

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 Pro Tempore Trent Deckard Marty Hawk Peter Iversen Geoff McKim Cheryl Munson Margie Rice, Legal Counsel Kimberly Shell, Council Administrator Meghan Miller, Council Assistant

Eric Spoonmore, President

COUNCIL WORK SESSION AGENDA Tuesday, June 22, 2021 at 5:30 pm MEETING CONNECTION VIA ZOOM

https://monroecounty-in.zoom.us/j/82113298945?pwd=aWZxai8rY3FiWHlldnV2Y0ltTHRnZz09

Meeting ID: 821 1329 8945 Password: 485032

- The public's video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.
- Below is the link for ZOOM Meeting Schedule of Monroe County Virtual Public Meetings for your convenience:

https://www.co.monroe.in.us/egov/apps/document/center.egov?view=item;id=10017

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"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, activity of Monroe County, should contact Monroe County Title VI Coordinator, Angie Purdie, (812)349-2550, apurdie@co.monroe.in.us, as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at least seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public."

1. CALL TO ORDER PAGE

2. ADOPTION OF AGENDA

3. DEPARTMENT UPDATES

Bri Gregory, County Financial Director Angela Purdie, Board of Commissioners Administrator

- 4. REQUESTS TO HIRE AT THE MID-POINT BASED ON RESOLUTION 2015-46 AND TO SIMULTANEOUSLY AMEND THE 2021 SALARY ORDINANCE.
 - A. YOUTH SERVICES BUREAU

5

LIT-SPECIAL PURPOSE, 1114-0166

11170 Financial & Personnel Coordinator 40 Hours PAT 3 Exempt

This request is to hire a well-qualified candidate as YSB's Financial & Personnel Coordinator at the mid-point salary rather than at the starting salary. Please note that the salary ordinance and appropriation are already at the midpoint, so no additional funding is being requested. The candidate has 25+ years of experience working in Financial Management positions with an Associate's degree in Business. They also have proven experience in all other aspects required for this position. The candidate is currently employed at another local agency at a salary similar to the mid-point of a PAT 3. The HR department has reviewed the candidate's resume against the job description and found the candidate has relevant experience in financial and office management, overseeing accounts and balances, supervisory experience, and overseeing audits.

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B. SURVEYOR'S OFFICE

14

General Fund-Surveyor, 1000-0006 (50%) & Corner Perpetuation Fund, 1202-0000 (50%) 12009 Survey Technician (Split) 35 Hours PAT 1

The Department is requesting to hire the candidate at the mid-point salary. They have 12 years of experience working in county government and an additional eleven years working as a deputy assessor at the township level. Their experience includes interpreting/reviewing surveys, plats, deeds easements and drainage records. They have good working knowledge of the Public Land Survey System and has experience in the rigors of field work, working with survey equipment, and supervising field crews. They have worked extensively with aerial photography, GIS, and with Esri, AutoCad and other software. He has a good working knowledge of Monroe County roads, borders and topology. The HR department finds the candidate has thirteen years of experience in the Marion County Assessor's Office as well as field work and equipment usage.

5. HIGHWAY DEPARTMENT, Lisa Ridge

21

Discussion Regarding ARP Project, Stormwater Grant Funding Program

The Indiana Finance Authority is accepting applications for the State Water Infrastructure Fund (SWIF) Program. This is a 50/50 match program and it is encouraged that the matching funds come from the American Recovery Plan (ARP) funds that was recently distributed to the government entities. Monroe County has three projects that can qualify for this funding, Baby Creek Road, Moore Pike and Stipp Road and are shovel ready, which is a requirement. The estimated construction cost for the projects are \$6,000,000.00. The Department will be working with Lochmueller Group for the submittal of these applications. The Department believes that this a great opportunity and the projects have a very good chance of being selected. The Department is asking to use the ARP funds for the match on these projects if they are awarded. The item was discussed at the June 9, 2021 Stormwater Board meeting, with the Board being in full support of this request.

6. REQUEST APPROVAL OF A NEW POSITION AND SIMULTANEOUSLY AMEND THE 2021 SALARY ORDINANCE

A. Sheriff's Office, Ryan Davis

38

General Fund-Sheriff, 1000-0005

15160 Administrative Data Analyst 40 Hours PAT 3 Non-Exempt

(The 40 Hour - PAT 3 Base Rate range is \$21.29 - \$25.34 hourly or approximately annually \$44,283 - \$52,707. This amount will be prorated depending on the employee's hire date.)

The Department met with Council and the Personnel Administration Committee (PAC) regarding the need of an Administrative Data Analyst. On June 1st, PAC reviewed the recommendation report from Waggoner, Irwin, and Scheele (WIS) and approved to forward the recommendation to Council with a positive recommendation.

The main objective of this new position is increasing transparency with the Sheriff's Office and our community on matters of public interest such as statistical information and other general data. This position's primary focus would be to specialize in crime trends and patterns, surveys, statistical analysis, data integrity and reporting statistics to police personnel, the public and other government agencies. The Department requests the approval of this new position along with a request to add the position to the 2021 Salary Ordinance so the position can be advertised and filled this year.

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B. HEALTH DEPARTMENT, Penny Caudill

47

Health Fund, 1159-0000

10122 Environmental Health Services Manager 35 Hours PAT 5 Exempt

10123 Population Health & Outreach Manager 35 Hours PAT 5 Exempt

(The 35 Hour - PAT 5 Base Rate range is \$24.32 - \$29.04 hourly or approximately annually \$44,262 - \$52,853. This amount will be prorated depending on the employee's hire date.)

The Department requested these two additional position during the 2021 budget sessions. Council requested the Department go to PAC and follow the steps need to create and classify the requested positions. On June 1st, PAC reviewed the recommendation report from Waggoner, Irwin, and Scheele (WIS) and approved to forward the recommendations to Council with a positive recommendation. The Department requests the approval of these new positions along with a request to add these position to the 2021 Salary Ordinance so the positions can be advertised and filled this year.

7. DISCUSSION AND REVIEW OF PROPOSED 2021 GENERAL OBLIGATION BOND PROJECTS

64

8. LEGAL DEPARTMENT, Margie Rice 66
Request Approval of Resolution 201-26 and Notice of Election to Opt out of Opioids Settlements

Monroe County has been engaged in pursuing damages caused by the manufacture, sale & distribution of opioids. Recent legislation adopted by the Indiana legislature and signed into law by the Governor could diminish the potential recovery from various responsible parties. It is in the best interests of Monroe County citizens to opt out of the opioids settlements. This Notice of Election to Opt out of Opioids Settlements under Indiana Code 4-6-15-2 and Resolution 2021-26 will be submitted to the Indiana Attorney General by the filing deadline of June 30, 2021. Both the Notice and the Resolution will go before the County Commissioners on June 23, 2021.

DISCUSSION AND REVIEW OF RESOLUTION 2015-46: SUPPORTING A MID-POINT HIRING POLICY
 Margie Rice & Kim Shell

10. APPROVAL OF MINUTES AS PRESENTED

11. BOARDS AND COMMISSIONS

Current Board or Commission Vacancies

-Women's Commission 2 Year Term Expires: 1/1/2022 (completing a current term)

12. COUNCIL COMMENTS

13. ADJOURNMENT



REQUEST TO HIRE IN AT THE MIDPOINT OF THE COMPENSATION SCALE

(Resolution 2015-46)

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Department:			DH/EO:		
Position:			Classification:		
Minimum Salary:			Mid Point Salary:		
Evaluation Factors: Kn	owledge, Skill, A	Ability (KSA) and	d Experience		
Department Head/Elected Official Statement					
	Signature:			Date:	
Human Resources Statement					
	Signature:	Sons	on de	Date:	
Council Required Docu Job Description HR Statement			EO Statement ement of fiscal impact		
Council Decision	Yes	No	Date		
Personnel Administrat	ion Committee	(PAC) Review:			
PAC Required Docume Job Description		Reda	acted resume of the applicant		
Date closed:					

Objective:

A position with a company seeking excellence in customer service. A company actively seeking an individual with an extraordinary record of leadership, financial management and strong customer service skills. An individual capable of simultaneously balancing a strong business sense with compassionate associate and customer skills.

Experience:

Gill Guys Group

April 2018 to present

Business Office Manager

- Responsible for overseeing all data entry of accounts
- Responsible for all accounts receivable
- All employee maintenance training and track of compliance
- Responsible for all banking, account balancing for four business locations
- Assist in the setting up of new vendors/contractors in the building of four locations
- Responsible for tracking and facilitating the bonus structure for management.

Eye Physicians Inc.

Sept 2012 to Nov 2017

Supervisor of Insurance and Billing

- Responsible for overseeing collections
- scheduling insurance training and education
- Supervisor front office and insurance department
- Responsible for Medicare compliance and all active audits
- Responsible for all associate training, supervision, discipline and review of performance.

Clarian Bariatrics/IU Health

Feb 2008 to March 2012

Supervisor of Insurance and Billing Departments

- 98% collection rate of front end accounts
- 75% collections of denied claims
- 1.5 million dollars recouped in lost claims fourth quarter 2008
- Supervisor for 6 to 10 person department and active supervisor for 25 plus
- Responsible for HIPPA compliance for physicians and staff
- Educator of Medicaid, Medicare and commercial insurance programs
- Supporting supervisor and educator for satellite clinics
- Responsible for associate training, supervision, discipline and review of performance.

John E. Fawcett, OD

December 1998 to Oct 2009

Office Manager and billing supervisor

- 67% reduction in AR balance in twelve months
- Responsible for all staff education
- Responsible for office personnel training in all insurance programs, HIPPA compliance and office policy and procedure.
- Responsible for all tracking of employee processes and performance/review.
- Responsible for all patient billing, denial and collections procedures and questions.

Education

Indiana Wesleyan University Associates in Business Actively pursuing BA Business Administration Indiana Wesleyan

Summary

Highly motivated, creative and versatile leader with twenty years experience in supervision, leadership, financial management and customer service. Especially skilled in team motivation and building strong productive staff relationships. Seeking a challenging position in management that offers the opportunity to improve overall growth, efficiency and effectiveness in the configuration and dynamic of the company.

References available upon request

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: Financial & Personnel Coordinator

DEPARTMENT: Youth Services Bureau of Monroe County

WORK SCHEDULE: As Assigned JOB CATEGORY: PAT III, 40hrs

DATE WRITTEN: January, 2007 **STATUS:** Full-time **REVISED:** January 2010 **FLSA STATUS:** Exempt

REVISED: December 2014 **REVISED**: November 2016

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. The County of Monroe provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Financial & Personnel Coordinator for the Youth Service Bureau of Monroe County, responsible for the management and administration of budgetary, payroll, and procurement functions, and various other accounting and management related duties.

DUTIES:

Supervises Office Manager and other relevant personnel, as assigned.

Prepares, analyzes and reports all Youth Services Bureau budgets, including monitoring and recording expenditures, analyzing trends and identifying system dysfunctions, and recommending procedural efficiency as appropriate. Creates projected annual budgets, including the budget for annual budget hearings. Reviews with Executive Director and makes any necessary adjustments. Attends budget work sessions and budget hearings as needed, providing information and necessary documentation.

Serves as hiring lead for all positions at the agency, to include preparing and posting all job advertisements, collecting resumes, coordinating and scheduling interview times, participating in all agency interviews, communicating with applicants, conducting and collecting employment references, and making job offers.

Serves as the responsible party to ensure all staff (at hire) have required reference checks, educational documentation, background screenings, pre-employment physicals, pre-employment drug screenings, TB test and other required pre-employment activities completed successfully prior to YSB offering a formal offer of employment. Communicates results of screening to the Deputy Director.

In collaboration with the Program Coordinator, assures department compliance with all accrediting and licensing requirements in relation to personnel charts and training needs of YSB staff, meeting

with licensing officials, assisting licensing officials during inspection and correcting instances of non-compliance in this area.

Serves as a member of the Youth Services Bureau Senior Leadership Team, and attends weekly meeting. In conjunction with other members of the team, assists in developing, maintaining, and implementing department programs, goals, and procedures, including reviewing and/or revising policies, determining allocation of funds, resolving conflicts and problems, determining department priorities, and addressing related issues as necessary.

Supervises and directs assigned personnel, including interviewing and making hiring recommendations, reviewing position responsibilities and salaries, administering personnel programs and procedures, updating staff of organizational developments, providing training, establishing goals, evaluating performance, maintaining discipline and recommending corrective actions as warranted, making work assignments, and maintaining knowledge of duties performed by supervisory personnel. Performs duties of assigned personnel in their absence.

Oversees preparation of purchase orders and claims for all Youth Services Bureau budgets.

Reconciles with Auditor's records and recommends line-item transfers as needed to maintain positive account balances. Set up YSB financial database annually with new line numbers and annual appropriations for both county funds and any grant funds.

Prepares monthly and ad hoc financial reports for the Executive Director, Assistant/Deputy Director, Presiding Judge, County Auditor, Program Supervisors, and all auditing/regulating agencies. Monitors, analyzes, and reports all grant funding requests, continuously recording and monitoring all revenues and expenditures for grant and revenue funding sources.

Administers Phase One of new employee orientation for direct care staff Youth Services Bureau staff, to include filling out new hire paperwork, discussing the county Personnel Policy Handbook, preparing and explaining employee timesheets, the county pay schedule, and other related topics. Prepares new employee timesheets annually and for new hires as needed. Updates and monitors benefit time earned and used on timesheets.

Maintains department payroll records and ledgers, including recording and/or calculating hours and days worked, pay, leave, compensatory time, and related information. Oversees preparation and maintenance of bi-weekly payroll for Youth Services Bureau staff. Reconciles department ledger totals to Auditor's reports. Maintains payroll records of work-study employees, submitting reports to University Work Study Office as required.

Maintains and updates personnel files, including time slips, requests for days off, evaluations, employment verifications, and other related information. Tracks and reports employee longevity and salary increases for Youth Services Bureau staff.

Prepare and submit Title IV-E cost report to the Department of Child Services on an annual basis. Serve as liaison between the Department of Child Services Rate Setting Unit and the Youth

Services Bureau of Monroe County. Respond to any clarification questions and make changes as needed to secure annual per-diem reimbursement rate. Attend annual I-Rate training as necessary.

Serves as the lead to ensure new staff are connected with the appropriate Monroe County entities for county employment enrollment and orientation.

Implements the advertising of open positions to various media sources, collects applicant resumes/applications, preparing for the interviewing of applicants.

Reviews Youth Services Bureau and Court policies and procedures regarding financial management and recommends changes/updates to the Executive Director. Prepares and presents oral or written management and budgetary reports, such as transfers, additional appropriations, and changes in salary ordinance to the Executive Director and other parties as requested.

Researches new grant opportunities. As eligible grant opportunities are identified, works with leads grant writing process, and works with other Youth Services Bureau staff to write a successful grant application and submit to granting authority. Prepares all financial portions of application. Monitors application status and provides any additional documentation or information as needed.

Assists in administering all Youth Services Bureau grants and funding contracts according to funding source requirements, including preparing and processing payment requests/drawdowns, creating/maintaining databases and spreadsheets, compiling data, preparing and submitting monthly, quarterly, semi-annual, and annual financial reports, and assisting auditors as needed.

Maintains electronic copies of Employee Services Records and submits to Auditor's Office annually or as otherwise requested.

Completes a variety of periodic reports as required or requested by County officials and funding/licensing agencies, including conducting assessments and compiling statistics, financial information, and narratives

Works to create and maintain YSB website. Gathers information from staff on community events for youth and posts to site regularly. Stays educated on website software, and works with the Technical Services department to correct any problems. Solicits ideas from other YSB staff as to needed or suggested website content.

Prepares all requests for County Council and Commissioners meetings and provides supporting documentation. Attends meetings as necessary to answer questions regarding these requests.

Maintains and dispenses YSB credit cards to staff as needed. Tracks and monitors spending with monthly statements.

Prepares and submit any necessary travel requests to the Presiding Judge.

Prepares, processes and submits monthly per-diem bills to welfare and probation departments in Monroe and other counties. Communicates frequently with various departments and related

agencies to exchange and verify financial information. Collects missing client ID numbers from probation and DCS. Collects and uploads all placement agreements and resident extension documents to client database. Maintains billing spreadsheet of all placement types.

Performs duties of other department personnel in their absence or as needed.

Attends weekly staff meeting as often as schedule and coverage allows. Attends a variety of meetings, seminars, and professional development workshops, as required. Periodically attends meetings on behalf of the department.

Attends monthly YSB Advisory Board meetings. Prepares and presents financial report to board members and answers any financial questions as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor's Degree in accounting, office/business administration, or related field or equivalent combination of education and experience.

Thorough knowledge of standard bookkeeping principles and fund accounting, with ability to accurately maintain and reconcile ledgers and other records, and complete related financial reports and payroll records as required.

Thorough knowledge of standard office practices and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Ability to supervise and direct assigned staff, including interviewing and making hiring recommendations, making work assignments, providing training and corrective instruction, evaluating performance, and maintaining knowledge of duties performed by supervisory personnel.

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

Ability to type with speed and accuracy and operate standard office equipment, such as computer, keyboard, calculator, fax machine, postage meter, copier, and telephone.

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

Ability to effectively complete duties amidst frequent distractions and interruptions, occasionally under pressure of formal deadlines.

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 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 occasionally work extended evening and/or weekend hours, and occasionally travel out of town for meetings/conferences.

II. RESPONSIBILITY:

Incumbent performs a variety of regular and routine duties with priorities determined by a flexible, customary routine and supervisor. Assignments are guided by broad policies and/or general objectives. Errors in work are primarily detected or prevented through supervisory review and notification from other agencies, and standard bookkeeping checks. Undetected errors could result in loss of time for correction, inconvenience to other agencies, or loss of money. Work is reviewed during critical phases and upon completion for accuracy and compliance with funding source regulations.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County personnel, other government departments/agencies, vendors, and the public for purposes of supervising and coordinating work, resolving problems and requesting and/or providing information.

Incumbent reports directly to the Deputy Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended evening and/or weekend hours, and occasionally travels out of town for meetings/conferences, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Financial Coordinator & Records Administrator for the Youth Service Bureau of Monroe County describes the duties and responsibilities for employment

job duties, requirements and responsibilities conta	ined herein, and any subsequent revisions.
Is there anything that would keep you from meeting Yes No	ng the job duties and requirements as outlined?
Applicant/Employee signature	Date
Type or Print name	_

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



REQUEST TO HIRE IN AT THE MIDPOINT OF THE COMPENSATION SCALE

(Resolution 2015-46)

Department:	Surveyor		DH/EO:	Minimum and a second se	
Position:	Survey Technician	-OCANANTA-ANALAS (* 1711 - 1714) (* 1706)	_ Classification:	PAT 1	
Minimum Salary:	\$34,671/year	All who will be a series of	_ Mid Point Salary:	\$37,911)
Evaluation Factors	: Knowledge, Skill, A	bility (KSA) and	Experience		
Department Head/Elected Office Statement	working in cou township level drainage recor experience in has worked ex	experience ds. has goo the rigors of field tensively with a	and an additional 11 years wor includes interpreting/reviewing d working knowledge of the Pub d work, working with survey equ	level. has 12 years of experience king as a deputy assessor at the surveys, plats, deeds, easements and blic Land Survey System and has ipment, and supervising field crews. Esri, AutoCad and other software.	
	Signature:	11pole		Date: 06/14/2021	
Human Resources Statement	Survey Technician equipment, locati performed similar	n from the jobing witness mo r job duties in	description include performi numents, and researching d the Marion County Assessor'	Assessor's office. Some of the duties for ng field work, preparing field notes, cleateds, plats, and surveys. The candidate has office including locating witness has also performed field work and cleaned by Date:	ning nas
Council Required I Job Descri HR Statem	ption	1	O Statement ment of fiscal impact		
Council Decision	Yes	☐ No	Date		
Personnel Adminis	stration Committee	(PAC) Review:			
			*	,	
PAC Required Doc Job Descri		Reda	cted resume of the applicant		

Objective

Monroe County Survey Technician

Experience

August 2013 - Current Marion Indianapolis, IN
County
Assessor

Mapping Specialist

- Working within the Public Land Survey System and its associations with deeds, plats and private surveys; observing statutory obligations of the PLSS
- Interpretation of legal documents: surveys, easements, drainage records and deeds
- Generating maps and data in Esri and Autocad
- Adding new land data layers in GIS to assist public and other county agencies
- Printing maps for customers and maintaining those printers
- Supervising field crews, delegating work in the gathering of PLSS and GIS data
- Additional experience in a wide variety of software, such as Microsoft, Adobe Photoshop, AutoCad and Esri Suites.
- Working knowledge of Monroe County roads, borders and topology

January 2009 – August 2013

Marion
County
Assessor

Legal Description Analyst

- Locating witness monuments to assure integrity and retracement for further development of highways, roads, corner records, private surveys, deeds and plats (and for archival purposes)
- Speaking with landowners and those with knowledge of the property in question
- Working with other county, state and US agencies
- Aligning aerial photography to section corners and parcel perimeters
- Hundreds of hours of research of old documents, both recorded and recovered

August 1997 –	December 2008
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Perry Township Assessor Indianapolis, IN

Deputy Assessor

- Hundreds of hours of field work
- Maintaining, cleaning, purchasing and general accountability of field equipment
- Knowledge of field equipment use
- Digitizing, archiving, indexing thousands of documents
- Driving to sites and physically capable of rigors of field work

July 1995 – July 1997

Volt Information Science Indianapolis, IN

Production Lead

- Production supervisor
- Quality control/ proof reading

Education

Ball State University

Muncie, IN

Bachelors Degree (Dean's List) / Level 1 Assessor

References

References are available on request.

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: Survey Technician DEPARTMENT: County Surveyor

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

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: June 26, 2018 STATUS: Full-time

DATE REVISED: FLSA STATUS: Non-exempt

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

Incumbent serves as Survey Technician, responsible for assisting the Professional Surveyor in administering those portions of the statutory duties of the Office of the Monroe County Surveyor that constitute the "practice of land surveying" as defined in IC 25-21.5-1-7; building and maintaining Survey Utility database; and performing various GIS duties including producing, creating, and maintaining GIS products.

DUTIES:

Assists the Professional Surveyor in administering those portions of the statutory duties of the Office of the Monroe County Surveyor that constitute the "practice of land surveying" as defined in IC 25-21.5-1-7.

Prepares and maintains equipment for fieldwork, prepares the County surveying vehicle, loads necessary equipment, stocks with supplies used in the field such as posts, mag nails, magnets, and rebar. Performs field work, including carrying equipment, locating witness monuments, clearing underbrush, collecting measurement data, searching for section corner survey monuments, and preparing field notes. Cleans equipment that has been out in field conditions such as rain, snow, and mud. Fuels and cleans out County surveying vehicle.

Gathers evidence that may assist in determining the original location of each section corner, including researching original Public Land Survey (PLS) notes, deeds, plats, surveys, highway plans, corner records, private survey records, aerial photography, evidence from knowledgeable landowners, and field evidence.

Researches and abstracts land record information, including plats, deed records, and related documents regarding PLS system.

Supervises assigned personnel, including planning and delegating work assignments and coordinating field survey operations.

Assists with questions related to PLS system and section corner perpetuation project. Builds and maintains Survey Utility database. Researches and acquires copies of survey records for each PLS Section, communicating and coordinating with a variety of organizations, including other County departments, private surveying firms, Corps of Engineers, Hoosier National Forest, Indiana Department of Natural Resources, and Indiana Department of Transportation.

Categorizes, indexes, digitizes, and incorporates surveys into Survey Utility database. Acquires and indexes digital and physical copies of surveys recorded each month, incorporating surveys into database.

Performs various GIS duties, including producing printed maps, providing GIS products and information for reports and presentations; creating, maintaining, and updating databases; operating computer software to update maps; and providing technical assistance to employees in the County.

Creates and maintains a new land data GIS layer from County Planning filings to assist Professional Surveyor, County Surveyor, and Planning Department with their evaluation of new subdivisions.

Maintains legal survey records and official corners of PLS system.

Works closely with County Surveyor and Professional Surveyor to define goals for Office.

Attends conferences and seminars to maintain current knowledge of laws and other trends in the field.

Performs related duties as assigned.

I. JOB REOUIREMENTS:

Associate Degree in land surveying or equivalent work experience.

Ability to meet all departmental hiring requirements, including passage of a written exam.

Thorough knowledge of the Public Land Survey System.

Working knowledge of surveying, drainage, legal terminology, and computer/information processing.

Working knowledge of Monroe County boundaries, County road system, and County topography.

Ability to perform the statutory duties as prescribed for the County Surveyor's Office as authorized by the Surveyor.

Ability to interpret and utilize all resources for the retracement of original section corners.

Ability to properly operate standard office and surveying equipment, such as GPS equipment, radar gun, laser measurement tools, construction levels, survey total station, AutoCAD, and ArcMap.

Ability to take action based on data analysis.

Ability to supervise assigned personnel, coordinate field survey operations, verify accuracy of work, and provide instruction as needed.

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

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

Ability to understand, memorize, retain, and carry out written or oral instructions. Ability to plan and layout assigned work projects.

Ability to work both indoors and outdoors, regardless of weather conditions to accomplish tasks required to perpetuate section corners.

Ability to occasionally work extended hours.

Possession of a valid driver's license and ability to drive a vehicle to perform field duties.

II. <u>DIFFICULTY OF WORK</u>:

Incumbent performs duties involving many variables and considerations. Incumbent performs duties according to technical specifications and standard practices of the profession, and responds to variables posed by changing field conditions.

III. RESPONSIBILITY:

Incumbent's assignments are guided by broad policies and/or general objectives. Decisions are always determined by specific instructions or existing, well established policies and procedures. Work is reviewed for soundness of judgment, attainment of objectives, and adherence to instructions and/or guidelines.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, private surveying firms, and the public for the purpose of exchanging factual information and results, and making referrals to other organizations.

Incumbent reports directly to Monroe County Surveyor and Professional Surveyor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office and in the field, involving working in extreme hot or cold temperatures, walking long distances on uneven terrain while carrying heavy objects and wearing protective clothing. Incumbent may be required to lift and carry objects weighing between 25 to 50 pounds, close/far vision, and hearing sounds/communication. Incumbent is occasionally required to work extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Survey Technician for the Monroe County Surveyor's Office 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 YesNo	g the job duties and requirements as outlined?
Applicant/Employee signature	Date
Print or Type Name	



MONROE COUNTY COUNCIL AGENDA REQUEST

MONROE COUNTY GOVERNMENT (Review form before completing)
DEPARTMENT: Stormwater TODAY'S DATE: 06/14/2021
CONTACT PERSON(S): Lisa Ridge
PHONE: (812) 349-2555 EMAIL: ljridge@co.monroe.in.us
PHONE: (612) 547 2555 EMAIL: 51-685-5
PURPOSE OF REQUEST:
Creation of New Fund/Account Line(s) Additional Appropriation(s)
Transfer of Funds Amend Salary Ordinance
Other (specify) Stormwater Grant Funding Request
Please give a <u>THOROUGH</u> narrative explanation of the request (purpose of the request and action needed by Council).
Explanation:
The Indiana Finance Authority is accepting applications for the State Water Infrastructure Fund (SWIF) Program. This is a 50/50 match program and it is encouraged that the matching funds come from the American Recovery Plan (ARP) funds that was recently distributed to the government entities. Monroe County has three projects that can qualify for this funding, Baby Creek Road, Moores Pike and Stipp Road and are shovel ready, which is a requirement. The estimated construction cost for the projects are \$6,000,000.00. We will be working with Lochmueller Group for the submittal of these applications. We believe that this is a great opportunity and the projects have a very good chance of being selected.
We are asking that the County Council use the ARP funds for the match on these projects if they are awarded. The item was discussed at the June 9, 2021 Stormwater Board meeting, with the Board being in full support of this request.
Complete only the pages helpy that companyed to the above selected pagest
Complete only the pages below that correspond to the above selected request. Revised 3/2018 Save entire request to your file and then forward completed request to the Council Office.



Monroe County Highway Department

501 N. Morton St., Suite 216, Bloomington, IN 47404 (812) 349-2555 Fax (812) 349-2959 www.co.monroe.in.us

May 27, 2021

To: Monroe County Stormwater Board From: Lisa Ridge, Highway Director

RE: Stormwater Grant Opportunity for Capital Improvement Projects

Kelsey and I were asked last month to provide information on moving forward with our Capital Improvement Projects and prioritization. I wanted to reach out to the board to discuss an opportunity for two of our shovel ready projects. The State has been allocated ARP funds specifically for waste water and stormwater projects that are shovel ready. The application for the grant will open on July 1, 2021. The projects that we would like to submit is the Baby Creek Project, Stipp Road and Moores Creek Road projects, with an estimated construction cost of 6 million for the projects. The grant is a 50/50 match. It is not required, but is preferred that the local match funding come from the ARP funds that Monroe County received or will receive in 2021 and 2022. The submitted projects are to be ready for construction in the spring of 2022. We would like to receive the assistance from Patricia Yount with Lochmueller Group for the preparation and submittal of the applications. Patty has extensive knowledge on these types of grants and would be very beneficial to Monroe County. We currently have an on-call hourly agreement that was approved last year for this type of service. Kelsey, Patty and I believe that these projects are great candidates for this grant.

We are asking for the Board to support the submittal of the projects for the funding and support for us to begin discussions with the County Council for the local match from the ARP funds. Again, it has been suggested that our local match should come from the ARP funds for the grant.

Please let me know if you have any questions or concerns. I think this is an opportunity that has come to our attention at the perfect timing for these projects and I think Monroe County could be a successful award recipient. We are very excited for this opportunity.

Lisa Ridge, Highway Director Kelsey Thetonia, MS4 Coordinator



STATE WATER INFRASTRUCTURE FUND ("SWIF")

GRANT APPLICATION

Return completed Application to: SWIF@ifa.in.gov by July 15, 2021

Internal Use - Project Number:

Section I. APPLICANT and SYSTEM INFORMATION

1.	Applicant Name (community or utility name):	
2.	Type of Applicant (check one):	
	☐ Municipality (City, Town, County, Township)	☐ Conservancy District ☐ For-profit Utility
	Regional Sewer or Water DistrictNon-profit Water Corporation	Other
3.	Project Type (check all that apply):	
	☐ Drinking Water	Stormwater
	☐ Wastewater	☐ Other
4.	Project Name:	
5.	For Drinking Water Projects only : Public Water Supply ID Number	per:
6.	For Drinking Water Projects only : Population Served (https://mywe	web.in.gov/IDEM/DWW):
7.	For Wastewater Projects only: NPDES Number:	
8.	For Wastewater and Stormwater Projects: Service Area Population	on (http://data.census.gov):
9.	Location of the Proposed Project: City / Town:	
	County(ies):	
	State Representative District: State Senate District	rict: Congressional District:
10.	Number of Connections (Current):	(Post-Project):
11.	Median Household Income for Service Area (http://data.census.gov):_):
12.	Current User Rate/4,000 gal.:Estimate	nated Post-Project Rate/4,000 gal.:
13.	Applicant's Data Universal Numbering System (DUNS) Number ¹ :	

¹ Participants must register with the SAM.gov, which requires the participant to have a DUNS Number. For more information about how to obtain a DUNS number and register in SAM.gov, see www.srf.in.gov.

Section II. CONTACT INFORMATION

Authorized Signatory (an official of the Community or	Consulting Engineer:
utility that is authorized to contractually obligate the applicant	Contact:
with respect to the proposed project):	Firm:
Name:	Address:
Title:	City, State, Zip Code:
Address:	Telephone # (include area code):
City, State, Zip Code:	E-mail:
Telephone # (include area code):	
E-mail:	Bond Counsel (if applicable):
	Contact:
Applicant Staff Contact (person to be contacted directly for	Firm:
information if different from authorized signatory):	Address:
Name:	City, State, Zip Code:
Title:	Telephone # (include area code):
Address:	E-mail:
City, State, Zip Code:	
Telephone # (include area code):	Financial Advisor:
E-mail:	Contact:
	Firm:
Certified Operator:	Address:
Name:	City, State, Zip Code:
Telephone # (include area code):	Telephone # (include area code):
E-mail:	E-mail:
Grant Administrator (if applicable):	Local Counsel:
Contact:	Contact:
Firm:	Firm:
Address:	Address:
City, State, Zip Code:	City, State, Zip Code:
Telephone # (include area code):	Telephone # (include area code):
E-mail:	E-mail:

Section III. PROJECT INFORMATION

Pr	posed Project - Describe the scope of the proposed project and how it will address the public health, water quality, an
30°	w it will satisfy a regional solution, as enumerated above. (Submit attachments if additional space is required).
Fo	r wastewater/stormwater projects, does any part:
a.	Achieve compliance of a CSO Long Term Control Plan? Yes No
b.	Reduce CSOs or SSOs? □Yes □No. If yes, by how much?
c.	Resolve an Agreed Order, Consent Decree, Sewer Ban?
d.	Eliminate septic tanks? □Yes □No. If yes, by how many?
e.	Reduce I&I? □Yes □No.
f.	Support regionalization (new or existing)? □Yes □No. If yes, describe.
g.	Include components of a Stormwater MS4 (Rule 13) Plan or Best Management Practices? ☐ Yes ☐ No
ь. h.	Reduce pollution in an Outstanding State Resource (327 IAC 2-1.5-2 (3)), Exceptional Use Stream (327 IAC 2-1-11)
11.	Natural, Scenic and Recreational River or Stream (312 IAC 7-2), Outstanding Rivers List for Indiana (Indiana Regist 20070530-IR 312070287NRA), or a salmonid stream (327 IAC 2-1.5-5(a)(3)), or an IDEM 303(d) listed waterbody?
	□Yes □No. If yes, what is the waterbody?
i.	Maintain or achieve compliance with effluent limitations based on established or future water quality standards?
	□Yes □No
j.	Reduce a pollutant(s)? □Yes □No. If yes, what pollutant and by how much?
y. k.	Incorporate elements that provide flexibility to adapt operations and functionality due to climate change and/or extrer
	•
	weather event? Yes No Protects human health in another way, not listed above? If yes, describe.

Estimated design completion of	late:		
Land acquisition/easements:	• • •		
If land is needed: □completed	·		
Estimated design completion of	late:		
Permits: complete the following	ng table regarding per	mits (No need to identify local/co	unty permits)
Permit	Permit required? Please circle onc.	If required, date submitted or expected date of submittal? (If not required, leave blank)	If required, date approve or expected date of approval? (If not required, leave blank)
IDEM Construction	Y / N		
IDEM Wetlands/Stream	Y / N		
Army Corps of Engineers	Y / N		
NOI – IDEM Stormwater	Y / N		
NOI – Watermain Extension	Y / N		
DNR Floodway/Floodplain	Y / N		
Other:	Y / N		
Estimated bid opening date:		l □underway □not yet started.	
-			
		orized signatory will be require	
oject Cost Estimate:			
CONSTRUCTION:		\$	
		\$	
Non-construction Co	sts	\$	

						2 2	
10	10	free	dine	r CAT	Tront	6	١.
17.	CO.	·ıuı	iding	SOUL	11 (6)	3	١.

	Application Submittal (Date)	Amount Requested (Dollars)	Amount Awarded (if applicable)
Office of Community and Rural Affairs			
U.S. Dept. of Commerce Economic Development Administration			
U.S. Dept. of Agriculture Rural Development			
Coronavirus State and Local Fiscal Recovery Funds			
Local Funds			
Other:			
TOTAL AMOUNT REQUESTED (\$):			
Requested SWIF grant amount (after other f	funding): \$		
ior to receiving SWIF grant assistance, the partic quired); all necessary land and easements, and ha addition:	ipant must obtain, all necess	sary permits, including a c	onstruction permit (if
	t Duaguam in place?		
. Does the applicant have an Asset Management		Voc	□ No
Development of an Asset Management Pro		☐ Yes	☐ No
Development of an Asset Management Pro	ogram will be required by the	ne completion of the SWI	
	ogram will be required by the ard of Accounts Audit?	ne completion of the SWIF	
A State Board of Accounts Audit will be r	ogram will be required by the ard of Accounts Audit?	ne completion of the SWIF	grant project.
A State Board of Accounts Audit will be r	ogram will be required by the ard of Accounts Audit? required by the completion of a Initiatives? ² :	ne completion of the SWIF of the SWIF grant project.	grant project. □ No
A State Board of Accounts Audit will be r Has the utility participated in Regional Plannin Utility must attend or have attended an IFA	ogram will be required by the ard of Accounts Audit? required by the completion of a Initiatives? ² : A Regional Planning meeting	of the SWIF grant project. Yes g prior to receiving SWIF	☐ No assistance.
A State Board of Accounts Audit will be r Has the utility participated in Regional Planning	ogram will be required by the ard of Accounts Audit? required by the completion on Initiatives? ² : A Regional Planning meeting Water Loss Audit submitted to the submitted of the submitt	ne completion of the SWIF of the SWIF grant project. ☐ Yes ng prior to receiving SWIF to the IFA by March 1, 20	☐ No assistance.

² Per IC 5-1.2-11.5-7 and 5-1.2-11-8, the participant has or will participate in a cooperative/ regional activity (e.g., attend an IFA Regional Planning Meeting [www.in.gov/ifa/3035] or cooperative activity) acceptable to the Authority.

3 Per 8-1-30.8-8 and 5-1.2-11-8, for Drinking Water systems to apply to Authority programs a utility must demonstrate to the

Authority that it has completed annual audits of non-revenue water, and submitted to the Authority as outlined in IC 8-1-30.8-6.

I certify that I am legally authorized by the legislative body to sign foregoing information is true and correct.	his application. To the best of my knowledge and belief, th
Signature of Authorized Signatory (Community/Utility Official)	
Printed or Typed Name	
Title of Authorized Signatory	
Date	

Section V. SIGNATURE

STATE WATER INFRASTRUCTURE FUND (SWIF)

FREQUENTLY ASKED QUESTIONS (FAQs)





Updated: June 11, 2021







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INTRODUCTION

The Indiana General Assembly allocated \$100 Million of federal Coronavirus State and Local Fiscal Recovery Funds to the Indiana Finance Authority (IFA) to provide grants to utilities for drinking water, stormwater, and wastewater projects that will protect or improve public health throughout the State. The IFA will administer these grants under the State Water Infrastructure Fund (SWIF).

The State seeks to make an impact on its water resources by providing SWIF Grants to communities to complete necessary drinking water, stormwater, and wastewater projects.

In order to prioritize SWIF Grant allocations, the IFA will first look to communities which have existing plans to improve drinking water, stormwater, or wastewater infrastructure. The IFA will also give priority to projects that provide regional solutions.

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GENERAL QUESTIONS

1. What can we expect the timeline to look like for SWIF Grant distribution?

There will be two rounds of funding distribution. Please note that all dates are on or before the date listed below.

Round 1:

July 15, 2021: Application deadline

• August 6, 2021: Tentative Notice of Award provided to all grant recipients

• January 1, 2022: Design complete

• January 1, 2022: Construction permit submitted to IDEM, if applicable

April 1, 2022: Project bids received

June 30, 2022: Grant Agreement Signed

Round 2 (Subject to Change):

• July 15, 2022: Application deadline

• August 6, 2022: Tentative Notice of Award provided to all grant recipients

• January 1, 2023: Design complete

• January 1, 2023: Construction permit submitted to IDEM, if applicable

• April 1, 2023: Project bids received

• June 30, 2023: Grant Agreement Signed

2. When do infrastructure projects need to be completed?

Round 1 and Round 2 awardees must incur all grant dollars by **December 31, 2024**. Construction for both Round 1 and Round 2 projects must be completed by **December 31, 2026**.

APPLICATION/PROCESS QUESTIONS

3. Who is eligible to apply?

Municipalities, Regional Water and Sewer Districts, Water and Sewer Conservancy Districts, Nonprofit utilities, and Private, for-profit utilities.

4. What is the process to apply for a SWIF Grant?

- i. Complete the official <u>SWIF Application</u> on or before July 15, 2021 for Round 1, or July 15, 2022 for Round 2.
- ii. Submit the Application to SWIF@ifa.in.gov or by mail, Attn: SWIF; 100 N. Senate Avenue, Suite 1275, Indianapolis, IN 46204.

5. How will Applications be reviewed and prioritized for funding?

All applications will be reviewed for funding eligibility and project timeline. Projects will be ranked in terms of readiness to proceed, impact to human health, potential for water quality improvements, and/or focus on regionalization. For more information, see project eligibility description in **Question 11**.





6. If my community wishes to apply for a SWIF Grant in more than one (1) category (Drinking Water, Stormwater, and/or Wastewater), do I need to submit more than one (1) application?

No. Only one application per community is necessary. Please include information that describes each project category.

7. Who should complete the Interest Survey and Grant Application?

The interest survey and grant application forms should be completed by the community or utility, unless they have expressly granted such permission to an engineer, grant administrator, or other authorized representative.

- 8. Is completing the interest survey required to apply for a SWIF Grant?

 No. Completion of the Interest Survey is **not** required to receive a SWIF Grant.
- 9. Do projects currently submitted to Indiana's State Revolving Fund (SRF) Loan Programs need to submit a SWIF application to be considered for a SWIF Grant?

No. All projects submitted to SRF will be considered for SWIF Grant eligibility. However, if a community wishes to submit additional projects not included as part of its SRF application, they may do so using the SWIF Application.

10. What happens after I submit a SWIF application?

The IFA will review all Applications and prioritize available funding based on eligibility criteria and community need. All Round 1 applicants will be notified on or around August 6, 2021, when a Tentative Notice of Award will be provided to all awardees. Communities will have the opportunity to decide whether to accept the award. Once an award is accepted, the IFA will monitor progress towards project milestones.

Upon meeting all project milestones, SWIF Grant recipients will sign the official grant agreement and begin construction on the project(s). The IFA will request copies of all contracts and review disbursement requests to ensure costs align with project descriptions.

ELIGIBLE COSTS

11. What specific types of drinking water, wastewater and stormwater projects are eligible?

All projects eligible to receive financial assistance through the Environmental Protection Agency's Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF) are eligible for SWIF Grants.

Under the CWSRF, categories of eligible projects include:

- Construction of publicly owned treatment works;
- Nonpoint source pollution management;
- Decentralized wastewater treatment systems;
- Stormwater systems;
- Water conservation;

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- Efficiency and reuse measures;
- Watershed pilot projects;
- Energy efficiency measures for publicly owned treatment works; and
- Technical assistance to ensure compliance with the Clean Water Act.

Under DWSRF, categories of eligible projects include:

- Treatment;
- Transmission;
- Distribution (including lead service line replacement);
- Source rehabilitation and decontamination
- Storage;
- Regional solutions; and
- New systems development.

SWIF Grants may also be used for cybersecurity needs to protect water or sewer infrastructure and remediation of a brownfield site needed to resolve groundwater or surface water contamination.

12. Is construction associated with privately-owned infrastructure eligible for SWIF Grants?

Yes. SWIF Grants may be used to fund improvements to privately-owned infrastructure, including:

- Privately-owned drinking water service lines;
- Privately-owned wastewater laterals; and
- Privately-owned retention/detention ponds.

13. Are professional service fees necessary to complete a project eligible for SWIF Grants?

Yes. Professional service fees necessary to complete a project are eligible for inclusion in a SWIF Grants, including:

- Engineering;
- Financial advising;
- Local attorney fees;
- Construction inspection;
- Grant administration*; and
- Labor standard administration.

*Please note that the use of a grant administrator is not required to be eligible for a SWIF Grant.

14. Will planning grants be awarded?

Yes. SWIF Grants may be awarded to projects to determine regional water quality and/or quantity issues when public health is a concern.

Updated June 11, 2021 Page 6





15. Are costs associated with land acquisition for a project eligible for grant funding?

No, land acquisition costs are not eligible for grant funding. However, these costs can be included in the community's co-funding requirement for the grant.

16. Does my project need to have a labor standards administrator to oversee wage rates? Is this cost eligible for grant funding?

Yes. Each project must have a labor standards administrator to oversee labor practices, including a project labor agreements and community benefit agreements that offer wages at or above the prevailing rate and include local hire provisions. This cost is eligible to be reimbursed with grant funding.

FUNDING QUESTIONS

17. How will funding priority be determined?

All projects will be scored using a project category specific (DW or SW/WW) scoring methodology. Priority will be given to projects that assist in compliance with applicable health and safety standards; address the most serious risks to human health; and positively impact an economically disadvantaged community, as indicated by low-median household income and/or high customer user rates. Priority will also be given to projects that provide regional solutions.

18. What grant amount is my community eligible to receive?

To provide funding to improve infrastructure in as many communities as possible, the IFA will provide maximum grants of **up to \$5 million**, based upon the \$100 million appropriation by the Indiana General Assembly. The amount each community will receive is based on monthly user rate and community MHI.

19. What is co-funding?

Applications that provide a source of co-funding will be prioritized. For eligible sources of co-funding, see **Question 20**.

20. What are eligible co-funding sources?

- Local Funds/Cash-on-hand;
- A community's own allocation of American Rescue Plan Act funds;
- Municipal Bond Market proceeds;
- Local, State, or Federal Grant Programs, including but not limited to Economic Development Administration, and Indiana's Office of Community and Rural Affairs (I-OCRA);
- United States Department of Agriculture (USDA) Rural Development (Grant or Loan);
- State Revolving Fund Loan Programs; and
- Other sources of co-funding may be eligible, if approved in advance by the IFA.





21. Can a community receive a SWIF Grant in both funding rounds?

Yes. However, IFA will give priority in Round 2 to communities that did not receive a Round 1 grant.

REQUIREMENTS

22. Does my community need to submit a Preliminary Engineering Report (PER) to apply for a SWIF Grant?

No. A PER does not need to be submitted to the Indiana Finance Authority to apply for a SWIF Grant.

23. What requirements do SWIF projects have to follow?

Infrastructure projects must comply with all Local, State, and Federal laws pertaining to project bidding, land acquisition, and necessary permits.

In addition, the following requirements apply:

- a. <u>Regional Planning Initiative</u>: awardee must attend an <u>IFA Regional Planning</u> meeting prior to completion of project construction.
- b. <u>Validated Water Loss Audit</u>: (Drinking water projects only) awardee must have submitted a <u>Validated Water Loss Audit</u> prior to completion of project construction.
- c. <u>Asset Management</u>: awardee must submit certification of an <u>Asset Management</u>

 <u>Program</u> prior to completion of project construction. As part of the Asset

 Management Program, a State Board of Accounts (SBOA) Audit must be completed.
- d. <u>Audit Requirements</u>: awardees that expend financial assistance of \$750,000 or more in Federal awards within a single year must have a single or a program-specific audit.

e. Contracts/Procurement:

- a. SWIF Grant awardees conducting procurement for any activity other than professional services will proceed pursuant to IC 36-1-12, Public Works Projects.
- b. Submit executed copies of all contracts that will be paid from a SWIF Grant, including non-construction contracts.
- c. Costs should be itemized; for construction contracts, this should include a schedule of values or final bid summary.
- d. Submit copy of Notice of Award or Notice to Proceed.
- e. Contract provision related to Suspension and Debarment required
- f. All permits needed for the project.

24. Does National Environmental Policy Act (NEPA) apply to SWIF Grant recipient projects?

No. NEPA review will not apply to SWIF Grant projects. However, IFA will request certification that all land acquisition, bidding, and permitting were completed according to state and federal guidelines. Additionally, SWIF Grant projects may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

Updated June 11, 2021

STATE WATER INFRASTRUCTURE FUND (SWIF) FREQUENTLY ASKED QUESTIONS (FAQs)





25. Will materials produced in the United States be required?

The SWIF Grant projects should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). This requirement must be included in all subawards including all contracts and purchase orders for work or products using SWIF Grants.

SWIF Grant projects may be subject to the American Iron and Steel Act if they are also funded by other federal financial assistance programs.

26. Are Davis Bacon Wages required for SWIF Grant recipient projects?

U.S. Treasury Guidance encourages the use of strong labor standards, including project labor agreements and community benefit agreements that offer wages at or above the prevailing wage rates. Davis Bacon Wage rates are not required, however will satisfy this requirement of funding. If Davis Bacon Wages are not used for the project, please include an explanation in your application as to how you will satisfy the US Treasury requirement of "strong labor standards, including project labor agreements and community benefit agreements that offer wages at or above the prevailing wage rates."

27. What Disadvantaged Business Enterprise (DBE) practices must be followed for SWIF Grant recipients?

The SWIF Grant awardee must take all necessary affirmative steps to assure that minority owned businesses, women's business enterprises, and labor surplus area firms are used when possible, including but not limited to placing qualified DBEs on solicitation lists and encouraging participation by DBEs. See 2 CFR 200.321 for additional details.

28. Can previously incurred project-related costs be paid with SWIF Grant funds?

Yes. Costs associated with the project can be paid by a SWIF Grant if the contract related to the cost was signed on or after <u>March 3, 2021</u>. Any contracts signed before March 3, 2021 are excluded from grant eligibility but may be included as part of an awardee's co-funding contribution.

29. What are the requirements after signing the grant agreement?

<u>Reporting requirements</u>: minimal reporting will be required. The IFA anticipates satisfying the majority of the requirements using data from construction pay applications, including information such as percentage complete.

<u>Record Drawings/inspections</u>: this grant is subject to oversight by the federal OMB, per 2 CFR 200 subpart. Therefore, the IFA will require awardees to submit a digital copy of record drawings, and all awardees should maintain records in the event the OMB requests an inspection.



MONROE COUNTY COUNCIL AGENDA REQUEST

MONROE COUNTY GOVERNMENT	(Review form before con	
DEPARTM	ENT: SHERIFF	TODAY'S DATE: 06/08/2021
CONTACT PERSON(S): C	aptain Ryan Davis	
PHONE: (812) 349-2784		CO.MONROE.IN.US
PURPOSE OF REQUEST:	1	
<u> </u>	Creation of New Fund/Account Line(s)	Additional Appropriation(s)
	Transfer of Funds	✓ Amend Salary Ordinance
Other (specify)		
Please give a <u>THOROUGH</u> n	arrative explanation of the request (purpose o	of the request and action needed by Council).
position would proceed to the I committee approved the position the position as a PAT 3 non-ex	PAC committee for review. The position was on to be sent to WIS for review and classificat	to the Council on April 27, 2021, where it was decided the presented to PAC at the April 30th meeting where the ion. WIS submitted a revised job description and classified the June 1st meeting where the committee approved the n.
interest such as statistical infor	mation and other general data. This position's	Sheriff's Office and our community on matters of public primary focus would be to specialize in crime trends and police personnel, the public and other government agencies
	at if the Council approves this new position, sistrative Data Analyst position so that the pos	that the 2021 Budget and 2021 Salary Ordinance be ition can be advertised and filled this year.
C_{ℓ}	omplete only the pages below that correspond	d to the above selected request

Waggoner • Irwin • Scheele & Associates INC

MEMO

TO: Monroe County Personnel Administration Committee

FROM: Allison Collins and Lori Seelen

Waggoner, Irwin, Scheele & Associates, INC.

DATE: May 12, 2021

RE: New Position Requests

As requested, Waggoner, Irwin, Scheele, and Associates, reviewed the following new position requests for the Monroe County Sheriff and Commissioners.

1. Administrative Data Analyst (Sheriff)

This is a new position request. A job description has been prepared and the position will be responsible for analyzing data and distributing to proper division director, inputting case data into the Agency case management system for the investigative division, managing the Lexipol daily training briefs for sworn personnel, and tracking cases and their status for the investigative division. The Sheriff's Department and PAC would like a recommendation with regards to education requirements for this position. Our recommendations are stated below.

Job duties include: Researching and analyzing law enforcement data, identifying and interpreting criminal activity, patterns, and trends, and forecasting trends to aid in staffing and deployment of police personnel; Analyzing complex law enforcement data, crime trends and patterns, surveys, statistical analysis, and data integrity and reporting statistics; Supporting overall Department mission to provide a safe and secure environment for the community; Conducting all source research and performing analysis of criminal information received by Investigative Division; Planning future enforcement or other legal action based off of reports and charts; Maintaining various official investigative records and logs; Performing information searches and providing copies of documents upon request; Answering multi-line telephone and routing to appropriate person, department, agency, or voicemail; Utilizing various databases and programs to aid in the investigative process; Testifying in court/legal proceedings as required; Assisting deputy officers and other law enforcement personnel with requests and questions; Preparing and submitting various reports; Transcribing as directed, entering pertinent information regarding police operations, and maintaining, processing, transcribing, and disposing interview recordings; Processing various IDACS/NCIC transactions; Completing incident reports; and Assisting in training personnel.

Job requirements include: Associate's degree in related field or equivalent combination of education and experience. Experience in data analysis, research methods, theory, and statistics in a law enforcement capacity preferred.

We have assessed this position in the PAT job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions.

<u>Recommendation</u>: We factored the position at 310 factor points. As you know, Waggoner, Irwin, Scheele, and Associates is in the process of conducting a County-wide job classification and salary analysis project which may include adjusting the County's current classification levels. Therefore, it is recommended that if the Administrative Data Analyst is approved, it be classified at PAT III Non-exempt and compensated at the PAT III classification level until the salary analysis is completed.

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: Administrative Data Analyst

DEPARTMENT: Sheriff

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

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: May 2021 STATUS: Full-time

DATE REVISED: FLSA STATUS: Non-exempt

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

Incumbent serves as Administrative Data Analyst for the Monroe County Sheriff's Department, responsible for analyzing data and distributing to proper division director, inputting case data into the Agency case management system for the investigative division, managing the Lexipol daily training briefs for sworn personnel, and tracking cases and their status for the investigative division.

DUTIES:

Researches and analyzes law enforcement data, identifies and interprets criminal activity, patterns, and trends, and forecasts trends to aid in staffing and deployment of police personnel for the prevention and suppression of criminal activities, aiding in the investigative process and providing timely information, which increases apprehension of offenders and clearance of cases.

Analyzes complex law enforcement data, crime trends and patterns, surveys, statistical analysis, and data integrity and reports statistics to police personnel, public, government agencies and other institutions.

Supports overall Department mission to provide a safe and secure environment for the community, while aiding in transparency with the community on statistical data of interest.

Conducts all source research and performs analysis of criminal information received by the Investigative Division within the Sheriff's Department relating to criminal activities and relationships. Reads, writes reports, analyzes data, and develops hypothetical links between criminals and crime groups. Plans future enforcement or other legal action based off of reports and charts.

Maintains various official investigative records and logs, including arrest documents, case incident reports, and case assignments and their status. Copies and sends documents to appropriate courts and agencies as required.

Prepares correspondence, memorandums, reports, and related document for department personnel as required.

Performs information searches and provides copies of documents upon request. Establishes, maintains, and ensures the safety of various files and reports, such as crime statistics and UCR report files.

Answers multi-line telephone, determines nature of call, responds to inquiries, and/or routes caller to appropriate person, department, agency, or voice mail.

Utilizes various databases and programs, including TLO, Intelmate, Crime Stoppers, Odyssey, IDACS, Offender Watch, and the general investigative email address to aid in the investigative process.

Testifies in court / legal proceedings as required.

Assists deputy officers and all other law enforcement personnel with requests and questions.

Prepares and submits various reports, including officer activity reports. Prepares a variety of paperwork and correspondence, including monthly and annual status reports.

Transcribes as directed and enters pertinent information regarding police operations into department computer, including case reports, dispositions, and field contacts. Maintains, processes, transcribes and disposes of interview statement audio/video recordings for department.

Processes various IDACS/NCIC transactions, including criminal history checks, message switching between agencies, entry of wanted persons and sex offenders, and protection orders and wanted/stolen items.

Completes incident reports. Occasionally attends training programs for certification in specialized law enforcement areas as assigned or required.

Assists in training personnel.

Performs all other related duties as assigned by the Sheriff, or their designee.

I. JOB REQUIREMENTS:

Associate's degree in related field or equivalent combination of education and experience. Experience in data analysis, research methods, theory, and statistics in a law enforcement capacity preferred.

Must be at least 21 years of age.

Possession of or ability to obtain certification in IDACS/NCIC.

Thorough knowledge of and ability to use relational database and spreadsheet applications including Access and Excel, and knowledge of computer data systems, statistical analysis, and mapping software programs.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Sheriff's Department and all related federal, state, and local ordinances.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare a variety of legal forms and documents and written reports as required.

Knowledge of police and courtroom procedures and policies.

Ability to analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgement.

Ability to conduct complex statistical and analytical studies with ability to collect, conceptualize, analyze, interpret and prepare police data and utilize data to evaluate police deployment, responses, and problem-solving efforts.

Ability to operate standard office equipment, including computer, printer, copier, typewriter, telephone, transcriber, scanner, fax machine, label printer, and laminator.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement and legal/criminal justice system personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to file, post, mail materials, and maintain accurate and organized records.

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 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 instructions.

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

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

II. DIFFICULTY OF WORK:

Incumbent performs a broad array of duties, with interrelationships among them not self-evident. Analysis and independent judgment is needed in selecting the appropriate guidelines, instructions or rules to apply to specific tasks.

III. RESPONSIBILITY:

Incumbent performs duties according to standard departmental procedures with priorities primarily determined by supervisor and a formal schedule. Assignments are performed according to specific detailed instructions. Errors are primarily detected through prior instructions from supervisor. Work errors could result in inconvenience to other departments, agencies, or the public and/or potential lawsuits against the County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement and legal/criminal justice system personnel, and the public for the purposes of exchanging information, maintaining records, and rendering service.

Incumbent reports directly to the Detective Lieutenant.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying objects under 25 pounds, pushing/pulling objects, reaching, keyboarding, close/far vision, speaking clearly, depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may occasionally work with or be exposed to violent/irate individuals or exposed to content that is considered sensitive/graphic.

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

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Data Analyst for the Monroe County Sheriff's 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 Yes No	the job duties and requirements as outlined?
Applicant/Employee signature	Date
Type or Print name	_

Salary Compensation Estimated Fiscal Impact

2021 ACCOUNT LINES

 FT Insurance
 10,500
 18001

 FICA:
 7.65%
 18101

 PERF:
 14.20%
 18201

 Longevity
 \$0
 17601

Department: Sheriff's Office

Account Line: 1000-15160-0005

Position Title: Administrative Data Analyst

Hours per Week: 40

Hourly Base Rate	\$0.00 Current				2021
Classification	PAT (40 I	,	PAT 3		TOTAL YEAR
Grid Level	Minimu	ım	3-Year (MPH)		FISCAL IMPACT
Salary	\$	- 9	\$ 48,506.00	\$	48,506.00
Insurance	\$	- 5	\$ 10,500.00	\$	10,500.00
FICA	\$	- 5	\$ 3,711.00	\$	3,711.00
PERF	\$	- 5	\$ 6,888.00	\$	6,888.00
Longevity		\$0.00	\$0.00	\$	-
TOTALS	\$	- 5	\$ 69,605.00	\$	69,605.00

Remaining Payroll Claims 10			
	ECTIVE DATE 3/1/2021		
PROPSED FISCAL			
\$	18,657.00		
\$	5,250.00		
\$	1,428.00		
\$	2,650.00		
\$ -			
\$	27,985.00		

The above fiscal impact total is based on a full year of service. The final amount will be prorated depending on the effective date of change.

Waggoner • Irwin • Scheele & Associates INC

MEMO

TO: Monroe County Personnel Administration Committee

FROM: Allison Collins and Lori Seelen

Waggoner, Irwin, Scheele & Associates, INC.

DATE: May 6, 2021

RE: New Position Requests – Health Department

As requested, Waggoner, Irwin, Scheele, and Associates, reviewed the following new position requests for the Monroe County Health Department.

1. Environmental Health Services Manager

This is a new position request. A job description has been prepared and the position will be responsible for supervising and directing Department activities, programs, and staff to ensure enforcement and compliance with Federal/State/local public health and environmental protection laws/rules/regulations and improve the health and safety of County citizens.

Job duties include: Supervising assigned staff; Overseeing permitting and inspection programs within environmental health division; Prioritizing and developing program budget and writing grants; Planning and conducting quality assurance for programs within the division; Preparing monthly, quarterly, and annual reporting information and various other reports and documents; Assisting with conducting inspections for all divisional programs and coordinating food borne epidemiological investigations in conjunction with nursing division; Maintaining inventory of chemicals, supplies, equipment, and vehicles; Leading quality improvement initiatives and serving on accreditation team; Responding to after hour requests; Making policy decisions subject to administrative approval and initiating plan for environmental health programs; Analyzing functions of the division to determine proper organization and resource allocation; Working with Administrator and division leads on enforcement of codes; and Promoting environmental health in the community through educational presentations.

Job requirements include: Baccalaureate Degree in environmental health/science, public health, biology, chemistry, or related field, with six (6) years' experience in environmental health field. Master's degree with managerial experience preferred. Possession of/ability to obtain and retain possession of the following certifications/licenses: National Management System (NIMS) 100, 700, 300/400 within six (6) months of hire, Indiana Pesticide Applicator (Category 7A and 8),

Licensed Lead Assessor, Certified Pool Operator, and Certified for proprietary on-site sewage disposal system.

We have assessed this position in the PAT job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions.

<u>Recommendation</u>: We factored the position at 505 factor points. As you know, Waggoner, Irwin, Scheele, and Associates is in the process of conducting a County-wide job classification and salary analysis project which may include adjusting the County's current classification levels. Therefore, if the position is approved, it is recommended that the Environmental Health Services Manager be classified at PAT V Exempt and compensated at the PAT V classification level until the salary analysis is completed.

2. Population Health and Outreach Manager

This is a new position request. A job description has been prepared and the position will be responsible for supervising and directing Department activities, programs, and staff and serving as Public Information Officer for the department to educate the public.

Job duties include: Supervising assigned staff; Developing and implementing time-line master planning schedules for community health assessment and planning process; Providing guidance and technical assistance to department staff and community partners; Coordinating collection of epidemiological data, performing data analysis, and maintaining program statistics and using data to create reports and visual representations of findings; Serving as department's Public Information Officer and coordinating and delivering risk communication and public health information to the public; Maintaining program statistics, evaluations, and related files and preparing program activity reports; Establishing and leading departmental teams for quality improvement and accreditation planning; Preparing monthly, quarterly, and annual reporting information and various other reports and documents; Researching and/or assisting in preparing grant applications for the department; and Analyzing functions of the division to determine proper organization and resource allocation.

Job requirements include: Baccalaureate Degree in health education, epidemiology, public/environmental science, nursing, or related field, with six (6) years' experience or certified as a Health Education Specialist. Master's degree with managerial experience preferred. Possession of/ability to obtain and retain possession of the following certifications/licenses: National Management System (NIMS). Ability to complete required trainings, including Bloodborne Pathogen and Tobacco Prevention.

We have assessed this position in the PAT job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions.

Recommendation: We factored the position at 505 factor points. As you know, Waggoner, Irwin, Scheele, and Associates is in the process of conducting a County-wide job classification and salary analysis project which may include adjusting the County's current classification levels. Therefore, if the position is approved, it is recommended that the Population Health and Outreach Manager be classified at PAT V Exempt and compensated at the PAT V classification level until the salary analysis is completed. The Health Administrator submitted this position with the title of Population Health and Outreach Manager but requested a new title suggestion. We recommend changing the title to Community Health Manager due to the position supervising Community Health Specialist positions.

Waggoner • Irwin • Scheele & Associates INC

MEMO

TO: Monroe County Personnel Administration Committee

FROM: Allison Collins and Lori Seelen

Waggoner, Irwin, Scheele & Associates, INC.

DATE: May 6, 2021

RE: New Position Requests – Health Department

As requested, Waggoner, Irwin, Scheele, and Associates, reviewed the following new position requests for the Monroe County Health Department.

1. Environmental Health Services Manager

This is a new position request. A job description has been prepared and the position will be responsible for supervising and directing Department activities, programs, and staff to ensure enforcement and compliance with Federal/State/local public health and environmental protection laws/rules/regulations and improve the health and safety of County citizens.

Job duties include: Supervising assigned staff; Overseeing permitting and inspection programs within environmental health division; Prioritizing and developing program budget and writing grants; Planning and conducting quality assurance for programs within the division; Preparing monthly, quarterly, and annual reporting information and various other reports and documents; Assisting with conducting inspections for all divisional programs and coordinating food borne epidemiological investigations in conjunction with nursing division; Maintaining inventory of chemicals, supplies, equipment, and vehicles; Leading quality improvement initiatives and serving on accreditation team; Responding to after hour requests; Making policy decisions subject to administrative approval and initiating plan for environmental health programs; Analyzing functions of the division to determine proper organization and resource allocation; Working with Administrator and division leads on enforcement of codes; and Promoting environmental health in the community through educational presentations.

Job requirements include: Baccalaureate Degree in environmental health/science, public health, biology, chemistry, or related field, with six (6) years' experience in environmental health field. Master's degree with managerial experience preferred. Possession of/ability to obtain and retain possession of the following certifications/licenses: National Management System (NIMS) 100, 700, 300/400 within six (6) months of hire, Indiana Pesticide Applicator (Category 7A and 8),

Licensed Lead Assessor, Certified Pool Operator, and Certified for proprietary on-site sewage disposal system.

We have assessed this position in the PAT job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions.

<u>Recommendation</u>: We factored the position at 505 factor points. As you know, Waggoner, Irwin, Scheele, and Associates is in the process of conducting a County-wide job classification and salary analysis project which may include adjusting the County's current classification levels. Therefore, if the position is approved, it is recommended that the Environmental Health Services Manager be classified at PAT V Exempt and compensated at the PAT V classification level until the salary analysis is completed.

2. Population Health and Outreach Manager

This is a new position request. A job description has been prepared and the position will be responsible for supervising and directing Department activities, programs, and staff and serving as Public Information Officer for the department to educate the public.

Job duties include: Supervising assigned staff; Developing and implementing time-line master planning schedules for community health assessment and planning process; Providing guidance and technical assistance to department staff and community partners; Coordinating collection of epidemiological data, performing data analysis, and maintaining program statistics and using data to create reports and visual representations of findings; Serving as department's Public Information Officer and coordinating and delivering risk communication and public health information to the public; Maintaining program statistics, evaluations, and related files and preparing program activity reports; Establishing and leading departmental teams for quality improvement and accreditation planning; Preparing monthly, quarterly, and annual reporting information and various other reports and documents; Researching and/or assisting in preparing grant applications for the department; and Analyzing functions of the division to determine proper organization and resource allocation.

Job requirements include: Baccalaureate Degree in health education, epidemiology, public/environmental science, nursing, or related field, with six (6) years' experience or certified as a Health Education Specialist. Master's degree with managerial experience preferred. Possession of/ability to obtain and retain possession of the following certifications/licenses: National Management System (NIMS). Ability to complete required trainings, including Bloodborne Pathogen and Tobacco Prevention.

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POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: Environmental Health Services Manager

DEPARTMENT: Health

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

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2021 STATUS: Full-time
DATE REVISED: FLSA STATUS: Exempt

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

Incumbent serves as Environmental Health Services Manager for the Health Department, responsible for supervising and directing Department activities, programs, and staff to ensure enforcement and compliance with Federal/State/local public health and environmental protection laws/rules/ regulations and improve the health and safety of County citizens.

DUTIES:

Supervises and directs assigned personnel, including analyzing human resource needs, reviewing position documentation, interviewing candidates and making hiring recommendations, orienting new subordinates, planning and delegating work assignments, providing training and development, establishing specific work goals, evaluating performance, providing corrective instruction, and keeping supervisor and staff informed of organizational developments.

Oversees permitting and inspection programs within environmental health division, ensuring consistency, compliance, and complaint resolution.

Prioritizes and develops program budget and writes grant applications.

Plans and conducts quality assurance for programs within the division.

Prepares monthly, quarterly, and annual report information and various other reports and documents as required by the department administrator and other governmental and regulating agencies.

Assists with conducting inspections for all divisional programs, especially with problematic sites requiring compliance oversight. Coordinates food borne epidemiological investigations in conjunction with nursing division.

Maintains inventory of chemicals, supplies, equipment, and vehicles used by environmental staff.

Leads quality improvement initiatives and serves on accreditation team.

Attends meetings, seminars, conferences, and others job-related training sessions. Approves education/training requests for division staff.

Responds to after hour requests for assistance and acts as back-up to departmental on-call representative.

Makes policy decisions subject to administrative approval and initiates plan for environmental health programs based on public health laws and regulations to prevent health hazards to the public.

Analyzes functions of the division in order to determine proper organization and resource allocation for efficient operation.

Works with Administrator and division leads on enforcement of codes and participates in legal actions, including hearings and depositions.

Promotes environmental health in the community through preparing/delivering educational presentations to a variety of audiences and may be spokesperson on environmental health issues as requested.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in environmental health/science, public health, biology, chemistry, or related field, with six (6) years' experience in environmental health field. Master's degree with managerial experience preferred.

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

Possession of/ability to obtain and retain possession of the following certifications/licenses: National Management System (NIMS) 100, 700, 300/400 within six (6) months of hire, Indiana Pesticide Applicator (Category 7A and 8), Licensed Lead Assessor, Certified Pool Operator, and Certified for proprietary on-site sewage disposal system.

Thorough knowledge of standard principles/practices/programs of public health and environmental protection, as well as federal, State, and local laws and regulations governing environmental protection, with ability to effectively monitor and investigate facility operations, explain regulations, instruct staff, and instruct the public in application of appropriate procedures accordingly.

Practical knowledge of and ability to count, perform basic arithmetic, and make calculations, including developing program budget.

Working knowledge of standard office policies and procedures and basic computer skills, including word processing, spreadsheet, email, presentation, data management, and Department-specific software, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to comprehend and accurately prepare/review documents, correspondence, and detailed reports.

Working knowledge of basic filing systems and ability to create and maintain Department files and records.

Ability to supervise and direct assigned personnel, including analyzing human resource needs, reviewing position documentation, interviewing candidates and making hiring recommendations, orienting new subordinates, planning and delegating work assignments, providing training and development, establishing specific work goals, evaluating performance, providing corrective instruction, and keeping supervisor and staff informed of organizational developments.

Ability to properly operate standard office equipment and inspection equipment, such as computer, calculator, thermometers, chemicals, x-ray fluorescence machine, and vehicle.

Ability to effectively communicate orally and in writing with co-workers, other City/County departments, Indiana Department of Health, Indiana Department of Environmental Management, septic installers, retail food establishments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality or department information and records according to State requirements.

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

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

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

Ability to work on several tasks at once and work rapidly for long periods, occasionally under time pressure.

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

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

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

Ability to read/interpret Indiana Code, Monroe County Health Codes, and manuals.

Ability to compare or observe similarities and differences between data/people/things, analyze/compile/collate/evaluate data, make decisions based on data analysis, and develop concepts or interpretations.

Ability to plan and deliver public speaking presentations and testify in legal proceedings/court.

Ability to occasionally work evenings, weekends, and extended hours, travel out of town for training and conferences, sometimes overnight, and respond swiftly and rationally to emergencies on 24-hour basis.

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

II. DIFFICULTY OF WORK:

Incumbent exercises independent judgment in interpreting general guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

III. RESPONSIBILITY:

Incumbent performs duties within general guidelines where desired results are indicated. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with supervisor. Incumbent's decisions have a substantial impact on departmental operations, and work product is reviewed upon conclusion for soundness of judgment, and conformity with departmental standards and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other City/County departments, Indiana Department of Health, Indiana Department of Environmental Management, septic installers, retail food establishments, and the public for purposes of exchanging information, instructing, supervising staff, mentoring, and rendering service.

Incumbent reports directly to the Health Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment and in the field, including sitting/walking at will, sitting/standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing over 50 pounds, bending/reaching, crouching/kneeling, climbing, balancing, handling/grasping/fingering objects, keyboarding, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and driving. Incumbent is exposed to health and safety hazards normally associated with varying/extreme weather conditions, wet/icy surroundings, walking on uneven terrain, hazardous materials, noisy environments, and other hazards from inspection and investigation of public health and environmental protection problems, such as communicable diseases, insects/vectors, toxins, and animals. Incumbent may be exposed to potentially irate/hostile individuals. Universal health/safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

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

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Environmental Health Services Manager for 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 n Yes No	neeting the job duties and requirements as outlined?
Applicant/Employee Signature	Date
Type or Print Name	

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: Community Health Manager

DEPARTMENT: Health

DIVISION: Population Health and Outreach

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

JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2021 STATUS: Full-time
DATE REVISED: FLSA STATUS: Exempt

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

Incumbent serves as Community Health Manager for the Health Department, responsible for supervising and directing Department activities, programs, and staff and serving as Public Information Officer for the department to educate the public.

DUTIES:

Supervises and directs assigned personnel, including analyzing human resource needs, reviewing position documentation, interviewing candidates and making hiring recommendations, orienting new subordinates, planning and delegating work assignments, providing training and development, establishing specific work goals, evaluating performance, providing corrective instruction, and keeping supervisor and staff informed of organizational developments.

Develops and implements time-line master planning schedules for community health assessment and planning process in order to assure that the department addresses needs and is accreditation ready. Coordinates the process for the department's application for accreditation by the Public Health Accreditation Board.

Provides guidance and technical assistance to department staff and community partners in Community Health Assessment and Community Health Improvement Plan.

Coordinates collection of epidemiological data, performs data analysis, and maintains program statistics. Uses data to create reports and visual representations of findings which may be used to develop quality improvement initiatives.

Serves as Department's Public Information Officer and may be spokesperson for the department. Coordinates and delivers risk communication and public health information to the public through available channels.

Maintains program statistics, evaluations, and related files and prepares program activity reports to the appropriate personnel as required.

Establishes and leads departmental teams for quality improvement and accreditation planning.

Prepares monthly, quarterly, annual report information, and various other reports and documents as required by the department administrator and other governmental and regulating agencies.

Attends meetings, seminars, conferences, and others job-related training sessions. Approves education/training requests for division staff.

Researches and/or assists in preparing grant applications for the department.

Analyzes functions of the division in order to determine proper organization and resource allocations for efficient operation.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in health education, epidemiology, public/environmental science, nursing, or related field, with six (6) years' experience or certified as a Health Education Specialist. Master's degree with managerial experience preferred.

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

Possession of/ability to obtain and retain possession of the following certifications/licenses: National Management System (NIMS). Ability to complete required trainings, including Bloodborne Pathogen and Tobacco Prevention.

Thorough knowledge of standard principles/practices/programs of public health and environmental protection, as well as federal, State, and local laws and regulations governing environmental protection, with ability to effectively monitor and investigate facility operations, explain regulations, instruct staff, and instruct the public in application of appropriate procedures accordingly.

Practical knowledge of and ability to count, perform basic arithmetic, and make calculations.

Working knowledge of standard office policies and procedures and basic computer skills, including word processing, spreadsheet, email, presentation, data management, and Department-specific software, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to comprehend and accurately prepare/review grant applications, documents, correspondence, and detailed reports.

Working knowledge of basic filing systems and ability to create and maintain Department files and records.

Ability to supervise and direct assigned personnel, analyzing human resource needs, reviewing position documentation, interviewing candidates and making hiring recommendations, orienting new subordinates, planning and delegating work assignments, providing training and development, establishing specific work goals, evaluating performance, providing corrective instruction, and keeping supervisor and staff informed of organizational developments.

Ability to properly operate standard office equipment, such as computer, calculator, and vehicle.

Ability to effectively communicate orally and in writing with co-workers, other City/County departments, Indiana Department of Health, Substance Abuse Disorder Coalition, Active Living Coalition, Indiana University, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality or department information and records according to State requirements.

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

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

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

Ability to work on several tasks at once and work rapidly for long periods, occasionally under time pressure.

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

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

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

Ability to read/interpret Indiana Code, Monroe County Health Codes, and manuals.

Ability to compare or observe similarities and differences between data/people/things, analyze/compile/collate/evaluate data, make decisions based on data analysis, and develop concepts or interpretations.

Ability to plan and deliver public speaking presentations and testify in legal proceedings/court.

Ability to occasionally work evenings, weekends, and extended hours, travel out of town for training and conferences, sometimes overnight, and respond swiftly and rationally to emergencies on 24-hour basis.

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

II. DIFFICULTY OF WORK:

Incumbent exercises independent judgment in interpreting general guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

III. RESPONSIBILITY:

Incumbent performs duties within general guidelines where desired results are indicated. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with supervisor. Incumbent's decisions have a substantial impact on departmental operations, and work product is reviewed upon conclusion for soundness of judgment, and conformity with departmental standards and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other City/County departments, Indiana Department of Health, Substance Abuse Disorder Coalition, Active Living Coalition, Indiana University, and the public for purposes of exchanging information, instructing, supervising staff, mentoring, and rendering service.

Incumbent reports directly to the Health Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment and vehicle, including sitting/walking at will, sitting/standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing over 50 pounds, bending/reaching, crouching/kneeling, climbing, balancing, handling/grasping/fingering objects, keyboarding, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and driving. Incumbent is exposed to health and safety hazards normally associated with varying/extreme weather conditions, wet/icy surroundings, and walking on uneven terrain. Incumbent may be exposed to potentially irate/hostile individuals. Universal health/safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

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

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Community Health Manager for 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 n Yes No	meeting the job duties and requirements as outlined?
Applicant/Employee Signature	Date
Type or Print Name	

Salary Compensation Estimated Fiscal Impact

2021 ACCOUNT LINES

T Insurance	10,500	18001
FICA:	7.65%	18101
PERF:	14.20%	18201
Longevity	\$0	17601

Department: Health Department
Account Line: 1159-10122-0000

Position Title: Environmental Health Services Manager
Hours per Week: 35

Hourly Base Rate	\$0.00		\$26.68			2021
	Current		Requested		2021	
Classification	Classi	fication		PAT 5		TOTAL YEAR
Grid Level	Min	imum		3-Year (MPH)		FISCAL IMPACT
Salary	\$	-	\$	48,558.00	\$	48,558.00
Insurance	\$	-	\$	10,500.00	\$	10,500.00
FICA	\$	-	\$	3,715.00	\$	3,715.00
PERF	\$	-	\$	6,896.00	\$	6,896.00
Longevity		\$0.00		\$0.00	\$	-
TOTALS	\$	-	\$	69,669.00	\$	69,669.00

Remaining
Payroll Claims

10

EFFECTIVE DATE
8/1/2021

PROPSED FISCAL
IMPACT
\$ 18,677.00
\$ 5,250.00
\$ 1,429.00
\$ 2,653.00
\$ \$ 28,009.00

The above fiscal impact total is based on a full year of service. The final amount will be prorated depending on the effective date of change.

Position Title: Population Health & Outreach Manager

Hours per Week: 35

Hourly Base Rate	\$0.00 Current	\$26.68 Requested	2021
Classification	Classification	PAT 5	TOTAL YEAR
Grid Level	Minimum	Level	FISCAL IMPACT
Salary	\$ -	\$ 48,558.00	\$ 48,558.00
Insurance	\$ -	\$ 10,500.00	\$ 10,500.00
FICA	\$ -	\$ 3,715.00	\$ 3,715.00
PERF	\$ -	\$ 6,896.00	\$ 6,896.00
Longevity	\$0.00	\$0.00	\$ -
TOTALS	\$ -	\$ 69,669.00	\$ 69,669.00

Remaining
Payroll Claims

10

EFFECTIVE DATE
8/1/2021

PROPSED FISCAL
IMPACT
\$ 18,677.00
\$ 5,250.00
\$ 1,429.00
\$ 2,653.00
\$ \$ 28,009.00

The above fiscal impact total is based on a full year of service. The final amount will be prorated depending on the effective date of change.

PROPOSED 2021 G.O. BOND PROJECTS

DEPARTMENT	PROJECT	<u>AMOUNT</u>	NOTES
Airport	BANS		
Building Needs	Phase 2- Health Building More to come from Bldg./Fleet Mgr- needs some time to assess	\$ 500,000.00	Not ready for 2021 bond. Possible ARP Infrastructure (if ARP eligible)
IT Needs	Virtual Cluster Upgrade Parks Updated external website Body Cams for Deputies and Jailers Mobile Data Terminal's (MDT) for vehicles	\$ 70,000.00 \$ 38,000.00 \$ 500,000.00 \$ 145,000.00	current body cams have expired- 3 years life expectancy. Eric says these things take a beating and you don't want a contract for longer than 3 years. He also stated the contract provides for cloud storage of all the data (which is substantial in its self) but also allows Prosecutor and PD access to the data without having to duplicate and store elsewhere
Sheriff/Jail	Locks- cell	\$ 300,000.00	Security issue for staff (and inmates) as inmates can open cells by inserting playing cards
Fleet	Non LEO vehicles	\$500,000	
Resiliency Report	Solar Infrastructure YSB Farm Property	\$ 400,000.00	Solar project - not yet determined (subject to Bond Council) Marty noted this could be paid for by current money in JV LIT (I think that is the fund)

PROPOSED 2021 G.O. BOND PROJECTS DEPARTMENT PROJECT

<u>DEPARTMENT</u>	PROJECT	AN	<u>//OUNT</u>	NOTES
Community/HWY	Bachelor Sidewalk Connector	\$	500,000.00	Lisa Ridge "Too costly to extend and build sidewalk. Paul suggested using the existing railroad bed East of Rogers Street and connecting to one of the subdivisions from the back."
	Vac Truck	\$	455,000.00	Possibly pay from Stormwater?
	Mini Excavator	\$	72,000.00	
	Grader	\$	265,000.00	
	low boy	\$	70,000.00	
	Trail connections	\$	270,000.00	Right of way Liberty Drive to Karst Connector (2023 anticipate the build)
Parks	Park renovations	\$	400,000.00	Awaiting on 2 proposed projects from Parks

PROPOSED GOAL Total \$4,485,000.00 3000000



MONROE COUNTY COUNCIL

AGENDA REQUEST MONROE COUNTY GOVERNMENT (Review form before completing)		
DEPARTMENT: Legal	TODAY'S DATE: 06/02/2021	
CONTACT PERSON(S): Margie Rice		
PHONE: (812) 349-2573 EMAIL: mrice@co.monroe.in.us		
PURPOSE OF REQUEST:		
Creation of New Fund/Account Line(s)	Additional Appropriation(s)	
Transfer of Funds	Amend Salary Ordinance	
Other (specify) Notice of Election to Opt Out of Opioids Settlements & Resolution 2021-26		
Please give a <u>THOROUGH</u> narrative explanation of the request (purpose of the request and action needed by Council).		
Explanation:		
These documents are for consideration at the June 22, 2021 Work Session. Monroe County has been engaged in pursuing damages caused by the manufacture, sale & distribution of opioids. Recent legislation adopted by the Indiana legislature and signed into law by the Governor could diminish the potential recovery from various responsible parties. It is in the best interests of Monroe County citizens to opt out of the opioids settlements. This Notice of Election to Opt Out of Opioids Settlements Under Indiana Code 4-6-15-2 and Resolution 2021-26 will be submitted to the Indiana Attorney General by the filing deadline of June 30, 2021.		
Both the Notice and the Resolution will go before the County Commissioners on June 23, 2021.		

Notice of Election to Opt Out of Opioids Settlements Under Indiana Code 4-6-15-2

The County of Monroe, Indiana, hereby submits notice to the Indiana Attorney General that it elects to opt out of the opioids settlement pursuant Indiana Code 4-6-15-2(b). The County of Monroe, Indiana hereby submits the following information pursuant to Indiana Code 4-6-15-2(c):

- (1) The name of the political subdivision electing to opt out is the County of Monroe, Indiana;
- (2) The contact information for an individual at this political subdivision who can provide information regarding the decision to opt-out is Margie K Rice, Monroe County Attorney, 100 W. Kirkwood Ave., Bloomington, IN 47404. Because this political subdivision is represented by counsel in this matter, the political subdivision requests that all communications relating to this decision to opt out be directed to its counsel as follows:

Irwin B. Levin Cohen & Malad, LLP

One Indiana Square, Suite 1400 Indianapolis, IN 46204 317.636.6481 (office) ilevin@cohenandmalad.com

(3) A certified copy of the resolution adopted by this political subdivision evidencing its election to opt out of the opioids settlement pursuant to Indiana Code 4-6-15-2(c) is attached hereto as Exhibit A.

Adopted this 22nd day of June, 2021 by the Council.

"AYES" "NAYS"

ERIC SPOONMORE, President	ERIC SPOONMORE, President
KATE WILTZ, President Pro Tempore	KATE WILTZ, President Pro Tempore
TRENT DECKARD	TRENT DECKARD
MARTY HAWK	MARTY HAWK
PETER IVERSEN	PETER IVERSEN
GEOFF McKIM	GEOFF McKIM
CHERYL MUNSON	CHERYL MUNSON

Approved this 23rd day of June, 2021, by the Commissioners.

"AYES"	"NAYS"
JULIE THOMAS, President	JULIE THOMAS, President
LEE JONES, Vice President	LEE JONES, Vice President
PENNY GITHENS	PENNY GITHENS
ATTEST: CATHERINE SMITH, Auditor	

RESOLUTION 2021-26

Resolution to Opt Out of Opioids Settlements Under Indiana Code 4-6-15-2

WHEREAS, The County of Monroe, Indiana, has been actively engaged in pursuing damages caused by the manufacture, sale, and distribution of opioids through outside counsel in multidistrict litigation; and

WHEREAS, recent legislation adopted by the Indiana legislature and signed into law by the Governor would greatly diminish the potential recovery from various responsible parties per Indiana Code 4-6-15; and

WHEREAS, The Board of Commissioners and The County Council of The County of Monroe, Indiana, after due consideration, have determined that it is in the best interest of its citizens to opt out of the opioids settlements under Indiana Code 4-6-15-2.

NOW, THEREFORE, BE IT RESOLVED, by The Board of Commissioners and The County Council of The County of Monroe, Indiana, having considered whether to elect to opt out of the opioids settlements under Indiana Code 4-6-15-2, hereby resolve that The Board of Commissioners and The County Council now exercise their election to opt out of the opioids settlements, and order their duly authorized agent to submit a certified copy of this Resolution to the Indiana Attorney General by June 30, 2021

Adopted this 22nd day of June, 2021 by the Council.

ERIC SPOONMORE, President ERIC SPOONMORE, President KATE WILTZ, President Pro Tempore TRENT DECKARD TRENT DECKARD MARTY HAWK MARTY HAWK PETER IVERSEN GEOFF McKIM GEOFF McKIM

CHERYL MUNSON

CHERYL MUNSON

Approved this 23rd day of June, 2021, by the Commissioners.

"AYES"	"NAYS"
JULIE THOMAS, President	JULIE THOMAS, President
LEE JONES, Vice President	LEE JONES, Vice President
PENNY GITHENS	PENNY GITHENS
ATTEST:CATHERINE SMITH, Auditor	
APPROVED AS TO LEGAL FORM:	
Margie Rice, Monroe County Attorney	

RESOLUTION 2015 - 46

A RESOLUTION SUPPORTING A MIDPOINT HIRING POLICY

WHEREAS, the Monroe County Council wishes to enable Department Heads and Elected Officials to hire outstanding job candidates with exceptional expertise and experience; 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 is goal,

NOW THEREFORE BE IT RESOLVED, that adopting the following procedure will assist in the recruitment and hiring of exceptional candidates, result in savings from training expenses not needed, and 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 Department Head/Elected Official (DH/EO) can follow this procedure to request permission to hire someone from outside County government experience at the 3-year salary level.

- 1. **Evaluation Factors:** The DH/EO shall consult with the HR Director and 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 years in the position? (A comparison of written job descriptions would be helpful here.)
 - b. How many years' experience has the applicant had in the comparable position?
- 2. **Process:** The HR Director will submit written findings to the DH/EO 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 DH/EO 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 DH/EO 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.
- 3. **Decision-Making Authority:** The final decision on the request shall rest with the Council.

4. **Evaluation:** As a check on the effectiveness of the policy, following the Council decision, the Director of HR shall report at the next meeting of PAC on the process. 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.

Presented to the Monroe County Council and adopted this 8th day of December, 2015.

* * * * * * * * MONROE COUNTY COUNCIL

"YEAS"	"NAYS"
Cheryl Munson, President	Cheryl Munson, President
Shelli Yoder, Vice-President	Shelli Yoder, Vice-President
Ryan Cobine, Member	Ryan Cobine, Member
Marty Hawk, Member	Marty Hawk, Member
Lee Jones, Member	Lee Jones, Member
Geoff McKam, Member	Geoff McKim, Member
Eric Spoonmore, Member	Eric Spoonmore, Member
ATTEST:	
Steve Saulter the	
Steve Saulter, Monroe County 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

Eric Spoonmore, President
Kate Wiltz, President Pro Tempore
Trent Deckard
Marty Hawk
Peter Iversen
Geoff McKim
Cheryl Munson
Margie Rice, Legal Counsel
Kimberly Shell, Council Administrator
Meghan Miller, Council Assistant

COUNCIL WORK SESSION SUMMARY MINUTES Tuesday, May 25, 2021 at 5:30 pm MEETING CONNECTION VIA ZOOM

MEMBERS STAFF

Present – Eric Spoonmore, President

Present – Kate Wiltz, President Pro Tempore

Present - Trent Deckard

Present - Marty Hawk

Present - Peter Iversen

Present - Geoff McKim

Present – Cheryl Munson

Present – Kimberly Shell, Council Administrator

Present - Margie Rice, Legal Counsel

Present - Anita Freeman, Admin. Assistant

1. CALL TO ORDER

Spoonmore called the meeting to order at 5:31 pm. Roll was called. All Council members present.

2. ADOPTION OF AGENDA

Spoonmore pointed out errors regarding the numbering of sub-categories for Item 4 and Item 6. There are two (2) sub-category D's in Item 4. The second D needs to be amended to E. There are two (2) sub-category B's in Item 6. The first B needs to be amended to A. Also, in Item 4 C-2, Fund 9145, JDAI Programming, the amount for account line 30006, Contractual, should be \$20,550, rather than \$20,500. The grand total for the grant is correct.

Spoonmore called for a motion to amend the agenda.

McKim moved to adopt the agenda as amended. Munson seconded. No questions or discussion.

Spoonmore asked on a Roll Call vote on the motion to amend.

Freeman called the Roll:

McKim Yes
Wiltz Yes
Hawk Yes
Iversen Yes
Deckard Yes
Spoonmore Yes
Munson Yes

Motion passed; 7-0; Unanimous

3. DEPARTMENT UPDATES

Bri Gregory, County Financial Director Angela Purdie, Board of Commissioners Administrator

- -Bri Gregory gave an update on the County's revenue status. Council comments and questions ensued.
- -Angela Purdie gave an update on funds expended from the Commissioners' office.
- -Mary Elftman, former Veterans Services Director, introduced the new Veterans Service Director, Steven Miller.

4. PROBATION DEPARTMENT

A. PRESENTATION REGARDING STATISTICAL INFORMATION OF THE JUVENILE DETENTION ALTERNATIVES INITIATIVE, Judge Stephen Galvin & Christine McAfee

Monroe County became the 19th Indiana County to implement the Juvenile Detention Alternatives Initiative 2014. The Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative is a bipartisan movement for juvenile justice reinvestment. The initiative involves the reallocation of government resources away from mass incarceration and toward investment in youth, families, and communities. JDAI is a network of juvenile justice practitioners and other system stakeholders across the country working to build a better and more equitable youth justice system.

Spoonmore introduced Judge Stephen Galvin and Christine McAfee, JDAI Coordinator, who gave a presentation on statistical information of the Juvenile Detention Alternatives Initiative (JDAI).

Public Comment: Carlos Gaitani, Monroe County Deputy, spoke of a situation that he encountered.

Council questions and comments ensued.

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B. Request Approval to Create a New *Account Line and Simultaneously Approve a Category Transfer, Linda Brady or Christine McAfee

JDAI Programming, 9123-0000

FROM:

30006 Contractual \$1,200.00

TO:

40001 *Equipment \$1,200.00

This transfer request is to support the implementation of alternatives to securely detain youth using 100% grant funding. These grant amendments have been approved by our assigned JDAI Strategist. Funds were originally appropriated for contracts and the Department will not need all the money appropriated for this purpose. The Department is requesting the creation of account line 40001 Equipment in order to re-purpose some of the funds to purchase a storage cabinet to hold supplies that are obtained to support the various programming provided throughout the year.

Wiltz moved to approve the Probation Department's request to create a new account line, 40001, Equipment, in Fund 9123-0000, JDAI Programming, and to simultaneously approve a category transfer in the amount of \$1,200 from the Services category to the Capital category. McKim seconded.

McAfee presented on this item. No Council comment. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Wiltz Yes
Iversen Yes
Spoonmore Yes
Munson Yes
Hawk Yes
McKim Yes
Deckard Yes

Motion passed; 7-0; Unanimous

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C. Request Approval to Create New Account Lines and Simultaneously Approve Additional Appropriations, Jeff Hartman & Christine McAfee

1. JDAI Coordination, 9143-0000
20001 Office Supplies \$ 600.00
21020 Food \$ 2,320.00
30028 Training/Travel \$ 1,740.00
30041 Software \$ 5,340.00
TOTAL \$10,000.00

Wiltz moved to approve the Probation Department's request for new account lines and simultaneously approve additional appropriations in Fund 9143-000, JDAI Coordination, in the amount of \$2,920 in the Supplies category and \$7,080 in the Services category for a total of \$10,000. McKim seconded.

McAfee presented on this item. No Council comments. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Munson Yes
McKim Yes
Deckard Yes
Hawk Yes
Spoonmore Yes
Iversen Yes
Wiltz Yes

Motion passed; 7-0; Unanimous

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2.	JDAI Programming, 9145-0000			
	20012	Educational Supplies		\$ 5,650.00
	21020	Food		\$ 2,700.00
	22015	Supervision Incentives		\$12,300.00
	30006	Contractual		\$20,500.00
	30075	MC3 Summit		\$ 3,000.00
	30800	Postage		\$ 800.00
			TOTAL	\$45,000.00

For over 20 years, the Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative (JDAI) has proven that the juvenile justice system's dual goals of promoting positive youth development and enhancing public safety are not in conflict and can be greatly strengthened by eliminating unnecessary or inappropriate confinement. As a JDAI site, the Monroe Circuit Court will pursue JDAI's eight core strategies to accomplish this objective. This appropriation request is to support the coordination and implementation of creating alternatives to securely detaining youth using 100% grant funding from the Indiana Department of Correction.

Wiltz moved to approve the Probation Department's request for new account lines and simultaneously approve additional appropriations in Fund 9145-0000, JDAI Programming, in the amount of \$20,650 in the Supplies category and \$24,350 in the Services category for a total of \$45,000. McKim seconded.

McAfee presented on this item. No Council comment. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Hawk Yes
Deckard Yes
Iversen Yes
Wiltz Yes
McKim Yes
Munson Yes
Spoonmore Yes

Motion passed; 7-0; Unanimous

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D. Request Approval to Simultaneously Create New Account Lines, Approve Additional Appropriations and Amend the 2021 Salary Ordinance, Becca Streit

1.	Commu	unity Corrections Grant, 9141-00	000	
	10068	Office Manager	\$	16,039.50
	11410	CASP PO/Case Manager	\$	16,039.50
	11412	PSC Field Officer	\$	16,039.50
	11415	CASP PO/Case Manager	\$	16,039.50
	11416	CASP Field Officer	\$	15,756.50
	11417	CASP PO/Case Manager	\$	16,039.50
	11420	CASP Field Officer	\$	16,039.50
	11422	CASP PO/Case Manager	\$	26,644.00
	11423	CASP PO/Case Manager	\$	28,449.00
	11440	CASP Field Officer	\$	15,756.50
	11450	CASP PO/Case Manager	\$	16,039.50
	11460	CASP Field Officer	\$	15,765.50
	11470	CASP Director/Supervisor	\$	20,764.50
	11480	CASP Field Officer	\$	16,039.50
	11492	CQI Supervisor	\$	28,432.00
	13019	Legal Secretary	\$	15,896.00
	14235	CASP PO/Case Manager	\$	26,644.00
	14236	CASP PO/Case Manager	\$	18,586.00
	15115	Executive Director	\$	30,764.50
	17601	Longevity	\$	436.00
	17801	Part-Time	\$	0.00

18001	FT Self Insurance		\$110,250.00
18101	FICA		\$ 27,981.00
18201	PERF		\$ 52,299.50
32114	Electronic Monitoring		\$ 17,614.50
		TOTAL	\$574,346.50

Wiltz moved to approve the Probation Department's request to simultaneously create new account lines, additional appropriations and amend the 2021 Salary Ordinance in Fund 9141-0000, Community Corrections Grant, in the amount of \$556,732 in the Personnel category and \$17,614.50 in the Services category for a total of \$574,346.50. McKim seconded.

Becca Streit, Deputy Chief Probation Officer, presented on this item. Council discussion ensued. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

IversenYesSpoonmoreYesMunsonYesDeckardYesWiltzYesHawkYesMcKimYes

Motion passed; 7-0; Unanimous

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2.	Drug Court Grant, 9147-0000				
	11411	PSC Field Officer		\$16,	304.00
	11424	PSC PO/Case Manager		\$27,	455.00
	11491	CASP Field Officer		\$16,	728.50
	17601	Longevity		\$	50.50
	17801	Part-Time		\$	0.00
	18001	FT Self Insurance		\$ 5,	250.00
	18101	FICA		\$ 4,	627.50
	18201	PERF		\$ 8,	440.00
			TOTAL	\$78,	855.50

Wiltz moved to approve the Probation Department's request to simultaneously create new account lines, additional appropriations and amend the 2021 Salary Ordinance in Fund 9147-0000, Drug Court Grant, in the amount of \$78,855.50 in the Personnel category. McKim seconded.

No further information on this item. No Council comment. No Public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Wiltz Yes
Munson Yes
Hawk Yes
Iversen Yes

McKim Yes Spoonmore Yes Deckard Yes

Motion passed; 7-0; Unanimous

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3.	Mental	Health Court Grant, 914	9-0000		
	11421	PSC PO/Case Manager		\$1	6,114.00
	17601	Longevity		\$	14.50
	17801	Part-Time		\$	0.00
	18001	FT Self Insurance		\$	5,250.00
	18101	FICA		\$	1,232.50
	18201	PERF		\$	2,077.00
			TOTAL	\$2	4,688.00

The 2021 Indiana Department of Correction (IDOC) grants have been extended for another 6 months (July 1, 2021 through December 31, 2021), at the same rate/award as the 2020 grants. Monroe County's total 2020 and 2021 grants = \$1,355,780 per year. This grant funding will support the continued operations in these three programs for the second half of calendar year (CY) 2021 beginning July 1, 2021 and closing December 31, 2021 as follows: (1) Fund 9147 – Drug Court \$78,855.50; (2) Fund 9141 – Community Corrections Program (Day Reporting, Home Detention, Pretrial Services) \$574,346.50; (3) Fund 9147 – Mental Health Court \$24,688.

Wiltz moved to approve the Probation Department's request to simultaneously create new account lines, additional appropriations and amend the 2021 Salary Ordinance in Fund 9149-0000, Mental Health Court Grant, in the amount of \$24,688 in the Personnel category. McKim seconded.

No further information on this item. No Council comment. No Public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Hawk Yes
Wiltz Yes
Deckard Yes
Spoonmore Yes
Munson Yes
McKim Yes
Iversen Yes

Motion passed; 7-0; Unanimous

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E. Request Approval to Create New Account Lines, Approve Additional Appropriations and Simultaneously Amend the 2021 Salary Ordinance, Becca Streit

Probation CARES Grant, 4924-9621

35000 Drug Court \$2,507.52 36080 CC Alcohol Testing \$556.78 TOTAL \$3,064.30 Every year the Drug Treatment Court and Community Corrections apply for funding from the Monroe County CARES grant which supports programs in the local community that addresses problems related to substance abuse. For the 2020-2021 Grant, Drug Treatment Court was awarded \$2,507.52 for the purchase of instant cup urine testing supplies. Community Corrections was awarded \$556.78 to purchase Alco-Sensor portable breath tests and supplies which are used to test program participants for alcohol.

Wiltz moved to approve the Probation Department's request to create new account lines and additional appropriations in Fund 4924-9621, Probation CARES Grant, in the amount of \$3,064.30 in the Services category. McKim seconded.

Streit presented on this item. No Council comments. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Hawk Yes
McKim Yes
Spoonmore Yes
Iversen Yes
Wiltz Yes
Munson Yes
Deckard Yes

Motion passed; 7-0; Unanimous

5. SOLID WASTE MANAGEMENT DISTRICT, Tom McGlasson Request for State Required Landfill Post-Closure Financial Assurance

State required annual financial assurance update per 329 IAC 10-39-3. We would like demonstrate this requirement using the "local government financial test" option [329 IAC 10-39-3(6)], as this method does not require any expenditures on the part of the District or Monroe County. The District does not meet all of the financial requirements of this option, however, Monroe County does. The District is requesting that Monroe County establish financial responsibility for post-closure care on behalf of the District as has been done in previous years.

Wiltz moved to officially accept responsibility for post-closure care on behalf of the Solid Waste Management District pursuant to Indiana Administrative Code 329 IAC 10-39-3. McKim seconded.

Tom McGlasson, Solid Waste Management District Director, presented on this item. Council questions and comments ensued. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Deckard Yes
Wiltz Yes
McKim Yes
Munson Yes
Hawk Yes
Iversen Yes
Spoonmore Yes

Motion passed; 7-0; Unanimous

6. COUNTY COUNCIL, Margie Rice

A. Request Approval of Resolution 2021-23: Update Sophia Travis Community Service Grants

This Resolution will update the Sophia Travis Community Service Grants process, which was last updated in 2016 by Resolution 2016-23. It provides additional detail regarding changes the Committee recommends making, including adding a new grants category and changes to eligibility criteria.

Wiltz moved to approve Resolution 2021-23: Update Sophia Travis Community Service Grants process. McKim seconded.

Margie Rice, Legal Counsel, presented on this item. Council discussion ensued. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

McKim Yes
Spoonmore Yes
Munson Yes
Hawk Yes
Iversen Yes
Deckard Yes
Wiltz Yes

Motion passed; 7-0; Unanimous

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B. Request Approval of Resolution 2021-25: Electronic Attendance Policy for Public Meetings

Without another extension of the Governor's Executive Order, which allows for complete electronic participation in meetings, members of governing bodies in Indiana must resume in-person meetings beginning June 1st. The General Assembly did, however, pass legislation (HEA 1437) to allow for *partial* participation electronically by some members IF a policy is passed by the governing body. This Resolution will adopt a policy for the Council and allow the Council to take advantage of the procedures of the newly amended HEA 1437 and Indiana Code 5-14-1.5-3.5 regarding electronic participation at public meetings for the County Council and their sub-committees.

Wiltz moved to approve Resolution 2021-25: Electronic Attendance Policy for Public Meetings. McKim seconded.

Margie Rice presented on this item. Council discussion ensued. Public Comment: Dave Askins, B Square Beacon, had comments.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Munson Yes
Deckard Yes
Hawk Yes
Spoonmore Yes
Iversen Yes

Wiltz Yes McKim Yes

Motion passed; 7-0; Unanimous

7. YOUTH SERVICES BUREAU, Louis Malone

A. Request Approval to Hire at Mid-Point based on Resolution 2015-46

LIT-Special Purpose, 1114-0166

11170 Financial & Personnel Coordinator 40 Hours PAT 3 Exempt

The candidate has 10+ years of experience working in government and university financial positions. The candidate has significant experience with federal funding and recordkeeping which is a very important part of this position. They also have proven experience in all other aspects required for this position. The HR Specialist has reviewed the Mid-Point Hire request.

Wiltz moved to approve the Youth Services Bureau's request for a Mid-Point Hire of the Financial & Personnel Coordinator, in Fund LIT-Special Purpose, 1114-0166, account line 11170. McKim seconded.

Louis Malone, YSB Deputy Director, presented on this item. Council discussion ensued. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Spoonmore Yes
Iversen Yes
Wiltz Yes
McKim Yes
Munson Yes
Deckard Yes
Hawk Yes

Motion passed; 7-0; Unanimous

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B. Request Approval to Amend the 2021 Salary Ordinance

LIT-Special Purpose, 1114-0166

FROM:

11170 Financial & Personnel Coordinator 40 Hours PAT 3 Exempt

TO:

11170 Financial & Personnel Coordinator 40 Hours PAT 3 Exempt MPH Status

(The Mid-Point Hire Base Rate for a PAT 3 is \$23.32 hourly or approximately \$48,506 annually. This amount will be prorated depending on the candidate's actual date of hire.)

If Council approves the Mid-Point Hire, a Salary Ordinance amendment is needed in order to allow the Payroll Administrator to issue earnings above the Minimum Rate for a new employee. (The position was appropriated at a 3-Year Level for 2021 there will be no fiscal impact for this request.)

Wiltz moved to approve the Youth Services Bureau's request to amend the 2021 Salary Ordinance in Fund 1114-0166, LIT-Special Purpose, account line 13425, Financial & Personnel Coordinator, 40 Hours, PAT 3, Exempt, to a Mid-Point Hire status. McKim seconded.

Malone had no additional information. Council discussion ensued. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

IversenYesMunsonYesDeckardYesWiltzYesHawkYesMcKimYesSpoonmoreYes

Motion passed; 7-0; Unanimous

8. APPROVAL OF MINUTES AS PRESENTED

- -April 13, 2021 Regular Session
- -April 27, 2021 Work Session

Wiltz moved to approve the April 13, 2021 – Regular Session and the April 27, 2021 – Work Session Summary minutes as presented. McKim seconded.

No Council comment. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Hawk Yes
Munson Yes
Iversen Yes
McKim Yes
Spoonmore Yes
Deckard Yes
Wiltz Yes

Motion passed; 7-0; Unanimous

9. BOARDS AND COMMISSIONS

Current Board or Commission Vacancies

-Women's Commission 2 Year Term Expires: 1/1/2022 (completing a current term)

Spoonmore wanted to remind everyone that there's still a vacancy on the Women's Commission. If there's anyone interested, you're welcome to submit an application on the Monroe County Government website.

10. COUNCIL COMMENTS

- -McKim spoke on the EPA delisting findings for Bloomington.
- -Munson spoke on the Sophia Travis grants program applications
- -Hawk spoke on the Assessors' Sales Disclosures and City Annexation
- -Iversen noted Liz Feitl retirement at United Way

-Spoonmore spoke to Congressman Trey Hollingsworth's vote to pass a bill to create independent commission t	to
investigate insurrection at the Capital on January 6, 2021.	

11. ADJOURNMENT 7:48 pm

The Summary Minutes of the Monroe County Council Work Session held on May 25, 2021 were approved on **June 22, 2021.**

MONROE COUNTY COUNCIL, INDIANA

"Aye"	"Nay"
Eric Spoonmore, President	Eric Spoonmore, President
Kate Wiltz, President Pro Tempore	Kate Wiltz, President Pro Tempore
Trent Deckard, Member	Trent Deckard, 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	