

Salary Ordinance Notes – 2023 Retention Bonus Supplemental Procedures

2nd Quarter: (January, February, March 2023) hired on or before January 3rd

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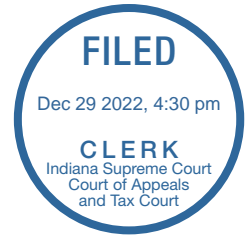
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8. ADJOURNMENT

In the
Indiana Supreme Court



In the Matter of the Approval of Local
Rules for Monroe County

Supreme Court Case No.
22S-MS-457

Order Approving Amended Local Rules

The Judges of the Monroe Circuit Courts request the approval of amended local rules for caseload allocation in accordance with Indiana Administrative Rule 1(E) and for court reporter services in accordance with Administrative Rule 15. Attached to this Order are the proposed amended local rules.

Upon examination of the proposed rule amendments requested by the Monroe Circuit Courts, this Court finds that the proposed rule amendments at LR53-AR00-0108 comply with the requirements of Indiana Administrative Rule 1(E), and LR53-AR00-0132 complies with Administrative Rule 15, and, accordingly, should be approved.

IT IS, THEREFORE, ORDERED by this Court that amended Local Rules LR53-AR00-0108 and LR53-AR00-0132, for the Monroe Circuit Courts, set forth as attachments to this Order, are approved effective January 1, 2023.

Done at Indianapolis, Indiana, on 12/29/2022 .

Loretta H. Rush
Chief Justice of Indiana

LR53-AR00-0108 CASELOAD ALLOCATION

A. Procedure. The Board of Judges shall:

1. Review and comply with current caseload allocation orders of the Indiana Supreme Court.
2. Review and assess literature from the Indiana State Bar Association, the American Bar Association, and the National Center for State Courts.
3. Review and consider suggestions made by the Monroe County Bar, the Prosecuting Attorney, and the Public Defender.
4. Review and analyze the statistics on current workload and case flow within the Monroe Circuit Court.
5. Analyze whether the current allocation is providing quality public service. There shall be a presumption in favor of the current allocation in order to preserve public confidence in the system, promote stability for the employees of the court system, and avoid inefficient use of personnel, time, and resources to effectuate change. Caseload allocation shall be determined by judicial seniority.

B. Implementation. The Clerk of Monroe County shall maintain a random filing system, by computer or otherwise, implementing the caseload allocation approved by the Board of Judges. If the caseload allocation is changed by order of the Board of Judges, the Presiding Judge shall forward the amended allocation to the Clerk of the Supreme Court and Court of Appeals, the State Court Administrator, the Clerk of the Monroe Circuit Court, and the President of the Monroe County Bar Association. The current allocation is as follows:

1. Case Assignment. The Clerk shall assign cases as from time to time directed by the Board of Judges.
 - a. The Clerk shall randomly assign all murder, A, B, C, D, Level I, Level II, Level III, Level IV, Level V, Level VI felony and misdemeanor cases to Divisions II, III, V, and IX.
 - b. Domestic relations cases shall be randomly assigned 75% to Division IV and 25% to Division VIII, *unless consolidated with an active protection order case as provided in paragraph c.*
 - c. Protective Order cases shall be randomly assigned 50% to Division IV and 50% to Division VIII. If, however, the parties to the Protection Order case have an active or closed Domestic Relations case with Children (DC) or a closed Domestic Relations case without Children (DN) or an active Child in Need of Services (CHINS) case, the Protection Order case will be assigned to the Division with the

DN, DC or CHINS case. Domestic Relations cases shall be assigned to the Division with an active Protection Order case involving the same parties

- d. Tort, Civil Plenary, Civil Collection, Mortgage Foreclosure and Mental Health cases shall be randomly assigned 50% to Division I and 50% to Division VI.
- e. Juvenile Delinquencies, Juvenile Status, Juvenile Miscellaneous, Juvenile CHINS, Juvenile Terminations, and Adoption cases shall be assigned to Division VII. Guardianship and Guardianship Miscellaneous cases shall be assigned to Division I.
- f. Juvenile Paternity cases shall be assigned 25% to Division VI, and 75% to Division VIII.
- g. Estate and Trust cases shall be assigned to Division I.
- h. Small Claims shall be randomly assigned 25% to Division IV and 75% to Division VIII. Eviction (small claims) cases shall be randomly assigned 75% to Division IV and 25% to Division VIII.
- i. Infraction cases shall be assigned 25% to Division VI, and 75% to Division VIII.
- j. Reciprocal Support and Eviction (Civil) cases shall be assigned 100% to Division VI.
- k. A redocketed case bearing a 1992 or earlier cause number shall be assigned to the court of original jurisdiction if that division in the reallocation of cases is assigned that case type, otherwise it will be randomly assigned to a division with that jurisdiction.
- l. A redocketed case bearing a 1993 or later cause number shall be assigned to the court of original jurisdiction if that division in the reallocation of cases is assigned that case type, otherwise it will be randomly assigned to a division with that jurisdiction.
- m. The Clerk shall use the related case function in the Odyssey Case Management System in Protection Order (PO) and Juvenile Paternity (JP) cases involving the same parties to facilitate coordination, consistency, and efficiency within judicial orders.
- n. The Clerk shall use the related case function in the Odyssey Case Management System if an active CHINS case pending in Division VII involves the same parties to a new or pending Domestic Relations, Reciprocal Support, or Protective Order cases.

- o. Tax Sale (TS) and Tax Petition (TP) cases shall be assigned to Division I.
 - p. Juvenile Protective Order (JQ) cases shall be assigned to Division VII.
 - q. Expungement (XP) cases shall be assigned to Divisions II, III, V and IX. If multiple cases are listed on the Expungement Petition, the XP case shall be filed in the Criminal Court with the oldest case listed in the petition (Divisions II, III, V, IX.) If only one case is listed on the Expungement Petition and that Court no longer hears criminal cases, the case will be randomly assigned to a practicing criminal court (II, III, V, IX); however, the original criminal files should not be transferred to that Court and will retain their original cause number.
 - r. New Guardianship (GU) cases shall be assigned to the division with a related pending CHINS case.
 - s. Civil Miscellaneous (MI) cases shall be assigned 50% to VI and 25% to Division IV and 25% to Division VIII.
 - t. Ordinance Violations shall be assigned to Division VIII.
2. Case Re-filed. If a case is dismissed without prejudice on a plaintiff's motion and the same case is subsequently re-filed by a plaintiff, the re-filed case shall be assigned to the same Division of the Monroe Circuit Court in which the dismissed case was originally filed providing that division is overseeing that case type. If that division is no longer hearing that case type, then the Clerk will randomly assign that case to a division with jurisdiction. "Same case" shall mean substantially the same cause of action, arising out of the same transaction or occurrence, and between substantially the same parties. If such a re-filed case is not initially re-filed in the same division of the Monroe Circuit Court, then upon motion of any party or Court, it shall be transferred to the Division of the Monroe Circuit Court in which it was originally filed.
3. Change of Judge. When a special judge must be appointed in accordance with Trial Rule 79 (H), the case shall be randomly reassigned to another division of the court currently receiving new filings of that case type pursuant to Caseload Allocation Rule LR 53-AR00108. Juvenile CHINS, Juvenile Termination of Parental Rights and Adoption cases shall be reassigned to Division IV. Estate and Trust cases shall be reassigned to Division VII. Juvenile Status, Juvenile Miscellaneous, Guardianship, and Guardianship Miscellaneous cases shall be randomly reassigned 50% to Division VI and 50% to Division VIII. Juvenile Protective Order (JQ) and Juvenile Delinquency cases shall be reassigned to Division I.

The Court Reporter shall notify the Clerk of the need for reassignment in accordance with District Rule DR 20-TR79-000.

C. Case Consolidation.

1. Civil cases. Civil cases filed against different defendants that arise out of the same occurrence, or multiple cases filed against the same defendant may be consolidated and assigned to the division with the oldest case number.
2. Criminal cases. All criminal cases against a defendant shall be consolidated in the Division with the oldest pending case number. A new case shall be filed in that Division, or transferred to that Division. Pending cases include defendants on Probation and in the Pre-Trial Diversion Program.

D. Case Transfer.

Nothing in this Rule shall preclude the transfer of case from one Division of the Circuit Court to another Division to promote efficiency and provide for timely resolution of cases. Upon transfer, credit will be given to the new Division assigned by the Odyssey Case Management System.

LR53-AR00-0132 TRANSCRIPTS

A. Definitions. The following definitions shall apply under this local rule:

1. A ***Court Reporter*** is a person who is specifically designated by a court to perform the official court reporting services for the court including preparing a transcript of the record in a given case before the court.
2. ***Equipment*** means all physical items owned by the court or other governmental entity used by a court reporter in performing court reporting services. Equipment shall include, but not be limited to, telephones, computer hardware, software programs, disks, tapes and any other device used for recording, storing, and transcribing electronic data.
3. ***Work space*** means that portion of the court's facilities dedicated to each court reporter, including but not limited to, actual space in the courtroom and any designated office space.
4. ***Page*** means the page unit of transcript which results when a recording is transcribed in the form required by Indiana Rule of Appellate Procedure Indiana Appellate Rule 28(A).
5. ***Recording*** means the electronic, mechanical, stenographic, or other recording made as required by Indiana Rule of Trial Procedure 74.
6. ***Regular hours worked*** means those hours which a division of the court is regularly scheduled to work during any given work week. Depending on the schedule of the court and its flex schedule for court reporters, these hours may vary from division to division of the court, within the county but remain the same for each work week.

7. **Gap hours worked** means those hours worked that are in excess of the regular hours worked but hours not in excess of 40 hours per work week.
8. **Overtime hours** means those hours worked in excess of 40 hours per work week.
9. **Work week** means a 7 consecutive day week defined by the County's payroll schedule which consistently begins and ends on the same day throughout the year; i.e. Sunday through Saturday, Wednesday through Tuesday, or Friday through Thursday.
10. **Court** means the Monroe Circuit Court and Division means the particular division of the Court for which the court reporter performs services. Court may also mean all of the divisions of the Monroe Circuit Court.
11. **County indigent transcript** means a transcript that is paid for from county funds and is for the use on behalf of a litigant who has been declared indigent by a court.
12. **State indigent transcript** means a transcript that is paid for from state funds and is for the use on behalf of a litigant who is declared indigent by a court.
13. **Private transcript** means a transcript, including but not limited to, a deposition transcript that is paid for by a private party. A transcript required within 7 days of the request is a category 1 expedited private transcript. A transcript required within 14 days of the request is a category 2 expedited private transcript. A transcript required within 23 days of the request is a category 3 expedited private transcript.
14. **Volume** applies to Appellate Court transcripts. Each volume is to be limited to 250 pages or fifty megabytes (50 MB). The table of contents is to be a separate volume and the exhibits are to be included in a separate volume (or volumes if more than 250 pages).

B. Section Two. Salaries and Per Page Fees.

1. Court Reporters shall be paid an annual salary for time spent working under the control, direction and direct supervision of their supervising Judge during any regular work hours, gap hours or overtime hours. The Monroe Circuit Court shall enter into a written agreement with the court reporters which outlines the manner in which the court reporter is to be compensated for gap and overtime hours; i.e. monetary compensation or compensatory time off regular work hours.
2. The maximum per page fee a court reporter may charge for the preparation of a routine county indigent transcript shall be \$5.50. The court reporter shall submit a claim directly to the county for the preparation of any county indigent transcripts. The court reporter shall not charge a fee for copies of an indigent transcript when the preparation of same has already been paid by the county. The court reporter shall not charge for copies of a prepared indigent transcript requested by a Court appointed entity (i.e. CASA, GAL) when the preparation of same has already been paid by the county.

3. The maximum per page fee a court reporter may charge for the preparation of a non-appellate state indigent transcript shall be \$5.50.
4. The maximum per page fee a court reporter may charge for the preparation of a non-appellate private transcript shall be \$6.00. The per page fee a court reporter may charge for a copy of a prepared transcript shall be \$3.00. The maximum per page fee a court reporter may charge for the preparation of a category 1 expedited private transcript shall be \$9.50. The maximum per page fee a court reporter may charge for the preparation of a category 2 expedited private transcript shall be \$8.50. The maximum per page fee a court reporter may charge for the preparation of a category 3 expedited private transcript shall be \$7.50. Category 1, category 2 and category 3 expedited private transcripts are defined in Section 1, definition #13.
5. The Court Reporter, may at their discretion, contract with an outside Court Reporter or Transcription Service to complete any requested transcript.
6. Each court reporter shall report, at least on an annual basis, all transcript fees received for the preparation of county indigent, state indigent, or private transcripts to the Indiana Office of Court Services. The reporting shall be made on forms prescribed by the Indiana Office of Court Services.

C. Section Three. Private Practice.

1. If a court reporter elects to engage in private practice by recording a deposition and/or preparing a deposition transcript, outside of and in addition to his or her official duties for the court, and the court reporter desires to utilize the court's equipment, work space and supplies, and the court agrees to the use of the court equipment for such purpose, the court and the court reporter shall enter into a written agreement which must, at a minimum, designate the following:
 - a. The reasonable market rate for the use of equipment, work space and supplies;
 - b. The method by which records are to be kept for the use of equipment, work space and supplies; and
 - c. The method by which the court reporter is to reimburse the court for the use of the equipment, work space and supplies.
2. If a court reporter elects to engage in private practice though the recording of a deposition and/or preparing of a deposition transcript, all such private practice work shall be conducted outside of regular working hours.

D. Section Four. Appellate Court Transcripts.

1. The maximum per page a court reporter may charge for the preparation of an appellate indigent transcript is \$6.00.
2. The maximum per page fee a court reporter may charge for the preparation of an

appellate private transcript shall be \$6.50.

3. A minimum fee of \$40.00 per transcript may be charged for small transcripts but not in addition to the per page fee.
4. The Index and Table of Contents shall be charged at the same per page rate as the body of the transcript.
5. Labor charge may be assessed at the same rate as the Official Court Reporter's hourly salary rate for assembling the digital transcript and exhibits.

In addition, a reasonable market rate for office supplies may be charged for private appellate transcripts as designated in the Schedule of Supplies.



PERSONNEL ADMINISTRATION COMMITTEE REQUEST PROCEDURES

NEW POSITION ~ ADDITIONAL EMPLOYEE ~ UPDATE JOB DESCRIPTION POLICIES AND PROCEDURES

On November 30, 2021, the County Council approved a Job Classification and Compensation Maintenance Plan to ensure that the job classification system is kept up-to-date and useful through time. A copy of the Maintenance Plan can be located for review on the Monroe County Network drive, the P://drive, within the Job Descriptions folder. The Maintenance Plan is also available for review by contacting the Council Administrator.

In accordance with the Maintenance Plan, Elected Officials/Department Heads (EO/DH) **should make requests** for the creation of additional positions and/or the reclassification of a position **during the months of February through April of each calendar year with effective dates for the next calendar year**. Reclassification requests for existing positions shall not be reviewed more than once in a twelve month period. Requests should be limited to the above stated months to accommodate the timeframe for budget submissions.

In order to assist EO/DH in expediting their request in a timely manner, the Procedures below outline when a Department's request will first be presented to the Personnel Administration Committee (PAC) or when the request will be considered by the County Council. *It is recommended to contact your Council Liaison(s) prior to submitting PAC Agenda Requests for a new position and/or additional personnel.*

PROCEDURES:

Additional Positions

A. Need to create a new job description and position.

1. The EO/DH will need to obtain the "Job Classification Review" form and the "Employee Job Questionnaire" form from the Council Administrator. The EO/DH will submit a PAC Agenda Request and all supporting documentation described above along with a "proposed" Organization Chart to the Council Meeting Request email group councilrequests@co.monroe.in.us
2. The EO/DH will be notified when to appear before the PAC Committee to present their request. Following the presentation, the PAC Committee will decide whether or not to forward the request on for review and classification to the third-party administrator.
3. If approved to move forward for review and classification by the third-party administrator, the Council Administrator will forward the Department's request to the third-party administrator within 3 business days of the PAC Committee's recommendation to do so.
4. The third-party administrator will review the request and prepare an assessment report and job description which will then be forwarded to the Council Administrator.
5. The Council Administrator will forward the assessment report to the PAC Committee and EO/DH. The assessment report will be reviewed at the next scheduled PAC Committee following its receipt. The date of the PAC Committee meeting where the assessment report will be reviewed will be provided to the EO/DH.
6. The PAC Committee will review and evaluate the third-party administrator's recommendation and will decide whether to forward with approval or no recommendation to the County Council. The Council Administrator will consult with the Council President as to when the Committee's recommendation will be presented to the County Council.

7. County Council will review all submitted documentation and make a final determination for approval/denial of the EO/DH's request.

8. The Council Administrator will inform the third-party administrator of Council's decision regarding the job description/position along with any changes, if applicable.

B. Need to change/update an existing job description.

1. The EO/DH will amend the job description for the existing position they wish to change indicating any deletions with bold strikeout (**strikeout**) and/or additions with bold red font (**RED**). The EO/DH can contact the Council Administrator for assistance in preparing the job description for a PAC Committee review.

2. The EO/DH will need to obtain from the Council Administrator a "Job Classification Review" form. This form needs to be completed by the EO/DH and the Employee(s) requesting the job description update.

3. The EO/DH will submit a PAC Agenda Request, the "Job Classification Review" form along with the "amended" job description to the Council Meeting Request email group councilrequests@co.monroe.in.us

4. The EO/DH will be notified when to appear before the PAC Committee to present their request. Following the EO/DH presentation, the PAC Committee will decide if the amendments to the job description require a review from the third-party administrator.

5. The PAC Committee shall determine if the amendments to the job description do or do not require a review by the third-party administrator (for reclassification). If the PAC Committee determines the amendments require a review the Council Administrator will forward the amended job description request to the third-party administrator within 3 business days of the PAC Committee's recommendation to do so.

a. Review Required by the Third-Party Administrator:

If the PAC Committee determines the amendments require a review the Council Administrator will forward the amended job description request to the third-party administrator. Once the amended job description is forwarded to the third-party administrator, the process will mimic Steps 4 - 8 of Item A outlined as above. Please refer to this item for description of subsequent steps.

b. Review Not Required by the Third-Party Administrator

1. If the PAC Committee determines the amendments will not affect the classification of the position, but are deemed necessary to be included, the PAC Committee will forward the job description on to County Council for approval.

2. The Council Administrator will consult with the Council President as to when the recommendation will be presented to the County Council.

3. The County Council will review the job descriptions amendments and make a final determination for approval or denial.

4. The Council Administrator will inform the third-party administrator of Council's decision regarding the job description amendments.

C. Requesting an additional employee with a current/up-to-date job description.

1. The EO/DH shall submit a Council Agenda Request along with a fiscal impact report to the Council Meeting Request email group councilrequests@co.monroe.in.us.

2. County Council will review the request and make a determination if there is a need for an additional employee in the department.

PERSONNEL ADMINISTRATION COMMITTEE

Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: MEETING DATE REQUESTED *(Tentative)*:
Request Presenter(s): Phone:

Was the Council Liaison notified prior to submitting this Agenda Request: NO

FUND INFORMATION: *(Mark with an "X" in all applicable boxes)*

Fund Name:

Fund Number: Location Number:

PURPOSE OF REQUEST: *(Mark with an "X" in all applicable boxes)*

☐ Creation of New Position Title:

☐ Amend Current Position Description Title:

Hours: PT

Classification: PART-TIME

Level: E

☐ Other *(Specify)*

Narrative: Give a DETAILED SUMMARY explanation for the request *(purpose, action needed, etc.)*.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Legal/Sheriff MEETING DATE REQUESTED (Tentative): 02/10/2023
Request Presenter(s): Molly Turner King Phone:

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

☐ Creation of Account Line(s) and/or ☐ Additional Appropriation(s)

Fund Name:

☐ Transfer of Funds

☐ Category

Fund Name:

☐ Fund to Fund

Fund Name A:

Fund Name B:

☐ Salary Ordinance Amendment Effective Date of Amendment:

☐ De-Appropriation of Account Lines

Fund Name:

☒ Other (Specify) Approval of Sheriff Salary Contract

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

Pursuant to Indiana Code § 36-2-13-2.5, the Sheriff, the executive body and the fiscal body may enter into a salary contract for the Sheriff. Submitted for Council approval is a salary contract for Sheriff Ruben Marté for the duration of the Sheriff's term beginning in January 2023 and ending in December 2026. If the Council approves the proposed Salary contract, it will subsequently be presented to the Board of Commissioners for approval.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

**2023 SALARY CONTRACT
FOR THE MONROE COUNTY SHERIFF**

Under the authority of Indiana Code §36-2-13-2.5, this Salary Contract is made between Ruben Marté, Monroe County Sheriff ("Sheriff"), the Board of Commissioners of Monroe County ("Commissioners") and the Monroe County Council ("Council"). This Salary Contract will become effective once approved by resolution of the Commissioners and Council and signed by the Sheriff, as is required by Indiana Code §36-2-13-2.5(c). In consideration of the mutual covenants and conditions set forth below, the Sheriff, Commissioners and Council do hereby agree as follows:

1. **Fixed Compensation.** The Sheriff shall be paid a fixed amount of money equaling that of the salary paid to the full-time, elected Monroe County Prosecuting Attorney. If the Prosecuting Attorney's salary is adjusted, so shall be the Sheriff's, in order to maintain the salaries at the same level.
2. **Manner of Payment.** Payment of the full amount of the Sheriff's compensation, mentioned in Paragraph 1, shall be paid from the County General Fund in the manner that salaries of other county officials are paid as required by Indiana Code §36-2-13-2.5(b)(2).
3. **Sheriff's Tax Warrant Collection Fees.** As required by statutes, the Sheriff shall deposit tax warrant collection fees into the County General Fund in compliance with Indiana Codes §36-2-13-2.5(b)(3), Indiana Code §6-8.1-8-2 and Indiana Code §6-8.1-8-3.
4. **Prisoners' Meals.** The Council shall make an appropriation in the usual manner from the County General Fund for feeding prisoners. The Sheriff or the Sheriff's officers, deputies, or employees may not make a profit from the appropriation. The Sheriff shall deposit all meal allowances received under IC 36- 8-10-7 into the County General Fund for use for any General Fund purpose.
5. **Accounting of Expenditures for Feeding Prisoners.** The Sheriff shall be required to file accounting of expenditures for feeding prisoners with the County Auditor on the first Monday in January and the first Monday of July of each year.
6. **Term.** This Salary Contract shall be effective upon the passage of an approval Resolution by the Commissioners and the Council and signature of the Sheriff. This Salary Contract shall be effective until December 31, 2026.
7. **Governing Law.** This Agreement shall be governed by and in accordance with the laws of the State of Indiana.
8. **Entire Agreement.** The parties agree that this Agreement, consisting of three (3) pages, contains all of the agreements, representations, and conditions made between the parties. This Agreement may not be modified except by written agreement and signed by both parties.

IN WITNESS WHEREOF, the Sheriff, the Commissioners and the Council, have executed this Agreement on the dates written below.

APPROVED BY THE MONROE COUNTY BOARD OF COMMISSIONERS

This _____ day of January, 2023.

MONROE COUNTY BOARD OF COMMISSIONERS

"AYES"

"NAYS"

Julie Thomas, President

Julie Thomas, President

Lee Jones, Vice President

Lee Jones, Vice President

Penny Githens, Member

Penny Githens, Member

ATTEST:

Catherine Smith, Auditor

MONROE COUNTY SHERIFF

Ruben Marté
Ruben Marté,

1/9/23
Date

ATTEST:

Catherine Smith, Auditor

Signature Page to Salary Contract for the Monroe County Sheriff

Presented to the Monroe County Council and adopted this ____ day of _____, 20 ____.

* * * * *

MONROE COUNTY COUNCIL

“AYES”

“NAYS”

Kate Wiltz, President

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Trent Deckard, President Pro Tempore

Marty Hawk, Member

Marty Hawk, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, Member

Cheryl Munson, Member

Peter Iverson, Member

Peter Iverson, Member

Jennifer Crossley, Member

Jennifer Crossley, Member

ATTEST:

Catherine Smith, Monroe County Auditor

RESOLUTION 2015-46 2023-02

A RESOLUTION SUPPORTING ~~A MID-POINT HIRING~~ AN INCREASED COMPENSATION RATE POLICY FOR NON-MONROE COUNTY GOVERNMENT APPLICANTS AND FOR CURRENT PART-TIME EMPLOYEES APPLYING FOR FULL-TIME EMPLOYMENT

WHEREAS, the Monroe County Council wishes to enable Department Heads and Elected Officials (EO/DH) to hire ~~outstanding job candidates with exceptional expertise and experience~~ 1) highly qualified job applicants whom possess exceptional expertise and experience, but have no prior Monroe County Government work history and/or 2) current part-time employees applying for a full-time employment vacancy; and

WHEREAS, the Monroe County Council finds ~~that enabling highly qualified applicants to be hired in at a salary higher than the regular starting salary will substantially further its goal,~~ allowing for the hiring of highly qualified applicants and/or current part-time employees applying for a full-time employment vacancy at a salary higher than the regular starting salary will substantial further this goal of obtaining job applicants,

NOW THEREFORE BE IT RESOLVED, that Resolutions establishing policies on Mid-Point Hiring are repealed, and this Resolution, shall establish the Increased Compensation Rate (ICR) Policy. This Resolution is applicable to the hiring of 1) applicants with no prior Monroe County Government work history and/or 2) current part-time employees, with at least two (2) years part-time prior Monroe County Government work history applying for a full-time employment vacancy. This Resolution is effective the date of signature. This Resolution does not apply to the hiring of any part-time employees into full-time job positions before the enactment of this Resolution.

The adoption of ~~That adopting~~ the following procedure will assist EO/DH's in the recruitment and/or hiring of ~~exceptional candidates~~ highly qualified applicants. In turn, this policy will result in savings from training expenses ~~not needed by reducing the need for doing such in light of the job applicant's experience~~ and will also improve the provision of County services to the public.

~~If a Department has a position to fill and receives an application from highly qualified person who has no work history with the County that the Department wishes to hire, the EO/DH can follow this procedure to request permission to hire someone from outside County government experience at the 3-year salary level.~~

I. SECTION 1: INCREASED COMPENSATION RATE PROCESS FOR NON-MONROE COUNTY GOVERNMENT APPLICANTS.

The below outlined procedure applies to job applicants whom the EO/DH believes possesses the necessary knowledge, skills and abilities (KSA) for the job vacancy within his/her department, yet the applicant possess no Monroe County Government work history.

If in response to a vacancy within the Department the EO/DH receives an application/resume from a highly qualified applicant (who does not possess prior Monroe County Government work history), and the EO/DH wishes to hire said applicant at the Increased Compensation Rate (ICR), the EO/DH can follow the procedures outlined below. The procedure below allows the EO/DH to request permission to hire the applicant at the ICR of either the **three (3) year salary level** or the **eight (8) year salary level**, based on the number of years of applicable KSA's of the applicant.

A. INCREASE COMPENSATION RATE REQUEST PROCEDURES:

A Department Head/Elected Official wishing to make an ICR Request must complete the following process:

1. **Notification of Intent to Request an ICR Status:** The EO/DH shall notify their Council Liaison(s) and Council Administrator via email of their intent to fill an existing vacancy within their department with an applicant/new hire, who has no prior Monroe County Government work history, and request an ICR for this applicant.
2. **Council Office Response to Intent:** The Council Administrator shall provide via email a copy of the ICR Request Form (Request) to the EO/DH for completion. The email will instruct the EO/DH on how to complete the Request and of any submission deadline(s) and/or additional information needed to complete the Request. Additional information may include, but is not limited to the applicant's resume and/or application and the job description for the vacancy.
See Exhibit A – Increased Compensation Rate Request
3. **Department Head/Elected Official Responsibility:** The EO/DH shall complete the required section of the Request and return via email to the Council Administrator and the Personnel Administrator for review. The resume/application for the candidate and the vacant position's job description must be included with the Request. The Request should additionally state if the EO/DH is requesting the applicant to be hired at the three (3) year or eight (8) year salary level. The completed ICR Request Form must be received **AT LEAST 3-5 business days BEFORE the Council meeting date's submission deadline.** This timeline is crucial in allowing the Council Administrator and Personnel Administrator time to review the applicant's resume/application and compare it against the vacant position's job description in a timely manner.

B. INCREASED COMPENSATION RATE REQUEST EVALUATION PROCEDURES:

1. Evaluation Factors: ~~The EO/DH shall consult with the HR Director and~~ **The Council Administrator and Personnel Administrator** will review the following factors:
 - a. Are the knowledge, skills and abilities (KSA) of the applicant substantially equal to, or greater than, the KSA that would be expected from a new hire after three (3) **or eight (8)** years in the position? ~~(A comparison of written job descriptions would be helpful here.)~~
 - b. How many **total** years' of experience has the applicant had in the comparable position?

Process:

~~The HR Director will submit written findings to the EO/DH regarding the prospective applicant. If the HR Director agrees that the applicant's current KSA would be substantially equal to, or greater than, the KSA that one would reasonably expect a new hire to possess after three years in the position, the EO/DH shall make a request at a Council Regular Meeting or Work Session for permission to hire the applicant at the 3-year salary level. The request should be accompanied by:~~

- ~~a. A copy of the job description for the position;~~
 - ~~b. A brief, written description of the relevant KSA of the applicant, prepared by HR, along with written concurrence by HR that the offer should be extended; and~~
 - ~~c. A statement by the EO/DH that no additional appropriation will be needed in the current year to pay for the hire, along with data on the fiscal impact of such a hire over the next three years.~~
2. **The Personnel Administrator will review the Request, evaluate as to whether the applicant does or does not have the KSA needed based on the information provided on the applicant's resume/application and the associated job description, and complete the appropriate section on the Request. After completing**

this review, the Personnel Administrator will forward the Request to the Council Administrator for further completion.

3. The Council Administrator will review the Request, evaluate as to whether the applicant does or does not have the KSA needed based on the information provided on the applicant's resume/application and the associated job description, and complete the appropriate section on the Request.
4. If necessary the Council Administrator and Personnel Administrator may confer about their independent evaluations.
5. The Council Administrator shall forward to the entire Council a copy of the executed ICR Request along with a redacted resume/application and the job description for the position. The actual identify of the applicant should be viewed as irrelevant to the Council, with the focus being on the KSA of the applicant. The EO/DH and Personnel Administrator will be copied on the email communication to the Council that includes the executed Request.

When forwarding the executed ICR Request to the Council, the Council Administrator shall indicate if the Council Administrator and the Personnel Administrator have reached a consensus regarding whether the applicant's KSA is substantially equal to, or greater than, the KSA that would be expected from a new hire after **three (3) or eight (8)** years in the position. It is important for the Council Administrator to specifically indicate such because as outlined in Section 3; "Approval of Increased Compensation Rate," the Council delegates to the Council Administrator the final decision making under Section 1 and Section 2 when there is a consensus between the Council Administrator and the Personnel Administrator on the Request and no request by any Council Member for review of the ICR by the entire Council has been received. It would be a necessity for a ICR request to be heard by the entire Council in the following scenarios: 1) there is NOT a consensus between the Council Administrator and the Personnel Administrator or 2) there is a consensus between the Council Administrator and the Personnel Administrator, but a Council Member has requested review of the ICR by the entire Council within 48 hours of receipt of the executed IRC as described below.

If a Council Member requests a review of the ICR, the Council Member shall notify the Council Administrator, who shall place the item on the Council's next regular or work session agenda (whichever is earlier) for discussion. If no Council Member requests a review of the ICR within forty-eight (48) hours (Monday-Friday hours only, excluding weekends and holidays) after the executed ICR is sent to the Council by the Council Administrator, the final decision as to the approval or denial of the requested ICR will be delegated to the Council Administrator as outlined in Section 3.

If a Council Member requests a review, the department may not proceed with hiring the applicant at an ICR until the Council review is complete.

6. The Council Administrator will ~~confer/review the request with the~~ notify the Council President at his/her ~~earliest opportunity~~ of ICRs added to meeting agendas. ~~If necessary, the Council President will approve or deny the addition of the request to the upcoming meeting agenda.~~ If necessary, the Council Administrator will notify the EO/DH as to when the request will be heard by the entire Council. The Personnel Administrator may be asked to attend the Council meeting, if needed. As outlined in Section 3; "Approval of Increased Compensation Rate," the Council delegates to the Council Administrator the final decision making under Section 1 and Section 2 when there is a consensus between the Council Administrator and the Personnel Administrator on the Request and no request by any Council Member for review of the ICR by the entire Council has been received. It would be a necessity for a ICR request to be heard by the entire Council in the following scenarios: 1) there is NOT a

consensus between the Council Administrator and the Personnel Administrator or 2) there is a consensus between the Council Administrator and the Personnel Administrator, but a Council Member has requested review of the ICR by the entire Council within 48 hours of receipt of the executed IRC as described under Subsection B of Section 1.

C. REEVALUATION OF INCREASED COMPENSATION RATE REQUEST OR SUBMISSION OF REQUEST AFTER APPLICANT'S HIRE

1. In the event that an Applicant, with no Monroe County Government work history, was hired and after such hiring date, the Department Head/Elected Official believes said Applicant possesses the necessary KSA for the job vacancy within his/her Department, the EO/DH may submit a request **no later than forty-five (45) days of the Applicant's hire date**. The EO/DH shall follow the procedures outlined in Section 1, subsection A entitled "Increased Compensation Rate Request Procedures."
2. In the event that an Applicant, with no Monroe County Government work history, was hired and after such hiring date, a Department Head/Elected Official wishing to have an applicant's KSA re-evaluated may request a review **no later than forty-five (45) days of the Applicant's hire date**.
 - a. **Notification of Intent to Request Review of ICR Status** The EO/DH shall notify their Council Liaison(s) and Council Administrator via email of their intent to request review of previously submitted ICR for an applicant/new hire, who has no prior Monroe County Government work history.
 - b. **Council Office Response to Intent:** The Council Administrator shall provide via email a copy of the ICR Review Request Form (Request) to the EO/DH for completion. The email will instruct the EO/DH on how to complete the Request and of any submission deadline(s) and/or additional information needed to complete the Request.
See Exhibit B– Current Employee Increased Compensation Rate Request Form
 - c. **Department Head/Elected Official Responsibility:** The EO/DH shall complete the required sections of the Review Request form and return via email to the Council Administrator and the Personnel Administrator for review. The resume/application for the candidate and the vacant position's job description must be included with the Request. Reviews will only occur when after hiring the applicant has demonstrated additional KSA not accounted for prior to hiring and the EO/DH believes that the demonstrated KSA is substantially equal to, or greater than, the KSA that would be expected from a new hire after three (3) **or eight (8) years**.

The completed ICR Review Request Form must be received **AT LEAST 3-5 business days BEFORE the Council meeting date's submission deadline**. This timeline is crucial in allowing the Council Administrator and Personnel Administrator time to review the applicant's resume/application and compare it against the vacant position's job description in a timely manner. The procedures outlined in Section I, subsection B entitled "Increased Compensation Rate Request Evaluation" will be used to evaluate a request for ICR Review.

II. SECTION 2: INCREASED COMPENSATION RATE PROCESS FOR PART-TIME EMPLOYEES TRANSITIONING INTO FULL-TIME EMPLOYMENT

This section applies to an applicant, who is currently employed as a part-time employee with at least two (2) years part-time prior Monroe County Government work history, and who the EO/DH believes possesses the necessary KAS based on their part-time employment status for a full-time job vacancy within his/her Department.

If in response to a vacancy within the Department, the EO/DH receives an application/resume from an applicant from a current part-time employees, with at least two (2) years part-time prior Monroe County Government work history, and the EO/DH wishes to hire said applicant at the ICR, the EO/DH can follow the procedures outlined below. The procedure below allows the EO/DH to request permission to hire the applicant at the ICR which is the one (1) year salary, based on the applicable KSA's of the applicant.

A. INCREASE COMPENSATION RATE REQUEST PROCEDURES:

A Department Head/Elected Official wishing to make an ICR Request must complete the following process:

1. **Notification of Intent to Request an ICR Status:** The EO/DH shall notify their Council Liaison(s) and Council Administrator via email of their intent to fill an existing vacancy within their department with an applicant, who is currently employed by Monroe County as a part-time employee, and request an ICR for this applicant.
2. **Council Office Response to Intent:** The Council Administrator shall provide via email a copy of the ICR Request Form (Request) to the EO/DH for completion. The email will instruct the EO/DH on how to complete the Request and of any submission deadline(s) and/or additional information needed to complete the Request. Additional information may include, but is not limited to the applicant's resume and/or application and the job description for the vacancy.
See Exhibit A – Increased Compensation Rate Request
3. **Department Head/Elected Official Responsibility:** The EO/DH shall complete the required sections of the Request and return via email to the Council Administrator and the Personnel Administrator for review. The resume/application for the candidate and the vacant position's job description must be included with the Request. The Request should additionally state if the EO/DH is requesting the applicant to be hired at the one (1) year salary level. The completed ICR Request Form must be received **AT LEAST 3-5 business days BEFORE the Council meeting date's submission deadline.** This timeline is crucial in allowing the Council Administrator and Personnel Administrator time to review the applicant's resume/application and compare it against the vacant position's job description in a timely manner.

B. INCREASED COMPENSATION RATE REQUEST EVALUATION PROCEDURES:

1. Evaluation Factors: The Council Administrator and Personnel Administrator will review the following factors:
 - a. Are the knowledge, skills and abilities (KSA) of the applicant substantially equal to, or greater than, the KSA that would be expected from a new hire after one (1) year in the position?
 - b. How many total years' of experience has the applicant had in the comparable position?
2. The Personnel Administrator will review the Request, evaluate as to whether the applicant does or does not have the KSA needed based on the information provided on the applicant's resume/application and the associated job description, and complete the appropriate section on the Request. After completing this review, the Personnel Administrator will forward the Request to the Council Administrator for further completion.
3. The Council Administrator will review the Request, evaluate as to whether the applicant does or does not have the KSA needed based on the information provided on the applicant's resume/application and the associated job description, and complete the appropriate section on the Request.

4. If necessary the Council Administrator and Personnel Administrator may confer about their independent evaluations.

5. When forwarding the executed ICR Request to the Council, the Council Administrator shall indicate if the Council Administrator and the Personnel Administrator have reached a consensus regarding whether the applicant's KSA is substantially equal to, or greater than, the KSA that would be expected from a new hire after one (1) year ~~three (3) or eight (8) years~~ in the position. It is important for the Council Administrator to specifically indicate such because as outlined in Section 3; "Approval of Increased Compensation Rate," the Council delegates to the Council Administrator the final decision making under Section 1 and Section 2 when there is a consensus between the Council Administrator and the Personnel Administrator on the Request and no request by any Council Member for review of the ICR by the entire Council has been received. It would be a necessity for a ICR request to be heard by the entire Council in the following scenarios: 1) there is NOT a consensus between the Council Administrator and the Personnel Administrator or 2) there is a consensus between the Council Administrator and the Personnel Administrator, but a Council Member has requested review of the ICR by the entire Council within 48 hours of receipt of the executed IRC as described below.

If a Council Member requests a review of the ICR, the Council Member shall notify the Council Administrator, who shall place the item on the Council's next regular or work session agenda (whichever is earlier) for discussion. If no Council Member requests a review of the ICR within forty-eight (48) hours (Monday-Friday hours only, excluding weekends and holidays) after the executed ICR is sent to the Council by the Council Administrator, the final decision as to the approval or denial of the requested ICR will be delegated to the Council Administrator as outlined in Section 3.

6. The Council Administrator will ~~confer/review the request with the~~ notify the Council President at his/her earliest opportunity of ICRs added to meeting agendas. ~~If necessary, the Council President will approve or deny the addition of the request to the upcoming meeting agenda.~~ If necessary, the Council Administrator will notify the EO/DH as to when the request will be heard by the entire Council. The Personnel Administrator may be asked to attend the Council meeting, if needed. As outlined in Section 3; "Approval of Increased Compensation Rate," the Council delegates to the Council Administrator the final decision making under Section 1 and Section 2 when there is a consensus between the Council Administrator and the Personnel Administrator on the Request and no request by any Council Member for review of the ICR by the entire Council has been received. It would be a necessity for a ICR request to be heard by the entire Council in the following scenarios: 1) there is NOT a consensus between the Council Administrator and the Personnel Administrator or 2) there is a consensus between the Council Administrator and the Personnel Administrator, but a Council Member has requested review of the ICR by the entire Council within 48 hours of receipt of the executed IRC as described under Subsection B of Section 2.

III. SECTION 3: APPROVAL OF AN INCREASED COMPENSATION RATE REQUEST

A. Decision-Making Authority: ~~The final decision on the request shall rest with the Council.~~ The Council delegates to the Council Administrator the final decision making under Section 1 and Section 2 when there is a consensus between the Council Administrator and the Personnel Administrator on the Request and no request by any Council Member for review of the ICR by the entire Council has been received.

It would be a necessity for a ICR request to be heard by the entire Council in the following scenarios: 1) there is NOT a consensus between the Council Administrator and the Personnel Administrator or 2) there is a consensus between the Council Administrator and the Personnel Administrator, but a Council

Member has requested review of the ICR by the entire Council within 48 hours of receipt of the executed IRC as described under Subsection B of both Sections 1 and 2. When an ICR is heard by the entire Council, the final decision on the request shall rest with the Council.

- B. The ICR Status is exclusively associated with the applicant and the position requested by the EO/DH for the determined period of time. If an ICR approved employee transfers to another Monroe County Government position, the ICR Status **does not follow** the employee.
- C. Until a final decision has been made by the Council Administrator or the Council in regards to the ICR Request, any conveyance to the employee/applicant by the EO/DH regarding approval of the ICR request is non-binding on the Council.

IV. SECTION 4: INCREASED COMPENSATION RATE REQUEST PROCEDURES POLICY REVIEW

~~**Evaluation:** The report should include both the job description for the open position, and a copy of a redacted resume for the applicant, so that PAC can determine whether or not the criteria set out in the policy are sufficient to allow departments to hire highly qualified persons who will substantially boost the ability of the department to provide services, and also ideally cut down on training costs. The actual identity of the applicant/new hire should be viewed as irrelevant to the PAC review, with the focus being on the KSA of the hiree.~~

The ICR Request Procedures Policy will be reviewed annually (month TBD) as to its effectiveness in hiring qualified applicants. ~~As a check on the of the policy, following the Council decision, The Director of HR Personnel Administrator shall survey prior year departments regarding the process and report at the next meeting of (month TBD) Personnel Administration Committee (PAC) meeting. on the process. The report should include any departmental comments from the survey along with any recommendations on improving the process. PAC will then determine if a review of the ICR Request process needs to be reviewed and/or updated based on the information provided by the Personnel Administrator.~~

Presented and approved this to the Monroe County Council and adopted this ____ day of _____, 20____.

* * * * *

MONROE COUNTY COUNCIL, INDIANA

“Aye”

“Nay”

Kate Wiltz, President

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Trent Deckard, President Pro Tempore

Jennifer Crossley, Member

Jennifer Crossley, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, Member

Cheryl Munson, Member

ATTEST:

Catherine Smith, Auditor
Monroe County, Indiana

Date



MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

Kate Wiltz, President
Trent Deckard, President Pro Tempore
Jennifer Crossley
Marty Hawk
Peter Iversen
Geoff McKim
Cheryl Munson

COUNCIL REGULAR SESSION SUMMARY MINUTES Tuesday, December 6, 2022 at 5:30 pm Nat U. Hill Meeting Room and Zoom Connection

Members

Present – **In Person** – Kate Wiltz, President
Present – **In Person** – Trent Deckard, President Pro Tempore
Present – **In Person** – Jennifer Crossley
*Not Present – **In Person** – Marty Hawk
Present – **In Person** – Peter Iversen
Present – **In Person** – Geoff McKim
Present – **In Person** – Cheryl Munson

Staff

Present – **In Person** – Molly Turner-King, Legal Counsel
Present – **In Person** – Kim Shell, Council Administrator
Present – **In Person** – Theresa Shipley, Council Administrative Assistant
Present – **In Person** – Courtney Moser, Council Assistant

1. CALL TO ORDER

President Wiltz called the meeting to order at 5:31 p.m. Roll was taken. Councilors Crossley, Deckard, Iversen, McKim, Munson, and Wiltz present in person in the Nat U Hill Room. Hawk is absent.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT – items NOT on the agenda (limited to 3 minutes per speaker)

Jen Pearl, President of the BEDC gave an update on economic vitality project.
Jim Shelton, CASA Representative, gave report on upcoming trainings.

4. ADOPTION OF AGENDA

***Hawk arrived at 5:42 p.m.**

No changes to the Agenda.

5. DEPARTMENT UPDATES

Bri Gregory, County Financial Director, introduced Theresa Shipley, new Administrative Assistant for the Council

6. COUNCIL LIAISON UPDATES

Iversen gave an update on Environmental 2023 and a Convention Center update.

7. RECORDER'S OFFICE, Eric Schmitz

Request Approval of Ordinance 2022-49: An Ordinance Approving the Recorder's Sworn Affidavit Regarding Use of the Recorder's Perpetuation Fund for Office Expenses

The Department is requesting approval of Ordinance 2022-49 for the Recorder to pay office expenses from the Recorder's Perpetuation Fund for Budget Year 2023. The Council has received and will, formally, acknowledge receipt of the statutorily required sworn statement from the Recorder.

Deckard moved to approve Ordinance 2022-49: An Ordinance Approving the Recorder's Sworn Affidavit Regarding Use of the Recorder's Perpetuation Fund for Office Expenses. McKim seconded.

Eric Schmitz, Recorder, presented on this item. Council comments ensued.

Wiltz asked for a Roll Call vote.

Shell called the roll:

Deckard Yes

Iversen Yes

McKim Yes

Munson Yes

Wiltz Yes

Hawk Yes

Crossley Yes

Motion passed 7-0; Unanimous

8. LEGAL DEPARTMENT, Jeff Cockerill

Request Approval of Resolution 2022-26B: Approval of a Tax Abatement for Oliver Winery Company, Inc.

Oliver Winery has applied for a personal property tax abatement, which will include designating an Economic Revitalization Area (ERA). The Economic Development Commission (EDC) forwarded this to the Council with a positive recommendation. The Council preliminarily approved this item in November. The statutory required notice and mailings have occurred.

Wiltz opened the public hearing for the Oliver Winery Tax Abatement.

Jeff Cockerill, County Legal, spoke on this item.

Jim Shelton, Greater Bloomington Chamber of Commerce, spoke in behalf of this tax abatement.

Clark Griner, Bloomington Economic Development Corporation, Business Development Director spoke in favor of this tax abatement.

No further public comments.

Jeff Cockerill, County Legal, gave input on the changes that approval of this tax abatement would make.

Wiltz asked for a Roll Call vote.

Hawk **Yes**

Munson Yes

McKim **Yes**

Deckard **Yes**

Wiltz **Yes**

Crossley Yes

Iversen Yes

Motion passed 7-0; Unanimous

Debt Service, 8283-0000

The District previously requested an identical additional appropriation for this annual agency fee that is part of the Landfill Closure Bond Debt Service Management that was approved on 09/27/2022. At that time, the District had missed last year's fee which was not paid until January 2022, and that the funds appropriated for that expense was not encumbered. This year's fee is now due and the District requires another \$400 additional appropriation for that fund to cover this year's fee. This will ensure that the approved/adopted expense appropriations for this fund will match accrual expenditures for the year.

Tom McGlasson, SWMD Director, presented on this item. No Council comments. No public comment.

Shell called the roll:

Iversen Yes

Deckard **Yes**

Wiltz **Yes**

Munson **Yes**

Crossley Yes

McKim **Yes**

Hawk **Yes**

Motion passed 7-0; Unanimous

from Indiana Criminal Justice Institute. There is approval of these funds within the grant software. If the Council wishes to make this appropriation contingent on the receipt of the award letter and/or grant agreement, the department would not object.

Deckard moved to approve the Prosecutor's request for an additional appropriation in Fund 8123-9623, STOP Grant, of \$102,868.30 in the Personnel Category. McKim seconded.

Beth Hamlin, Prosecutor's Office, presented on this item. Council questions and comments ensued. No public comment.

Hawk moved for a friendly amendment to do as the Prosecutor's Office has suggested that we make it contingent upon their receiving the Award Letter and/or grant agreement. McKim seconded.

Wiltz called for a Voice Vote on the amendment.

Motion passed; Unanimous

Wiltz asked for a Roll Call vote on the original motion with amendment.

Shell called the roll:

McKim Yes

Crossley Yes

Hawk Yes

Munson Yes

Wiltz Yes

Deckard Yes

Iversen Yes

Motion passed 7-0; Unanimous

11. PROBATION DEPARTMENT, Linda Brady, Becca Streit, and Troy Hatfield

A1. Request for New Account Lines, Additional Appropriations and Simultaneously Amend the 2023 Salary Ordinance

Community Corrections Grant, 9141-0000

11409 Office Manager-Community Corrections (Split)	\$ 40,000.00
11410 Probation Officer/CASP Post- Sentence (Split)	\$ 45,000.00
11412 Field Officer (Split)	\$ 35,000.00
11415 Probation Officer/CASP Post- Sentence (Split)	\$ 50,000.00
11416 Field Officer (Split)	\$ 35,000.00
11417 Probation Officer/CASP Post- Sentence (Split)	\$ 50,000.00
11420 Field Officer (Split)	\$ 35,000.00
11440 Field Officer (Split)	\$ 35,000.00
11450 Probation Officer/CASP Post- sentence (Split)	\$ 40,000.00
11460 Field Officer (Split)	\$ 35,000.00
11470 Community Alternative Supervision Program Director (Split)	\$ 60,000.00
11480 Field Officer (Split)	\$ 35,000.00
11492 Pretrial Services Program Director (Split)	\$ 60,000.00
11493 Legal Secretary/Receptionist (Split)	\$ 35,000.00
11494 Director-Community Corrections/Deputy Chief Probation Officer (Split)	\$ 68,491.00
14289 Evidence- Based Practices Coordinator/Probation Officer (Split)	\$ 55,000.00
17601 Longevity	\$ 3,000.00
17801 Part Time	\$ -0-
18001 FT Self Insurance	\$ 176,000.00

18101 FICA	\$ 54,846.00
18201 PERF	<u>\$ 101,380.00</u>
TOTAL	\$1,049,167.00

A2. Request for New Account Lines, Additional Appropriations and Simultaneously Amend the 2023 Salary Ordinance

11411 Field Officer (Split)	\$ 30,000.00
11424 Probation Officer- PSC (Split)	\$ 41,817.00
11491 Field Officer (Split)	\$ 30,000.00
17601 Longevity	\$ 600.00
17801 Part Time	\$ -0-
18001 FT Self Insurance	\$ 33,000.00
18101 FICA	\$ 7,835.00
18201 PERF	<u>\$ 14,459.00</u>

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A3. Request for New Account Lines, Additional Appropriations and Simultaneously Amend the 2023 Salary Ordinance

11421 Probation Officer- PSC (Split)	\$31,493.00
17801 Part Time	\$ -0-
18001 FT Self Insurance	\$11,000.00
18101 FICA	\$ 2,410.00
18201 PERF	\$ 4,473.00

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A4. Request for New Account Lines, Additional Appropriations and Simultaneously Amend the 2023 Salary Ordinance

11422	Probation Officer/ CASP Pretrial (Split)	\$ 40,000.00
11423	Probation Officer/ CASP Pretrial (Split)	\$ 45,000.00
14235	Probation Officer/ CASP Pretrial (Split)	\$ 50,000.00
14236	Probation Officer/ CASP Pretrial (Split)	\$ 52,005.00
17801	Part Time	\$ -0-
18001	Self Insurance	\$ 44,000.00
18101	FICA	\$ 14,306.00
18201	PERF	\$ 26,555.00

The Indiana Department of Correction (IDOC) has awarded Monroe Circuit Court Probation/Community Corrections a total of \$1,528,120 in grant funds for the Community Corrections Program, Pretrial Services, and two Court Recidivism Reduction Programs - Drug Treatment Court and Mental Health Court. This grant funding will support the continued operations of these four programs for calendar year 2023. Grant funding supports Community Corrections Programs including: Home Detention and Electronic Monitoring; the Day Reporting

incarceration and toward investment in youth, families, and communities. As a JDAI site since 2014, the Monroe Circuit Court will pursue eight core strategies to accomplish their objectives. The Department has been awarded \$99,695 in bonus grant dollars to compliment the current JDAI grants for the 2022-23 grant year. This performance bonus will be invested in sustaining existing programs and partnerships as well as establishing new partnerships.

Deckard moved to approve Probation's request for additional appropriations in Fund 9163-0000, JDAI Performance Grant, of \$4,070 in the Supplies Category, and \$95,625 in the Services Category for a total of \$99,695. McKim seconded.

Brady presented on this item. Council discussion ensued. No public comment.

Wiltz asked for a Roll Call vote.

Shell called the roll:

Crossley Yes

Deckard Yes

Hawk Yes

Iversen Yes

McKim Yes

Munson Yes

Wiltz Yes

Motion passed 7-0; Unanimous

**12. JAIL/CORRECTIONAL CENTER, Sam Crowe
Request Approval for an Additional Appropriation**

General Fund, 1000-0380

34100 Medical Services \$37,000.00

This is a request in the amount of \$37,000 for the Medical Services account line for the Correctional Center. The contract with Advanced Correctional Healthcare was renewed after the completion of the 2022 budget. The Medical Services account line was budgeted for \$1,000,000. The 2022 monthly contractual payments with the vendor totals \$1,053,973.55. Advanced Correctional Healthcare also bills for prescriptions, medical supplies, monthly electronic medical records contractual payments, and inmate services at any medical facilities, which amounted to over \$90,000.00 for this current year. With a current balance of \$34,171.39 and a transferred amount of \$45,878.44 from other eligible account lines into the Medical Services account line, there is a remaining balance of \$80,049.83. The December invoices amount to an estimate of \$117,000.00. The Correctional Center is requesting the additional appropriation amount of \$37,000.00 to cover the contractual amount for the remainder of 2022.

Deckard moved to approve the Jail's request for an additional appropriation in fund 1000-0380, General Fund-Jail, of \$37,000 in the Services Category. McKim seconded.

Sam Crowe, Jail Commander, presented on this agenda item. Council discussion ensued. No public comment.

Wiltz asked for a Roll Call vote.

Shell called the roll:

Munson Yes

Crossley Yes

McKim Yes

Hawk Yes

Iversen Yes
Wiltz Yes
Deckard Yes
Motion passed 7-0; Unanimous

**13. COUNTY COUNCIL AND BOARD OF COMMISSIONERS, Julie Thomas and Kate Wiltz
Joint Request Approval of American Rescue Plan Act (ARPA) Additional Appropriations**

American Rescue Plan Act Fund, 8950-0000

TBD	Personnel Category	\$26,363,982.00
TBD	Supplies Category	\$26,363,982.00
TBD	Services Category	\$26,363,982.00
TBD	Capital Category	\$26,363,982.00

Board of Commissioners and County Council are reviewing ARPA Projects. The full amount of available ARPA funds, \$26,363,982, was advertised across all categories to give Commissioners and Council flexibility in their project decision. Disbursements of appropriated funds for ARPA projects are contingent on the inclusion of the project within the Ordinance establishing Monroe County's ARPA plan and passage of the plan by the Board of Commissioners. On December 7, 2022, the Board of Commissioners will consider an amended Ordinance that references the ARPA plan and that provides details for the use of the funds and for what projects in accordance with federal law.

Deckard moved to open for discussion and approval additional appropriations for Fund 8950-0000, American Rescue Plan Act (ARPA). McKim seconded.

Julie Thomas, County Commissioner, led the discussion which is a continuation from the November 29th Council meeting. Discussion ensued.

McKim made a motion to amend the motion on the floor to add the following Lines and Appropriations:

<i>Rural Transit Bus Purchas</i>	<i>\$ 540,000</i>
<i>Habitat for Humanity Osage Place</i>	<i>\$1,773,076</i>
<i>Hoosier Hills Food Bank</i>	<i>\$ 30,000</i>
<i>Monroe County Fire District Ambulance Service</i>	<i>\$1,217,970</i>
<i>Wastewater Monitoring</i>	<i>\$ 91,000</i>

Munson seconded.

No further discussion. No public comment.

*Wiltz called for a Voice Vote on the amendment to the original motion.
Motion passed; Unanimous*

Wiltz asked for a Roll Call vote on the original motion.

Shell called the roll:

Deckard Yes
McKim Yes
Crossley Yes
Munson Yes
Wiltz Yes
Iversen Yes
Hawk Yes

Motion passed 7-0; Unanimous

Signature Page:

The Summary Minutes for **December 6, 2022** were presented and approved on **January 24, 2023**.

MONROE COUNTY COUNCIL, INDIANA

"Aye"

"Nay"

Kate Wiltz, President

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Trent Deckard, President Pro Tempore

Jennifer Crossley, Member

Jennifer Crossley, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, Member

Cheryl Munson, Member

ATTEST:

Catherine Smith, Auditor
Monroe County, Indiana

Date

MEMORANDUM OF DECEMBER 13, 2022
JOINT EXECUTIVE SESSION MEETING OF THE
MONROE COUNTY BOARD OF COMMISSIONERS
AND THE MONROE COUNTY COUNCIL

Pursuant to Indiana Code 5-14-1.5-6.1(b)(2)(B), the Monroe County Commissioners and the Monroe County Council met in Executive Session on December 13, 2022, in the Council Conference Room for the purpose of discussing strategy with respect to the initiation of litigation and with respect to pending litigation.

The meeting was called to order at 4:52 p.m.

The following Monroe County Council members were in attendance (in person): Kate Wiltz; Trent Deckard; Peter Iversen; and Cheryl Munson.

The following Monroe County Commissioners were in attendance (in person): Julie Thomas; and Lee Jones.

Staff in attendance: Kim Shell and David Schilling (in person); and Jeff Cockerill and Molly Turner King (virtually).

The discussion of the Monroe County Commissioners and the Monroe County Council was limited to the advertised purposes of discussing strategy with respect to the initiation of litigation and pending litigation.

The meeting adjourned at 5:14 p.m.

Approved and certified on January 11, 2023, by the Commissioners.


“AYE”

“NAY”




PENNY GITHENS, President

PENNY GITHENS, President



JULIE THOMAS, Vice President

JULIE THOMAS, Vice President



LEE JONES

LEE JONES

ATTEST:



CATHERINE SMITH, Auditor

Approved and certified on December _____, 2022, by the Council.

“AYE”

“NAY”

KATE WILTZ, President

KATE WILTZ, President

TRENT DECKARD, President Pro Tem.

TRENT DECKARD, President Pro Tem.

JENNIFER CROSSLEY

JENNIFER CROSSLEY

MARTY HAWK

MARTY HAWK

PETER IVERSEN

PETER IVERSEN

GEOFF McKIM

GEOFF McKIM

CHERYL MUNSON

CHERYL MUNSON

ATTEST:

CATHERINE SMITH, Auditor



MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

Kate Wiltz, President
Trent Deckard, President Pro Tempore
Jennifer Crossley
Marty Hawk
Peter Iversen
Geoff McKim
Cheryl Munson
Kimberly Shell, Council Administrator
Courtney Moser, Administrative Assistant
Molly Turner-King, Legal Counsel

COUNCIL WORK SESSION SUMMARY MINUTES Tuesday, December 20, 2022 at 5:30 pm Nat U. Hill Meeting Room and Zoom Connection

Members

Present – **In Person** – Kate Wiltz, President
Present – **In Person** – Trent Deckard, President Pro Tempore
Present – **In Person** – Jennifer Crossley
*Present – **Virtual** – Marty Hawk ([joined meeting at 5:38 pm](#))
Present – **In Person** – Peter Iversen
Present – **In Person** – Geoff McKim
Present – **In Person** – Cheryl Munson

Staff

Present – **In Person** – Molly Turner-King, Legal Counsel
Present – **In Person** – Kim Shell, Council Administrator

1. CALL TO ORDER

Wiltz called the meeting to order at 5:35 p.m. Roll was taken. Wiltz, Deckard, Crossley, Iversen, McKim, and Munson in attendance. Hawk not present.

2. ADOPTION OF AGENDA – 5:35 pm

On behalf of Sheriff Swain, Deckard made a motion to table Item 4 indefinitely. McKim seconded.

Deckard made a motion to add Item 9D, Sheriff's Office, request to amend the 2023 Salary Ordinance. Munson seconded.

Deckard made a motion to add Item 9E, Sheriff's Office, request approval to amend the 2022 and 2023 Salary Ordinances, regarding the increase for the Chief Deputy and Jail Commander. Iversen seconded.

Wiltz called for a Voice Vote on the amendments of the agenda.
Motion passed; Unanimous

3. DEPARTMENT UPDATES – 5:39 pm

*Hawk joined the meeting virtually at 5:39 pm

- 4. SHERIFF'S OFFICE, Brad Swain**
Request Approval to use Commissary Funds
For Community Services Beyond Direct Jail Programming
\$10,000 to Stride Center
\$5,000 to Susie's Place
\$2,500 to Middle Way House
\$2,500 to Court Appointed Special Advocate (CASA)

Per IC 38-8-10-21 (9) the Sheriff is requesting approval to use Commissary Funds for community services beyond direct jail programming. The services provided by these organization are of tremendous benefit to law enforcement in our community. The funds requested will support he continued services to law enforcement and the Monroe County community.

This item tabled indefinitely.

- 5. AUDITOR'S OFFICE, Bri Gregory – 5:41 pm**
Request Reversal of Council Action of a Fund-to-Fund Transfer
Westside Economic TIF, 4920-0000

On November 15th the County Council approved a fund-to-fund transfer from the Westside Economic Development/Richland Township TIF Fund to the Vernal Pike Grant Fund. As fund-to-fund transfers are only permissible under limited circumstances and must be supported by statute, the Auditor's Office consulted the State Board of Accounts (SBOA) to determine if this cash transfer is allowed. Unfortunately, the SBOA confirmed that only a local match may be transferred to a grant fund. As the request for a cash transfer is to support Right of Way (ROW) acquisition, an expense that is not covered under the federal grant and funded 100% by the county, this expense does not meet the criteria to be considered a local match. The County Highway Department has submitted a request for an additional appropriation in the Westside Economic Development/Richland Township TIF Fund to support the expense and correct this issue. As the transfer request was previously approved, the County Council must also formally reverse the action to be in compliance with the State.

Deckard moved to approve the Auditor's request to reverse an approval of a fund-to-fund transfer in Fund 4920-0000, Westside Economic TIF which was approved by Council on November 15, 2022. McKim seconded.

Gregory presented on this item. No Council discussion. No Public comment.

Wiltz asked for a Roll Call vote.

Shell called the roll:

<i>Crossley</i>	<i>Yes</i>
<i>Hawk</i>	<i>Yes</i>
<i>Wiltz</i>	<i>Yes</i>
<i>Iversen</i>	<i>Yes</i>
<i>McKim</i>	<i>Yes</i>
<i>Munson</i>	<i>Yes</i>
<i>Deckard</i>	<i>Yes</i>

Motion passed 7-0; Unanimous

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6. **HIGHWAY DEPARTMENT, Lisa Ridge – 5:42 pm**
Request Approval of an Additional Appropriation
Westside Econ Dev TIF, 4920-0000
31257 Vernal Pike Connector Road \$2,800,000.00

The Department is requesting an additional for right-of-way acquisition for this project. This will replace the additional that was requested last month in the grant fund line.

Deckard moved to approve the Highway Department's request for an additional appropriation in Fund 4920-0000, Westside Economic TIF, in the amount of \$2,800,000 in the Services Category. McKim seconded.

Gregory presented on this item. No Council discussion. No Public comments.

Wiltz asked for a Roll Call vote.

Shell called the roll:

Deckard Yes

Iversen Yes

McKim Yes

Munson Yes

Wiltz Yes

Hawk Yes

Crossley Yes

Motion passed 7-0; Unanimous

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7. **HEALTH DEPARTMENT, Lori Kelley – 5:43 pm**
A. Request Approval for a Category Transfer

TANF, 8150-9622

FROM:

21112 LARC \$2,200.86

TO:

17801 Part Time \$ 580.57

18101 FICA \$ 192.85

18201 PERF \$ 620.90

38110 Services & Charges \$ 806.54

TOTAL \$2,200.86

The Department is requesting to do a category transfer using unspent LARC revenue towards negative personnel and services account lines. This fund is no longer being used this year, as 8126 Title X has taken over current expenditures regarding the clinic for the remainder of the year, this transfer is to simply even out existing negative account lines.

Deckard moved to approve the Health Department's request for a category transfer in Fund 8150-9622, TANF, of \$2,200.86 from the Supplies Category to \$1,394.32 into the Personnel Category and \$806.54 into the Services Category. McKim seconded.

Lori Kelley, Health Administrator, presented on this item. No Council discussion. No Public comment.

Shell called the roll:

Hawk **Yes**

Munson Yes

McKim **Yes**

Deckard **Yes**

Wiltz **Yes**

Crossley Yes

Iversen Yes

Motion passed 7-0; Unanimous

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B. Request Approval for a Category Transfer – 5:45 pm

Harm Reduction, 8153-9622

FROM:

30014	Other Services	\$185.84
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TO:

20011 Other Supplies \$185.84

The Department is requesting a category transfer from the "Other Services" account line into the "Other Supplies" account line due to a negative balance from a claim being made in January of this year from the incorrect location (9621 instead of 9622).

Deckard moved to approve the Health Department's request for a category transfer in Fund 8153-9622, Harm Reduction, of \$185.84 from the Services Category to the Supplies Category. McKim seconded.

Kelley presented on this item. No Council discussion. No Public comment.

Wiltz asked for a Roll Call vote.

Shell called the roll:

Iversen **Yes**

Deckard **Yes**

Wiltz **Yes**

Munson **Yes**

Crossley Yes

McKim Yes

Hawk **Yes**

Motion passed 7-0; Unanimous

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used to cover the negative amounts. If needed, the Other Supplies and Services & Charges account line appropriations can be moved via in-house transfers to cover other unpredictable, necessary expenses.

Deckard moved to approve the Health Department's request for additional appropriations in Fund 8150-9622, TANF Futures, of \$1,395 in the Personnel Category, \$6,479 in the Supplies Category and \$4,126 in the Services Category for a total of \$12,000. McKim seconded.

Kelley presented on this item. No Council discussion. No Public comment.

Wiltz asked for a Roll Call vote.

Shell called the roll:

McKim Yes

Crossley Yes

Hawk Yes

Munson Yes

Wiltz Yes

Deckard Yes

Iversen Yes

Motion passed 7-0; Unanimous

8. EMERGENCY MANAGEMENT, Jamie Neibel – 5:52 pm

A. Request Approval of an Additional Appropriation

Emergency Planning/Right to Know Fund, 1152-0000

44220 Emergency Response Equipment \$6,200.00

The Local Emergency Planning Committee (LEPC) approved the use of Right-to-Know funds, acquired from the state SARA II reporting program and earmarked for spending by the LEPC, to purchase: eight (8) hazardous material chemical suits, eight (8) hazardous materials chemical boots, and a detection instrument for the sensing of chlorine and ammonia. The suits and boots have to be replaced periodically due to the breakdown of materials. The detection instrument is a new addition to the hazardous material toolbox. All items will enhance the safety of our first responders and citizens during hazardous materials incidents.

Deckard moved to approve the Emergency Management Department's request for an additional appropriation in Fund 1152-0000, Emergency Planning/Right to Know, of \$6,200 in the Capital Category. McKim seconded.

Jamie Neibel, Emergency Management Director, presented on this item. Council comment ensued.

No Public comment.

Wiltz asked for a Roll Call vote.

Shell called the roll:

Munson Yes

McKim Yes

Crossley Yes

Iversen Yes

Wiltz Yes

Hawk Yes

Deckard Yes

Motion passed 7-0; Unanimous

Sheriff Merit Pole Grids:

<i>Merit Deputy</i>	BASE	1-YEAR	3-YEAR	8-YEAR	14-YEAR	20-YEAR	25-YEAR
MERIT POLE UNION A	\$29.75	\$30.72	\$32.34	\$33.63	\$34.93	\$35.90	\$36.87
<i>Bi-Weekly Rate</i>	\$2,380.00	\$2,457.60	\$2,587.20	\$2,690.40	\$2,794.40	\$2,872.00	\$2,949.60
APPROX. ANNUAL	\$61,880	\$63,898	\$67,268	\$69,951	\$72,655	\$74,672	\$76,690
<i>Sergeant</i>							
MERIT POLE UNION B	\$31.99	\$33.04	\$34.78	\$36.17	\$37.56	\$38.60	\$39.64
<i>Bi-Weekly Rate</i>	\$2,559.20	\$2,643.20	\$2,782.40	\$2,893.60	\$3,004.80	\$3,088.00	\$3,171.20
APPROX. ANNUAL	\$66,540	\$68,724	\$72,343	\$75,234	\$78,125	\$80,288	\$82,452
<i>Lieutenant</i>							
MERIT POLE UNION C	\$33.98	\$35.09	\$36.94	\$38.42	\$39.89	\$41.00	\$42.11
<i>Bi-Weekly Rate</i>	\$2,718.40	\$2,807.20	\$2,955.20	\$3,073.60	\$3,191.20	\$3,280.00	\$3,368.80
APPROX. ANNUAL	\$70,679	\$72,988	\$76,836	\$79,914	\$82,972	\$85,280	\$87,589

Jail/Correctional/Center Grids:

	POSITION	AMEND CLASSIFICATION	BASE RATE	
	Correctional Officer	Jail CIV Pole B	\$22.53	
	*Correctional Corporal	Jail CIV Pole B	\$22.53	\$23.23
	Correctional Sergeant	Jail CIV Pole C	\$23.99	
	Correctional Captain	Jail CIV Pole E	\$27.69	
	Administrative Coordinator	Jail COMOT C	\$22.59	
	Food Service Specialist	Jail LTC B	\$22.21	
	Facilities Manager	Jail PAT B	\$26.24	
	Financial Coordinator	Jail PAT A	\$24.79	
<i>*Each Corporal shall receive an additional \$0.70 per hour on the base Correctional Officer rate.</i>				
<i>Each Correctional position above shall receive a \$0.48 per hour increase in pay for each full year of service for the first 20 years of service.</i>				

A2. 2023 Sheriff Special Occupation Positions; Sheriff Merit Pole Grids; and the Jail/Correctional Center Grid

Sheriff Special Occupation Positions:

POSITION	DEPT	ANNUAL	BI-WEEKLY	HOURLY RATE
Ass't Jail Commander	Jail	\$95,098	\$3,657.60	\$45.72
Captain of Operations	Sheriff	\$95,098	\$3,657.60	\$45.72

The positions of Captain of Operations and Assistant Jail Commander shall receive the base hourly rate of the Merit Pole C – 25-Year Lieutenant plus an additional \$1.50 per hour.

Sheriff Merit Pole Grids:

<i>Merit Deputy</i>	BASE	1-YEAR	3-YEAR	8-YEAR	14-YEAR	20-YEAR	25-YEAR
MERIT POLE UNION A	\$31.24	\$32.26	\$33.96	\$35.32	\$36.67	\$37.69	\$38.71
<i>Bi-Weekly Rate</i>	\$2,499.20	\$2,580.80	\$2,716.80	\$2,825.60	\$2,933.60	\$3,015.20	\$3,096.80
APPROX. ANNUAL	\$64,980	\$67,101	\$70,637	\$73,466	\$76,274	\$78,396	\$80,517
<i>Sergeant</i>							
MERIT POLE UNION B	\$33.60	\$34.69	\$36.52	\$37.98	\$39.44	\$40.54	\$41.63
<i>Bi-Weekly Rate</i>	\$2,688.00	\$2,775.20	\$2,921.60	\$3,038.40	\$3,155.20	\$3,243.20	\$3,330.40
APPROX. ANNUAL	\$69,888	\$72,156	\$75,962	\$78,999	\$82,036	\$84,324	\$86,591
<i>Lieutenant</i>							
MERIT POLE UNION C	\$35.68	\$36.85	\$38.79	\$40.34	\$41.89	\$43.05	\$44.22
<i>Bi-Weekly Rate</i>	\$2,854.40	\$2,948.00	\$3,103.20	\$3,227.20	\$3,351.20	\$3,444.00	\$3,537.60
APPROX. ANNUAL	\$74,215	\$76,648	\$80,684	\$83,908	\$87,132	\$89,544	\$91,978

	POSITION	AMEND CLASSIFICATION	BASE RATE
	Correctional Officer	Jail CIV Pole B	\$23.66
	*Correctional Corporal	Jail CIV Pole B	\$23.66
	Correctional Sergeant	Jail CIV Pole C	\$25.19
	Correctional Captain	Jail CIV Pole E	\$29.07
	Administrative Coordinator	Jail COMOT C	\$23.72
	Food Service Specialist	Jail LTC B	\$23.32
	Facilities Manager	Jail PAT B	\$27.55
	Financial Coordinator	Jail PAT A	\$26.03

****Each Corporal shall receive an additional \$0.70 per hour on the base Correctional Officer rate.***

Each Correctional position above shall receive a \$0.48 per hour increase in pay for each full year of service for the first 20 years of service.

Note: On January 16, 2022, Council approved tying the Captain of Operations and Assistant Jail Commander salaries to the Merit Pole C – 25-Year Lieutenant hourly rate with an additional \$1.50 per hour to ensure compensation hierarchy levels remain intact.

Kim Shell, Council Administrator, presented on this item. Council comment ensued.
Public Comment: Rubin Martè, new Sheriff, spoke in favor of this increase and thanked Council for making that decision.

Motion passed 7-0; Unanimous

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Recorder's Perpetuation Fund, 1189-0000

17801	Part Time Hourly	Range: \$14.00-\$17.06
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Motion passed 7-0; Unanimous

[illegible]

General Fund-Jail, 1000-0380 and Public Safety LIT-Jail, 1170-0380

17101 Overtime Range Rate: \$30.86 - \$50.00

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Public Comment: Rubin Martè, new Sheriff, supported this request to increase the Chief Deputy & Jail Commander salaries.

Wiltz asked for a Roll Call vote.

Shell called the roll:

Deckard Yes

Hawk Yes

McKim Yes

Iversen Yes

Munson Yes

Crossley Yes

Wiltz Yes

Motion passed 7-0; Unanimous

10. COUNCIL COMMENTS

-Deckard thanked everyone for their hard work this year.

-Munson stay safe and warm. Look forward to next year.

-Crossley thanked everyone and look forward to next year.

-Iversen thanked everyone for all that they do.

-Wiltz acknowledged that Councilor Munson received a very prestigious award. Also, mentioned rezone on Fullerton Pike decision and the warming station dates and times.

-Hawk spoke on people need to find a warming station with the cold weather coming up.

11. ADJOURNMENT – 6:24 pm

Signature Page:

The Summary Minutes for **December 20, 2022** were presented and approved on **January 24, 2023**.

MONROE COUNTY COUNCIL, INDIANA

“Aye”

“Nay”

Kate Wiltz, President

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Trent Deckard, President Pro Tempore

Jennifer Crossley, Member

Jennifer Crossley, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, Member

Cheryl Munson, Member

ATTEST:

Catherine Smith, Auditor
Monroe County, Indiana

Date