws, eligibility and claim status, and preparing forms as needed. Assess medical records verifying/checking if illness or injury incurred in service to assists in establishing eligibility for VA benefits.

Coordinates transportation for veterans to and from appointments at appropriate VA hospitals, including coordinating driver for vans, and maintaining files on mileage and usage of vans.

Assimilates and disseminates current VA information, including maintaining up-to-date resource materials.

Prepares and submits appropriate reports, forms, and statistics to Indiana Department of Veterans Affairs and Vigo County Commissioners.

Appears at assisted living facilities, hospital or home of veteran to file paperwork.

veterans/service officer

Handles widow claims based on death of a veteran, working with funeral homes getting discharge papers for military funeral and requesting grave marker for veterans.

Assists local veteran's organizations.

Attends accreditation training yearly, including veterans meetings, seminars, and workshops.

Provides technical assistance to local government agencies. veteran/service officer

Maintains files and filing system, including maintaining diary system on claimants and assistance provided.

Prepares and monitors office budget, and payroll. Answers telephone and greets office visitors, providing information, assistance, and direction, and receiving and answering mailings. Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED, with one (1) to two (2) years previous relevant experience, or any combination of education, training and experience.

Must be at least 21 years of age.

Must be a citizen of the State of Indiana and be honorably discharged from the United States Military Service with at least six (6) month service and must be accredited by Indiana Department of Veterans Affairs.

Working knowledge of and ability to comprehend and correctly use a variety of informational documents, including various VA forms, service records, benefit letters/updates, medical records, and other reports and records.

Working knowledge of and ability to comprehend a variety of reference books and manuals, including, but not limited to, Veterans Benefits Handbook, Service Officer Guidebook, IDVA manuals/guides, Indiana Code, and Veterans Service Handbook.

Working knowledge of bookkeeping practices and principles, and ability to perform arithmetic calculations to prepare purchase orders, payroll claims, budget and salary requests, and payroll documents.

veterans/service officer

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

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare forms, correspondence, and detailed written reports as required.

Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files/records.

Ability to properly operate standard office equipment, including computer, calculator, copier, fax machine, scanner, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, VA Regional Office, VA Medical Center, veterans and their spouses/dependents/survivors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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

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

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

Ability to analyze, evaluate, observe, diagnose, and investigate data. Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

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

Ability to occasionally plan and present public speaking presentations, fund raisers, and special events.

veterans/service officer

Ability to occasionally work weekend and occasionally travel out of town for conferences, sometimes overnight. veteran/service officer

II. **DIFFICULTY OF WORK:**

Incumbent performs duties that are complex in nature and require careful consideration of new and/or unusual circumstances, exercising judgment in assessing individual needs, filing claims for benefits, and referring services to veterans, their spouses, dependents or survivors. Decisions are frequently made with little or no guidance from supervisor.

III. **RESPONSIBILITY:**

Incumbent applies specialized knowledge of veterans' services and benefits in meeting the needs of veterans, their spouses, dependents and/or survivors, exercising independent judgment in interpreting and applying rules, regulations, and legal requirements to individual cases. Work is periodically reviewed for attainment of objectives.

IV. **PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, VA Regional Office, VA Medical Center, veterans and their spouses/dependents/survivors, and the public for purposes of exchanging information, providing explanation/instruction and counseling, and resolving problems. Incumbent reports directly to County Commissioners.

V. **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, crouching/kneeling, pushing/pulling objects, bending, reaching, driving, close/far vision, depth perception, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to irate/difficult persons, and safety precautions should be followed at all times to avoid injury to self or others. Incumbent occasionally works weekend and occasionally travels out of town for conferences, sometimes overnight.

VI. **POLITICAL APPOINTMENT:**

The Veterans Service Officer position is a political appointive position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the County Commissioners. A person appointed to the Veterans Service Officer position serves at the pleasure of the County Commissioners, works exclusively for the County Commissioners and may be terminated by the County Commissioners at any time.

veteran/service officer

APPLICANT/EMPLOYEE ACKNOWLEDGMENT The job description for the position of Veterans' Service Officer 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: Administrative Assistant

DEPARTMENT: Veteran's Assistance

WORK HOURS: 8:00 am – 4:00 pm M-F

JOB CATEGORY: COMOT A (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2014

STATUS: Full-time

DATE REVISED: March 2022

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 the assistant/secretary to the Veteran's Service Officer's for Vigo County Veteran's Assistance Office, responsible for supporting the Veteran's Service Officer in performance of duties, and serving as liaison to service groups and public communications.

DUTIES:

Assists veterans and/or their dependents in filing for benefits, including gathering information for claims, researching cases to determine applicable laws, eligibility and claim status, and preparing forms as needed. Responds to telephone inquiries, including researching, copying and mailing information and making referrals to other community resources as needed.

Coordinates van service and periodically provides services in various locations to accommodate special needs of clients, including hospitals, detention facilities, nursing homes and residences. Maintains frequent communication with Indiana Department of Veterans Affairs (IDVA) personnel to determine appropriate procedures and actions, and/or assists in resolving issues. Assists Veteran's Service Officer and performs duties according to local, state and federal rules, regulations, and policies and procedures. Performs related duties as assigned.

I. **JOB REQUIREMENTS:**

High school diploma or GED, with one (1) or two (2) years previous relevant experience.

Veterans\Asst ServcOfcr-PT

Must be a citizen and resident of the State of Indiana for five (5) years preceding the appointment, and be honorably discharged from the United States Military Service with at least six (6) months service, or be the spouse, surviving spouse, parent, or child of a person who satisfies the requirements.

Ability to comply with all employer and department hiring requirements, including passage of a drug test. Thorough knowledge of and ability to make practical application of federal and state veterans' benefits.

Working knowledge of Standard English spelling, grammar, and punctuation, and ability to prepare correspondence and other documents.

Knowledge of basic filing systems and ability to maintain accurate and complete department files/records.

Ability to assist Veteran's Service Officer and perform duties according to local, state and federal rules, regulations, and policies and procedures.

Ability to properly operate standard office equipment, such as computer, copier, fax machine and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County personnel, veterans, their spouses, dependents and/or survivors, IDVA personnel, various hospitals/clinics, Van drivers, Board of Veterans Appeals, funeral homes, and cemeteries, 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 understand, memorize, retain, and carry out written and oral instructions, and present finding in oral or written form.

Ability to compile, collate, or classify data, and analyze, evaluate, observe, diagnose, and investigate data.

Ability to work alone with minimum supervision, with others in a team environment and on several tasks at the same time.

Veterans\Asst ServcOfcr-PT

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

II. **DIFFICULTY OF WORK:**

Incumbent assists with performing duties according to state and federal rules, regulations, policies and procedures, exercising independent judgment in interpreting precedents and adapting standard methods to fit individual situations. Work requires consideration of many variables in determining applicable benefits and application procedures.

III. **RESPONSIBILITY:**

Incumbent applies standard practices of the profession in providing assistance to clients, and ensuring accurate and timely completion of forms/applications. Work is reviewed primarily for appropriate direction of assigned operations and compliance with legal requirements. Decisions are always determined by specific instructions or existing, well established policies and procedures.

IV. **PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County personnel, veterans, their spouses, dependents and/or survivors, IDVA personnel, various hospitals/clinics, Van drivers, Board of Veterans Appeals, funeral homes, and cemeteries, and the public for the purpose of exchanging information, explaining/interpreting policies and procedures, and resolving problems. Incumbent reports directly to the Veteran's Service Officer.

V. **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, crouching/kneeling, reaching, bending, keyboarding, close vision, color perception, handling/grasping objects, speaking clearly, and hearing sounds/communication.

Veterans\Asst ServcOfcr-PT

EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Assistant Veteran's Service Officer for the County Veteran's Service 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/Type name

Veterans\Asst ServcOfcr-PT



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

February 22, 2022

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following amendment to the Salary Ordinance be discussed at the next Council Meetings.

The approval of the County Council for up to twenty (20) additional Prosecutor Investigator positions.

Indiana Code 33-39-4-1(a) reads "The prosecuting attorney of any judicial circuit of Indiana may appoint one (1) or more investigators with the approval of the county council or councils." Under the new High Tech Crime Unit, Student Investigators and Faculty Advisors benefit from the formal status of being prosecutor investigators for purposes of conducting forensic digital investigations. Such designations provide appropriate protections for the Student Interns and Faculty Advisors and will also allow for them to be bonded and/or insured in the same way that our current investigators are covered.

With this request, we are not asking for any additional funding. We are asking for the County Council to approve the designation of Investigator for the Vigo County Prosecutor to be granted to up to twenty (20) program participants so that they will be afforded the same status as our current investigators. These individuals are supervised by faculty at Indiana State University, are trained in digital forensic investigations, and are also supervised by experienced law enforcement personnel.

Respectfully Submitted,

/s/ Robert E. Roberts

Robert E. Roberts, Indiana Atty. #21514-84
Chief Deputy Prosecuting Attorney



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

February 22, 2022

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following amendment to the Salary Ordinance be discussed at the next Council Meetings.

An amendment to the Salary Ordinance to allow hiring certified graduate legal interns with funds appropriated for Deputy Prosecuting Attorney salaries.

The Vigo County Prosecutor's Office, like many county prosecutor offices throughout Indiana, is having difficulty in filling open positions. Once a student has graduated from law school (generally in May), they typically study for the Indiana Bar Exam and take the exam in July. Results will arrive in the following months. And those that pass are typically sworn in as an attorney in September. Many law firms are able to provide employment to graduates prior to being admitted to the Bar. So those that are looking to secure employment have often accepted jobs and begun working prior to when Vigo County could offer any employment under the current salary ordinance.

However, once a law student graduates, they can be granted "Certified Graduate Legal Intern" status, which allows the person to perform as a full attorney under the supervision of another experienced attorney. *See Rules for Admission to the Bar, Rule 2.1 Legal Interns.*

With this request, we are not asking for any additional funding. We are asking to allow the salary appropriation for any unfilled deputy prosecutor spot to be utilized to pay a certified graduate legal intern. Then, should the person perform well in their legal duties and pass the exam, they would be strongly considered for full employment as a Deputy Prosecuting Attorney upon admission to the Bar.

We are requesting that the salary ordinance be amended to permit a Certified Graduate Legal Intern to be a full time salaried position to be paid out of any unfilled Deputy Prosecutor salary appropriation, compensated at 60% of the salary of the base deputy prosecutor rate with the same benefits available.

Respectfully Submitted,

/s/ Robert E. Roberts

Robert E. Roberts, Indiana Atty. #21514-84
Chief Deputy Prosecuting Attorney



**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

March 21, 2022

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following amendment to the Salary Ordinance be discussed at the next Council Meetings.

An amendment to the Salary Ordinance to allow two part-time employees with the Vigo County Prosecutor's Office High Tech Crime Unit. These two employees are would be co-directors for the Vigo County High Tech Crime Unit. We are also requesting an amendment to allow a stipend to a current employee that is accepting the additional bookkeeper responsibilities associated with the purchasing/reimbursements/grant documentation for the High Tech Crime Unit.

Currently, this would include John Moats (currently a Vigo County Employee with the Sheriff's Office.) This would also include Gary Shook. Both would be compensated from the grant in the amount of \$12,000 per year plus the associated fringe amounts. These would be paid from the grant.

The Bookkeeping responsibilities include a supplement to her current wage in the amount of \$2,000 plus the associated fringe amounts, to be paid from the grant.

These would be paid bi-weekly on the same schedule as the current paychecks for all County Employees. The co-directors would be exempt employees for these positions and not eligible for overtime.

These changes would all be retroactive to January 1, 2022 and the compensation would include that time period as that is when the grant began and each of these individuals have been performing these duties during this time.

With this request, we are not asking for any additional funding. All additional funding has already been secured through a grant from the State of Indiana. This amendment to the Salary Ordinance is being made at the recommendation of the Indiana State Board of Accounts.

Respectfully Submitted,

/s/ Robert E. Roberts

Robert E. Roberts, Indiana Atty. #21514-84
Chief Deputy Prosecuting Attorney



**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
RE: Vigo County Prosecutor's Office Council Request

March 21, 2022

It is respectfully requested that the following amendment to the Salary Ordinance be discussed at the next Council Meetings.

An amendment to the Salary Ordinance to allow distribution of supplemental COVID emergency funds that have been distributed to the Adult Protective Services hub units for distribution to employees as bonus, hazard, and/or overtime compensation.

The County has been awarded \$11,280.35 to distribute to those employees that are listed on the APS contract only. The amount to award each individual is to be determined by the Vigo County Prosecutor. We are respectfully asking that the total amount for each person be given as a bonus and divided as follows:

Irene White	\$3,000
Tammy Manley	\$2,000
Debbie Stecker-Lewis	\$3,000
Joel Modesitt	\$500
Kellie Wellum	\$1,500
Anjie Morley	<u>\$1,280.35</u>
	\$11,280.35 total

We are asking that the total amount for each individual be lowered by the amount for any taxes and/or fringe costs, so that the **bonus plus costs equals the total listed above**. These specific amounts will be calculated and provided by the Auditor's Office.

With this request, we are not asking for any additional funding. All additional funding has already been secured through a supplemental contract from the State of Indiana which has been approved and signed by the Vigo County Commissioners.

This amendment to the Salary Ordinance is being made at the recommendation of the Indiana State Board of Accounts.

Respectfully Submitted,

/s/ Robert E. Roberts

Robert E. Roberts, Indiana Atty. #21514-84
Chief Deputy Prosecuting Attorney