



**MONROE COUNTY COUNCIL
WORK SESSION
MARCH 3, 2009 5:00 P.M.
JUDGE NAT U HILL MEETING ROOM
MONROE COUNTY COURTHOUSE**

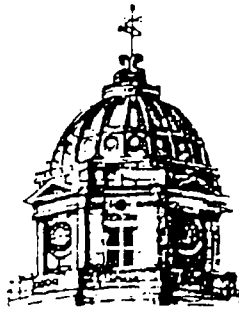
AGENDA

- I. Call to Order**
- II. Commissioners**
- III. Forestry Money Distribution**
- IV. Youth Services Bureau**
- V. Report by Vic Kelson on Budget**
- VI. Fleet Finance Subcommittee Ordinance**
- VII. Agenda Items for March 10, 2009**
- VIII. Council Discussion**



MONROE COUNTY COUNCIL
 REGULAR SESSION
 MARCH 10, 2009 5:00 P.M.
 MONROE COUNTY COURTHOUSE
 JUDGE NAT U. HILL MEETING ROOM
AGENDA

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	2. <u>0801-000-30.0011 OWH Grant Services</u>	
	B. Request for Additional Appropriation Approval	
	1. <u>0801-000-20.0006 OWH Grant Supplies</u>	\$ 450.00
	2. <u>0801-000-30.0011 OWH Grant Services</u>	50.00
VIII.	YOUTH SERVICES BUREAU, <i>Ron Thompson</i>	
	Request for Transfer of Funds Approval	
	FROM: <u>0226-000-6501 Youth Shelter Per Diem</u>	\$14,977.54
	TO: <u>3711-000-6501 Grand Reimbursements</u>	\$14,977.54
IX.	BOARD AND COMMISSION APPOINTMENTS	
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MONROE COUNTY COUNCIL

REQUESTED AGENDA INFORMATION FOR COUNCIL MEETINGS

TITLE OF ITEM THAT APPEARS ON THE COUNCIL AGENDA:

Job Classification Upgrade – Extension Office

DATE ITEM WILL APPEAR ON THE COUNCIL AGENDA:

March 10, 2009

CONTACT PERSON:

Jeff Holland

PHONE NUMBER:

349-2827

Presenter at Council Meeting if other than Contact Person:

OFFICE/DEPARTMENT: Monroe County Extension Office

HAS YOUR COUNCIL LIAISON REVIEWED THIS ITEM?

Yes No

EXECUTIVE SUMMARY: *(Please write information for the Monroe County Council in ten sentences or less, relating how this agenda item will be used in the community.)*

At its meeting on February 24, 2009, PAC approved the updated job description and pay for the position of Business Manager, a COMOT III. We are requesting Council approve the upgrade of the job description as attached, change the title from Business Manager to Officer Manager, upgrade the position from COMOT III to COMOT IV, and provide compensation within the COMOT IV pay range.

Signed _____

Date

February 26, 2009

Waggoner • Irwin • Scheele
& Associates INC

MEMO

TO: Monroe County Council

FROM: Kent Irwin/Addie Knott
Waggoner, Irwin, Scheele & Associates, INC.

DATE: February 19, 2009

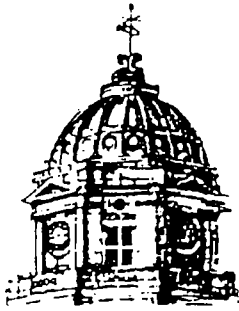
RE: Job Classification Recommendation – Extension Office

Office Manager

This is a reclassification request. This position is currently titled Business Manager and is classified as a COMOT III. Updated duties and responsibilities include preparing purchase orders and claims; maintaining department payroll and ledgers; supervising and directing Education Assistant; preparing periodic financial/budget reports; planning and organizing special events; coordinating usage of Extension Office conference room; maintaining communication between Extension Educators; and receiving and responding to complaints. In addition, the position requires an Associate Degree in graphic design, business management, or related field.

We have reviewed the job description and assessed this position respective of other positions in the COMOT job category. In addition, we have re-factored the position using the Factor Evaluation System (FES) guide charts.

Recommendation: It is recommended that the position be upgraded from COMOT III to COMOT IV and be compensated within the COMOT IV pay range. It is recommended that the title be changed to Office Manager.



MONROE COUNTY COUNCIL

REQUESTED AGENDA INFORMATION FOR COUNCIL MEETINGS

TITLE OF ITEM THAT APPEARS ON THE COUNCIL AGENDA:

Request to update the Tobacco Cessation Health Educator job description.

DATE ITEM WILL APPEAR ON THE COUNCIL AGENDA:

3-10-2009

CONTACT PERSON: Penny Caudill

PHONE NUMBER: 349-2068

Presenter at Council Meeting if other than Contact Person:

OFFICE/DEPARTMENT: Health

HAS YOUR COUNCIL LIAISON REVIEWED THIS ITEM?

Yes No

EXECUTIVE SUMMARY: *(Please write information for the Monroe County Council in ten sentences or less, relating how this agenda item will be used in the community.)*

PAC approved updating the job description for the Tobacco Cessation Health Educator at its meeting of February 24, 2009. We are requesting Council approval of the changes and that the description be updated to reflect current duties. Attached is a copy of the current job description with the PAC-approved changes noted in BOLD

Signed

Penny Caudill

Date

2-26-2009

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Tobacco Cessation Health Educator
DEPARTMENT: Health
WORK SCHEDULE: As Assigned
JOB CATEGORY: PAT II (Professional, Administrative, Technological)

DATE REVISED: January, 2007 **STATUS:** Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Tobacco Cessation Health Educator for the Monroe County Health Department, responsible for initiating tobacco cessation programs through community outreach and partnership with existing local health agencies and groups that serve the prenatal population.

DUTIES:

Conducts smoking cessation programs for prenatal and low income populations using American Lung Association Tobacco Cessation Program. Alters programs for specific individual's health status and improvement. Organizes and/or represents department at community health fairs.

Serves as liaison between partnering agencies' professional staff and individuals receiving services, maintaining communication in regards to program planning and individual's health status and improvement. Organizes and/or represents department at community health fairs.

Provides outreach tobacco/health education to various clientele and locations, including, but not limited to, work places, community colleges, government employees, homeless shelters, family resource centers, public housing, low income clinics, and in private homes.

Teaches tobacco cessation program for County prosecutor's and probation office for court-ordered underage tobacco defendants.

Monitors program and reports progress to supervisors as necessary, including the Indiana State Department of Health (ISDH).

Prepares and delivers printed health information to physician/s offices, low income health clinics, schools, family resource centers, homeless shelters, and other family service agencies.

Serves as county government representative to the following health serving agencies and boards including Monroe County CARES, Monroe County Tobacco Prevention and Cessation, Health

Families Advisory Board, and Monroe County Child Fatality Group, Grace Center Food Pantry,

Serves as patient information and education group representative for Future's Clinic.

Serves as Medical Reserve Corps Coordinator, supervising up to 200 volunteers.

Services as Americorp/KidsChoice Proram Supervisor, supervising one intern.

Conducts Health Fairs and Outreach Programs in the outlying areas of Monroe County.

Attends educational workshops and training seminars as required.

Serves as public health emergency responder, responding to and assisting in resolving public health emergencies, including serving on a 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in health education, social work, medical services or related field.

Possession of and/or ability to obtain/retain possession of National Incident Management System (NIMS) certification, tobacco cessation facilitator, and Certified Health Education Specialist (CHES) certification.

Thorough knowledge of accepted principles and practices of the Health Department, including ability effectively provide information, assistance and referrals as appropriate.

Working knowledge of health promotion and intervention practices and ability to assess tobacco cessation programming needs of area communities and develop, initiate, and revise program.

Working knowledge of standard English grammar, spelling and punctuation, and ability to use standard office equipment, including computer, keyboard, telephone, copier, fax machine, vehicle, and carbon monoxide tester.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health (ISDH), community organizations, area physicians, Ivy Tech State College, family resource centers, 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 completely serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

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, occasionally under time pressure.

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

Ability to respond to swiftly and rationally to emergencies on 24-hour basis.

Ability to occasionally work evenings and extended hours, and travel out of town, sometimes overnight, for the purpose of training.

II. DIFFICULTY OF WORK:

Incumbent develops and conducts education programs in accordance with standard department policies and procedures, exercising judgment to effectively assess and evaluate program impact, provide information and/or referrals, and present educational materials. Incumbent's work involves a variety of assessment and education duties, including a wide variety of individual situations requiring careful consideration of complex circumstances and variables.

III. RESPONSIBILITY:

Incumbent coordinates tobacco cessation programs with other agencies and outreach locations and provides information and coordinates related programs for county residents. Goals and general objectives of incumbent's work are known, with highly unusual and/or sensitive problems discussed with supervisor. Work is reviewed for soundness of judgment, continuing progress toward objectives, and compliance with all applicable policies and requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, Indiana State Department of Health (ISDH), community organizations, area physicians, Ivy Tech State College, family resource centers, and the public for a variety of purposes, including coordinating, developing, and assessing programs and services, reporting information, and providing tobacco education as necessary.

Reports directly to Administrator.

V. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs many duties in a standard office environment and in the field performing during outreach duties, including sitting/walking at will, lifting/carrying objects weighing up to 25 pounds, reaching, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent occasionally works evenings and extended hours, and travels out of town, sometimes overnight, for the purpose of training. Incumbent periodically responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

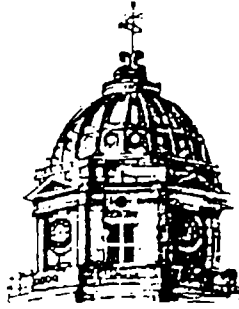
The job description for the position of Tobacco Cessation Health Educator for the Monroe County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment.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

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



MONROE COUNTY COUNCIL

REQUESTED AGENDA INFORMATION FOR COUNCIL MEETINGS

TITLE OF ITEM THAT APPEARS ON THE COUNCIL AGENDA:

Establishment of Levy Excess Fund 0235

DATE ITEM WILL APPEAR ON THE COUNCIL AGENDA:

March 10, 2009

CONTACT PERSON: Amy Gerstman

PHONE NUMBER: 349-2515

Presenter at Council Meeting if other than Contact Person:

OFFICE/DEPARTMENT: Auditor

HAS YOUR COUNCIL LIAISON REVIEWED THIS ITEM?

Yes

X


No

EXECUTIVE SUMMARY: *(Please write information for the Monroe County Council in ten sentences or less, relating how this agenda item will be used in the community.)*

An Excess Levy fund serves a general purpose as a holding fund when a county receives more than 102% of the county's property tax levy. Dollar amounts over the 102% would be deposited in the Levy Excess Fund. An immediate reason to establish this fund is to hold monies left over from the closure of the two child welfare funds which are being taken over by the state. Pursuant to instructions by the state, remaining monies in the funds are to be transferred to the Levy Excess Fund, and used for final payment of bills. A Levy Excess Fund is authorized pursuant to IC 6-1.1-19-1.7 and 6-1.1-18.5-17.

In addition to establishing the Fund, we request establishment of a line, 000-30.0001 Family and Children Distribution, for the specific use of closing out the child welfare funds.

Signed



Date

February 24, 2009



REQUEST FOR COUNCIL APPROVAL FOR CREATION OF NEW FUND WITH BUDGET LINES

(Rev. 05-04)

Department: Auditor		Date: 24 February 2009
Fund Name / Number: Levy Excess Fund 0235		
New Budget Line Number		New Budget Line Name
0235-000-30.0001		Family and Children Distribution

Reason for request (include a complete description of why a new fund and budget lines are needed and how the money in that line will be used)

An Excess Levy fund serves a general purpose as a holding fund when a county receives more than 102% of the county's property tax levy. Dollar amounts over the 102% would be deposited in the Levy Excess Fund. An immediate reason to establish this fund is to hold monies left over from the closure of the two child welfare funds which are being taken over by the state. Pursuant to instructions by the state, remaining monies in the funds are to be transferred to the Levy Excess Fund, and used for final payment of bills. A Levy Excess Fund is authorized pursuant to IC 6-1.1-19-1.7 and 6-1.1-18.5-17.

In addition to establishing the Fund, we request establishment of a line, 000-30.0001 Family and Children Distribution, for the specific use of closing out the child welfare funds.

Department Head Amy Gerstman	Date: 24 February 2009
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Email completed form to the County Council Administrative Assistant in the County Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

Requests received after the deadline will placed on the following month's agenda.



Mitchell E. Daniels, Jr., Governor
James W. Payne, Director
Indiana Department of Child Services
Room W392 - MS03
402 W. Washington Street
Indianapolis, Indiana 46204-2739
317-232-4705
FAX: 317-232-4490
www.in.gov/dcs
Child Abuse and Neglect Hotline: 800-800-5556

To: All Local Office Directors, Dept. of Child Services
All Presidents, County Council
All County Auditors

From: James W. Payne, Director
Department of Child Services (DCS)

Date: December 1, 2008

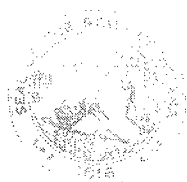
Subject: Implementation of PL 146-2008

INTRODUCTION: This document presents the changes made in Public Law 146-2008 that effect the County Family and Children's Fund, County Family and Children's Trust Clearance Fund and the Children's Psychiatric Residential Treatment Services Fund.

FAMILY & CHILDREN FUND Effective January 1, 2009

Each county is obligated to pay for services delivered before January 1, 2009 that would have been payable from the county's family and children fund if IC 12-19-7 had not been repealed.

- Information on budgets, expenditures and revenue will continue to be captured for each of the 92 counties
- Federal Reimbursements - will be distributed based on payer of the claim. Counties could and most likely will receive federal reimbursements after December 31.



Protecting our children, families and future

