

MONROE COUNTY COUNCIL

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

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

COUNCIL REGULAR SESSION AGENDA Tuesday, March 14, 2023 at 5:30 pm

Nat U. Hill Meeting Room and Zoom Connection

https://monroecounty-in.zoom.us/j/86799913652?pwd=N3UxWkpKR295RmZad1ViY1pldmQyUT09

Meeting ID: 867 9991 3652 **Password: 131411**

- 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

"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the 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 last 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. | PLEDGE OF ALLEGIANCE | |
| 3. | ADOPTION OF AGENDA | |
| 4. | PUBLIC COMMENT – items NOT on the agenda (limited to 3 minutes per speaker) | |
| 5. | DEPARTMENT UPDATES | |
| 6. | COUNCIL LIAISON UPDATES | |

9

7. BOARDS AND COMMISSIONS APPOINTMENT

Request Approval of a Citizen Appoint to the Library Board of Trustees, Grier Carson

Christine Hull Library Board of Trustees Term Length: Completing 4-Year Term Expires: 01/31/2027

The Monroe County Public Library Board of Trustees recommends candidate, Christine (Chris) Hull, to fill its forthcoming vacancy of a member-at-large position.

8. JAIL/CORRECTIONAL CENTER, Ruben Marte', Phil Parker, and Kyle Gibbons

2023

A. Request Approval of a New Job Description/Position and Simultaneously Amend the 2023 Salary Ordinance

16022 Facility Coordinator 40 Hours Jail LTC B Non-Exempt

The Waggoner, Irwin, Scheele (WIS) classification and review has been completed and received for the Jail/Correctional Center. WIS recommends the new position be classified at an LTC B, Non-Exempt. As this position will have similar working conditions and interactions with inmates, plus in most jails a correctional officer is assigned these duties, the Department is requesting the Facility Coordinator position be compensated at the same base rate of a Correctional Officer which is classified at a Jail Civ Pole B at \$23.66 hourly. (Base rate for an LTC B is \$20.27).

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B. Request Approval for Additional Appropriations

16

General Fund-Jail, 1000-0380

 20700
 Maintenance/Repair Supplies
 \$ 50,300.00

 24200
 Operational Supplies
 \$ 40,000.00

 30006
 Contractual
 \$ 10,000.00

 40001
 Equipment
 \$ 7,800.00

TOTAL \$108,100.00

The Department is requesting an additional appropriation of \$40,000 to replenish funds transferred from the Operational Supplies to create lines to purchase items to clean and paint the Jail. The Department has received estimates and/or quotes as to purchasing supplies and/or equipment, for the use of cleaning and painting the Jail which is attached for review. The Department is requesting additional appropriations to bring newly created account lines to the totals needed to move forward with purchasing any of the remain items.

Total Supplies Request \$70,219.71 – Maintenance/Repair Supplies (Transfer Balance) \$20,000 = \$50,219.71 Total Contractual Request \$20,000 - Contractual (Transfer Balance) \$10,000 = \$10,000 Total Equipment Request \$17,794.78 - Equipment (Transfer Balance) \$10,000 = \$7,794.78

At this time, the Department does not have any agreements and/or contracts with third-party vendors with regards to additional assistance needed for cleaning and/or sanitizing the Jail Facility. The Department is requesting the additional appropriation amount to be in place for when the need arises.

9. HEALTH DEPARTMENT, Lori Kelley

A. Request Approval of Additional Appropriations

IMM Longterm Covid Fund, 8181-9623 32740 Immunization Expense \$272,664.20 The Department has received a grant award of \$272,664.20 to support immunization and vaccines through the Public Health Clinic Services. The grant runs from July 1, 2022 – June 30, 2023. The scope of work included in this award includes, but is not limited to the following: promotion of vaccination to increase participation, development and implementation of a plan that includes strategies to increase HPV vaccination, partner engagement strategies to develop new partners and strengthen existing partnerships, conduct school located vaccination clinics, promote COVID-19 vaccination, and conduct direct COVID-19 outreach and vaccination to minority and hard to reach populations.

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B. Request Approval of Additional Appropriations

Syringe Services Program Fund, 9130-9623 20011 Other Supplies \$25,000.00

42

49

The Department has received an award letter providing \$25,000 of new grant money for the Syringe Services Fund from the Health Foundation of Greater Indianapolis, Inc. The grant period runs from January 1, 2023 - December 31, 2023. The funding covers the cost of syringes for the Monroe County Health Department Continuation of the Syringe Service Program in Monroe County through 2023. The Department contracts with the Indiana Recovery Alliance (IRA) to operate the Monroe County Syringe Service Program (MCSSP). The Department's Harm Reduction staff provides outreach during mobile SSP alongside IRA staff and volunteers three days per week.

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C. Request Approval of Additional Appropriations and Simultaneously Amend the 2023 Salary Ordinance

| STD Str | STD Strengthening Prevention Fund, 8112-9623 | | | | | | |
|---------|---|----------|------------|--|--|--|--|
| 10107 | DIS Intervention Specialist Program Coordinator | ٠ \$ | 48,449.00 | | | | |
| 10108 | Disease Intervention Specialist | \$ | 43,480.00 | | | | |
| 17601 | Longevity | \$ | 800.00 | | | | |
| 18001 | FT Self Insurance | \$ | 24,000.00 | | | | |
| 18101 | FICA | \$ | 7,032.48 | | | | |
| 18201 | PERF | \$ | 13,053.82 | | | | |
| 20011 | Other Supplies | \$ | 14,592.35 | | | | |
| 30014 | Other Services | \$ | 14,592.35 | | | | |
| 30021 | Phones & Pagers | \$ | 1,000.00 | | | | |
| 30028 | Training & Travel | \$ | 1,000.00 | | | | |
| 38110 | Services & Charges | \$ | 1,000.00 | | | | |
| 40001 | Equipment | \$ | 1,000.00 | | | | |
| | | TOTAL \$ | 170,000.00 | | | | |

The Department received an award letter for Fund 8112 ,STD Strengthening Prevention, referred to as the DIS Workforce Supplemental. The grant runs from January 1, 2023 - December 31, 2023, and will be used for personnel, benefits, supplies, services, a department cell phone, training/travel, services & charges related to Indiana Department of Health (IDOH) and equipment. The Department is requesting to appropriate additional funding and a corresponding amendment to the Salary Ordinance adding the DIS Program Coordinator and Specialist.

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| DIS Inte | DIS Intervention -STD Fund, 8180-9623 | | | | | | |
|----------|---------------------------------------|----|-----------|--|--|--|--|
| 10108 | Disease Intervention Specialist | \$ | 43,480.00 | | | | |
| 17601 | Longevity | \$ | 200.00 | | | | |
| 17801 | Part Time | \$ | 15,000.00 | | | | |
| 18001 | FT Self Insurance | \$ | 12,000.00 | | | | |
| 18101 | FICA | \$ | 3,326.18 | | | | |
| 18201 | PERF | \$ | 6,174.22 | | | | |
| 20011 | Other Supplies | \$ | 14,592.35 | | | | |
| 30014 | Other Services | \$ | 18,788.80 | | | | |
| 30021 | Phones & Pagers | \$ | 1,000.00 | | | | |
| 30028 | Training & Travel | \$ | 1,000.00 | | | | |
| 38110 | Services & Charges | \$ | 1,000.00 | | | | |

TOTAL \$121,758.00

\$ 1,000.00

The Department received an award letter for Fund 8180 DIS Intervention-STD, referred to as the DIS Partner Services. This grant will run from April 1, 2023 - March 31, 2024, and will be used for personnel, benefits, supplies, services, a department cell phone, training/travel, services & charges related to Indiana Department of Health (IDOH) and equipment. The Department is requesting to appropriate additional funding and a corresponding amendment to the Salary Ordinance adding the DIS Specialist.

10. **COUNCIL OFFICE, Kim Shell**

HIGHWAY ENCUMBRANCE HOUSEKEEPING UPDATE

The Auditor's Office has found two additional Highway Department expense corrections in Fund 4920-0000, Westside Econ TIF which effects the total needed to encumber for 2023. The account lines amended are highlighted below to show the original encumbrance amount, the amended amount, and the new updated encumbrance total. No additional action is needed by Council. These amendments were updated by the Auditor's Staff on March 2, 2023.

HIGHWAY DEPARTMENT

Westside Econ Dev/Rich Twp TIF Fund, 4920-0000

40001 Equipment

| Account Number | Account Title | Original Encumbrance | Amended AMOUNT | UPDATED Encumbrance TOTALS | Contractor |
|-------------------|-------------------------------|-------------------------|-------------------|----------------------------------|------------------------------|
| 30036 | Hartstrait Connector Road | 192,876.00 | 50,000.00 | 142,876.00 | Crider & Crider |
| 31219 | Profile Parkway Extension | 57,128.62 | 0.00 | 57,128.62 | Crider & Crider |
| 31257 | Vernal Pike Connector Road | 70,010.50 | 64,874.38 | 5,136.12 | DLZ |
| 31345 | Multi-Use Trail Corridor | 196,325.49 | 0.00 | 196,325.49 | Butler, Fairman & Seufert |
| 32310 | Curry/Woodyard/Smith Pike | 833,578.48 | 298.80 | 833,279.68 | Beam Longest & Neff |
| 39945 | Disbursement to Bank | 1,404,046.02 | 1,027,449.72 | 376,596.30 | Old National Bank |
| | T-4-1 | 2 752 065 44 | 1 1 1 2 6 2 2 0 0 | 4 644 242 24 | |

2,753,965.11 | *1,142,622.90* | **1,611,342.21** |

74

92

B. Request Approval to Amend Resolution 2023-02: A Policy Recognizing Knowledge, Skills, and Abilities for Highly Qualified Applicants and Simultaneously Amend the 2023 Salary Ordinance.

On February 14, 2023, Council approved a resolution setting policies and procedures in place to enable Elected Officials or Department Heads to hire highly qualified applicants with no prior Monroe County Government work history and/or current permanent part-time employees into full-time positions. After approval, it was requested to add language to allow employees with approved KSA Status to transfer to other MCG Departments while maintaining their KSA Status. This language has been incorporated into the Resolution for review and approval.

Three (3) amendments are needed in the Salary Ordinance changing language from Mid-Point Hire (MPH) to Knowledge, Skills, and Abilities (KSA). Language detail is attached for review.

11. APPROVAL OF SUMMARY MINUTES AS PRESENTED

- February 14, 2023 Regular Session
- -February 28, 2023 Work Session

12. COUNCIL COMMENTS

13. ADJOURNMENT

Monroe County Council Agenda Request Form

Complete <u>ALL</u> applicable highlighted areas below.

| DEPARTMENT: Monroe County Public Library (MCPL) | MEETING DATE REQUESTED (Tentative): March 14, 2023 |
|--|--|
| Request Presenter(s): N/A | Phone: 812-349-3060 |
| Was the Council Liaison notified prior to submitting this A | genda Request: Yes |
| PURPOSE OF REQUEST: (Mark with an "X" in all applicable | e boxes) |
| Creation of Account Line(s) and/or | Additional Appropriation(s) |
| Fund Name: | |
| Transfer of Funds | |
| Category | |
| Fund Name: Fund to Fund | |
| Fund Name A: | |
| Fund Name B: | |
| Salary Ordinance Amendment Effective Date | of Amendment: |
| De-Appropriation of Account Lines | |
| Fund Name: | |
| Other (Specify) Board recommendation for approval | |
| Narrative: Give a DETAILED SUMMARY explanation for | or the request (purpose, action needed, etc.) . |
| | |
| | ndidate, Chris Hull, to fill its forthcoming vacancy of d application and recommendation letter from the e following bio information as well: |
| for a certification in school library from IU. I service (2 yrs) and Arlington Elementary school (10yrs) | r MCCSC as a classroom teacher in schools: the 2007-2008 school year off to get my schooling yed as a school librarian at both South High School until Dec. 2019. I am married and have 3 grown have been gardening, visiting family, and reading. |
| We request approval consideration at the March | 14, 2023 Monroe County Council meeting. |
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Complete <u>ALL</u> corresponding agenda information on subsequent tabs.

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



Downtown Library 303 E. Kirkwood Ave. Bloomington, IN 47408 812-349-3050 Ellettsville Branch 600 W. Temperance St. Ellettsville, IN 47429 812-876-1272

Board of Trustees Monroe County Public Library (MCPL) 303 E. Kirkwood Avenue Bloomington, IN 47408

February 28, 2023

Dear Monroe County Council,

It is with great pleasure that I recommend Chris Hull as a candidate for the member-at-large, forthcoming vacancy on the MCPL Board of Trustees. Chris is a former Summit Elementary School Librarian, now retired, and has indicated strong interest in being involved with MCPL. On behalf of the Library Board, I would like to recommend her as a candidate. Please let me know if you need additional information.

Sincerely,

Christine Harrison

President, MCPL Board of Trustees

Enc:

Monroe County Government Boards and Commissions application



MONROE COUNTY GOVERNMENT BOARDS AND COMMISSIONS APPLICATION

Monroe County Commissioners' Office 100 W Kirkwood Avenue Bloomington IN 47404

| TODAY'S DATE: 02/27/2023 | | | | | | | |
|---|--|--|--|--|--|--|--|
| NAME: Christine Hull Nickname: Chris | | | | | | | |
| ADDRESS: 7396 S. Shady Side Dr. | | | | | | | |
| CITY: Bloomington ZIP: 47401 | | | | | | | |
| RESIDENCE TOWNSHIP: Clear Creek | | | | | | | |
| Are You Eligible To Vote In The City Election: Yes No | | | | | | | |
| CONTACT INFORMATION: | | | | | | | |
| Email: hullc2293@gmail.com | | | | | | | |
| Home: 812-824-9063 | | | | | | | |
| Work: | | | | | | | |
| Cell: 812-322-6807 | | | | | | | |
| OCCUPATION: Retired | | | | | | | |
| Applying for Board(s) and/or Commission(s): | | | | | | | |
| MCPL Board of Trustee | | | | | | | |
| Why are you interested in applying for this position? | | | | | | | |
| Having retired from MCCSC, I am ready to volunteer my services to the community. | | | | | | | |
| Please list your qualifications for this position: | | | | | | | |
| The last 12 years of my MCCSC experience was being a libraian in both a high school and an elementary school. | | | | | | | |
| | | | | | | | |

You may attach a resume and/or additional sheets to expand on your answers above.

Please <u>email</u> your entire application to the Monroe County Commissioners' Office at commissionersoffice@co.monroe.in.us. All applications are held for one year. As various openings come up you may be contacted to see if you are interested in serving.

Waggoner • Irwin • Scheele & Associates INC

MEMORANDUM

DATE: March 3, 2023

TO: Kim Shell, County Council Administrator

FROM: Lori Seelen and Addie Rooker

SUBJECT: New Position Request – Sheriff/Jail

As requested, Waggoner, Irwin, Scheele, and Associates (WIS), reviewed the following new position request for the Sheriff's Department/Jail.

Facility Coordinator

This is a new position request. According to information from the department the "current jail facility is in a state of disrepair and uncleanliness which needs reversal then continuous efforts to maintain the facility to a standard of sanitation to ensure a safe work environment for staff and to constitutionally house inmates confined to the facility." A job description has been created and the position will be responsible for maintenance, and cleanliness of facility and grounds.

Job duties for the position include: Reviewing daily jail inspection and grievance reports and making schedule to repair or replace issues; Performing daily walkthrough of jail facility and preventive maintenance checks throughout jail; Completing basic maintenance duties throughout jail facility; Supervising inmate work crews performing sanitation and cleaning of facility; Coordinating and documenting referrals of maintenance requiring specialized skills; Coordinating sanitation and hygiene strategies for facility; Assessing and briefing Sheriff and Jail Commander regarding preventative maintenance needs; Designing and developing strategies to ensure sanitation efforts; and Assisting Sheriff and/or Jail Commander with annual jail report regarding maintenance and upkeep of jail.

Requirements for the position include: High school diploma or HSE; Must be at least 21 years of age; and Ability to complete Indiana Law Enforcement Academy (ILEA) Basic Jail Academy 40 hour training course.

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

Recommendation: We factored the position at 345 LTC factor points. Therefore, if the position is approved, it is recommended the position be classified at LTC B Non exempt.

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: Facility Coordinator

DEPARTMENT: Jail

WORK SCHEDULE: As Assigned

JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: March 2023 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. Monroe County 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 the accommodation would present an undue hardship.

Incumbent serves as Facility Coordinator for the Monroe County Jail, responsible for maintenance, cleanliness of facility and grounds.

DUTIES:

Designs and develops strategies to ensure sanitation efforts. Performs daily general cleaning in accordance with sanitation strategies including but not limited to emptying trash, dusting, polishing metal fixtures, sweeping, mopping, vacuuming, waxing, buffing, and stripping floors. Cleans blood borne pathogens according to OSHA guidelines. Cleans other areas as needed such as elevators and stairs and washing windows and walls.

Reviews daily jail inspection reports and/or grievance reports, making schedule to repair or replace all issues within the scope of Sheriff's statutory authority.

Performs preventive maintenance checks throughout the jail, and coordinates with County Fleet and Building Manager or Commissioner Designee to ensure priority of preventative maintenance activities.

Supervises inmate work crews performing sanitation and cleaning of facility including, but not limited to, graffiti removal, painting, floor cleaning, and facility sanitation.

Completes basic maintenance duties throughout the jail facility, including changing light bulbs, installing clocks, tightening loose screws and bolts, patching and painting walls and doors, and cleaning and lubricating parts as needed. Maintains and unplugs sinks, toilets, showers, and drains with reasonable care to prevent further damage to the facility. Performs filter changing on HVAC system quarterly.

Coordinates and documents referrals of maintenance requiring specialized skills, training or tools to County Fleet and Building Manager or Commissioner designee. Provides weekly updates to Sheriff and/or their designee on status of referrals.

Completes daily walkthrough of jail facility to monitor security system, cameras, HVAC, and alarm systems for proper operation.

Maintains cleanliness of facility yard and grounds adjacent to the jail facility, including sweeping sidewalks, and picking up trash.

Assists Facility Manager in maintaining and ordering supplies as needed, including, cleaning supplies, inmate supplies, and specialty items. Coordinates and documents referrals of maintenance needs within kitchen/laundry areas to prevent redundancy.

Coordinates the sanitation and hygiene strategies for the facility under the supervision of the Sheriff and in collaboration with the Jail Commander.

Consults with facility medical staff and Jail Commander to identify any patterns of inmate maladies which might indicate the need for enhanced or immediate sanitation efforts.

Performs preventative maintenance checks, responds to emergency situations and performs special projects as assigned by the Sheriff or their designee.

Assesses and briefs the Sheriff and Jail Commander regarding preventative maintenance needs, ongoing or current sanitation efforts and needs and potential issues which may need corrective action by the County Fleet and Building Manager and/or Commissioner designee.

Addresses on-spot correction with correctional staff of any observed or known issues which may negatively affect the sanitation of the facility.

Provides instruction and guidance to correctional shift supervisors regarding the management of inmate work crews engaging in cleaning and sanitation during their shift.

Designs and develops strategies for maintenance to occur in a cyclical manner with Commissioner designee.

Performs monthly checks on fire extinguishers, and AED's as backup to County Fleet and Building manager and/or Commissioner designee. Escorts appropriate vendors, contractors, and service personnel in the jail, including fire testing and exterminator on regular basis.

Assists Sheriff and/or Jail Commander with annual jail report regarding maintenance and upkeep of the jail and any unfunded needs and projects essential to the jail operations.

Performs related duties as assigned.

I. SKIL<u>LS AND KNOWLEDGE</u>:

High school diploma or HSE.

Must be at least 21 years of age.

Ability to complete the Indiana Law Enforcement Academy (ILEA) Basic Jail Academy 40-hour training course and training as assigned by the Sheriff.

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

Working knowledge of and ability to make practical application of basic cleaning, sanitation, and safety policies and procedures and universal health precautions including OHSA guidelines, and ability to ensure safety of self and others.

Working knowledge of maintenance practices, building upkeep, and basic carpentry, plumbing, and electrical, with ability to apply knowledge to analyze and diagnose causes of mechanical and electrical malfunctions and complete appropriate referrals to the County Fleet and Building Manager or Commissioner Designee.

Working knowledge of safety precautions and practices applicable to proper use of safety clothing and equipment and working with a variety of cleaning chemicals and pesticides, with ability to read and understand equipment manuals and label directions for correct mixing and use of cleaning supplies and pesticides.

Working knowledge of Department bloodborne pathogen exposure reporting procedures, and 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 properly operate, a variety of tools and equipment required for cleaning and sanitation.

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

Shall 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 physically perform duties, including, standing/walking for long periods, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, reaching/bending, crouching/kneeling, climbing ladders, working in confined areas and awkward positions, handling/grasping/fingering objects, close/far vision, depth perception, speaking clearly, and hearing sounds/communications.

Ability to maintain frequent contact and effectively communicate with County employees, state agencies, vendors, inmates, part suppliers, and the public for the purpose of explaining procedures and regulations, providing instruction, and resolving problems while being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate standard office equipment, including, computer, printer, and telephone.

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 under time pressure.

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

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

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

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

II. RESPONSIBILITY:

Incumbent performs a variety of standardized duties with minimum supervision, prioritizing work tasks based on needs, and applying knowledge learned on the job to tasks. Some care and skill are required in the use and direction of hand tools and cleaning supplies/chemicals, particularly in supervision of trustees. Undetected errors may result in damage or unsafe equipment and/or endangerment to self or others.

Incumbent reports directly to Sheriff and/or Jail Commander.

III. PHYSICAL EFFORT:

Incumbent perform continuous physical effort maintenance duties, including, standing/walking for long periods, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, reaching/bending, crouching/kneeling, climbing ladders, working in confined areas and awkward positions, handling/grasping/fingering objects, close/far vision, depth perception, speaking clearly, and hearing sounds/communications.

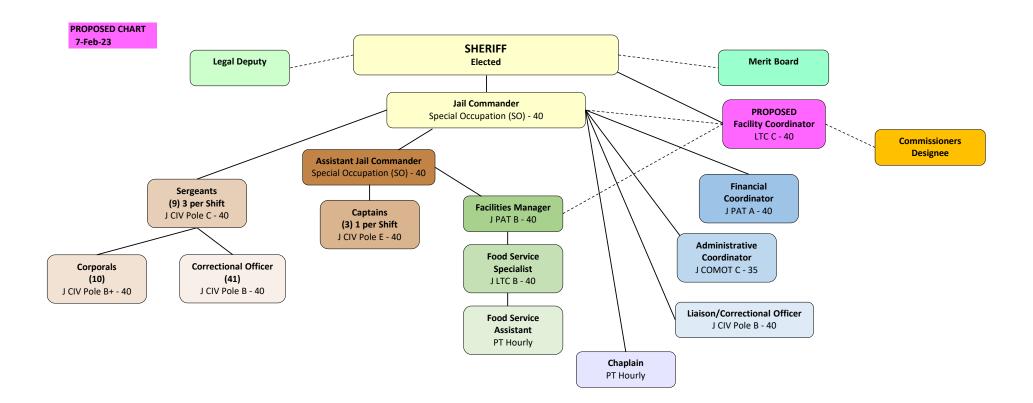
IV. WORKING CONDITIONS:

Incumbent performs majority of duties in a jail facility and grounds adjacent to the facility, and is frequently exposed to hazards associated with building sanitation, including, cleaning supplies and equipment, moving parts, noise, grease, dust, dirt, fumes and fuels, toxic chemicals, slippery surfaces, extreme temperatures, inclement weather. Incumbent is exposed to hazards with jail operations, such as potential hostile or violent individuals and communicable diseases. Safety precautions must be followed at all times to avoid injury to self and others and protective gear must be worn according to Department policy.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Facility Coordinator for the Monroe County Jail 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 | <u></u> |



Monroe County Council Agenda Request Form

Complete <u>ALL</u> applicable highlighted areas below.

| DEPARTMENT: Jail Department MEETING DATE REQUESTED (Tentative): 3/14/2023 |
|--|
| Request Presenter(s): Sheriff Marte / Chief Deputy Parker / Jail Commander Gibbons Phone: Ext. 2095 |
| Was the Council Liaison notified prior to submitting this Agenda Request: Yes |
| PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes) |
| Creation of Account Line(s) and/or Additional Appropriation(s) |
| Fund Name: General Fund-Jail |
| Transfer of Funds |
| Category |
| Fund Name: Fund to Fund |
| Fund Name A : |
| Fund Name B : |
| Salary Ordinance Amendment Effective Date of Amendment: |
| De-Appropriation of Account Lines |
| Fund Name: |
| Other (Specify) |
| Narrative: Give a <u>DETAILED SUMMARY</u> explanation for the request (purpose, action needed, etc.). |
| The Department is requesting an additional appropriation of \$40,000 to replenish funds transfered |
| from the Operational Supplies to create lines in order to purchase items to clean and paint the Jail. |
| |
| The Department has received estimates and/or quotes as to purchasing supplies and/or equipment for the use of cleaning and painting the Jail which is attached for review. The Department is |
| requesting additional appropriations to bring newly created account lines to the totals needed to |
| move forward with purchasing any of the remain items. |
| Total Supplies Request \$70,219.71 - Maint/Repair Supplies (Transfer Balance) \$20,000 = |
| \$50,219.71 |
| |
| Total Contractual Request \$20,000 - Contractual (Transfer Balance) \$10,000 = \$10,000 Total Equipment Request \$17,794.78 - Equipment (Transfer Balance) \$10,000 = \$7,794.78 |
| Total Equipment Request \$17,794.76 - Equipment (Transfer Balance) \$10,000 = $$7,794.76$ |
| At this time the Department does not have any agreements and/or contracts with third party |
| vendors with regards to additional assistance needed for cleaning an/or sanitizing the Jail Facility. |
| But the Department is requesting the additional appropriation amount to be in place for when the need arises. |
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Complete <u>ALL</u> corresponding agenda information on subsequent tabs.

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

REQUEST CREATION OF NEW ACCOUNT LINE(S) AND/OR ADDITIONAL APPROPRIATION(S)

 ${\it Council recommends making } {\it \underline{ANY}} {\it In-House and/or Category Transfers } {\it \underline{PRIOR}} {\it to requesting additional appropriations}.$

| DEPARTMENT: | Jail/0 | Correctional Center | MEETIN | G DATE REQUESTED (Tentative): | 3/14/2023 |
|--------------------------|--------|--------------------------|------------------|-------------------------------|------------------|
| Fund Na | ıme: | General Fund-Jail | | | |
| Fund Num | ber: | 1000 | Location Number: | 0380 | |
| Account <u>Number</u> | Acc | ount Description | | | Amount Requested |
| 20700 | Main | ntenance/Repair Supplies | S | | 50,300.00 |
| 24200 | Oper | rational Supplies | | | 40,000.00 |
| 30006 | Cont | tractual | | _ | 10,000.00 |
| 40001 | Equi | ipment | | | 7,800.00 |
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| | | _ | | | |
| | | | | TOTAL REQUEST | 108,100.00 |

Contact the Council Administrator (Ext. 2516) for <u>new numbers</u> and/or clarification on account numbers.

| Painting calcula | tions labor | provide | ed by inmate | es. ASI will take | care of hig | h work | | |
|---|-------------------|---------|------------------------|--|-----------------------------------|-----------|-------------------------|-----------------------------|
| Area | Square Footage | Qty | Total of 8 dayrooms | Paint Gallons needed 250 sqft per gallon | rounded to nearest 5 gallon | Price | Notes | Total |
| Dayrooms Square footage per day room | 21450 | 8 | 171600 | 686.4 | 138 | \$ 144.09 | just latex paint | \$ 19,884.42 |
| Cells square footage per cell | 1232 | 127 | 156464 | 625.856 | 125 | \$ 144.09 | just latex paint | \$ 18,011.25 |
| Desk, beds, doors, handrails | | | | 275 | 55 | \$ 263.00 | Special paint for metal | \$ 14,465.00 |
| Total Paint Cost Supplies paint rollers, brushes, tape, and general supplies | | | | | | | | \$ 52,360.67 \$ 9,500.00 |

| | Floor Coatings labor provided by inmates | | | | | | |
|----------------------|--|----------------|-----------------|-------------|-------------|--|--|
| | SGFT | | | | | | |
| 4th floor | 27195 | | | | | | |
| 5th floor cells only | 7252 | | | | | | |
| Trustee and other 5t | h 1472 | | | | | | |
| 5th floor common are | as 2154 | | | | | | |
| 1st floor | 2500 | Gallons needed | 55 Gallon drums | | Total | | |
| Total Square Feet | 40573 | 405.73 | 8_ | \$ 1,044.88 | \$ 8,359.04 | | |

| | Totals | | | | | |
|---|--|---|--|--|--|--|
| Paint costs | \$ 52,360.67 | Calculations based upon jail square feet and paint coverages above | | | | |
| Paint Supplies | \$ 9,500.00 | This was our best estimate for paint brushes, rollers, tape, and tarps | | | | |
| Floor Coatings sealer not Epoxy | \$ 8,359.04 | Floor sealer based upon manufactures specs. After the floors have been scrubbed they must be sealed or | | | | |
| | Supplies Category Total = \$70,219.71 | they will be a health concern. | | | | |
| Floor Equipment | \$ 6,906.78 | Quote from Kenway we might be able to save some because Cook donated some equipment. This equipment will go with us to the new jail to maintain that facility | | | | |
| Jitter Bug Scrubbers | \$ 2,188.00 | \$1094 per unit times two. These clean up against walls and in corners where the dirt is the worst. This equipment will go with us to the new jail to maintain that facility. | | | | |
| Screen Repairs to Windows | \$ 8,700.00 | This is a quote from B and L Sheet metal to fabricate a patch that will be able to be taken back off when | | | | |
| | Capital Category Total = \$17,794.78 | needed to clean behind screens. ASI will cut out and install | | | | |
| Total for cleaning and restoring jail to working conditions \$88,014.49 | | | | | | |

| | 07/2023 CASH | 1 | | | | . 1 | | | l | | | |
|------|--------------|-----------|--------------------|--------------|-----------|--------|--------|-----------|----------|-----------|-----------|---------|
| Fund | | Acct | Acct Desc | rward Approp | il Approp | Approp | Approp | al Approp | enditure | d Balance | cumbrance | end Pct |
| | : 1000 | | | | | | | | | | | |
| | | County Ge | neral | | | | | | | | | |
| | oc : 0380 | | | | | | | | | | | |
| - | Loc Desc | | T - | T | | 1 | | <u> </u> | I | | | |
| | 1000 | 10636 | Sergeant | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10637 | Sergeant | 0.00 | ###### | 0.00 | 0.00 | ####### | | ###### | 0.00 | ##### |
| | 1000 | 10638 | Sergeant | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | |
| | 1000 | 10639 | Sergeant | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | |
| | 1000 | 10640 | Sergeant | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | |
| | 1000 | 10641 | Sergeant | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | |
| | 1000 | 10642 | Sergeant | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10643 | Corporal/Correcti | | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10644 | Corrections Office | | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10645 | Corrections Office | | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10646 | Corrections Office | | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10647 | Corrections Office | | ###### | 0.00 | 0.00 | ####### | 0.00 | ###### | 0.00 | |
| | 1000 | 10648 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | | ###### | 0.00 | ##### |
| | 1000 | 10649 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | |
| | 1000 | 10650 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10651 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10652 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10653 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10654 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10655 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10656 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | 0.00 | ###### | 0.00 | ##### |
| | 1000 | 10657 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10658 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10659 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10660 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10661 | Corporal/Correcti | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10662 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10663 | Liaison/Correction | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10664 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| | 1000 | 10665 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |

| 1000 | 10666 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
|------|-------|---------------------|------|----------|------|------|----------|--------|----------|------|-------|
| 1000 | 10667 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10668 | Corporal/Correction | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10669 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10670 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10671 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10672 | Corporal/Correction | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10673 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10674 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10675 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10676 | Corporal/Correction | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10677 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10678 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10679 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10680 | Corporal/Correction | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10681 | Administrative Co | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10683 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10684 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10685 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10686 | Corporal/Correction | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10687 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10688 | Corporal/Correction | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10689 | Corrections Office | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 10690 | Corporal/Correction | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 14178 | Financial Coordina | 0.00 | ###### | 0.00 | 0.00 | ####### | 0.00 | ###### | 0.00 | ##### |
| 1000 | 16000 | Financial Director | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | ###### | ###### | 0.00 | 0.00% |
| 1000 | 16020 | Jail Commander | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 16021 | Facilities Manager | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 16028 | Food Service Spec | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 16030 | Assistant Jail Com | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 16031 | Captain | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 16032 | Captain | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 16033 | Captain | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 16034 | Sergeant | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 16035 | Sergeant | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ##### |
| 1000 | 16070 | Correction Officer | 0.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | 3,000.00 | 0.00 | ##### |
| | | | | | | | | | | | |

| 1000 | 16071 | Correction Officer | 0.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | 3,000.00 | 0.00 | #### |
|------|-------|---------------------|-------------|----------|------|------|----------|--------|----------|------|-------|
| 1000 | 17101 | Overtime | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | #### |
| 1000 | 17203 | Shift Pay | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | #### |
| 1000 | 17208 | Uniforms | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | #### |
| 1000 | 17303 | Volunteer Coord/(| 0.00 | 6,167.00 | 0.00 | 0.00 | 6,167.00 | 948.76 | 5,218.24 | 0.00 | #### |
| 1000 | 17304 | EMT Specialty Pay | 0.00 | 6,000.00 | 0.00 | 0.00 | 6,000.00 | ###### | 5,000.00 | 0.00 | #### |
| 1000 | 17305 | Cook PT | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | #### |
| 1000 | 17306 | Training Officer Sr | 0.00 | 4,000.00 | 0.00 | 0.00 | 4,000.00 | ###### | 1,000.00 | 0.00 | #### |
| 1000 | 17307 | Facilities Clothing | 0.00 | 750.00 | 0.00 | 0.00 | 750.00 | 700.00 | 50.00 | 0.00 | 6.67 |
| 1000 | 17308 | CERT Specialty Pay | 0.00 | 6,000.00 | 0.00 | 0.00 | 6,000.00 | ###### | 1,375.00 | 0.00 | #### |
| 1000 | 17309 | Investigator Specia | 0.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | ###### | 2,000.00 | 0.00 | #### |
| 1000 | 17310 | Training Bonus | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | 6,750.00 | 0.00 | #### |
| 1000 | 17601 | Longevity | 0.00 | 2,300.00 | 0.00 | 0.00 | 2,300.00 | 0.00 | 2,300.00 | 0.00 | ### |
| 1000 | 17899 | Retention Bonus S | 0.00 | ###### | 0.00 | 0.00 | ####### | 0.00 | ###### | 0.00 | ### |
| 1000 | 18001 | FT Self Insurance | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ### |
| 1000 | 18101 | FICA | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ### |
| 1000 | 18201 | PERF | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ### |
| 1000 | 20001 | Office Supplies | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ### |
| 1000 | 20085 | Postage Supplies | 0.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 35.98 | 1,464.02 | 0.00 | ### |
| 1000 | 20100 | Fuel | 0.00 | ###### | 0.00 | 0.00 | ####### | 717.36 | 9,282.64 | 0.00 | ### |
| 1000 | 20700 | Maintenance/Repa | 20,000.00 | 0.00 | 0.00 | 0.00 | ####### | 0.00 | ###### | 0.00 | ### |
| 1000 | 21060 | Training Supplies | 0.00 | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 7,000.00 | 0.00 | ### |
| 1000 | 24200 | Operational Suppl | (40,000.00) | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ### |
| 1000 | 24300 | Locks, Keys, ETC | 0.00 | 354.00 | 0.00 | 0.00 | 354.00 | 330.04 | 23.96 | 0.00 | 6.77 |
| 1000 | 24400 | Inmate Clothing | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | 5,290.29 | 0.00 | ### |
| 1000 | 24500 | Mattresses | 0.00 | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 7,000.00 | 0.00 | ### |
| 1000 | 24900 | Ammo/Film Proce | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | ### |
| 1000 | 30006 | Contractual | 10,000.00 | 0.00 | 0.00 | 0.00 | ####### | 0.00 | ###### | 0.00 | ### |
| 1000 | 34100 | Medical Services | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | ### |
| 1000 | 40001 | Equipment | 10,000.00 | 0.00 | 0.00 | 0.00 | ####### | 0.00 | ###### | 0.00 | ### |
| | | | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | 79.18 |
| | | | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | 79.18 |
| | | | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | 79.18 |
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| | | | 0.00 | ###### | 0.00 | 0.00 | ####### | ###### | ###### | 0.00 | 79.18 |

Monroe County Council Agenda Request Form

Complete <u>ALL</u> applicable highlighted areas below.

| DEPARTMENT: HEALTH | MEETING DATE REQUESTED (Tentative): 02/28/2023 |
|---|---|
| Request Presenter(s): LORI KELLEY | Phone: 812-349-2068 |
| Was the Council Liaison notified prior to submitting th | nis Agenda Request: Yes |
| PURPOSE OF REQUEST: (Mark with an "X" in all applic | cable haves) |
| creation of Account Line(s) and/or | Additional Appropriation(s) |
| Fund Name: | Additional Appropriation(s) |
| Transfer of Funds | |
| Category | |
| Fund Name: | |
| Fund to Fund | |
| Fund Name A: | |
| Fund Name B : | |
| Salary Ordinance Amendment Effective D | Oate of Amendment: 01/01/2023 |
| De-Appropriation of Account Lines | |
| Fund Name: | |
| Other (Specify) | |
| Narrative: Give a DETAILED SUMMARY explanatio | on for the request (nurnose, action needed, etc.) |
| | |
| through the public health clinic services. The but is not limited to the following: promotion of and implementation of a plan that includes st engagement strategies to develop new partners. | 72,664.20 to support immunization and vaccines grant scope of work included in this award includes, of vaccination to increase participation, development rategies to increase HPV vaccination, partner ers and strengthen existing partnerships, conduct COVID-19 vaccination, and conduct direct COVID-19 d to reach populations. |

 ${\it Complete} \ {\it \underline{ALL}} \ corresponding \ agenda \ information \ on \ subsequent \ tabs.$

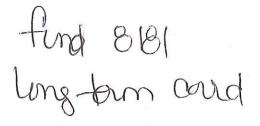
Forward <u>entire</u> Request Form with all supporting documents to: <u>councilrequests@co.monroe.in.us</u>

REQUEST CREATION OF NEW ACCOUNT LINE(S) AND/OR ADDITIONAL APPROPRIATION(S)

Council recommends making <u>ANY</u> In-House and/or Category Transfers <u>PRIOR</u> to requesting additional appropriations.

| DEPARTMENT: | HEA | | | | G DATE REC | QUESTED (Tentative) | 2/28/2023 |
|--------------------------|-----|------------------|-----------|-------------------------|------------|---------------------|------------------|
| Fund Nai | me: | IMM LONGTER | M COVII | | | | _ |
| Fund Numb | er: | 8181 | | Location Number: | 9623 | | |
| Account <u>Number</u> | Acc | ount Description | <u>on</u> | | | | Amount Requested |
| 32740 | IMM | UNIZATION EXP | ENSES | | | | 272664.20 |
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| | | | | | | TOTAL REQUEST | 272,664.20 |

Contact the Council Administrator (Ext. 2516) for <u>new numbers</u> and/or clarification on account numbers.



GRANT AGREEMENT

Contract #0000000000000000000065741

This Grant Agreement ("Grant Agreement"), entered into by and between Indiana Department of Health (the "State") and MONROE COUNTY HEALTH DEPARTMENT (the "Grantee"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Grant Agreement; Funding Source. The purpose of this Grant Agreement is to enable the State to award a Grant of \$272,664.20 (the "Grant") to the Grantee for eligible costs of the services or project (the "Project") described in Attachments A and B of this Grant Agreement, which are incorporated fully herein. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and in conformance with Federal Code § 42 USC 247b, 247b(k)(2) establishing the authority to make this Grant, as well as any rules adopted thereunder. The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Project or provide the services in conformance with this Grant Agreement and for no other purpose.

FUNDING SOURCE:

If Federal Funds: Program Name per Catalog of Federal Domestic Assistance Immunization and Vaccines for Children

CFDA # 93,268

If State Funds: Program Title Fund 53510 Healthy Indiana Plan-Immunizations

2. Representations and Warranties of the Grantee.

- A. The Grantee expressly represents and warrants to the State that it is statutorily eligible to receive these Grant funds. The Grantee expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined either that it was ineligible to receive the funds.
- B. The Grantee certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term "principal" for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.
- 3. Implementation of and Reporting on the Project.
- A. The Grantee shall implement and complete the Project in accordance with **Attachment A**. Modification of the Project shall require prior written approval of the State.
- B. The Grantee shall submit to the State written progress reports until the completion of the Project. These reports shall be submitted on a quarterly basis and shall contain such detail of progress or performance on the Project as is requested by the State.
- **4. Term.** This Grant Agreement commences on July 01, 2022 and shall remain in effect through June 30, 2023. Unless otherwise provided herein, it may be extended upon the written agreement of the parties and as permitted by state or federal laws governing this Grant.

5. Grant Funding.

- A. The State shall fund this Grant in the amount of \$272,664.20 The approved Project Budget is set forth as **Attachment B** of this Grant Agreement, attached hereto and incorporated herein. The Grantee shall not spend more than the amount for each line item in the Project Budget without the prior written consent of the State, nor shall the Project costs funded by this Grant Agreement and those funded by any local and/or private share be changed or modified without the prior written consent of the State.
- B. The disbursement of Grant funds to the Grantee shall not be made until all documentary materials required by this Grant Agreement have been received and approved by the State and this Grant Agreement has been fully approved by the State.
- C. The funds provided through this Grant are to be used to supplement and not supplant any other appropriations, including local appropriations, made for the same purpose. These funds are being provided to the Grantee to carry out specific work described herein and are not to be used except as authorized in this Grant Agreement. If the Grantee is a local unit of government, the Grantee shall provide report back to the State documenting that the appropriate local governing body has appropriated this funding in addition to any existing appropriations.

6. Payment of Claims.

A. If advance payment of all or a portion of the Grant funds is permitted by statute or regulation, and the State agrees to provide such advance payment, advance payment shall be made only upon submission of a proper claim setting out the intended purposes of those funds. After such funds have been expended, Grantee shall provide State with a reconciliation of those expenditures. Otherwise, all payments shall be made thirty five (35) days in arrears in conformance with State fiscal policies and procedures. As required by IC § 4-13-2-14.8, all payments will be by the direct deposit by electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Indiana Auditor of State.

- B. Requests for payment will be processed only upon presentation of a Claim Voucher in the form designated by the State. Such Claim Vouchers must be submitted with the budget expenditure report detailing disbursements of state, local and/or private funds by project budget line items.
- C. The State may require evidence furnished by the Grantee that substantial progress has been made toward completion of the Project prior to making the first payment under this Grant. All payments are subject to the State's determination that the Grantee's performance to date conforms with the Project as approved, notwithstanding any other provision of this Grant Agreement.
- D. Claims shall be submitted to the State within twenty (20) calendar days following the end of the month in which work on or for the Project was performed. The State has the discretion, and reserves the right, to NOT pay any claims submitted later than thirty (30) calendar days following the end of the month in which the services were provided. All final claims and reports must be submitted to the State within sixty (60) calendar days after the expiration or termination of this agreement. Payment for claims submitted after that time may, at the discretion of the State, be denied. Claims may be submitted on a [monthly or semi-monthly basis] only. If Grant funds have been advanced and are unexpended at the time that the final claim is submitted, all such unexpended Grant funds must be returned to the State.
- E. Claims must be submitted with accompanying supportive documentation as designated by the State. Claims submitted without supportive documentation will be returned to the Grantee and not processed for payment. Failure to comply with the provisions of this Grant Agreement may result in the denial of a claim for payment.

- 7. Project Monitoring by the State. The State may conduct on-site or off-site monitoring reviews of the Project during the term of this Grant Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Grantee shall extend its full cooperation and give full access to the Project site and to relevant documentation to the State or its authorized designees for the purpose of determining, among other things:
- A. whether Project activities are consistent with those set forth in **Attachment A**, and the terms and conditions of the Grant Agreement;
- B. the actual expenditure of state, local and/or private funds expended to date on the Project is in conformity with the amounts for each Budget line item as set forth in **Attachment B** and that unpaid costs have been properly accrued;
- C. that Grantee is making timely progress with the Project, and that its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in Project reports submitted to the State.
- 8. Compliance with Audit and Reporting Requirements; Maintenance of Records.

 A. The Grantee shall submit to an audit of funds paid through this Grant Agreement and shall make all books, accounting records and other documents available at all reasonable times during the term of this Grant Agreement and for a period of three (3) years after final payment for inspection by the State or its authorized designee. Copies shall be furnished to the State at no cost
- B. If the Grantee is a "subrecipient" of federal grant funds under 2 C.F.R. 200.331, Grantee shall arrange for a financial and compliance audit that complies with 2 C.F.R. 200.500 *et seq.* if required by applicable provisions of 2 C.F.R. 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements).
- C. If the Grantee is a non-governmental unit, the Grantee shall file the Form E-1 annual financial report required by IC § 5-11-1-4. The E-1 entity annual financial report will be used to determine audit requirements applicable to non-governmental units under IC § 5-11-1-9. Audits required under this section must comply with the State Board of Accounts *Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance from Governmental Sources*, https://www.in.gov/sboa/files/guidelines-examination-entities-receiving-financial-assistance-government-sources.pdf. Guidelines for filing the annual report are included in **Attachment D** (Guidelines for Non-governmental Entities).

The Grantee must provide a copy of its Audit Report to:

Indiana State Department of Health 2 North Meridian Street, Audit Section 2C-99 Indianapolis, IN 46204

9. Compliance with Laws.

- A. The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by the State and the Grantee to determine whether the provisions of this Grant Agreement require formal modification.
- B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6, et seq., IC § 4-2-7, et seq. and the regulations promulgated thereunder. If the Grantee has knowledge, or would have

acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Grant, the Grantee shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this Grant Agreement. If the Grantee is not familiar with these ethical requirements, the Grantee should refer any questions to the Indiana State Ethics Commission, or visit the Inspector General's website at http://www.in.gov/ig/. If the Grantee or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Grant immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

- C. The Grantee certifies by entering into this Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Grantee agrees that any payments currently due to the State may be withheld from payments due to the Grantee. Additionally, payments may be withheld, delayed, or denied and/or this Grant suspended until the Grantee is current in its payments and has submitted proof of such payment to the State.
- D. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Grantee agrees that the State may suspend funding for the Project. If a valid dispute exists as to the Grantee's liability or guilt in any action initiated by the State or its agencies, and the State decides to suspend funding to the Grantee, the Grantee may submit, in writing, a request for review to the Indiana Department of Administration (IDOA). A determination by IDOA shall be binding on the parties. Any disbursements that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest.
- E. The Grantee warrants that the Grantee and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of grant opportunities with the State.
- F. The Grantee affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.
- G. As required by IC § 5-22-3-7:
- (1) The Grantee and any principals of the Grantee certify that:
- (A) the Grantee, except for de minimis and nonsystematic violations, has not violated the terms of:
- (i) IC § 24-4.7 [Telephone Solicitation Of Consumers];
- (ii) IC § 24-5-12 [Telephone Solicitations]; or
- (iii) IC § 24-5-14 [Regulation of Automatic Dialing Machines];
- in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and
- (B) the Grantee will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.
- (2) The Grantee and any principals of the Grantee certify that an affiliate or principal of the Grantee and any agent acting on behalf of the Grantee or on behalf of an affiliate or principal of the Grantee, except for de minimis and nonsystematic violations,
- (A) has not violated the terms of IC § 24-4.7 in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
- (B) will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement even if IC § 24-4.7 is preempted by federal law.
- 10. Debarment and Suspension.

- A. The Grantee certifies by entering into this Grant Agreement that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant by any federal agency or by any department, agency or political subdivision of the State. The term "principal" for purposes of this Grant Agreement means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.
- B. The Grantee certifies that it has verified the suspension and debarment status for all subcontractors receiving funds under this Grant Agreement and shall be solely responsible for any recoupments or penalties that might arise from non-compliance. The Grantee shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Grant Agreement.
- 11. Drug-Free Workplace Certification. As required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana, the Grantee hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Grantee will give written notice to the State within ten (10) days after receiving actual notice that the Grantee, or an employee of the Grantee in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the Grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Grantee certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- B. Establishing a drug-free awareness program to inform its employees of. (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will: (1) abide by the terms of the statement; and (2) notify the Grantee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

- **12. Employment Eligibility Verification.** As required by IC § 22-5-1.7, the Grantee hereby swears or affirms under the penalties of perjury that:
- The Grantee has enrolled and is participating in the E-Verify program;
- B. The Grantee has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
- C. The Grantee does not knowingly employ an unauthorized alien.
- D. The Grantee shall require its contractors who perform work under this Grant Agreement to certify to Grantee that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Grantee shall maintain this certification throughout the duration of the term of a contract with a contractor.

The State may terminate for default if the Grantee fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

- **13. Funding Cancellation.** As required by Financial Management Circular 3.3 and IC § 5-22-17-5, when the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, it shall be canceled. A determination by the Director of the State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.
- **14. Governing Law**. This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.
- **15.** Information Technology Accessibility Standards. Any information technology related products or services purchased, used or maintained through this Grant must be compatible with the principles and goals contained in the Electronic and Information Technology Accessibility Standards adopted by the Architectural and Transportation Barriers Compliance Board under Section 508 of the federal Rehabilitation Act of 1973 (29 U.S.C. §794d), as amended.
- **16. Insurance.** The Grantee shall maintain insurance with coverages and in such amount as may be required by the State.
- 17. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Grantee understands that the State is a recipient of federal funds, and therefore, where applicable, Grantee and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

- **18. Notice to Parties**. Whenever any notice, statement or other communication is required under this Grant, it will be sent by E-mail or first class U.S. mail service to the following addresses, unless otherwise specifically advised.
- A. Notices to the State shall be sent to:
 Indiana Department of Health
 Atten: Contracts and Audit Section
 2 N Meridian Street Room 2-C
 Indianapolis, Indiana 46204
 E-mail: jsdhcontracts@jsdh.in.gov
- B. Notices to the Grantee shall be sent to:
 Monroe County Health Department
 Atten: Thomas Sharp
 119 W 7 Street
 Bloomington, IN 47404
 E-mail: twsharp@gmailcom

As required by IC § 4-13-2-14.8, payments to the Grantee shall be made via electronic funds transfer in accordance with instructions filed by the Grantee with the Indiana Auditor of State.

- 19. Order of Precedence; Incorporation by Reference. Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or state law, including those identified in paragraph 24, below, (2) this Grant Agreement, (3) Attachments prepared by the State, (4) Attachments prepared by Grantee. All of the foregoing are incorporated fully herein by reference.
- 20. Public Record. The Grantee acknowledges that the State will not treat this Grant as containing confidential information, and the State will post this Grant on the transparency portal as required by Executive Order 05-07 and IC § 5-14-3.5-2. Use by the public of the information contained in this Grant shall not be considered an act of the State.

21. Termination for Breach.

A. Failure to complete the Project and expend State, local and/or private funds in accordance with this Grant Agreement may be considered a material breach, and shall entitle the State to suspend grant payments, and to suspend the Grantee's participation in State grant programs until such time as all material breaches are cured to the State's satisfaction.

- B. The expenditure of State or federal funds other than in conformance with the Project or the Budget may be deemed a breach. The Grantee explicitly covenants that it shall promptly repay to the State all funds not spent in conformance with this Grant Agreement.
- **22. Termination for Convenience.** Unless prohibited by a statute or regulation relating to the award of the Grant, this Grant Agreement may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination shall be effected by delivery to the Grantee of a Termination Notice, specifying the extent to which such termination becomes effective. The Grantee shall be compensated for completion of the Project properly done prior to the effective date of termination. The State will not be liable for work on the Project performed after the effective date of termination. In no case shall total payment made to the Grantee exceed the original grant.
- 23. Travel. No expenses for travel will be reimbursed unless specifically authorized by this Grant.

- **24.** Federal and State Third-Party Contract Provisions. If part of this Grant involves the payment of federal funds, the Grantee and, if applicable, its contractors shall comply with the federal provisions attached as **Attachment C** and incorporated fully herein.
- 25. Provision Applicable to Grants with tax-funded State Educational Institutions: "Separateness" of the Parties. -deleted.
- **26. HIPAA Compliance.** If this Grant Agreement involves services, activities or products subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Grantee covenants that it will appropriately safeguard Protected Health Information (defined in 45 CFR 160.103), and agrees that it is subject to, and shall comply with, the provisions of 45 CFR 164 Subpart E regarding use and disclosure of Protected Health Information.
- **27. Amendments.** No alteration or variation of the terms of this Grant shall be valid unless made in writing and signed by the parties hereto. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. Any alterations or amendments, except a change between budget categories which requires the prior written consent of a duly authorized representative of the State, shall be subject to the contract approval procedure of the State.
- **28. State Boilerplate Affirmation Clause.** I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted the State's standard contract clauses (as contained in the *2022 SCM Template*) in any way except as follows:

Representations and Warranties of the Grantee. -modified Implementation of and Reporting on the Project. -modified

Grant Funding. -modified

Project Monitoring by the State. -modified

Compliance with Audit and Reporting Requirements; Maintenance of Records.-modified Insurance. -modified

Order of Precedence; Incorporation by Reference. -modified Federal and State Third-Party Contract Provisions. -modified

Provision Applicable to Grants with tax-funded State Educational Institutions: "Separateness" of the Parties. -deleted.

HIPAA Compliance-added Amendments.- added



Non-Collusion, Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Grantee, or that the undersigned is the properly authorized representative, agent, member or officer of the Grantee. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant Agreement other than that which appears upon the face hereof. Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Grant, the Grantee attests to compliance with the disclosure requirements in IC § 4-2-6-10.5.

Agreement to Use Electronic Signatures

I agree, and it is my intent, to sign this Contract by accessing State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Contract to the State of Indiana. I understand that my signing and submitting this Contract in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Contract and this affirmation. I understand and agree that by electronically signing and submitting this Contract in this fashion I am affirming to the truth of the information contained therein. I understand that this Contract will not become binding on the State until it has been approved by the Department of Administration, the State Budget Agency, and the Office of the Attorney General, which approvals will be posted on the Active Contracts Database: https://secure.in.gov/apps/idoa/contractsearch/

In Witness Whereof, the Grantee and the State have, through their duly authorized representatives, entered into this Grant Agreement. The parties, having read and understood the foregoing terms of this Grant Agreement, do by their respective signatures dated below agree to the terms thereof.

MONROE GOUNTY HEALTH DEPARTMENT

By: Julic Thomas

Title: president- Julie Thomas

Date: 1/3/2023 | 15:03 EST

Indiana Departmenty: of Health

Title: IDOH Chief of Staff

Date: 1/4/2023 | 11:22 EST

| Electronically Approved by: Department of Administration | | |
|---|-------|---|
| By: Rebecca Holw erda, Commissioner | (for) | |
| Electronically Approved by: State Budget Agency | | Electronically Approved as to Form and Legality by: Office of the Attorney General |
| By: Zachary Q. Jackson, Director | (for) | By: (for) Theodore E Rokita, Attorney General |

Attachment A

Monroe County Health Department

Local Health Department Immunization Grant Scope of Work

The Monroe County Health Department will conduct the following activities:

- Conduct at least one reminder recall event for a vaccination series or specific antigen. The budget must reflect money for both printing and postage.
- Conduct at least one MyVaxIndiana promotion activity to raise awareness and increase participation
- Develop and implement a plan that includes a minimum of two strategies to increase HPV vaccination.
- Conduct at least one quality assurance activity to review and improve the quality of data being submitted to the Indiana immunization registry.
- Conduct at least one exercise or event with emergency preparedness staff in preparation for or in response to a vaccine-preventable disease outbreak, focusing on pandemic influenza or COVID, if possible.
- Develop a partner engagement strategy plan that describes how they will work with new and existing partners to increase immunization coverage rates.
- Conduct at least one activity/implement at least one strategy that focuses on reducing VFC vaccine waste among enrolled VFC providers.
- Describe efforts to increase access to vaccines through evening and weekend hours.
- Conduct school located vaccination clinics at the schools with the lowest vaccination coverage rates for kindergarten, sixth grade and twelfth grade.
- Describe efforts to maintain current billing process for immunization services for Medicaid-eligible and privately-insured individuals.
- Develop a sustainability plan for these activities beyond the funding period.

Local Health Department COVID-19 Supplemental Grant Scope of Work

The Monroe County Health Department will conduct the following activities:

- Promote COVID-19 vaccination
- Provide direct COVID-19 vaccination services to general population based on stated criteria.
 - Offer evening vaccination clinic hours one day a week.
 - Offer one weekend vaccination clinic each month.

- Conduct two vaccination clinics for each school corporation in their jurisdiction.
- Conduct direct COVID-19 outreach and vaccination to minority and hard to reach populations.
 - Conduct a community assessment on vaccination rates by September 30, 2022. The assessment must include documentation on the vaccination status of minorities and underserved populations.
 - Create a plan to address underserved populations in their jurisdiction. This
 plan will be submitted to IDOH for review and approval by November 30,
 2022.
 - Implement the Monroe County Underserved Population Vaccination Plan by January 2, 2023.
- Employ or partner with Community Health Workers to reach vulnerable and underserved populations in their jurisdictions.
- Conduct compliance site visits on a percentage of COVID vaccinator providers operating within the county jurisdiction.
- Report compliance site visit data in a format required by the Indiana Department of Health
- Promote routine vaccinations according to the Advisory Committee on Immunization Practices
 - o Offer evening vaccination clinic hours one day a week
 - o Offer a weekend vaccination clinic one weekend each month
 - Conduct two vaccination clinics for each school corporation in their jurisdiction.
 - Conduct monthly reminder recalls for individuals 19-35 months of age that are missing or behind on one of more vaccines.
- Report data on all administered vaccines in the state Immunization Information System, CHIRP.
- Submit quarterly and annual reports in a format prescribed by the Indiana Department of Health.

Attachment B

Monroe County Health Department

Monroe County Health Department July 1, 2022 to June 30, 2023

| | Budget |
|------------------------|------------|
| LHD Immunization Grant | 73,138 |
| COVID Supplemental | 199,526.20 |
| Total Allotment: | 272,664.20 |

Attachment C: Federal Funding

Federal Agency: Department of Health and Human Services

CFDA Number: 93.268

Award Name: 93.268 Immunization Cooperative Agreements \$199,526.20

COVID, \$2,500.00 PAN FLU

Non-Federal

Award Name State HIP \$70,638.00

1) Incorporation

This award is based on the application, as approved, the Indiana Department of Health (IDOH) submitted to the Department of Health and Human Services relating to the program and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a) The grant program legislation and program regulation by statutory authority as provided for this program and all other referenced codes and regulations.
- b) 2 CFR Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- c) The HHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period. (Parts I through III of the HHS GPS are currently available at http://www.hrsa.gov/grants/hhsgrantspolicy.pdf.)

The Contractor or Grantee (as defined in the Contract or Grant Agreement) must comply with all terms and conditions outlined in the grant award, including grant policy terms and conditions contained in applicable Grant Policy Statements; requirements imposed by program statutes and regulations and grant administration regulations, as applicable; and any regulations or limitations in any applicable appropriations acts.

2) Anti-kickback Statute

The Contractor or Grantee is subject to the anti-kickback statute and should be cognizant of the risk of criminal and administrative liability under this statute, 42 U.S.C. § 1320a-7b(b).

3) Victims of Trafficking and Violence Protection Act

The Contractor or Grantee is subject to the requirements of Section 106(g) of the Victims of Trafficking and Violence Protection Act of 2000, as amended (22 U.S.C. § 7104).

4) Accessibility of Services

Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), and any provisions required by the implementing regulations of the Federal Agency providing the funds. Resources are available at http://www.justice.gov/crt/about/cor/coord/titlevi.php.

Executive Order 13166 requires recipients receiving Federal financial assistance to take steps to ensure that people with limited English proficiency have meaningful access to services. Resources are available at http://www.lep.gov/13166/eo13166.html.

5) Federal Information Security Management Act (FISMA)

The Contractor or Grantee must protect all information systems, electronic or hard copy which contains federal data from unauthorized access. Congress and the Office of Management and Budget (OMB) have instituted laws, policies, and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. Resources are available at http://csrc.nist.gov/groups/SMA/fisma/index.html.

6) Registration Requirements

The Contractor or Grantee must register in the System for Award Management (SAM) and maintain the registration with current information. Additional information about registration procedures may be found at www.sam.gov. The entity must maintain the accuracy and currency of its information in SAM at all times during which the entity has an active award unless the entity is exempt from this requirement under 2 CFR Subtitle A, Chapter II, Part 200. Additionally, the entity must review and update the information at least annually after the initial registration.

7) Non-Delinquency on Federal Debt

Contractor or Grantee is subject to the Federal Debt Collection Procedures Act of 1990, 28 U.S.C. § 3201(e), which imposes restrictions on the transfer of federal funds to persons or entities owing a debt to the United States.

8) Federal Funds Disclosure Requirements

Any of the entity's statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs supported in whole or in part by federal funds must state a) the percentage of the total costs of the program or project with federal financing; b) the amount of federal funds for the project or program; and c) the percentage and dollar amount of the total costs of the project or program financed by nongovernmental sources. "Nongovernmental sources" means sources other than state and local governments and federally recognized Indian tribes.

Publications, journal articles, etc. produced under a grant support project must bear an acknowledgment and disclaimer, as appropriate, for example:

This publication (journal article, etc.) was supported by the Immunization Cooperative Agreements from Department of Health and Human Services. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department of Health and Human Services.

9) Equipment and Products

To the greatest extent practicable, all equipment and products purchased with federal funds should be American-made. 2 CFR Subtitle A, Chapter II, Part 200.33 and 200.313 defines equipment as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

The grantee may use its own property management standards and procedures provided it observes provisions of the relevant sections in the Office of Management and Budget (OMB) 2 CFR Subtitle A, Chapter II, Part 200.500-520.

10) Federal Funding Accountability and Transparency Act (FFATA)

In order for IDOH to comply with federal reporting requirements, Contractor or Grantee must complete, in its entirety, titled Transparency Reporting Subawardee Questionnaire. If the pre-populated information in the form regarding Contractor or Grantee is incorrect, Contractor or Grantee should strike the incorrect information and enter the correct information. IDOH will send this form in a separate e-mail.

11) Federal Lobbying Requirements

 The Contractor certifies that to the best of its knowledge and belief that no federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal Contract, contract, loan, or cooperative agreement, the Contractor shall complete and submit "Disclosure Form to Report Lobbying" in accordance with its instructions.
- The Contractor shall require that the language of subparagraphs A) and
 B) be included in the language of all subcontracts and that all subcontractors shall certify and disclose accordingly.

For more information, please contact the IDOH Division of Finance.

Attachment D

Annual Financial Report for Non-governmental Entities

Guidelines for filing the annual financial report:

- 1. Filing an annual financial report called an Entity Annual Report (E-1) is required by IC 5-11-1-
 - 4. This is done through Gateway which is an on-line electronic submission process.
 - a. There is no filing fee to do this.
 - b. This is in addition to the similarly titled Business Entity Report required by the Indiana Secretary of State.
 - c. The E-1 electronical submission site is found at https://gateway.ifionline.org/login.aspx
 - d. The Gateway User Guide is found at https://gateway.ifionline.org/userguides/E1quide
 - e. The State Board of Accounts may request documentation to support the information presented on the E-1.
 - f. Login credentials for filing the E-1 and-additional information can be obtained using the notforprofit@sboa.in.gov email address.
- 2. A tutorial on completing Form E-1 online is available at https://www.youtube.com/watch?time_continue=87&v=nPpqtPcdUcs
- 3. Based on the level of government financial assistance received, an audit may be required by IC 5-11-1-9.

As of 03/07/2023 CASH BALANCE (\$1,541.16)

| Fund | Acct | Acct Desc | orward Approp | iginal Approp | l Approp | Approp | Total Approp | Expenditure | end Balance | Encumbrance | expend Pct |
|---------------|--------------------------|----------------|---------------|---------------|----------|--------|--------------|-------------|-------------|-------------|------------|
| - Fund : 8181 | | | | | | | | | | | |
| - Fund Desc : | MM Lonate | erm COVID | | | | | | | | | |
| - Loc : 9622 | | | | | | | | | | | |
| Loc Desc | : <mark>2022</mark> (195 | used in 2017) | | | | | | | | | |
| 8181 | 32740 | Immunization E | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 62.48 | (62.48) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 62.48 | (62.48) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 62.48 | (62.48) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 62.48 | (62.48) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 62.48 | (62.48) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 62.48 | (62.48) | 0.00 | 0.00% |

Monroe County Council Agenda Request Form

Complete <u>ALL</u> applicable highlighted areas below.

| DEPARTMENT: HEALTH | MEETING DATE REQUESTED (Tentative): 02/28/2023 |
|---|---|
| Request Presenter(s): LORI KELLEY | Phone: 812-349-2068 |
| Was the Council Liaison notified prior to submitting th | nis Agenda Request: Yes |
| PURPOSE OF REQUEST: (Mark with an "X" in all appli | cable boxes) |
| Creation of Account Line(s) and/or | Additional Appropriation(s) |
| Fund Name: | |
| Transfer of Funds | |
| Category Fund Name: | |
| Fund to Fund | |
| Fund Name A : | |
| Fund Name B: | |
| Salary Ordinance Amendment Effective D | Date of Amendment: 01/01/2023 |
| De-Appropriation of Account Lines | |
| Fund Name: | |
| Other (Specify) | |
| Narrative: Give a <u>DETAILED SUMMARY</u> explanation | on for the request (purpose, action needed, etc.) . |
| Services fund. The funding period runs from strictly covers the cost of syringes for the Mo Syringe Service Programming in Monroe Cor. The MCHD contracts with the Indiana Recov Syringe Service Program (MCSSP) in Monro outreach during mobile SSP alongside IRAs. The Monroe County Syringe Service Program of both the Indiana Recovery Alliance office a | rery Alliance (IRA) to operate the Monroe County be County. MCHD Harm Reduction staff provide staff and volunteers three days per week. In is generally open 7 days a weeks and operates out at 118 S. Rogers St. in Bloomington, IN or via the ortner locations listed on the Monroe County Health |

Complete <u>ALL</u> corresponding agenda information on subsequent tabs.

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

REQUEST CREATION OF NEW ACCOUNT LINE(S) AND/OR ADDITIONAL APPROPRIATION(S)

Council recommends making <u>ANY</u> In-House and/or Category Transfers <u>PRIOR</u> to requesting additional appropriations.

| DEPARTMENT: | HEA | | | | MEETIN | G DATE RE | QUESTI | D (Tentativ | e): <u>2/28/2023</u> | |
|---------------|------|------------------|----------|------------|---------|-----------|--------|--------------------|---------------------------------------|-----------|
| Fund Na | me: | Syringe Services | Progra | m | | | | | | |
| Fund Num | ber: | 9130 | | Location N | lumber: | 9623 | | | | |
| A | | | | | | | | | | |
| Account | Acc | ount Descriptio | <u>n</u> | | | | | | Amount | Requested |
| <u>Number</u> | | | | | | | | | | - |
| 20011 | ОТН | IER SUPPLIES | | | | | | | 25000 | |
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Contact the Council Administrator (Ext. 2516) for <u>new numbers</u> and/or clarification on account numbers.



GRANT AGREEMENT November 30, 2022

Grantee:

Monroe County Health Department

Grant Period:

1/1/2023 through 12/31/2023

Grant#: 23-1582

The Health Foundation of Greater Indianapolis, Inc. has awarded your organization a grant in the amount of \$25,000.00 payable during the grant period of 2023. This grant is to be used for the express purpose of providing support for the Monroe County Health Department to support Continuation of Syringe Service Programming in Monroe County through 2023, as indicated in the proposal approved by our Board of Directors on 11/16/2022.

This grant is subject to the following conditions:

- 1. Your organization will use the grant funds only for the purposes described in your grant application as summarized above. In the event that your organization cannot use the grant funds for the purposes described above, your organization must notify us immediately. Your organization will use the grant funds only for those charitable purposes described in Section 501(c)(3) of the Internal Revenue Code. If The Health Foundation determines that any of the grant funds have been used for any purpose other than those summarized above, remain unused by your organization, or are not used in accordance with the terms and conditions of this letter, The Health Foundation may unilaterally change the terms of this grant and take such actions as The Health Foundation deems appropriate to ensure the proper use of the grant funds. These actions may include, in the sole discretion of The Health Foundation, the total revocation of the grant and the immediate return of all grant funds with appropriate interest.
- 2. To comply with regulations governing private foundations, the grant funds awarded must be used solely for the charitable activities consistent with your organization's tax-exempt status under the Internal Revenue Code. According to our records, your organization is classified as a public charity, publicly supported organization, governmental agency as described in Code Section 501(c)(3), 509(a)(1), 509(a)(2), 509(a)(3), 170(b)(1)(A), etc. If that is not the case, please notify us immediately.
- 3. Your organization hereby represents that none of the following individuals or entities is listed in any anti-terrorism Watch List: (1) your organization; (2) any member of the organization's governing body: (3) any officer; or (4) any employee or agent responsible for handling or distributing the grand funds. For these purposes, the "Watch List" includes those terrorist watch lists currently maintained by the United States Department of Homeland Security, the United Nations, and the European Unions. Your organization represents that it will not fund individuals or organizations listed on such Watch Lists, and that it has procedures in place to ensure that it will not directly or indirectly fund any organization or individual on such Watch Lists. Violations of these provisions are cause for immediate termination of this grant.

Continued...



Monroe County Health Department – Grant Agreement November 30, 2022

- Page 2
- 4. No part of the grant funds shall be used for lobbying or political activities.
- 5. Your organization agrees to cooperate fully and to respond promptly and completely to any inquiry concerning the grant funds, the scheduled purposes, or any other relevant inquiry pertaining to this grant including periodic site visits and records review.
 - a. Any staff changes connected to the operation or execution of this grant, including organizational leadership, must be communicated to The Health Foundation within five (5) business days.
- 6. Any future grants are at the sole discretion of the Grantor, and the Grantor makes no promises or commitments regarding any future funding to Grantee other than as provided for herein.
- 7. All publicity, without exception, must be approved by The Health Foundation's office.
- 8. This grant will be paid in the installments listed below:

| Scheduled Date | Amount | Status |
|----------------|-------------|-----------|
| 12-28-2022 | \$25,000.00 | Scheduled |

Periodic Reports which include our grant number and detailed expenditures against the grant funds will be expected as listed below:

| Scheduled Date | Туре |
|----------------|------------------------------------|
| 4-14-2023 | Both Narrative & Financial |
| 7-14-2023 | Both Narrative & Financial |
| 10-13-2023 | Both Narrative & Financial |
| 1-12-2024 | Both Narrative & Financial [Final] |

Attachment Scheduled "A" provides guidelines for these reporting requirements.

The grant funds may not be used for any reason other than for the purposes named herein without the express written permission of The Health Foundation of Greater Indianapolis, Inc.



Continued...

Monroe County Health Department – Grant Agreement November 30, 2022 Page 3

Agreement to Grant Terms and Conditions:

Please sign and return a copy of this letter as indication of your agreement.

If you have any questions regarding the grant or this letter, please do not hesitate to contact me.

Sincerely,

Jason E. Grisell, MBA President & CEO

Leson sust

The Health Foundation of Greater Indianapolis, Inc.

Attachments

On behalf of **Monroe County Health Department**, I understand and agree to the foregoing terms and conditions of this grant from The Health Foundation of Greater Indianapolis, Inc. and hereby certify my authority to execute this agreement.

| Signature: Julie Humsas - 1E0F5FF84AC4468 | Title: |
|--|---------------------|
| Julie Thomsas Printed Name: | 12/20/2022 Date: |



SCHEDULE "A"

PERIODIC NARRATIVE AND FINANCIAL REPORTS

The periodic reports, narrative and financial reports should cover at a minimum, the following items:

- a) Completed grant reporting and/or evaluation form(s) as required by The Health Foundation or a contracted evaluation consultant as applicable;
- b) the time period covered by the grant;
- c) the Scheduled Purposes, by reference to the descriptions for which the grant funds were expended;
- d) the amount expended; and the goods or services purchased with grant funds (i.e., equipment, staff, consultants, supplies, etc.);
- e) comments on the use of the grant funds, i.e., whether the project was successful in accomplishing its objectives and, if not, the challenges encountered and possible solutions;
- f) a statement of the amount of grant funds received which were <u>not</u> expended during the reporting period;
- g) statement of whether the Grantee wishes to modify or expand, geographically or otherwise the Scheduled Purposes and, if so, how and when; and
- h) a verification that the detailed financial records supporting the report are on file with, and will be maintained by, the Grantee for a period of seven (7) years after the report is filed, and that any unexpended grant funds will be used for Scheduled Purposes.

NOTE: If reports are not received by the due date or closely thereafter, all future funding will be jeopardized.



New Grant, No 2023 Report as of 02/20/2023

HEALTH DEPARTMENT

| Fund Number | Name |
|-------------|--------------------------|
| 9130-9623 | Syringe Services Program |

New Grant, No 2023 Report is as of 12/31/2022

HEALTH DEPARTMENT

| Fund Number | Name |
|------------------|--------------------|
| 8181-9623 (9622) | IMM Longterm Covid |

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

| DEPARTMENT: HEALTH Request Presenter(s): LORI KELLEY | MEETING DATE REQUESTED (<i>Tentative</i>): 02/28/2023 Phone: 812-349-2068 |
|---|--|
| | |
| Was the Council Liaison notified prior to submitting t | this Agenda Request: Yes |
| PURPOSE OF REQUEST: (Mark with an "X" in all app | licable boxes) |
| Creation of Account Line(s) and/or | Additional Appropriation(s) |
| Fund Name: | |
| Transfer of Funds | |
| Category | |
| Fund Name: | |
| Fund to Fund | |
| Fund Name A : | |
| Fund Name B : | |
| Salary Ordinance Amendment Effective | Date of Amendment: 01/01/2023 |
| De-Appropriation of Account Lines | |
| Fund Name: | |
| Other (Specify) | |
| (-) | |
| Narrative: Give a <u>DETAILED SUMMARY</u> explanation | on for the request (purpose, action needed, etc.) . |
| referred to as the DIS Workforce Supplement 1, 2023 - December 31, 2023 and will be us department cell phone, training/travel, service Department is requesting to add 8112-9623 salary ordinance to reflect said change. This disease intervention and outreach. The prima spread of disease and the development of provide intervention services and partner not and gonorrhea. The MCHD Disease Intervention | r fund 8112 STD Strengthening Prevention fund, ntal on the award letter. This grant will run from January sed for personnel, benefits, supplies, services, a ces & charges related to IDOH and equipment. The with grant funded appropriations and amend the 2023 is award supports local health department efforts with mary goal of disease intervention is to prevent the complications. Disease Intervention Specialists (DIS) of officiality of the following core case follow-up, and education. This state funded |

Complete <u>ALL</u> corresponding agenda information on subsequent tabs.

program serve the following 12 counties: Bartholomew, Brown, Clay, Green, Lawrence, Monroe,

Owen, Parke, Putnam, Sullivan, Vermillion, and Vigo.

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

REQUEST CREATION OF NEW ACCOUNT LINE(S) AND/OR ADDITIONAL APPROPRIATION(S)

Council recommends making <u>ANY</u> In-House and/or Category Transfers <u>PRIOR</u> to requesting additional appropriations.

DEPARTMENT: HEALTH **MEETING DATE REQUESTED** (*Tentative*): 2/28/2023

Fund Name: STD STRENGTHENING PREVENTION

Fund Number: 8112 Location Number: 9623

| Account | Location Number: 9623 | |
|---------------|---|----------------|
| <u>Number</u> | Account Description | Amount Request |
| 0107 | DIS INTERVENTION SPECIALIST PROGRAM COORDINATOR | 48449 |
| 0108 | DISEASE INTERVENTION SPECIALIST | 43480 |
| 8001 | FT SELF INSURANCE | 24000 |
| 8101 | FICA | 7032.48 |
| 8201 | PERF | 13053.82 |
| 0011 | OTHER SUPPLIES | 14592.35 |
| 0014 | OTHER SERVICES | 14592.35 |
| 7601 | LONGEVITY | 800 |
| 0021 | PHONES & PAGERS | 1000 |
| 80028 | TRAINING/TRAVEL | 1000 |
| 38110 | SERVICES & CHARGES | 1000 |
| 40001 | EQUIPMENT | 1000 |
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Contact the Council Administrator (Ext. 2516) for <u>new numbers</u> and/or clarification on account numbers.

REQUEST FOR A SALARY ORDINANCE AMENDMENT

New/Additional Position(s) must have PAC approval.

| Is this a Mid-Point | Hire Request? | Yes — | Effective Date of Amendment: | | | | |
|--|-------------------------------|---------------------------------------|------------------------------|--------------------------------------|-----------------------------|---------------------------|--|
| A Fiscal Impact F | Report is require | ed for <u>ALL</u> compensation | amendment re | equests. (Please | contact Council A | Administrator) | |
| Position 1 Is this a new/addit Is this position's sa | • | to the Department? veen two Funds? | Yes Yes | (If yes, comple | te Fund A <u>and</u> | B below.) | |
| Fund Name A: | | | | | | | |
| Fund Number A: | | Location Number: | | Salary Perce | entage: | | |
| Fund Name B: Fund Number B: | | Location Number: | | Salary Perce | entage: | | |
| Is an account num Account | ber needed fo Position Title | r the requested positior | n amendment HRS PT | ? Yes Classification Part-TIME | Level E | FLSA Status Non-Exempt | |
| Position 2 Is this a new/addit Is this position's sa | • | to the Department? veen two Funds? | Yes Yes | (If yes, comple | te Fund A <u>and</u> | B below.) | |
| Fund Name A: | | Looption Number | | Colony Done | -utosa. | | |
| Fund Number A: | | Location Number: | | Salary Perce | entage: | | |
| Fund Name B: Fund Number B: | | Location Number: | | Salary Perce | entage: | | |
| Is an account num Account | ber needed fo Position Title | r the requested positior | n amendment HRS PT | ? Yes Classification Part-TIME | Level E | FLSA Status Non-Exempt | |
| Position 3 Is this a new/addit Is this position's sa | • | to the Department? veen two Funds? | Yes Yes | If yes, comple | te Fund A <u>and</u> | B below.) | |
| Fund Name A: | | | | | | | |
| Fund Number A: | | Location Number: | | Salary Perce | entage: | | |
| Fund Name B: Fund Number B: | | Location Number: | | Salary Perce | entage: | | |
| Is an account num Account | ber needed fo Position Title | r the requested positior | n amendment HRS PT | ? Yes Classification Part-TIME | Level E | FLSA Status Non-Exempt | |

Below are additional spaces for positon amendment requests.

If you require additional position amendment requests, please contact the Council Administrator for assistance.

Contact the Council Administrator (Ext. 2516) with any questions regarding your request.





Eric J. Holcomb Governor Kristina M. Box, MD, FACOG State Health Commissioner

November 29, 2022

Lori Kelley, Administrator Monroe County Health Department 119 W. 7th St. Bloomington, IN 47404

Dear Lori,

See below. This letter reflects a revision to your 2023 STD award. We hope this better supports your needs.

We are pleased to inform you that your agency has been awarded the following to support your STD Prevention programs:

DIS Workforce Supplemental 8112

Total Award: \$170,000.00 Grant begins: January 1, 2023 Grant Ends: December 31, 2023

<u>DIS Partner Services</u> 8180 Total Award: \$121,758.00 Grant begins: April 1, 2023 Grant Ends: March 31, 2024

Please submit separate revised budgets based on the awarded amounts no later than November 30,2022.

Please note: All awards are contingent upon available funding received by IDOH.

In the coming days you should receive contract documents for signature.

Should you have any questions, please contact Darin Foltz dfoltz@isdh.in.gov.

Regards,

Jeremy Turner

Division Director of HIV/STD/Viral Hepatitis

Indiana Department of Health

To promote, protect, and improve the health and safety of all Hoosiers.

As of 03/07/2023 CASH BALANCE (\$44,065.26)

| Fund | Acc | : Acct Desc | Approp | Approp | Approp | Approp | Total Approp | Expenditure | Unexpend Balance | Encumbrance | end Pct |
|---------------|------------------|------------------|--------|--------|--------|--------|--------------|-------------|------------------|-------------|---------|
| - Fund : 8112 | | | | | | | | | | | |
| - Fund Desc | c: STD Strengthe | ening Prevention | | | | | | | | | |
| - Loc : 96 | 23 | | | | | | | | | | |
| Loc De | esc : 2023 | | | | | | | | | | |
| 8112 | 300 | 14 Other Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 134.75 | (134.75) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 134.75 | (134.75) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 134.75 | (134.75) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 134.75 | (134.75) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 134.75 | (134.75) | 0.00 | 0.00% |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 134.75 | (134.75) | 0.00 | 0.00% |

Monroe County Council Agenda Request Form

Complete <u>ALL</u> applicable highlighted areas below.

| DEPARTMENT: HEALTH | MEETING DATE REQUESTED (Tentative): 02/28/2023 |
|---|--|
| Request Presenter(s): LORI KELLEY | Phone: 812-349-2068 |
| Was the Council Liaison notified prior to submitting | this Agenda Request: Yes |
| PURPOSE OF REQUEST: (Mark with an "X" in all app | licable boxes) |
| Creation of Account Line(s) and/or | Additional Appropriation(s) |
| Fund Name: | |
| Transfer of Funds | |
| Category | |
| Fund Name: Fund to Fund | |
| Fund Name A: | |
| Fund Name B: | |
| Salary Ordinance Amendment Effective | Date of Amendment: 01/01/2023 |
| De-Appropriation of Account Lines | |
| Fund Name: | |
| Other (Specify) | |
| Narrative: Give a DETAILED SUMMARY explanat | ion for the request (numero matien needed etc.) |
| Marrative. Give a DETAILED SOMIMANT explanat | ion for the request (purpose, action needed, etc.) . |
| DIS Partner Services on the award letter. The and will be used for personnel, benefits, supporting the services & charges related to IDOH and equal 8180-9623 with grant funded appropriation change. This award supports local health decourreach. The primary goal of disease intervelopment of complications. Disease Intervention for people affected between Disease Intervention program is comprised detection, case follow-up, and education. The | or fund 8180 DIS Intervention - STD, referred to as the his grant will run from April 1, 2023 - March 31, 2024 oplies, services, a department cell phone, training/travel, uipment. The Department is requesting to add and amend the 2023 salary ordinance to reflect said epartment efforts with disease intervention and vention is to prevent the spread of disease and the ervention Specialists (DIS) provide intervention services by HIV, syphilis, chlamydia and gonorrhea. The MCHD of the following core components: surveillance, case his state funded program serve the following 12 h, Lawrence, Monroe, Owen, Parke, Putnam, Sullivan, |
| | |

Complete <u>ALL</u> corresponding agenda information on subsequent tabs.

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

REQUEST CREATION OF NEW ACCOUNT LINE(S) AND/OR ADDITIONAL APPROPRIATION(S)

Council recommends making <u>ANY</u> In-House and/or Category Transfers <u>PRIOR</u> to requesting additional appropriations.

| DEPARTMENT: | HEALTH | MEETING DATE REQUESTED (Tentative): 2/28/2023 |
|--------------------|--------|---|
| | | |

Fund Name: DIS INTERVENTION - STD

Fund Number: 8180 Location Number: 9623

| Account Number | Account Description | Amount Requeste |
|-------------------|---------------------------------|-----------------|
| 10108 | DISEASE INTERVENTION SPECIALIST | 43480 |
| 17601 | LONGEVITY | 200 |
| 17801 | PART TIME | 15000 |
| 18101 | FICA | 3326.18 |
| 18201 | PERF | 6174.22 |
| 20011 | OTHER SUPPLIES | 18788.80 |
| 30021 | PHONES & PAGERS | 1000 |
| 30028 | TRAINING/TRAVEL | 1000 |
| 38110 | SERVICES & CHARGES | 1000 |
| 40001 | EQUIPMENT | 1000 |
| 30014 | OTHER SERVICES | 18788.80 |
| 18001 | FT SELF INSURANCE | 12000 |
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Contact the Council Administrator (Ext. 2516) for <u>new numbers</u> and/or clarification on account numbers.

REQUEST FOR A SALARY ORDINANCE AMENDMENT

New/Additional Position(s) must have PAC approval.

| Is this a Mid-Point | Hire Request? | Yes — | | oate of Am <u>endn</u> | , | entative) : |
|--|-------------------------------|---------------------------------------|--------------------------|--------------------------------------|-----------------------------|---------------------------|
| A Fiscal Impact I | Report is require | ed for <u>ALL</u> compensation | amendment re | equests. (Please | contact Council A | Administrator) |
| Position 1 Is this a new/addit Is this position's sa | • | to the Department? veen two Funds? | Yes Yes | (If yes, comple | te Fund A <u>and</u> | B below.) |
| Fund Name A: | | | | | | _ |
| Fund Number A: | | Location Number: | | Salary Perce | entage: | |
| Fund Name B: Fund Number B: | | Location Number: | | Salary Perce | entage: | |
| Is an account num | ber needed fo Position Title | r the requested positior | n amendment HRS PT | ? Yes Classification Part-TIME | Level E | FLSA Status Non-Exempt |
| Position 2 Is this a new/addit Is this position's sa | • | to the Department? veen two Funds? | Yes Yes | (If yes, comple | te Fund A <u>and</u> | B below.) |
| Fund Name A: | | Looption Number | | Calami Davas | | |
| Fund Number A: | | Location Number: | | Salary Perce | entage: | |
| Fund Name B: Fund Number B: | | Location Number: | | Salary Perce | entage: | |
| Is an account num Account | ber needed fo Position Title | r the requested positior | n amendment HRS PT | ? Yes Classification Part-TIME | Level E | FLSA Status Non-Exempt |
| Position 3 Is this a new/addit Is this position's sa | • | to the Department? veen two Funds? | Yes Yes | If yes, comple | te Fund A <u>and</u> | B below.) |
| Fund Name A: | | | | | | _ |
| Fund Number A: | | Location Number: | | Salary Perce | entage: | |
| Fund Name B: Fund Number B: | | Location Number: | | Salary Perce | entage: | |
| Is an account num Account | ber needed fo Position Title | r the requested positior | n amendment HRS PT | ? Yes Classification Part-TIME | Level E | FLSA Status Non-Exempt |

Below are additional spaces for positon amendment requests.

If you require additional position amendment requests, please contact the Council Administrator for assistance.

Contact the Council Administrator (Ext. 2516) with any questions regarding your request.





Eric J. Holcomb Governor Kristina M. Box, MD, FACOG State Health Commissioner

November 29, 2022

Lori Kelley, Administrator Monroe County Health Department 119 W. 7th St. Bloomington, IN 47404

Dear Lori,

See below. This letter reflects a revision to your 2023 STD award. We hope this better supports your needs.

We are pleased to inform you that your agency has been awarded the following to support your STD Prevention programs:

DIS Workforce Supplemental 8112

Total Award: \$170,000.00 Grant begins: January 1, 2023 Grant Ends: December 31, 2023

<u>DIS Partner Services</u> 8180 Total Award: \$121,758.00 Grant begins: April 1, 2023 Grant Ends: March 31, 2024

Please submit separate revised budgets based on the awarded amounts no later than November 30,2022.

Please note: All awards are contingent upon available funding received by IDOH.

In the coming days you should receive contract documents for signature.

Should you have any questions, please contact Darin Foltz dfoltz@isdh.in.gov.

Regards,

Jeremy Turner

Division Director of HIV/STD/Viral Hepatitis

Indiana Department of Health

To promote, protect, and improve the health and safety of all Hoosiers.

As of 03/07/2023 CASH BALANCE (\$77,355.05)

| Fund | | Acct | Acct Desc | prward Approp | Original Approp | Approp | Adj Approp | Total Approp | Expenditure | expend Balance | ncumbrance | expend Pct |
|------------|----------|------------|------------------------------|---------------|-----------------|--------|------------|--------------|-------------|----------------|------------|------------|
| - Fund : 8 | 3180 | | | | | | | | | | | |
| - Fund | Desc : [| OIS Interv | - STD 93.917 | | | | | | | | | |
| - Loc | : 9623 | | | | | | | | | | | |
| | oc Desc | : 2023 | | | | | | | | | | |
| 8 | 180 | 10107 | Dis Inter Spec Prog Coord | 12,979.20 | 0.00 | 0.00 | 0.00 | 12,979.20 | 7,453.60 | 5,525.60 | 0.00 | 42.57% |
| 8 | 180 | 10108 | Disease Interven. Specialist | 20,341.80 | 0.00 | 0.00 | 0.00 | 20,341.80 | 6,336.40 | 14,005.40 | 0.00 | 68.85% |
| 8 | 180 | 17601 | Longevity | 800.00 | 0.00 | 0.00 | 0.00 | 800.00 | 600.00 | 200.00 | 0.00 | 25.00% |
| 8 | 180 | 17801 | Part-Time | 9,446.25 | 0.00 | 0.00 | 0.00 | 9,446.25 | 2,006.25 | 7,440.00 | 0.00 | 78.76% |
| 8 | 180 | 18001 | FT Self Insurance | 6,416.69 | 0.00 | 0.00 | 0.00 | 6,416.69 | 4,000.00 | 2,416.69 | 0.00 | 37.66% |
| 8 | 180 | 18101 | FICA | 3,365.93 | 0.00 | 0.00 | 0.00 | 3,365.93 | 1,171.02 | 2,194.91 | 0.00 | 65.21% |
| 8 | 180 | 18201 | PERF | 4,328.42 | 0.00 | 0.00 | 0.00 | 4,328.42 | 1,958.16 | 2,370.26 | 0.00 | 54.76% |
| 8 | 180 | 20011 | Other Supplies | 1,601.35 | 0.00 | 0.00 | 0.00 | 1,601.35 | 156.01 | 1,445.34 | 0.00 | 90.26% |
| 8 | 180 | 30021 | Phones & Pagers | 2,091.30 | 0.00 | 0.00 | 0.00 | 2,091.30 | 83.42 | 2,007.88 | 0.00 | 96.01% |
| 8 | 180 | 30028 | Training/Travel | 6,997.23 | 0.00 | 0.00 | 0.00 | 6,997.23 | 1,740.48 | 5,256.75 | 0.00 | 75.13% |
| 8 | 180 | 38110 | Services & Charges | 2,168.75 | 0.00 | 0.00 | 0.00 | 2,168.75 | 40.00 | 2,128.75 | 0.00 | 98.16% |
| | | | | 70,536.92 | 0.00 | 0.00 | 0.00 | 70,536.92 | 25,545.34 | 44,991.58 | 0.00 | 63.78% |
| | | | | 70,536.92 | 0.00 | 0.00 | 0.00 | 70,536.92 | 25,545.34 | 44,991.58 | 0.00 | 63.78% |
| | | | | 70,536.92 | 0.00 | 0.00 | 0.00 | 70,536.92 | 25,545.34 | 44,991.58 | 0.00 | 63.78% |
| | | | | 70,536.92 | 0.00 | 0.00 | 0.00 | 70,536.92 | 25,545.34 | 44,991.58 | 0.00 | 63.78% |
| | | | | 70,536.92 | 0.00 | 0.00 | 0.00 | 70,536.92 | 25,545.34 | 44,991.58 | 0.00 | 63.78% |

Monroe County Council Agenda Request Form

Complete <u>ALL</u> applicable highlighted areas below.

| DEPARTMENT: Council Office | MEETING DATE REQUESTED (Tentative): 3/14/2023 |
|---|--|
| Request Presenter(s): Kim Shell | Phone: Ext 2516 |
| Was the Council Liaison notified prior to submitting this | s Agenda Request: Yes |
| PURPOSE OF REQUEST: (Mark with an "X" in all application | able boxes) |
| Creation of Account Line(s) and/or | Additional Appropriation(s) |
| Fund Name: | |
| Transfer of Funds | |
| Category | |
| Fund Name: | |
| Fund to Fund Fund Name A: | |
| Fund Name B : | |
| Salary Ordinance Amendment Effective Do | ate of Amendment: |
| De-Appropriation of Account Lines | |
| Fund Name: | |
| Other (Specify) | |
| Narrative: Give a <u>DETAILED SUMMARY</u> explanation | n for the request (purpose, action needed, etc.) . |
| With the approval of Resolution 2023-02 KSA Ordinance needs to be amended to incorpora be amended. Amended language is attached | te the new policy. Below are the sections that need to |
| Page 8 Mid-Point Hire Compensation Procedures | |
| Page 24 Section B: Full-time Hire Date Compensation Section C: Mid-Point Hire Tracking Log | Step Increase Schedule |
| | |
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Complete <u>ALL</u> corresponding agenda information on subsequent tabs.

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

RESOLUTION 2023-02

A RESOLUTION ESTABLISHING A POLICY TO RECOGNIZE KNOWLEDGE, SKILLS, AND ABILITIES FOR NON-MONROE COUNTY GOVERNMENT APPLICANTS, CURRENT PERMANENT PART-TIME EMPLOYEES APPLYING FOR FULL-TIME EMPLOYMENT. AND

ELIGIBLE TRANSFERRING MONROE COUNTY EMPLOYEES.

WHEREAS, the Monroe County Council wishes to enable Elected Officials/Department Heads (EO/DH) to hire 1) highly qualified job applicants who possess exceptional expertise and experience, but have <u>no</u> prior Monroe County Government work history and/or 2) current permanent part-time employees applying for a full-time employment vacancy; and/or 3) full-time Monroe County employees with an existing KSA Status transferring between departments; and

WHEREAS, the Monroe County Council finds allowing for the hiring of highly qualified applicants and/or current permanent part-time employees applying for a full-time employment vacancy and/or allowing highly qualified employees to transfer between departments at a salary higher than the regular starting salary will substantially further this goal of obtaining and retaining highly qualified job applicants, within Monroe County Government.

NOW THEREFORE BE IT RESOLVED, that:

Resolutions establishing policies on Mid-Point Hiring are repealed, and this Resolution, shall establish a policy to recognize an applicant's "Knowledge, Skills, and Abilities" (KSA). This Resolution is applicable to the hiring of

- 1) applicants with **no** prior Monroe County Government work history;
- 2) current permanent part-time employees, with at least two (2) years applicable current part-time prior Monroe County Government work history applying for a full-time employment vacancy; and/or
- 3) full-time Monroe County employees with an existing KSA Status transferring between departments.

This Resolution is effective the date of signature. This Resolution does not apply to the hiring of any part-time employees into full-time job positions and/or the transferring of full-time employees between departments that occurred prior to the enactment of this Resolution.

The adoption of the following procedures will assist EO/DH's in the recruitment and/or hiring of highly qualified applicants. In turn, this policy will result in savings from training expenses by reducing the need for doing such considering the job applicant's experience and will also improve the provision of County services to the public.

SECTION 1: KNOWLEDGE, SKILLS, AND ABILITIES (KSA) PROCESS FOR NON-MONROE COUNTY GOVERNMENT APPLICANTS

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

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

A. KSA STATUS REQUEST PROCEDURES:

An EO/DH wishing to make a KSA Status Request must complete the following process:

- 1. **Notification of Intent to Request a KSA Status:** The EO/DH shall notify their Council Liaison(s) and Council Administrator via email of their intent to fill an existing vacancy within their department with an applicant/new hire, who has no prior Monroe County Government work history, and request a KSA Status for this applicant.
- 2. Council Office Response to Intent: The Council Administrator shall provide via email a copy of the KSA Request form (Request) to the EO/DH for completion. The email will instruct the EO/DH on how to complete the Request and of any submission deadline(s) and/or additional information needed to complete the Request. Additional information may include but is not limited to the applicant's resume and/or application and the job description for the vacancy.
 See Exhibit A KSA Request Form
- 3. **Department Head/Elected Official Responsibility:** The EO/DH shall complete the required sections of the Request and return via email to the Council Administrator and the Personnel Administrator for review. The resume/application for the candidate and the vacant position's job description <u>must</u> be included with the Request. The Request should additionally state if the EO/DH is requesting the applicant to be hired at the three (3) year or eight (8) year salary level.

B. KSA REQUEST EVALUATION PROCEDURES:

- 1. Evaluation Factors: The Council Administrator and Personnel Administrator will review the following factors:
 - a. Are the knowledge, skills, and abilities (KSA) of the applicant substantially equal to, or greater than, the KSA that would be expected from a new hire after three (3) or eight (8) years in the position?
 - b. How many **total** years of <u>applicable</u> experience has the applicant had in the comparable position?
- 2. The Personnel Administrator will review the Request, evaluate as to whether the applicant does or does not have the KSA needed based on the information provided on the applicant's resume/application and the associated job description, and complete the appropriate section on the Request. After completing this review, the Personnel Administrator will forward the Request to the Council Administrator for further completion.
- 3. The Council Administrator will review the Request, evaluate as to whether the applicant does or does not have the KSA needed based on the information provided on the applicant's resume/application and the associated job description, and complete the appropriate section on the Request.
- 4. If necessary, the Council Administrator and Personnel Administrator may confer about their independent evaluations.
- 5. The Council Administrator shall forward to the entire Council a copy of the executed KSA Request along with a <u>redacted</u> resume/application and the job description for the position. The actual identity of the

applicant should be viewed as irrelevant to the Council, with the focus being on the KSA of the applicant. The EO/DH and Personnel Administrator will be copied on the email communication to the Council that includes the executed Request.

When forwarding the executed KSA Request to the Council, the Council Administrator shall indicate if the Council Administrator and the Personnel Administrator have reached a consensus regarding whether the applicant's KSA is substantially equal to, or greater than, the KSA that would be expected from a new hire after three (3) or eight (8) years in the position.

6. If a Council Member requests a review of the KSA Request, the Council Member shall notify the Council Administrator, who shall place the item on the Council's next regular or work session agenda (whichever is earlier) for discussion. If no Council Member requests a review of the KSA within forty-eight (48) hours (Monday-Friday hours only, excluding weekends and holidays) after the executed KSA is sent to the Council by the Council Administrator, the final decision as to the approval or denial of the requested KSA Status will be delegated to the Council Administrator as outlined in Section 4 below.

Until a final decision has been made by the Council Administrator or the Council with regards to the KSA Request, any conveyance to the employee/applicant by the EO/DH regarding approval of the KSA Request is non-binding on the Council. The EO/DH may elect to move forward with hiring the employee at the base rate, but If a Council Member requests a review, the department may not proceed with hiring the applicant at a KSA Status until the Council review is completed.

- 7. The Council Administrator will notify the Council President of a KSA Request being added to a meeting agenda. The Council Administrator will notify the EO/DH when a Council member has made a request for a review and what date it will be heard by the entire Council. The Personnel Administrator may be asked to attend the Council meeting, if needed.
- 8. The Council Administrator will notify the EO/DH if the KSA request is approved without being heard at a Council meeting and the effective date of the KSA Status.
- 9. The Council Administrator will add the approved KSA Status to the tracking log and a note will be added to the Salary Ordinance to indicate the position has a KSA Status for payroll purposes.
- 10. An employee's approved KSA Status only adjusts the compensation base rate pay for that employee. An employee's approved KSA Status is not included in the years of service totals pertaining to longevity and/or vacation time calculations which is governed by the Monroe County Personnel Policy Handbook.

SECTION 2: KNOWLEDGE, SKILLS, AND ABILITIES (KSA) PROCESS FOR A CURRENT PERMANENT PART-TIME EMPLOYEE TRANSITIONING INTO FULL-TIME EMPLOYMENT

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

If in response to a vacancy within the Department, the EO/DH receives an application/resume from an applicant from a current part-time employee with at least two (2) years **applicable** part-time prior Monroe County Government work history, and the EO/DH wishes to hire said applicant at a KSA Status, the EO/DH can follow

the procedures outlined below. The procedure below allows the EO/DH to request permission to hire the applicant at the KSA Status is the one (1) year salary level, based on the on the applicant's KSA.

A. KSA STATUS REQUEST PROCEDURES:

An EO/DH wishing to make a KSA Request must complete the following process:

- 1. **Notification of Intent to Request a KSA Status:** The EO/DH shall notify their Council Liaison(s) and Council Administrator via email of their intent to fill an existing vacancy within their department with an applicant, who is currently employed by Monroe County as a permanent part-time employee and request a KSA Status for this applicant.
- 2. **Council Office Response to Intent:** The Council Administrator shall provide via email a copy of the KSA Request Form (Request) to the EO/DH for completion. The email will instruct the EO/DH on how to complete the Request and of any submission deadline(s) and/or additional information needed to complete the Request. Additional information may include but is not limited to the applicant's resume and/or application and the job description for the vacancy.

 See Exhibit A KSA Request Form
- 3. **Department Head/Elected Official Responsibility:** The EO/DH shall complete the required sections of the Request and return via email to the Council Administrator and the Personnel Administrator for review. The resume/application for the candidate and the vacant position's job description <u>must</u> be included with the Request. The Request should additionally state that the EO/DH is requesting the applicant to be hired at the one (1) year salary level.

B. KSA EVALUATION PROCEDURES:

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

- 5. The Council Administrator shall forward to the entire Council a copy of the executed KSA Request along with a <u>redacted</u> resume/application and the job description for the position. The actual identity of the applicant should be viewed as irrelevant to the Council, with the focus being on the KSA of the applicant. The EO/DH and Personnel Administrator will be copied on the email communication to the Council that includes the executed Request.
 - When forwarding the executed KSA Request to the Council, the Council Administrator shall indicate if the Council Administrator and the Personnel Administrator have reached a consensus regarding whether the applicant's KSA is substantially equal to, or greater than, the KSA that would be expected from a new hire after one (1) year in the position.
- 6. If a Council Member requests a review of the KSA Request, the Council Member shall notify the Council Administrator, who shall place the item on the Council's next regular or work session agenda (whichever is earlier) for discussion. If no Council Member requests a review of the KSA within forty-eight (48) hours (Monday-Friday hours only, excluding weekends and holidays) after the executed KSA is sent to the Council by the Council Administrator, the final decision as to the approval or denial of the requested KSA Status will be delegated to the Council Administrator as outlined in Section 4 below.
 - Until a final decision has been made by the Council Administrator or the Council with regards to the KSA Request, any conveyance to the employee/applicant by the EO/DH regarding approval of the KSA Request is non-binding on the Council. The EO/DH may elect to move forward with hiring the employee at the base rate, but If a Council Member requests a review, the department may not proceed with hiring the applicant at a KSA Status until the Council review is complete.
- 7. The Council Administrator will notify the Council President of a KSA Request being added to a meeting agenda. The Council Administrator will notify the EO/DH when a Council member has made a request for a review and what date it will be heard by the entire Council. The Personnel Administrator may be asked to attend the Council meeting, if needed.
- 8. The Council Administrator will notify the EO/DH if the KSA request is approved without being heard at a Council meeting and the effective date of the KSA Status.
- 9. The Council Administrator will add the approved KSA Status to the tracking log and a note will be added to the Salary Ordinance to indicate the position has a KSA Status for payroll purposes.
- 10. An employee's approved KSA Status only adjusts the compensation base rate pay for that employee. An employee's approved KSA Status is not included in the years of service totals pertaining to longevity and/or vacation time calculations which is governed by the Monroe County Personnel Policy Handbook.

SECTION 3: KNOWLEDGE, SKILLS, AND ABILITIES (KSA) PROCESS FOR TRANSFER APPLICANTS WITH AN EXISTING KSA STATUS FROM ONE MONROE COUNTY DEPARTMENT TO ANOTHER

The below outlined procedure generally applies to job applicants whom the EO/DH believes possess the necessary KSA and/or experience for the job vacancy within his/her department, and the applicant is transferring from a different Monroe County Government position with an existing KSA Status. Specifically, KSA Transfer can be requested for: 1) a transfer between two (2) county classified positions; and 2) a transfer from a position where the salary is determined by a state-prescribed rule, order, guideline, or mandated to a county

classified position. This section <u>does not</u> apply to transfers from a county position to a position where the salary is determined by a state-prescribed rule, order, guideline or mandated.

If a KSA Status transfers with an employee, the KSA Status will transfer at the equivalent or lesser level. Once a KSA Status is transferred from one department to another, the KSA Status will remain effective for subsequent transfers back to the originating department that occur with one (1) year or less. Subsequent transfers outside of the one (1) year timeframe and/or to a different department must be submitted as a new Transfer Request.

If a Monroe County employee with an approved KSA Status transfers to a different department within Monroe County Government, the KSA Status *may* transfer with the employee. If a KSA Status transfers with an employee, the Status *may* transfer at an equivalent or lesser level. A lesser level *may* be approved based on whether the KSA of the employee is applicable to the new position. A KSA Status level cannot be increased when an employee transfers from one department to another. The EO/DH's are reminded that until a final decision has been made by the Council Administrator or the Council with regards to the KSA Transfer Request, any conveyance to the employee/applicant by the EO/DH regarding approval of the KSA Transfer Request is non-binding on the Council.

A. KSA TRANSFER STATUS REQUEST PROCEDURES:

An EO/DH wishing to make a KSA Transfer Request must complete the following process:

- 1. **Notification of Intent to Request Transfer of a KSA Status:** The EO/DH shall verify the KSA Status for the employee who wishes to transfer. This information can be located in the Salary Ordinance within the section entitled "Salary Ordinance Notes" under the heading of "KSA Tracking Log."
 - After confirming the KSA Status, the EO/DH shall notify their Council Liaison(s) and Council Administrator via email of their intent to fill an existing vacancy within their department with a Monroe County employee with an approved KSA Status transferring from a different department within Monroe County Government and request a KSA Transfer Status for this applicant.
- 2. **Council Office Response to Intent:** The Council Administrator shall provide via email a copy of the KSA Request form (Transfer Request) to the EO/DH for completion. The email will instruct the EO/DH on how to complete the Transfer Request form and of any submission deadline(s) and/or additional information needed to complete the Transfer Request. Additional information may include but is not limited to the applicant's resume and/or application and the job descriptions from both departments: the department the employee is transferring from and the department the employee is transferring to. See Exhibit B KSA Transfer Request Form
- 3. **Department Head/Elected Official Responsibility:** The EO/DH shall complete the required sections of the Transfer Request form and return via email to the Council Administrator and the Personnel Administrator for review. The resume/application for the candidate and the job descriptions from both departments **must** be included with the Request.

B. KSA EVALUATION PROCEDURES:

1. Evaluation Factors: The Council Administrator and Personnel Administrator will review the following factors:

- a. Are the already recognized KSA of the employee applicable and/or comparable to the KSA that would be expected from a new hire after an equivalent amount of time to the already approved KSA Status?
- b. Is the position from which the Monroe County employee with an approved KSA Status is transferring from a <u>comparable</u> position to the vacant position?

2. The Personnel Administrator will review the Transfer Request, evaluate as to whether the applicant does or does not have the transferrable KSA based on the information provided on the applicant's resume/application and the associated job descriptions, and complete the appropriate section on the Transfer Request. After completing this review, the Personnel Administrator will forward the Transfer Request to the Council Administrator for further completion.

- 3. The Council Administrator will review the Transfer Request, evaluate as to whether the applicant does or does not have the transferrable KSA based on the information provided on the applicant's resume/application and the associated job descriptions, and complete the appropriate section on the Transfer Request.
- 4. If necessary, the Council Administrator and Personnel Administrator may confer about their independent evaluations.
- 5. The Council Administrator shall forward to the entire Council a copy of the executed KSA Transfer Request along with a <u>redacted</u> resume/application and the job descriptions for the positions. The actual identity of the applicant should be viewed as irrelevant to the Council, with the focus being on the transfer of the KSA Status. The EO/DH and Personnel Administrator will be copied on the email communication to the Council that includes the executed Request.
 - When forwarding the executed KSA Transfer Request to the Council, the Council Administrator shall indicate if the Council Administrator and the Personnel Administrator have reached a consensus regarding whether the transfer of the KSA Status should be approved and at what level or if the request should be denied.
- 6. If a Council Member requests a review of the KSA Transfer Request, the Council Member shall notify the Council Administrator, who shall place the item on the Council's next regular or work session agenda (whichever is earlier) for discussion. If no Council Member requests a review of the KSA Transfer within forty-eight (48) hours (Monday-Friday hours only, excluding weekends and holidays) after the executed KSA Transfer is sent to the Council by the Council Administrator, the final decision as to the approval or denial of the requested KSA Transfer Status will be delegated to the Council Administrator as outlined in Section 4 below.
 - Until a final decision has been made by the Council Administrator or the Council with regards to the KSA Transfer Request, any conveyance to the employee/applicant by the EO/DH regarding approval of the KSA Transfer Request is non-binding on the Council. The EO/DH may elect to move forward with the transfer of the employee into their department, but if said decision is made before any final decision the KSA Transfer Status will not transfer at that time.
- 7. The Council Administrator will notify the Council President of a KSA Transfer Request being added to a meeting agenda. The Council Administrator will notify the EO/DH when a Council member has made a

request for a review and what date it will be heard by the entire Council. The Personnel Administrator may be asked to attend the Council meeting, if needed.

- 8. The Council Administrator will notify the EO/DH if the KSA Transfer Request is approved without being heard at a Council meeting.
- 9. The Council Administrator will update the transferred KSA Status with the tracking log and a note will be added to the Salary Ordinance to indicate the position has a KSA Status for payroll purposes.
- 10. An employee's approved KSA Status only adjusts the compensation base rate pay for that employee. An employee's approved KSA Status is not included in the years of service totals pertaining to longevity and/or vacation time calculations which is governed by the Monroe County Personnel Policy Handbook.

C. TRANSFERRING TO A DIFFERENT CLASSIFICATION:

- 1. If the employee is transferring into a position with the same classification and level, then there is no change in the hourly rate.
- 2. If the employee is transferring into a position with a different classification and/or level, the hourly rate will be evaluated prior to approval. When comparing positions with different classifications, the hourly rates for the same level will be compared. If the hourly rate with a KSA Transfer Status exceeds the hourly rate of the new position at the same level, the transfer will be approved at the higher compensation rate. If the hourly rate for the new position with the same or less of service exceeds that of the KSA Transfer hourly rate, then the transfer request will be denied allowing for the higher compensation.

SECTION 4: APPROVAL OF A KSA STATUS REQUEST

A. Decision-Making Authority: The Council delegates to the Council Administrator the final decision making under Sections 1, Section 2, and 3 when there is a consensus between the Council Administrator and the Personnel Administrator regarding the KSA Status and/or transfer thereof and no Council Member has requested a review. This delegation of final decision making is beneficial as it potentially decreases the amount of time that it may take for a decision on the KSA Status and/or transfer thereof approval and allows for notification of the applicant in a quicker timeframe. By delegating the KSA Status approval and/or transfer thereof approval when there is a consensus, it could enable an applicant and/or transfer to a department to start in a position without having to wait for the next Council meeting.

It would be a necessity for a KSA Request and/or a Transfer Request to be heard by the entire Council in the following scenarios: 1) there is <u>NOT</u> a consensus between the Council Administrator and the Personnel Administrator or 2) there is a consensus between the Council Administrator and the Personnel Administrator, but a Council Member has requested review of the KSA Request and/or Transfer Request as by the entire Council within 48 hours of receipt of the executed KSA Request described under Subsection B of both Sections 1, and , 2 and 3. When a KSA Request and/or Transfer Request is heard by the entire Council, the final decision of the Request shall rest with the Council.

B. The KSA Status is exclusively associated with the applicant and the position requested by the EO/DH for the determined period of time. If a KSA approved employee transfers to another Monroe County Government position, the KSA Status does not follow the employee may transfer, but only with an

approval of the Transfer Request.

- C. Until a final decision has been made by the Council Administrator or the Council with regards to the KSA Request and/or Transfer Request, any conveyance to the employee/applicant by the EO/DH regarding approval of the KSA Request department's pending request is non-binding on the Council.
- D. An employee's approved KSA Status only adjusts the compensation base rate pay for that employee. An employee's approved KSA Status is not included in the years of service totals pertaining to longevity and/or vacation time calculations which is governed by the Monroe County Personnel Policy Handbook.

SECTION 5: KSA REQUEST PROCEDURES POLICY REVIEW

The KSA Request Procedures Policy will be reviewed annually in March as to its effectiveness in hiring qualified applicants. The Personnel Administrator shall survey prior year departments regarding the process and report at the March Personnel Administration Committee (PAC) Meeting. The report should include any departmental comments from the survey along with any recommendations on improving the process. PAC will then determine if a review of the KSA Request Policy needs to be reviewed and/or updated based on the information provided by the Personnel Administrator.

Resolution 2023-02 was originally presented and approved by the Monroe County Council on the 14th day of February, 2023.

| Resolution 2023-02 was presented, amended, and approved by the Monroe County Council on the | e day |
|---|-------|
| of, 2023. | |

MONROE COUNTY COUNCIL, INDIANA

* * * * * *

| "Aye" | "Nay" |
|--------------------------------------|--------------------------------------|
| Kate Wiltz, President | Kate Wiltz, President |
| Trent Deckard, President Pro Tempore | Trent Deckard, President Pro Tempore |
| Jennifer Crossley, Member | Jennifer Crossley, Member |
| Marty Hawk, Member | Marty Hawk, Member |
| Peter Iversen, Member | Peter Iversen, Member |
| | |

| Geoff McKim, Member | Geoff McKim, Member |
|--|-----------------------|
| Cheryl Munson, Member | Cheryl Munson, Member |
| ATTEST: | |
| Catherine Smith, Auditor Monroe County, Indiana | Date |

Exhibit A



MONROE COUNTY COUNCIL Exhi KNOWLEDGE, SKILLS, AND ABILITIES (KSA) HIRING EVALUATION

REQUEST FORM

For Non-Monroe County Government & Current Permanent Part-Time Employee Applicants

Elected Official/Department Head: please complete Sections 1, 2, 3, and 4 below. Forward the completed KSA Request, resume and/or application, and job description to the Council Administrator and Personnel Administrator.

*KSA Offers are non-binding until a final determination has been made.

| ECTION 1: Department: | | EO/DH Name: | | | |
|--|---|--|---------------------------------------|--|--|
| osition Fund-Account Number: | | _ Classification & Level: | | | |
| ob Description Title: | | Hours Per V | Veek: | | |
| 1inimum (Base) Hourly Rate: | Annual Amour | nt: | | | |
| SA Status Level Requested (Year L | evel) Hourly Rate: | Annual Amount: | | | |
| equested Effective Date of KSA Status: _ | | | | | |
| | the applicant below. There <u>mu</u> | ON FACTORS Ist be a minimum of 3-Years of KSA listed just be the management part-time transitioning to just be a minimum of 3-Years of KSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be a minimum of 3-Years of XSA listed just be | | | |
| | Current/Prior | ent permanent part time transitioning to | l l l l l l l l l l l l l l l l l l l | | |
| MCG Job Description Duties (Summarize) | Employment Title and Company/Department | Current/Prior Employment Comparable Duties and/or Skills | Years Completed | | |
| (Summunze) | Company/ Department | Comparable Duties and/or skins | Completed | | |
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| *List any additional compa | irable duties on a separate she | eet of paper and attach to this request for | n. | | |
| ECTION 3: EDUCATION/CERTIFICA | | | | | |
| st any education/certifications that is <u>abo</u> | what is required in the job | description and <u>directly relates</u> to this pos | ition. | | |
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SECTION 4: ELECTED OFFICIAL/DEPARTMENT HEAD STATEMENT

Provide a brief statement as to the impact this KSA will have on your department. Also, include a fiscal impact report for this request, if applicable. (Contact the Council Administrator for assistance with a fiscal impact report, if needed.) Narrative: I certify that the above duties have been completed by the applicant previously, for the number of years indicated, and at the company indicated and/or the applicant has the related education or certification indicated above. Elected Official/Department Head Signature Date (**Office Use Only**) **PERSONNEL ADMINISTRATOR STATEMENT:** I have reviewed the KSA Request and applicable documents and have determined the following: Applicant does not qualify for a KSA Status. __ Applicant's KSA is equal to, or greater than the requirement for a _____-Year Level KSA Status. Reason: Personnel Administrator Signature Date **COUNCIL ADMINISTRATOR STATEMENT:** I have reviewed the KSA Request and applicable documents and have determined the following: ____ Applicant does not qualify for a KSA Status. __ Applicant's KSA is equal to, or greater than the requirement for a ______-Year Level KSA Status. Reason: Council Administrator Signature Date Applicant/Employee is APPROVED DENIED for a ______ Classification at the _____-Year Level APPROVED KSA Status Effective Date: ______ INITIALS: _____ Council Review Requested By: _____ Review Date: _____

Exhibit B



MONROE COUNTY COUNCIL

KNOWLEDGE, SKILLS, AND ABILITIES (KSA) HIRING EVALUATION

TRANSFER REQUEST FORM

For Full-Time MCG Employees with Existing KSA Status Transferring Between Departments

Elected Official/Department Head: please complete Sections 1, 2, 3, and 4 below. Forward the completed Transfer Request, resume/application, and <u>BOTH</u> job descriptions to the Council Administrator and Personnel Administrator.

*KSA Status Transfer Offers are non-binding until a final determination has been made pursuant to policy.

| CTION 1: Department: | | EO/DH Name: | | |
|---|---|---|---------------------------------|-----------------|
| rent KSA Position: | KSA | Classification & Level: | | |
| rent KSA Hourly Rate: | Annual Amount: | : Hours Per Week: | | ek: |
| sition Transferred Into: | | _ Classification & Level: | | |
| quested Transfer KSA Hourly Rate: | Annual A | mount: | Hours Per Week: | |
| quested Effective Date of KSA Status Tra | nsfer: | · | | |
| CTION 2: KNOWLEDGE, SKILLS, AI ert the comparable/applicable duties of a iition upon transfer. The KSA Status may t nsferring. | n eligible employee with a cu | rrent KSA Status would b | | |
| Transferring Job Description | Current/Prior Position | | | |
| Duties (Summarize) | Title and Department/Company | Current/Prior Em Comparable Duties | • | Years Completed |
| (Summunze) | Department, company | Comparable Duties | and/or skins | Completed |
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| *List any additional compar | able duties on a separate she | et of naner and attach to | this request for | n |
| List any additional compar | able daties on a separate she | er of puper und uttuen to | ins request joir | |
| CTION 3: EDUCATION/CERTIFICAT | ΓIONS | | | |
| any education/certifications that is <u>abov</u> | <u>re</u> what is required in the job o | description and <mark>directly r</mark> | <mark>elates</mark> to this pos | ition. |
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SECTION 4: ELECTED OFFICIAL/DEPARTMENT HEAD STATEMENT

Provide a brief statement as to the impact this KSA Transfer will have on your department. Also, include a fiscal impact report for this request, if applicable. (Contact the Council Administrator for assistance with a fiscal impact report, if needed.) Narrative: I certify that the above duties have been completed by the applicant previously, for the number of years indicated, and at the department indicated and/or the applicant has the related education or certification indicated above. Elected Official/Department Head Signature Date (**Office Use Only**) **PERSONNEL ADMINISTRATOR STATEMENT:** I have reviewed the KSA Transfer Request and applicable documents and have determined the following: ____ Applicant does not qualify for a KSA Status Transfer. ____ Applicant's KSA Status transfers at the equivalent level. ____ Applicant's KSA status transfers at a lesser level of _____-Year. Reason: Personnel Administrator Signature Date **COUNCIL ADMINISTRATOR STATEMENT:** I have reviewed the KSA Transfer Request and applicable documents and have determined the following: ____ Applicant does not qualify for a KSA Status Transfer. ____ Applicant's KSA Status transfers at the equivalent level. ___ Applicant's KSA status transfers at a lesser level of _____-Year. Reason: Council Administrator Signature Date Applicant/Employee is APPROVED DENIED for a ______ Classification at the _____-Year Level APPROVED KSA Status Effective Date: ______ INITIALS: _____

Council Review Requested By: _____ Review Date: _____



MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306 100 W Kirkwood Avenue Bloomington, Indiana 47404 Office: 812-349-7312

CouncilOffice@co.monroe.in.us

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

COUNCIL REGULAR SESSION AGENDA SUMMARY MINUTES Tuesday, February 14, 2023, at 5:30 pm Nat U. Hill Meeting Room and Zoom Connection

Members

Present - In Person - Kate Wiltz, President

Present – In Person – Trent Deckard, President Pro Tempore

Present – In Person – Jennifer Crossley

*Present - In Person - Marty Hawk

Not Present - Peter Iversen

Present - Virtual - Geoff McKim

Present - In Person - Cheryl Munson

Staff

Present - In Person - Kimberly Shell, Council Administrator

Present – In Person – Molly King-Turner, Legal Counsel

Present – In Person – Courtney Moser, Council Administrative Assistant

1. CALL TO ORDER 5:31 PM

Wiltz called the meeting to order at 5:31 p.m. Roll was taken. Councilors Wiltz, Deckard, Crossley and Munson were present in person in the Nat U Hill Room. McKim is attending virtually. Iversen and Hawk were not present.

2. PLEDGE OF ALLEGIANCE 5:31 PM

3. ADOPTION OF AGENDA 5:32 PM

WILTZ made a motion to amend the agenda to add Item 16C, "Discussion and Approval of Fund 8950-0000 ARPA Appropriations" and to simultaneously table the additional appropriation request of \$105,455,928 to the Tuesday, February 28th Council Work Session. Deckard seconded.

Kimberly Shell, Council Administrator, stated that the amount that was advertised will give flexibility when making appropriations.

No Council discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

McKim Yes Crossley Yes Wiltz Yes
Deckard Yes
Munson Yes

Motion Passed; 5-0; Unanimous

4. PUBLIC COMMENT 5:34 PM

* Hawk arrived at 5:37 PM

Carol Wilson spoke regarding the jail conditions and in support of the Sheriff and his department and to support their efforts to improve the conditions of the jail.

Emily Neheus, League of Women Voters, stated she was looking forward to her first County Council meeting. Expressed agreement with previous public comments.

Audrey Williams would like to see more programs to help recidivism as well as programs for those experiencing homelessness and mental health issues. Additionally, spoke about the lack of affordable housing in Monroe County. Would like the Council to take actionable steps to help vulnerable citizens.

Renee Miller congratulated Councilor Crossley on her Woman of the Year award from the City of Bloomington. She feels that no one is listening to the inmates and is requesting that Council start listening to them and seeing each communication of the inmates.

5. DEPARTMENT UPDATES 5:43 PM

Penny Githens, Board of Commissioner, presented new logos for ARPA Project Seal "See Exhibit A". Brief Council discussion ensued.

6. COUNCIL LIAISON UPDATES 5:46 PM

Crossley stated she is a member of the CJRC and liaison for the Sheriff and Jail and presents transparency to the public and to Council. She has seen an improvement from the pictures from the Sheriff's that were first presented at the CJRC meeting as to current conditions. Requests support for the Jail from Council as well as the community.

Munson stated she is the liaison to the Sheriff and Jail. Progress has been done, but it is a work in progress. She recognized the Sheriff and Staff for the work that has been done and supports the work that still needs done. She also stated she is the 2023 Liaison for the Plan Commission and is looking forward to working on the Commission.

Hawk stated that the PAC Committee met with the Sheriff's Department regarding a new position to assist with improving the Jail conditions.

Hawk stated she is the Assessor Liaison and spoke about attending a conference and working with the Assessor and going through documents. She spoke about Senate Bill 4, that has not passed the House. She spoke how Senate Bill 4 will affect the Health Department.

7. BOARDS AND COMMISSIONS APPOINTMENT 5:56 PM

Request Approval of Citizen Appointment to the Women's Commission

Maria Douglas Women's Commission Term Length: 2-year Term Expires: 01/01/2025

Deckard moved to approve the appointment of Maria Douglas to the Women's Commission for a term of 2-years which expires on January 1, 2025. Munson seconded.

Wiltz briefly spoke on this position.

McKim is the ex-officio position for the Women's Commission and attended a meeting this past weekend. He reminded everyone of the mission of the Women's Commission and supports the appointment of Ms. Douglas.

No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

McKim Yes
Crossley Yes
Wiltz Yes
Deckard Yes
Munson Yes
Hawk Abstain

Motion Passed; 5-0-1 [Hawk]; Majority

8. PROSECUTOR DEPARTMENT, Erika Oliphant and Beth Hamlin 5:59 PM Request Approval for Additional Appropriations

 High Tech Crime Unit Fund, 9159-0000

 30009
 30028 Training
 \$ 3,000.00

 30030
 Office Expenses
 \$ 500.00

 30042
 Tech Services
 \$ 10,000.00

 30056
 Contract
 \$115,531.84

 30565
 IT Hardware
 \$ 50,000.00

TOTAL \$179,031.84

The Department is requesting to appropriate the second year of grant funding for the newly formed High Tech Crime Unit. This funding comes in the form of a grant from the Indiana Prosecuting Attorneys Council. The second year of funding was for a total of \$285,000, however the IPAC made direct bulk purchases of equipment on Monroe County's behalf in the amount of \$105,968.16, which has Monroe County receiving the balance of \$179,031.84.

Deckard moved to approve the Prosecutor's request for additional appropriations in Fund 9159-0000, High Tech Crime Unit Grant, of \$179,031.84 in the Services Category. Munson seconded.

Erika Oliphant, Prosecutor, presented on this item and gave a brief report on the High-Tech Crime Unit. Brief council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

9. PROBATION DEPARTMENT, Linda Brady 6:03 PM

Request Approval for the Creation of New Account Lines and Simultaneously Approve Additional Appropriations

| Justice Partners SIM Fund, 8160-9623 | | | |
|--------------------------------------|--------------------------------|-------------|--|
| 20210 | Program Supplies | \$ 2,550.00 | |
| 30102 | Indirect Costs | \$ 4,860.00 | |
| 30105 | Incentive Special Services | \$ 2,000.00 | |
| 32111 | Equipment Expense | \$ 2,000.00 | |
| 34012 | Recovery Coach | \$42,590.00 | |
| 34103 | 34013 Recovery Coach (back-up) | \$ 6,000.00 | |
| | ΤΟΤΔΙ | \$60,000,00 | |

TOTAL \$60,000.00

The Department recently received grant funding to continue a re-entry program for persons being released from incarceration onto community supervision which began in early 2020.

The target population will be offenders being released onto community supervision from the Monroe County Jail. However, as resources allow, the project could expand to serve offenders being released from the Indiana Department of Correction to the supervision of the Monroe Circuit Court Probation Department.

The re-entry program would be staffed by a certified Recovery Coach, employed by Centerstone (Community Mental Health Center), paid through a contractual arrangement (Memorandum of Understanding/MOU) between the Monroe Circuit Court and Centerstone. Grant year: October 1, 2022 – September 30, 2023

Deckard moved to approve the Probation Department's request for additional appropriations in Fund 8160-9623, Justice Partners SIM Grant, of \$2,550 in the Supplies Category and \$57,450 in the Services Category for a total appropriation of \$60,000. Munson seconded.

Anthony Williams, Court Alcohol & Drug Director presented on this item. Linda Brady, Chief Probation Officer, gave a brief clarification of the fund. Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

10. COURT DEPARTMENT, Lisa Abraham 6:12 PM

A. Request Approval for Additional Appropriations

Court Interpreter Grant Fund, 4018-0000
33052 Certified Interpreters \$10,000.00

The Department received a Court Interpreter Grant in the amount of \$10,000 for 2023. This grant is a reimbursable grant that will help offset the costs incurred with interpreter services for Court hearings.

Deckard moved to approve the Court's request for an additional appropriation in Fund 4018-0000, Court Interpreter Grant, of \$10,000 in the Services Category. Munson seconded.

Lisa Abraham, Courts Administrator, presented on this item. Brief Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

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B. Request Approval for Additional Appropriations 6:14 PM

Family Court Grant Fund, 9113-0000
30006 Contractual Services \$12,000.00

The Department has received a Family Court Grant for 2023 in the amount of \$12,000. The Grant is used for the Counsel in the Court program that provides free legal help to the public.

Combined into a single motion with Item C. See below.

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C. Request Approval for Transfer of Funds

Family Court Grant Fund, 9113-0000

FROM:

20001 Supplies \$624.01

TO:

30006 Contractual \$624.01

The Department is requesting a category transfer of funds from Office Supplies into Contractual.

Deckard stated that he would be combining Items 10B & 10C into one motion. Deckard moved to approve the Court's request for an additional appropriation in Fund 9113-0000, Family Court Grant of \$12,000 in the Services Category and to simultaneously approve a category transfer of \$624.01 from the Supplies Category to the Services Category. Munson seconded.

Abraham and Judge Stafford presented on this item. Lengthy Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

11. AVIATION DEPARTMENT, Carlos Laverty 6:28 PM

A. Request Approval for the Creation of a New Account Line and Simultaneously Approve an Additional Appropriation

Acquire ARFF Safety Equipment Fund, 8131-0000 30006 Contractual \$42,977.00

The Department has received a Federal Aviation Administration grant in the amount of \$42,977 into Fund 8131, Acquire Aircraft Rescue & Fire Fighting Safety Equipment in the form of an on-board foam testing unit. This unit will be installed on the Oshkosh ARFF truck. This grant is 100% federally funded.

Deckard moved to approve the Aviation Department's request for an additional appropriation in Fund 8131-0000, Acquire ARFF Safety Equipment Grant, of \$42,977 in the Services Category. McKim seconded.

Ian Pittman, Assistant Airport Director, presented on this item. Brief Council discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

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B. Request Approval for an Additional Appropriation 6:31 PM

Construction Fund, 4801-0000

30006 Contractual \$11,984.69

The Department has a quote to replace and update its security keypad entry systems. The Airport had a security breach in November of 2022. The Air Traffic Control Tower (ATCT) is a vital part of air safety, helping aircraft associated with Cook Medical, Indiana University, Crane Military Base, and many others operate safely at the airport. To increase security and equipment reliability, a quote was requested from Evens Time for a high security mag-lock system for both the external gate and the door into the tower. This will limit access to only those individuals with access cards.

Deckard moved to approve the Aviation Department's request for an additional appropriation in Fund 4801-0000, Construction Fund, of \$11,984.69 in the Services Category. Munson seconded.

Pittman presented on this item. Brief Council discussion ensued.

Munson asked for additional information regarding the new security system. Molly Turner-King, Legal Counsel, stated the information would be provided separately, rather than in a public meeting.

No further discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

12. HIGHWAY DEPARTMENT, Lisa Ridge and Bri Gregory 6:33 PM

A. Request Approval for an Additional Appropriation

Cumulative Bridge Fund, 1135-0000 40001 Equipment \$20,000.00

The Department is wanting to purchase a "hammer" for the excavator for assistance in pipe removal on projects. Certain conditions (concrete, frozen pavement) make it extremely difficult for crews to bust up the material to replace the existing pipe. The appropriation amount is larger due to a possible inflation increase.

Deckard moved to approve the Highway Department's request for an additional appropriation in Fund 1135-0000, Cumulative Bridge, of \$20,000 in the Capital Category. Munson seconded.

Lisa Ridge, Highway Director, presented on this item. Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

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B. Request Approval for Additional Appropriations and to Simultaneously Approve a Request to Correct 2022 Expenditures 6:38 PM

 Bicentennial Pathway Fund, 8171-0000

 37416
 Design
 \$10,650.00

 37417
 Project Consultant
 \$44,099.18

 37446
 Right-of-Way
 \$23,000.00

 TOTAL
 \$77,749.18

The Department is requesting to add appropriations to Fund 8171, Bicentennial Pathway Grant Fund. The Grant was overlooked in the past when creating the necessary grants needed to be in compliance with State Board of Accounts. This request will correct the expenditures from Fund 1138, Cumulative Capital Development to Fund 8171 Bicentennial Pathway Grant for 2022 to meet regulations.

The Bicentennial Pathway Project was originally funded in Fund 1138, account 42500, Parks/Alternative Transportation. The Auditor created Fund 8171 and corrected 2022 expenditures and receipts for Fund 8171 Bicentennial Pathway Grant.

This request is to appropriate the money retroactively into the account lines for the Bicentennial Pathway Grant Fund to correct the expenses and appropriations from Fund 1138 into the proper Fund 8171. During 2022 \$182,083.18 in reimbursements were receipted into the Grant.

Deckard moved to approve the Highway Department's request for additional appropriations in Fund 8171-0000, Bicentennial Pathway Grant, of \$77,749.18 in the Services Category and to Simultaneously Approve Correct 2022 Expenditures. McKim seconded.

Ridge presented on this item. Brief Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

13. HEALTH DEPARTMENT, Lori Kelley 6:40 PM

A. Request Approval for an Additional Appropriation

Health Fund, 1159-0000

32412 Vaxcare \$15,000.00

The Department is requesting an additional appropriation to make up a future guaranteed shortage in the Vaxcare line for processing checks. Vaxcare added Medicaid to the billings recently and the added revenue was not anticipated when doing the budget in 2022. A total of \$22,752.14 was expensed from the line in 2022 and the 2023 budget only appropriated \$10,000.00 of funding. This will be quickly surpassed, and the Department would like to begin 2023 comfortably budgeted.

Deckard moved to approve the Health Department's request for an additional appropriation in Fund 1159-0000, Health Fund, of \$15,000 in the Services Category. Munson seconded.

Lori Kelley, Health Administrator, presented on this item. Lengthy Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

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B. Discussion Regarding the Need for the Environmental Health Specialist-General (Temporary)
Position 6:43 PM

Health Fund, 1159-0000

10181 Environmental Health Specialist-General (Temporary) 35 hours PAT B Non-Exempt

It had come to the attention of the Council Office the Environmental Health Specialist-General (Temporary) Position was funded for 2023 without any Council discussion. The former Health Administrator, Penny Caudill requested the creation of the temporary position during Council's Regular Session on January 12, 2021. The current Environmental Health Specialist-General employee was being deployed on active military duty and the Department needed a person to cover these duties during their absence. Council approved adding the temporary position. During the 2022 Budget Session, Ms. Caudill again requested the temporary position be funded as the employee was still deployed and was unsure of their return. She stated this was not a request to make this a permanent position but would like the flexibility to have coverage when the deployed employee returned as the employee would need to be retrained. The overlapping coverage would allow current projects to keep moving forward during this transitional time. The deployed employee returned to work on January 4, 2022. It was recently discovered the temporary position was not identified and/or discussed during the 2023 Budget Session as to the need for continued funding since the employee returned January 2022. Council President is requesting a discussion with the entire Council as to the need of this position moving forward.

Wiltz opened this item for discussion. Wiltz asked the Council Administrator, Kim Shell and Molly Turner-King, Legal Counsel, to give a little background regarding this item.

Lengthy discussion ensued. No action taken.

14. LEGAL DEPARTMENT, Molly Turner-King 7:13 PM Request Approval of the Sheriff Salary Contract

Pursuant to Indiana Code §36-2-13-2.5, the Sheriff, the executive body (Board of Commissioners) and the fiscal body (County Council) may enter into a salary contract for the Sheriff. On January 24, 2023, Council was presented with a salary contract for Sheriff Ruben Marté for the duration of the Sheriff's term beginning in January 2023 and ending in December 2026. Council reviewed the contract and made an amendment to have

additional language added. The contract presented for approval has the amended language included. If approved the proposed Salary contract, will subsequently be presented to the Board of Commissioners and to the Sheriff for approval.

Deckard moved to approve the Sheriff's Salary Contract for the period of January 1, 2023 – December 31, 2026. McKim seconded.

Turner-King presented on this item. No Council comments. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

15. SOPHIA TRAVIS GRANTS COMMITTEE, Cheryl Munson 7:15 PM Request Approval of Resolution 2023-05 Extending the Agreement Period for Wheeler Mission's 2021 Grant Award.

In 2021, Wheeler Mission was awarded \$3,980 for Intervention Services – Shelter Diversion. Due to labor challenges, they were delayed in their plans and still have funds remaining from the grant. They requested a sixmonth extension in order to expend the remaining funds.

On Wednesday February 1st, the Sophia Travis Grant Committee met regarding Wheeler Mission's request. The Committee approved extending the timeline to December 31, 2023 and forwarding to Council and Commissioners for approval.

Deckard moved to approve Resolution 2023-05 Extending the Sophia Travis Grant Agreement Period for Wheeler Mission's 2021 Grant Award. Munson seconded.

Munson as the Grant Chair, presented on this item. Turner-King clarified information regarding the Committee process and recommendation. No Council discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

16. COUNCIL OFFICE, Kimberly Shell 7:21 PM

A. Request Approval to De-Appropriate Retention Bonus Appropriations from 2023 Departmental Budgets

Account Line: 17899 – Retention Bonus Supplemental

| Fund/Loc | Loc Desc | Original Approp | FICA | TOTAL DE- APPROPRIATION |
|-------------|----------------------------|--------------------|----------|-------------------------------|
| Fund : 1000 | Fund Desc : County General | | | |
| 0001 | Clerks Office | 55,000.00 | 4,207.50 | 59,207.50 |
| 0002 | Auditors Office | 22,000.00 | 1,683.00 | 23,683.00 |
| 0003 | Treasurers Office | 10,000.00 | 765.00 | 10,765.00 |
| 0004 | Recorders Office | 7,000.00 | 535.50 | 7,535.50 |
| 0005 | Sheriff Dept | 93,000.00 | 7,114.50 | 100,114.50 |
| 0006 | Surveyors Office | 2,000.00 | 153.00 | 2,153.00 |
| 0007 | Coroners Office | 5,000.00 | 382.50 | 5,382.50 |
| 0008 | Assessor | 25,000.00 | 1,912.50 | 26,912.50 |
| 0009 | Prosecutor | 66,000.00 | 5,049.00 | 71,049.00 |
| 0011 | Extension Services | 5,000.00 | 382.50 | 5,382.50 |
| 0012 | Veterans Service Office | 4,000.00 | 306.00 | 4,306.00 |
| 0061 | County Council | 4,000.00 | 306.00 | 4,306.00 |
| 0068 | County Commissioners | 8,000.00 | 612.00 | 8,612.00 |
| 0079 | Plan Commission | 16,000.00 | 1,224.00 | 17,224.00 |
| 0106 | Technical Services | 7,000.00 | 535.50 | 7,535.50 |
| 0161 | County Buildings | 8,000.00 | 612.00 | 8,612.00 |
| 0225 | Courts | 94,000.00 | 7,191.00 | 101,191.00 |
| 0226 | Probation | 120,000.00 | 9,180.00 | 129,180.00 |
| 0271 | Public Defender | 32,000.00 | 2,448.00 | 34,448.00 |
| 0277 | Legal | 12,000.00 | 918.00 | 12,918.00 |
| 0307 | Fleet Maintenance | 1,500.00 | 114.75 | 1,614.75 |
| 0308 | Weights & Measures | 2,000.00 | 153.00 | 2,153.00 |
| 0309 | Employee Services Depart | 4,000.00 | 306.00 | 4,306.00 |
| 0312 | Building Department | 16,000.00 | 1,224.00 | 17,224.00 |
| 0361 | Emergency Management | 4,000.00 | 306.00 | 4,306.00 |
| 0380 | Jail | 119,000.00 | 9,103.50 | 128,103.50 |
| 0626 | Animal Control | 4,000.00 | 306.00 | 4,306.00 |
| 0660 | Child Support | 34,000.00 | 2,601.00 | 36,601.00 |

| 0803 | Parks & Recreation | 39,000.00 | 2,983.50 | 41,983.50 |
|-------------|-------------------------------|------------|-----------|------------|
| | | 818,500.00 | 62,615.25 | 881,115.25 |
| Fund : 1107 | Fund Desc : Aviation | | | |
| 0000 | No Department | 19,000.00 | 1,453.50 | 20,453.50 |
| | | | | |
| Fund : 1114 | Fund Desc : LIT - Special Pur | · | | |
| 0166 | Youth Services | 59,000.00 | 4,513.50 | 63,513.50 |
| 0225 | Courts | 4,500.00 | 344.25 | 4,844.25 |
| 0273 | Juvenile Probation | 20,000.00 | 1,530.00 | 21,530.00 |
| | | 83,500.00 | 6,387.75 | 89,887.75 |
| F 4440 | 5 10 61 10 10 | | | |
| Fund : 1119 | Fund Desc : Clerks Record P | <u> </u> | | |
| 0000 | No Department | 2,000.00 | 153.00 | 2,153.00 |
| | | | | |
| Fund: 1135 | Fund Desc : Cumulative Brid | lge | | |
| 0000 | No Department | 10,000.00 | 765.00 | 10,765.00 |
| | | | | |
| Fund : 1138 | Fund Desc : Cumulative Cap | ital Dev | | |
| 0000 | No Department | 14,000.00 | 1,071.00 | 15,071.00 |
| | | | | |
| Fund : 1159 | Fund Desc : Health | | | |
| 0000 | No Department | 53,000.00 | 4,054.50 | 57,054.50 |
| | | | | |
| Fund : 1170 | Fund Desc : Public Safety LIT | r | | |
| 0005 | Sheriff Dept | 32,000.00 | 2,448.00 | 34,448.00 |
| 0009 | Prosecutor | 4,000.00 | 306.00 | 4,306.00 |
| 0226 | Probation | 4,000.00 | 306.00 | 4,306.00 |
| 0307 | Fleet Maintenance | 500.00 | 38.25 | 538.25 |
| 0380 | Jail | 11,000.00 | 841.50 | 11,841.50 |
| | | 51,500.00 | 3,939.75 | 55,439.75 |
| | | | | |
| Fund : 1176 | Fund Desc : Motor Vehicle H | <u> </u> | | |
| 0000 | No Department | 84,000.00 | 6,426.00 | 90,426.00 |

| Fund : 1181 | Fund Desc : Plat Book | | | |
|-------------|-------------------------------|----------------|-----------|--------------|
| 0000 | No Department | 2,000.00 | 153.00 | 2,153.00 |
| | | | | |
| Fund : 1189 | Fund Desc : Recorders Record | s Perpetuation | | |
| 0000 | No Department | 3,000.00 | 229.50 | 3,229.50 |
| | | | | |
| Fund : 1197 | Fund Desc : Storm Water Mar | nagement | | |
| 0000 | No Department | 22,000.00 | 1,683.00 | 23,683.00 |
| | | | | |
| Fund : 1200 | Fund Desc : Supplemental P. I | D. Services | | |
| 0000 | No Department | 15,000.00 | 1,147.50 | 16,147.50 |
| | | | | |
| Fund : 1202 | Fund Desc : Surveyors Corner | Perpetuation | | |
| 0000 | No Department | 3,000.00 | 229.50 | 3,229.50 |
| | | | | |
| Fund : 1206 | Fund Desc : Local Health Dept | 1 | | |
| 0000 | No Department | 2,000.00 | 153.00 | 2,153.00 |
| Fund : 1215 | Fund Desc : Election Fund | | | |
| 0010 | Voter Registration | 6,000.00 | 459.00 | 6,459.00 |
| 0062 | Election Board | 2,000.00 | 153.00 | 2,153.00 |
| | | 8,000.00 | 612.00 | 8,612.00 |
| | - 1 | | | |
| Fund : 1224 | Fund Desc : Reassessment Fu | 1 | | |
| 0000 | No Department | 1,000.00 | 76.50 | 1,076.50 |
| | | | | |
| | | 1,191,500.00 | 91,149.75 | 1,282,649.75 |

During the 2023 Budget process Council added an appropriation to each department a budget line to payout a Retention Bonus for each eligible employee. The total amount budgeted was \$1,191,500 plus FICA of \$91,149.75 for an appropriation of \$1,282,649.75. Following a discussion with the Board of Commissioners, Council approved an appropriation on December 6, 2022, of \$1,282,650 for Fund 8950, American Rescue Plan Act (ARPA). The Board of Commissioners approved this project to be added to the ARPA Project List. To eliminate any confusion as to what fund the 2023 Retention Bonus is to be paid from, the Council Administrator is requesting funds with account line "17899 Retention Bonus" be de-appropriated from 2023 Budgets.

Deckard moved to approve the request to de-appropriate the Retention Bonus Supplemental account lines, plus any subsequent FICA amounts for a total de-appropriation of \$1,282,649.75. The detail of which is set out on the agenda. Munson seconded.

Shell presented on this item. Brief Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

McKim Yes
Crossley Yes
Wiltz Yes
Deckard Yes
Munson Yes

Hawk

Motion Passed; 6-0; Unanimous

Yes

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B. FINAL REVIEW AND APPROVAL OF RESOLUTION 2023-02 ESTABLISHING A POLICY TO RECOGNIZE KNOWLEDGE, SKILLS, AND ABILITIES FOR NON-MONROE COUNTY GOVERNMENT APPLICANTS AND FOR CURRENT PERMANENT PART-TIME EMPLOYEES APPLYING FOR FULL-TIME EMPLOYMENT 7:23 PM

On January 24th the Council reviewed a draft of an updated hiring policy for highly qualified applicants for non-Monroe County Government applicants and/or current permanent part-time employees applying for full-time employment. Council requested the draft Resolution Policy be forwarded to Elected Officials and Department Heads for review and feedback. This is a request to review the feedback from Departments, make any applicable changes and approve the Resolution.

Deckard moved to approve Resolution 2023-02 which establishes a policy to recognize knowledge, skills, and abilities for non-Monroe County Government applicants and current permanent part-time employees applying for full-time employment. McKim seconded.

Shell and Turner-King presented on this item. (See "Exhibit B" for departmental feedback). Lengthy discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

McKim Yes
Crossley Yes
Wiltz Yes
Deckard Yes
Munson Yes
Hawk No
Motion Passed; 5-1



C. BOARD OF COMMISSIONERS

Discussion and Approval of Fund 8950-0000 ARPA Appropriations

 American Rescue Plan Act Fund, 8950-0000

 Personnel Category
 \$26,000,000.00

 Supplies Category
 \$26,000,000.00

 Services Category
 \$26,000,000.00

 Capital Category
 \$26,000,000.00

 TOTAL
 \$104,000,000.00

Item tabled to Tuesday, February 28th.

16. APPROVAL OF SUMMARY MINUTES AS PRESENTED 7:50 PM

- -January 10, 2023 Regular Session
- -January 24, 2023 Work Session
- -January 24, 2023 Council Executive Session

Deckard moved to approve the Summary Minutes of January 10, 2023-Regular Session, January 24, 2023-Work Session and Council Executive Session as presented. Munson seconded.

No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

17. COUNCIL COMMENTS 7:50 PM

Crossley wished everyone a happy Valentine's Day. She spoke on CJRC and the need to make mental health a priority. She spoke on how the Governor and Legislators are making metal health a priority and how we can build a better mental health care system for Indiana. She is interested in trying to divert incarceration through work release programs and thinking outside the box. She also spoke on Black History Month and how important it is and that it is American History. She is a member of Moms Demand Action Against Gun Violence. She spoke on the tragedy of her brother being shot and killed nineteen years ago. With the recent mass shootings, it had been on her heart and mind living in a college town. She called on society to do better.

Hawk gave condolences to Councilor Crossley and spoke regarding the death of her grandmother. She spoke regarding Residential TIF's (HB 1081) and how the State is wanting to pass this Bill without guardrails. She believes the County should review this because it has to do with revenue coming in for schools, the library and county government. Hawk stated that everyone should be watching HB 1081.

Wiltz congratulated Councilor Crossley – Woman of the Year.

18. ADJOURNMENT 7:58 PM

The Summary Minutes for February 14, 2023 were presented and approved on March 14, 2023.

MONROE COUNTY COUNCIL, INDIANA

| "Aye" | "Nay" |
|--|--------------------------------------|
| Kate Wiltz, President | Kate Wiltz, President |
| | |
| Trent Deckard, President Pro Tempore | Trent Deckard, President Pro Tempore |
| Jennifer Crossley, Member | Jennifer Crossley, Member |
| Marty Hawk, Member | Marty Hawk, Member |
| Peter Iversen, Member | Peter Iversen, Member |
| Geoff McKim, Member | Geoff McKim, Member |
| Cheryl Munson, Member | Cheryl Munson, Member |
| ATTEST: | |
| Catherine Smith, Auditor Monroe County, Indiana | Date |

Monroe County Council and Commissioners ARPA Project Seal



DEPARTMENT HEAD RECOMMENDATIONS AND/OR STATEMENTS

- Planning Department Jackie Jelen, Director Supports the updated changes
- 2. Commissioners' Office Angie Purdie, Commissioners' Administrator
 - 1) A scoring sheet showing the information provided equals the decision made
 - 2) Ensure that current part-time employee duties align to the to the full-time job.
 - (EX: a part-time employee shredding paper applying for a bailiff position)
- 3. Prosecutor's Office Beth Hamlin, Executive Assistant Would like to see an "appeal" option if the EO/DH does not agree with a denial by the Council Administrator and Personnel Administrator. The EO/DH could make an appeal to have the issue heard by the Council to allow the EO/DH to make their verbal argument at a Council meeting and respond to questions.
- 4. Probation Department—Linda Brady, Chief Probation Officer
 Concern is that this will delay hiring someone if the Council requests a review. Part B, #5 says we may not hire until the Council review is complete, even if we wanted to hire and start the person at the minimum salary level. prefer to have the option of going ahead and hiring the person at the level in the salary ordinance, with the applicant understanding that there is NO GUARANTEE of a higher salary.



MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306 100 W Kirkwood Avenue Bloomington, Indiana 47404 Office: 812-349-7312 CouncilOffice@co.monroe.in.us Kate Wiltz, President Trent Deckard, President Pro Tempore Jennifer Crossley Marty Hawk Peter Iversen Geoff McKim Cheryl Munson

COUNCIL WORK SESSION AGENDA- SUMMARY MINUTES Tuesday, February 28, 2023, at 5:30 pm Nat U. Hill Meeting Room and Zoom Connection

https://monroecounty-in.zoom.us/j/86799913652?pwd=N3UxWkpKR295RmZad1ViY1pldmQyUT09

Meeting ID: 867 9991 3652 Password: 131411

- 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

"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the 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 last seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public."

Members

Present - In Person - Kate Wiltz, President

Present - In Person - Trent Deckard, President Pro Tempore

- *Present In Person Jennifer Crossley
- *Present Virtual Marty Hawk

Present - Virtual - Peter Iversen

Present - Virtual - Geoff McKim

Present - In Person - Cheryl Munson

Staff

Present - In Person- Kimberly Shell, Council Administrator

Present - In Person - Molly King-Turner, Legal Counsel

Present – In Person – Catherine Smith, Auditor

Present - In Person - Bri Gregory, County Financial Director

1. CALL TO ORDER 5:35

Wiltz called the meeting to order at 5:35 p.m. Roll was taken. Councilors Wiltz, Deckard, McKim and Munson were present in person in the Nat U Hill Room. Iversen attended virtually. Hawk was not present.

2. ADOPTION OF AGENDA 5:35 PM

WILTZ made a motion to amend the Highway Encumbrance Update Housekeeping to Item 4A and add Item 4B "Discussion Regarding Resolution 2023-02 Knowledge, Skills and Abilities (K.S.A.) Policy." Deckard seconded.

No Council discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

3. DEPARTMENT UPDATES 5:37 PM

Wiltz asked if anyone had department updates.

Penny Githens, Board of Commissioners President, spoke on the Health Department regarding the State for the Opioid Settlement Grant. Lengthy Council discussion ensued.

Bri Gregory, County Financial Director, gave an update regarding the County's Annual Financial Debt Detail Reports had been submitted. Catherine Smith, Auditor, commented that the reports are available through Indiana Gateway. Brief Council discussion.

4. COUNCIL OFFICE, KIM SHELL 5:50 PM

A. HIGHWAY ENCUMBRANCE HOUSEKEEPING UPDATE

The Council reviewed and approved encumbrances on January 10, 2023. Following the Council Meeting the Auditor's Office made some post-dated Highway Department expense corrections in Fund 4920-0000, Westside Econ TIF, which ultimately reduced the encumbrance amount requested by the Department. The Auditor's Office also discovered a scrivener's error in Fund 1197-0000, Stormwater Management, which lowered the amount of the approved encumbrance. After confirming with the Council Administrator, the Auditor's Financial Staff amended the encumbrances accordingly. The account lines amended are highlighted to show the original encumbrance amount, the amended amount and the difference. No additional action is needed by Council, this is an update regarding the amendments to the encumbrance requests which were updated by the Auditor's Staff on February 15, 2023.

HIGHWAY DEPARTMENT

Westside Econ Dev/Rich Twp TIF Fund, 4920-0000

| Account | | Original | Amended | | |
|---------|----------------------------|--------------|-------------|--------------|---------------------|
| Number | Account Title | Encumbrance | Encumbrance | Difference | Contractor |
| 30036 | Hartstrait Connector Road | 192,876.00 | 192,876.00 | 0.00 | Crider & Crider |
| 31219 | Profile Parkway Extension | 57,128.62 | 57,128.62 | 0.00 | Crider & Crider |
| 31257 | Vernal Pike Connector Road | 70,010.50 | 0.00 | 70,010.50 | DLZ |
| | | | | | Butler, Fairman & |
| 31345 | Multi-Use Trail Corridor | 196,325.49 | 196,325.49 | 0.00 | Seufert |
| 32310 | Curry/Woodyard/Smith Pike | 833,578.48 | 833,279.68 | 298.80 | Beam Longest & Neff |
| 39945 | Disbursement to Bank | 1,404,046.02 | 376,596.30 | 1,027,449.72 | Old National Bank |
| | Total | 2,753,965.11 | | 1,097,759.02 | |
| | | AMENDED | | | |

AMENDED 1,656,206.09

HIGHWAY - STORMWATER

Stormwater Management, 1197-0000

| Account | | Original | Amended | | |
|---------|------------------------------|-------------|-------------|------------|-------------------|
| Number | Account Title | Encumbrance | Encumbrance | Difference | Contractor |
| 23960 | Backfill/Pavement Repair Mat | 780.89 | 170.89 | 610.00 | Rogers Group |
| 30061 | On Call Contract Services | 7,721.02 | 7,721.02 | 0.00 | Security Pro 24/7 |
| 30219 | Disposal Fees | 921.34 | 921.34 | 0.00 | Republic Services |
| 30310 | Gen Engineering Services | 3,680.00 | 3,680.00 | 0.00 | Abram-Moss Design |
| 30321 | Professional Fees | 16,723.97 | 16,723.97 | 0.00 | Burke Engineering |
| 40001 | Equipment-Kenworth | 203,096.00 | 203,096.00 | 0.00 | Palmer Trucks |

Total 232,923.22

AMENDED TOTAL 232,313.22

Kimberly Shell, Council Administrator, presented on this item. Lisa Ridge, Highway Director, was asked to give an update on the Vernal Pike Connector Project. Brief Council discussion ensued.

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B. Discussion Regarding Resolution 2023-02: Knowledge, Skills, and Abilities (K.S.A.) Hiring Policy 5:54 PM

Wiltz opened for discussion Resolution 2023-02: Knowledge, Skills, and Abilities (K.S.A.) Hiring Policy with regards to the section that references a current employee with a KSA Status transferring to another department.

Erika Oliphant, Prosecutor, presented her request to amend Resolution 2023-02.

Molly Turner-King, Legal Counsel, presented draft language to be added to the resolution. Shell clarified this is for those employees that are currently at the 3-year level and want to transfer to another department. Elizabeth Sensenstein, Personnel Administrator, briefly commented her agreement of Tuner-King's proposed update to the K.S.A. Policy. A final amendment of the additional language will be presented to Council at the next meeting for approval.

A Council discussion ensued regarding approval of the Prosecutor's request to transfer the employee and maintain their KSA Status.

610.00

McKim made a motion for the employee to retain their 3-year K.S.A. status upon transfer to the Prosecutor's Office. Munson seconded.

No further discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:
McKim Yes
Crossley Yes
Wiltz Yes
Deckard Yes

Munson

Iversen

Motion Passed; 6-0; Unanimous

Yes

Yes

5. JAIL/CORRECTIONAL CENTER, Phil Parker and Kyle Gibbons 6:16 PM

Request for New Account Lines and Category Transfers

General Fund-Jail, 1000-0380

*New Account Lines 20011 Other Supplies 30006 Contractual 40001 Equipment

FROM:

24200 Operational Supplies \$40,000.00

TO:

20011 Other Supplies 20700 \$20,000.00 Maintenance/Repair Supplies

30006 Contractual \$10,000.00 40001 Equipment \$10,000.00

The Department is requesting new account lines along with Category Transfers to expedite purchases needed for cleaning and painting inside the Jail. The request is to transfer appropriations from the Operational Supplies (\$40,000) account line and create an account line for Other Supplies (\$20,000), Contractual (\$10,000), and Equipment (\$10,000) within the Jail's General Fund. (The "Other Supplies" transfer is an "In-House" Transfer which does not need Council approval but cannot be completed until the new account line is approved. By including the In-House Transfer within this request, it eliminates the need for an additional request to be submitted by the Jail for processing.) FYI: The Department has also submitted an additional appropriation request form for the March 14th Council Meeting to replenish the appropriations amounts back into the Operational Supplies account line and to appropriate funds into newly created account lines in order to continue the process of cleaning and painting within the Jail Facility.

Deckard made a motion to approve the Jail's request to create new account lines in fund 1000-0380, General Fund and to simultaneously approve a category transfer of \$40,000.00 from the Supplies Category into the following new account lines an in-house transfer of \$20,000.00 into account line 20011; Other Supplies, \$10,000.00 into account line 30006; Contractual, and \$10,000.00 into account line 40001; Equipment. McKim seconded.

^{*}Hawk joined the meeting virtually at 6:17 PM

Ruben Marte`, Sheriff, and Phil Parker, Chief Deputy, presented on this item. Shell, clarified her assistance to the Category Transfer/Additionals process. Lengthy Council discussion ensued. No public comment.

Smith requested that account line 20700 Maintenance/Repair Supplies be used rather than 20011 Other Supplies as this title was too vague for auditing purposes.

McKim made a motion to amend the account line to 20700 Maintenance/Repair Supplies and simultaneously approve the motion on the floor currently transfers to Other Supplies into the new line, 20700; Maintenance/Repair Supplies. Deckard seconded.

Wiltz asked for a roll call vote on the amendment.

Shell called the Roll:
McKim Yes
Crossley Yes
Wiltz Yes

Deckard Yes
Munson Yes
Iversen Yes
Hawk Yes

Motion Passed; 7-0; Unanimous

Turner-King commented that using the Qualified Purchasing Agreement (QPA) would not work due to the paint being oil based.

No further comment from Council. No public comment.

Wiltz asked for a roll call vote on the Category Transfer.

Shell called the Roll:

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

Motion Passed; 7-0; Unanimous

6. MONROE COUNTY FAIR ASSOCIATION, Cheryl Munson 6:57 PM
Presentation Regarding Reestablishing Internet Infrastructure at the Monroe County Fairgrounds

Wiltz opened the discussion for the Monroe County Fair Association. Munson introduced the Fair Association. Ross Newton spoke on behalf of the Association. The Fair Association requested \$48,677.00 in ARPA funding for reestablishing the internet infrastructure at the fairgrounds.

*Crossley left the meeting at 7:09PM

Council discussion ensued. No public comment.

7. ARPA APPROPRIATIONS, BOARD OF COMMISSIONERS 7:16 PM

American Rescue Plan Act Fund, 8950-0000
Personnel Category \$ 26,000,000.00

 Supplies Category
 \$ 26,000,000.00

 Services Category
 \$ 26,000,000.00

 Capital Category
 \$ 26,000,000.00

TOTAL \$104,000,000.00

Amended to:

 29000
 Sharps Disposal
 \$ 55,000.00

 36710
 Septic Assistance
 \$ 220,000.00

 36711
 Fairground Wireless Internet
 \$ 48,677.00

 48006
 Paving/Drainage Projects
 \$1,271,136.00

 TOTAL
 \$1,594,813.00

The Board of Commissioners and County Council are reviewing American Rescue Plan Act (ARPA) Projects. The amount of available ARPA funds of \$26,000,000 was advertised across all categories to give Commissioners and Council flexibility in their project appropriation decision. Disbursements of appropriated funds for ARPA Projects are contingent on the inclusion of the projects within the Ordinance establishing Monroe County's ARPA plan and passage of the plan by the Board of Commissioners. At the Council Work Session held on January 24, 2023, Commissioners and Council discussed projects they deemed high priority in order to be placed on the Project List. The Commissioners and Council were to review and complete the shared project worksheet to assist in their decision as to appropriate amount of funding for each project.

Wiltz opened the discussion to review what projects were possibly being added to the plan. Julie Thomas, Commissioner, added to the discussion. A lengthy discussion ensued.

McKim made a motion to appropriate in the American Rescue Plan Act Fund 8950-0000 into the following accounts: Line 29000 Sharps Disposal Boxes; \$55,000.00, Line 36710 Septic Assistance; \$220,000.00, Line 36711 Fairground Wireless Internet; \$48,67700, and Line 48006 Paving/Draining Projects; \$1,271,136.00. Deckard seconded.

Brief Council discussion ensued. No public comment.

Wiltz asked for a roll call vote.

Shell called the Roll:

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

Motion Passed; 6-0; Unanimous

8. COUNCIL COMMENTS 7:40 PM

Deckard spoke regarding Black History Month around Bloomington. Iversen spoke regarding Black History Month in the community.

Hawk spoke regarding State legislation, laws, tax bills and the need to respect Indiana code and follow it. Wiltz commented on county government and invited community members to reach out with any questions and stated that the County Council is there to help.

9. ADJOURNMENT 7:46 PM

The Summary Minutes for February 28, 2023 were presented and approved on March 14, 2023.

MONROE COUNTY COUNCIL, INDIANA

| "Aye" | "Nay" |
|--|--------------------------------------|
| Kate Wiltz, President | Kate Wiltz, President |
| Trent Deckard, President Pro Tempore | Trent Deckard, President Pro Tempore |
| Jennifer Crossley, Member | Jennifer Crossley, Member |
| Marty Hawk, Member | Marty Hawk, Member |
| Peter Iversen, Member | Peter Iversen, Member |
| Geoff McKim, Member | Geoff McKim, Member |
| Cheryl Munson, Member | Cheryl Munson, Member |
| ATTEST: | |
| Catherine Smith, Auditor Monroe County, Indiana | Date |