



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

Tuesday, June 27, 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

2. ADOPTION OF AGENDA

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

4. DEPARTMENT UPDATES

-Extension Office, Ody Ekwonwa and Clint Deck

5. COUNCIL LIAISON UPDATES

6. RURAL TRANSIT DISCUSSION, Chris Myers

Beginning 01/01/2024, Rural Transit will no longer be able to provide transportation within the Urbanized Area due to the status as a 5311 rural transportation program funding recipient. In order to continue accessing the 5311 allocations, Rural Transit will need assurance of local match funding support.

7. AUDITOR’S OFFICE, Brianne Gregory, Chris Brunner, and Jenny Carmack

Baker Tilly has been contracted by the County to provide expertise regarding ARPA. Representatives will be present to explain the assistance they intend to provide.

8. AMERICAN RESCUE PLAN ACT FUND JOINT DISCUSSION

A. Project Discussion

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B. Highway Department ARPA Request, Lisa Ridge

**New Account Line*
 37418 Bicentennial Pathway Construction
ARPA, 8950-0000
 37418 Bicentennial Pathway Construction \$755,900.00

The request for the ARPA funds is for items that are not reimbursed within the federally funded project for the Bicentennial Pathway Project on Old SR 37 North. Originally these expenses were anticipated to be paid from Fund 1138, Cumulative Capital Development. However, the cost of construction increased significantly, causing the 20% construction match to double from what was budgeted. If the project would not have been awarded, Monroe County would have had to pay back all federal funds on the project. For this reason, the Department moved forward with the project so that it could be completed. The project originated in 2009. The ARPA funds that are being requested are for utility relocations, resurfacing the road to match the shoulder/drainage improvements that were installed as part of the project and pavement markings.

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C. AUDITOR/COMMISSIONERS, Brianne Gregory
Request Approval for a New Account Line and to Simultaneously Approve an Additional Appropriation

American Rescue Plan Act Fund, 8950-0000
** New Account Line*
 36712 ARPA Community Assistance-Foundation
 36712 ARPA Community Assistance-Community Foundation \$1,200,000.00

****This item was tabled from the March 28th, April 25th, and May 23rd Work Sessions.***

This would support previously approved projects that have not yet been appropriated. Approval of the new account lines, as well as the additional appropriations is necessary to move forward.

9. ARPA APPROPRIATIONS

<u>American Rescue Plan Act Fund, 8950-0000</u>	
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

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.

10. ECONOMIC DEVELOPMENT COMMISSION, Jeff Cockerill
Review and Consideration of Approval of Resolution 2023-18 Establishing 2023 Tax Abatement Compliance Forms

11

The County has received five tax abatement compliance forms (CF-1's) for tax abatements where the County Council was the designating body. They are as follows:

- BioConvergence- Personal Property: Below the SB-1 Estimates for both the number of jobs and total wages. The explanation for this has been made to the County Council numerous times. The original plan was to perform a function that another local business has expanded into. This investment was also greatly reduced.
- Eco- Logic, LLC- Real Property: has exceeded SB-1 estimates for both the number of jobs and total wages.
- Proveli, LLC- Personal Property: Estimated completion date is 2023 as of filing the company has increased employment by 32 workers. This is a three-employee decrease from last year.
- GLC Bloomington- Real Property: Exceeded SB-1 estimates for both the number of jobs and total wages.
- Phoenix Closures Inc. (Personal Property) and Lazarus LLC- Real and Personal Property: Reports that 63 of the 73 estimated employees have been hired, and the company is in the process of hiring additional employees.

The EDC met to review these forms on June 23rd and recommends that the Monroe County Council approve the tax abatement compliance forms, allowing the abatements.

11. HEALTH DEPARTMENT, Lori Kelley
Request Approval of a Category Transfer
PHEP, 8104-9623

13

FROM:	
10360 Comm Health Spec- Tobacco Ed.	\$1,463.00
17801 Part- Time	\$2,100.00
30028 Training Travel	\$1,225.00
TO:	
22630 Supplies	\$4,788.00

The Monroe County Health Department would like to transfer \$4,788 in the Public Health Preparedness grant for supplies. The department is requesting to transfer funds from Health Specialist/Tobacco Educator to supplies because the Health educator is no longer paid out of this grant. The department is also requesting to move funds from the part time line to supplies due to staff not working as many hours as were originally budgeted for in this line. Lastly, the department is requesting to transfer funds from the training/travel line to supplies due to staff being unable to attend originally planned conferences in person. This grant cycle ends June 30, 2023; therefore, the department is attempting to use of the remainder of grant funds for supply purchases before the end of this grant period.

12. REVIEW AND DISCUSSION OF A RESOLUTION DESIGNATING MONROE COUNTY AS A VOTE CENTER COUNTY 36

The process for a County to become a vote center county, according to the Secretary of State, includes seven steps. The first step is for the County Commissioners and County Council to approve resolutions that express interest in becoming a vote center county. These resolutions are about confirming that the county is open to the potential change, not about actually making the change. Since council members and commissioners represent county citizens directly, their vote on vote centers can serve as a good temperature gauge for whether or not a county is open to the possibility of change. This discussion item considers the possibility of the Council passing a resolution to initiate the vote center process.

13. REVIEW AND CONSIDERATION OF A RESOLUTION CREATING A CAPITAL IMPROVEMENT BOARD (CIB) 37

There has been discussion regarding the creation of a Capital Improvement Board (CIB) that would be responsible for leading the Convention Center expansion project. This would include selecting the site for the expansion of the Convention Center, expansion components including a site plan, selecting, and contracting with the operation and management organization(s), overseeing the process for hotelier partner selection, naming the expanded center, hiring/retaining support staff, and addressing the need for additional amenities including a parking garage.

Once formed the CIB project will also require additional agreements, including an interlocal cooperation agreement with the City of Bloomington. A draft interlocal was prepared for Council consideration.

14. REVIEW AND DISCUSSION OF COUNCIL OFFICE DRAFT JOB DESCRIPTIONS 45
-Council Administrator 45
-Assistant Council Administrator 52

15. COUNCIL COMMENTS

16. ADJOURNMENT

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Highway MEETING DATE REQUESTED (Tentative): 6/13/2023
Request Presenter(s): Lisa Ridge/Angie Purdie Phone:

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

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

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

Fund Name: American Rescue Plan Act Fund

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 DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

The request for the ARPA funds is for items that are not reimbursed within the federally funded project for the Bicentennial Pathway Project on Old SR 37 North. Originally these expenses were anticipated to be paid from the 1138 Cumulative Capital Development fund, however, the cost of construction increased significantly, causing the 20% construction match to double from what was budgeted. If the project would not have been awarded, Monroe County would have had to pay back all federal funds on the project. For this reason, we moved forward with the project so that it could be completed. The project originated in 2009. The ARPA funds that are being requested are for utilities relocations, resurfacing the road to match the shoulder/drainage improvements that were installed as part of the project and pavement markings.

Complete ALL corresponding agenda information on subsequent tabs.

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

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



Monroe County Highway Department

5900 W. Foster Curry Drive, Bloomington, IN 47403
(812) 349-2555 Fax (812) 349-2959
www.co.monroe.in.us

To: Monroe County Council

Re: Bicentennial Pathway, Old SR 37 North project

May 17, 2023

As you all are aware this project for construction increased significantly since it's origination in 2009 and especially during the past year with inflation. The project was estimated at 2.3 million in December and was awarded for construction at 4.5 million. INDOT did provide 80% of the funding for the project. If the project was not awarded and move forward to construction, Monroe County would be paying back all federal dollars on the previous phases, PE and ROW. The funds that were allotted for the 20% match and utilities before the price increase, had to be used for the entire 20% match. Th project also could not include paving and pavement striping for the roadway since the project was designed and funded for a trail project. These items were going to come from the MVH funds, which would take away from other roads being paved. After discussing the project with the Commissioner's office, we are requesting assistance from the ARPA funds for this project, that includes all drainage improvements on the project. The breakdown of requested funds are as follows:

Utilities (Duke and Washington Township Water)	\$268,700.00
Construction Inspection	\$ 67,200.00
Additional Design	\$ 20,000.00
Paving/milling/pavement markings	\$400,000.00
Total to date	\$755,900.00

Please let me or Angie know if you have any questions for this request.

Lisa Ridge/Angela Purdie

Balance as of 6/23/23	\$25,135,403.44	Acct	Acct Desc	Carry Forward	Original Approp	Add'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
- Fund : 8950												
- Loc : 0000												
- Loc Desc : No Department												
8950	18101	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
8950	19900	ARPA Retention	1,282,650.00	0.00	0.00	0.00	0.00	1,282,650.00	588,808.28	693,841.72	0.00	54.09%
8950	29000	ARPA Sharps Disposal Boxes	0.00	0.00	55,000.00	0.00	0.00	55,000.00	0.00	55,000.00	0.00	100.00%
8950	36704	ARPA Sojourn House Renov Proj	164,000.00	0.00	0.00	0.00	0.00	164,000.00	0.00	164,000.00	0.00	100.00%
8950	36705	ARPA COVID Vaccine Incentive	466,552.00	0.00	0.00	0.00	0.00	466,552.00	0.00	466,552.00	0.00	100.00%
8950	36706	ARPA Osage Place	1,773,076.00	0.00	0.00	0.00	0.00	1,773,076.00	0.00	1,773,076.00	0.00	100.00%
8950	36707	ARPA Wastewater Monitoring	91,000.00	0.00	0.00	0.00	0.00	91,000.00	0.00	91,000.00	0.00	100.00%
8950	36708	ARPA Childcare	300,000.00	0.00	725,000.00	0.00	0.00	1,025,000.00	300,000.00	725,000.00	0.00	70.73%
8950	36709	ARPA Rural Housing Repair	0.00	0.00	200,000.00	0.00	0.00	200,000.00	0.00	200,000.00	0.00	100.00%
8950	36710	ARPA Septic	0.00	0.00	220,000.00	0.00	0.00	220,000.00	0.00	220,000.00	0.00	100.00%
8950	36711	ARPA Fairground Wireless Inter	0.00	0.00	48,677.00	0.00	0.00	48,677.00	0.00	48,677.00	0.00	100.00%
8950	36713	ARPA Perm Sup Housing Initativ	0.00	0.00	500,000.00	0.00	0.00	500,000.00	0.00	500,000.00	0.00	100.00%
8950	36714	ARPA Program	0.00	0.00	116,450.00	0.00	0.00	116,450.00	0.00	116,450.00	0.00	100.00%
8950	48000	ARPA Brine System	260,531.97	0.00	0.00	0.00	0.00	260,531.97	171,652.41	88,879.56	0.00	34.11%
8950	48001	ARPA Rural Transit (Buses)	540,000.00	0.00	0.00	0.00	0.00	540,000.00	540,000.00	0.00	0.00	0.00%
8950	48002	ARPA HHFB (Trailer)	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00	0.00	100.00%
8950	48003	ARPA MFPD (Ambulances &	1,217,970.00	0.00	0.00	0.00	0.00	1,217,970.00	72,353.00	1,145,617.00	0.00	94.06%
8950	48004	ARPA Conv Center Improvements	0.00	0.00	1,059,000.00	0.00	0.00	1,059,000.00	0.00	1,059,000.00	0.00	100.00%
8950	48005	ARPA Solar Projects	0.00	0.00	1,011,571.00	0.00	0.00	1,011,571.00	0.00	1,011,571.00	0.00	100.00%
8950	48006	ARPA Paving/Drainage	0.00	0.00	1,271,136.00	0.00	0.00	1,271,136.00	55,652.49	1,215,483.51	0.00	95.62%
			6,125,779.97	0.00	5,206,834.00	0.00	0.00	11,332,613.97	1,728,466.18	9,604,147.79	0.00	84.75%
			6,125,779.97	0.00	5,206,834.00	0.00	0.00	11,332,613.97	1,728,466.18	9,604,147.79	0.00	84.75%
			6,125,779.97	0.00	5,206,834.00	0.00	0.00	11,332,613.97	1,728,466.18	9,604,147.79	0.00	84.75%
			6,125,779.97	0.00	5,206,834.00	0.00	0.00	11,332,613.97	1,728,466.18	9,604,147.79	0.00	84.75%

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Auditor/Commissioner MEETING DATE REQUESTED (Tentative): 3/28/2023
Request Presenter(s): Brianne Gregory Phone: 812.349.5024

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

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

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

Fund Name: American Rescue Plan Act

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 DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

The Commissioners' Office is requesting the creation of several account lines and appropriation additions to support approved ARPA projects and ear mark funds for future use. The following projects were previously appropriated; however, were not encumbered. The Commissioners' Office is currently working toward completion of MOU's and would like appropriations in place so that the funding is available once the contracts are in place.

1. ARPA Rural Housing Repair - 36709 - \$200,000.00
2. ARPA Convention Center Improvements - 48004 - \$1,059,000.00
3. ARPA Solar Projects - 48005 - \$1,011,571.00
4. ARPA Childcare* - 36708 - \$725,000.00

*This was appropriated previously but only \$300,000 was supported by the executed MOU. We are requesting the remaining approved funding of \$725,000 (\$1,025,000-\$300,000).

The proposed account lines below would support previously approved projects that have not yet been appropriated. Approval of the new account lines, as well as the additional appropriations is necessary to move forward.

5. ARPA Permanent Supportive Housing Initiative (Beacon) - 36713 - \$500,000
6. ARPA Community Assistance (Community Foundation) - 36712 - \$1,200,000

Complete ALL corresponding agenda information on subsequent tabs.

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

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



MONROE COUNTY COUNCIL
AGENDA REQUEST
(Review form before completing)

DEPARTMENT: Tax Abatements

TODAY'S DATE: 06/20/2023

CONTACT PERSON(S): Jeff Cockerill

PHONE: _____ EMAIL: jcockerill@co.monroe.in.us

PURPOSE OF REQUEST:

Creation of New Fund/Account Line(s) Additional Appropriation(s)

Transfer of Funds Amend Salary Ordinance

Other (specify) A Resolution approving the tax abatement compliance forms

Please give a **THOROUGH** narrative explanation of the request (purpose of the request and action needed by Council).

Explanation:

The County has received five tax abatement compliance forms (CF-1's) for tax abatements where the County Council was the designating body. They are as follows:

BioConvergence--Personal Property--below the SB-1 Estimates for both the number of jobs and total wages. The explanation for this has been made to the County Council numerous times. The original plan was to perform a function that another local business expanded into. The investment was also greatly reduced.

Eco Logic, LLC--Real Property--has exceeded SB-1 estimates for both the number of jobs and total wages.

Proveli, LLC--Personal Property--Estimated completion date is 2023, as of filing the company has increased employment by 32 workers. This is a three employee decrease from last year.

GLC Bloomington--Real Property--has exceeded SB-1 estimates for both the number of jobs and total wages.

Phoenix Closures, Inc. (Personal property) and Lazarus LLC--Real and Personal Property--Reports that 63 of the 73 estimated employees have been hired, and the company is in the process of hiring additional employees.

The EDC is set to review the forms on June 23rd, the Council will be updated on any recommendation made.

Complete only the pages below that correspond to the above selected request.

Save entire request to your file and then forward completed request to the Council Office.

MONROE COUNTY ECONOMIC DEVELOPMENT COMMISSION

Recommendation to Monroe County Council

On June 23, 2023, the Monroe County Economic Development Commission (“EDC”) reviewed the following Compliance Forms:

- Proveli, Inc., (CF-1 PP)
- Ecologic (Karst Holdings) (CF-1 RE)
- BioConvergence (CF-1 PP)
- Phoenix Closures/Lazarus LLC (CF-1 RP and PP)
- GLC Bloomington (Ernest Health) (CF-1 RP)

After reviewing the above Compliance Forms, the EDC recommends that the Monroe County Council:

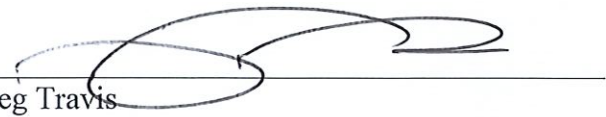
- Approve** the tax abatement compliance forms, allowing the abatements.
- Reject** the tax abatement compliance forms.

ECONOMIC DEVELOPMENT COMMISSION



Susan Sandberg ✓

Fred Schultz



Greg Travis ✓

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: **HEALTH** MEETING DATE REQUESTED (*Tentative*): **6/27/2023**
Request Presenter(s): **LORI KELLEY** Phone: **812-349-2068**

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

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

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

Fund Name: **[Redacted]**

Transfer of Funds

Category

Fund Name: **PUBLIC HEALTH EMERGENCY PREPAREDNESS**

Fund to Fund

Fund Name A: **[Redacted]**

Fund Name B: **[Redacted]**

Salary Ordinance Amendment *Effective Date of Amendment:* **[Redacted]**

De-Appropriation of Account Lines

Fund Name: **[Redacted]**

Other (*Specify*) **[Redacted]**

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

The Monroe County Health Department would like to transfer \$4788 in the Public Health Preparedness grant for supplies. The department is requesting to transfer funds from Health Specialist/Tobacco Educator to supplies because the Health educator is no longer paid out of this grant. The department is also requesting to moved funds from the part time line to supplies due to staff not working as many hours as were originally budgeted for in this line. Lastly, the department is requesting to transfer funds from the training/travel line to supplies due to staff being unable to attend originally planned conferences in person. This grant cycle ends June 30, 2023, therefore, the department is attempting to use of the remainder of grant funds for supply purchases before the end of this grant period.

Complete ALL corresponding agenda information on subsequent tabs.

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

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

REQUEST FOR A CATEGORY TRANSFER OF APPROPRIATION(S)

*Council recommends making any In-House Transfers **PRIOR** to requesting a Category Transfer.*

DEPARTMENT: HEALTH

MEETING DATE REQUESTED (*Tentative*): 6/27/2023

Fund Name: PHEP

Fund Number: 8104

Location Number: 9623

TRANSFER FROM:

<u>Account Number</u>	<u>Account Description</u>	<u>Amount Requested</u>
10360	Comm Health Spec-Tobacco Ed.	1463.00
17801	Part-Time	2100.00
30028	Training/Travel	1225.00
GRAND TOTAL		4,788.00

TRANSFER TO:

<u>Account Number</u>	<u>Account Description</u>	<u>Amount Requested</u>
22630	Supplies	4788.00
GRAND TOTAL		4,788.00

GRAND TOTALS MUST MATCH!

Council Staff will notify Department when the approved transfer has been completed.

GRANT AGREEMENT

Contract #00000000000000000063160

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 \$25,000.00 (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 Code § 42 USC § 247-d-3b 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 (CFDA):
_Public Health Emergency Preparedness (PHEP)_____

CFDA # _93.069_____

If State Funds: Program Title _N/A_____

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 and that the information set forth in its Grant Application is true, complete and accurate. 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, or it made any material misrepresentation on its grant application.

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** and with the plans and specifications contained in its Grant Application, which is on file with the State and is incorporated by reference. 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 monthly 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 \$25,000.00. 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 the 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 a 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 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**, the Grant Application, 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).

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:

- A. 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 or as provided in its Grant Application.

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
ATTN: Contract and Audit Section
2 North Meridian Street, Section 2-C
Indianapolis, IN 46204
E-mail: isdhcontracts@isdh.in.gov

B. Notices to the Grantee shall be sent to:
Monroe County Health Department
ATTN: Christina Kempf
100 W. Kirkwood, Room 204
Bloomington, IN 474704
E-mail: ckempf@co.monroe.in.us

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) Invitation to Apply for Grant; (5) the Grant Application; and (6) 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. Amendments.

No alteration or variation of the terms of this **Grant Agreement** 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.

27. 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.

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:

Grant Funding-Modified.

Amendments-Added.

HIPAA Compliance-Added.

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

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 COUNTY HEALTH DEPARTMENT

DocuSigned by:
By: 
83870033CAE84F0...

Title: **Monroe County Commissioner**

Date: **8/12/2022 | 21: 34 PDT**

INDIANA DEPARTMENT OF HEALTH

DocuSigned by:
By: 
FD195E4E7AF9428...

Title: **IDOH Chief of Staff**

Date: **8/13/2022 | 15: 24 EDT**

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

ATTACHMENT A (Base)
PUBLIC HEALTH EMERGENCY PREPAREDNESS
BUDGET PERIOD 4 (July 1st, 2022 – June 30th, 2023)
GRANT INFO CFDA: 93.069

INTRODUCTION

The Division of Emergency Preparedness (DEP) within the Indiana Department of Health (IDOH) is the entity responsible for administering the Public Health Emergency Preparedness (PHEP) grant received from the Centers for Disease Control and Prevention (CDC). The IDOH DEP administers these funds through sub-recipient agreements with local health departments which require various activities aimed at enhancing state and local preparedness to better respond to public health and healthcare emergencies. This Attachment explains the minimum preparedness requirements each local health department must complete to remain eligible to receive funding under the agreement.

WORKFORCE DEVELOPMENT-PUBLIC HEALTH PREPAREDNESS

Each Local Health Department must have a designated Preparedness Coordinator and a backup if possible. Preparedness Coordinators will coordinate with LHD leadership to identify department staff that contribute to public health preparedness and response within the department. Identified staff should be encouraged to complete National Incident Management System (NIMS) Independent Study Courses: Incident Command System (ICS) 700, 800, 100 and 200. In addition, LHD Preparedness Coordinator shall possess an Indiana PSID# along with a FEMA SID# (It is highly encouraged multiple LHD staff obtain as well).

- *Deliverable(s):*
 - *Preparedness Coordinator & Back up (if applicable): Name, Email and 24/7 contact information submitted to District Coordinator including the below information:*
 - *Primary Preparedness Coordinator status: Full Time/Part Time (If Part time approx. # hrs. week dedicated to PHEP)*
 - *Additional job titles that are assigned to the LHD Public Health Preparedness Coordinator*
 - *ICS Course completion verification for all applicable LHD staff:*
 - *IS Course Transcript:*
<https://training.fema.gov/student/residenttranscript.aspx>
 - *IDHS PSID #:* <https://www.in.gov/dhs/fire-and-building-safety/public-safety-identification-psid-information/>
 - *FEMA SID#:* <https://cdp.dhs.gov/FEMASID>

- *Due Date: 9/30/2022*

RESPONSE ACTIVITIES AND FUTURE IMPROVEMENT PLANNING

Preparedness Coordinator in coordination with LHD staff must select three areas of improvement and associated corrective actions identified in their COVID-19 After Action Report (AAR) and Improvement Plan to address and complete.

- *Deliverable: LHD will complete and submit reporting template for corrective actions and improvement planning activities conducted during the entire budget period. (IDOH Provided Template by May 1, 2022)*
 - *Due Date: 06/30/2023*

ESF8 JURISDICTIONAL PLANNING CONTACTS

Public Health Preparedness Coordinator must maintain a current contact list of ESF8 partners in EMResources. Primary and secondary after hours 24/7 emergency contact information must be entered (**NOTE: LHD Partners not required to maintain accounts*)

- *Deliverable: Ongoing maintenance of ESF-8 partners contact information in EMResource*
 - *Due Date: Initial completion due by March 30, 2023*
 - *Must continue to update as necessary throughout grant period*

LOCAL PUBLIC HEALTH ALL-HAZARDS EMERGENCY OPERATIONS PLAN SHARING

Emergency Operation Plan (EOP) Sharing: share completed EOP with local government officials and partners, including private and public community partners to develop and share plans for responding to and recovering public health emergencies and other disasters or events.

Local Health Departments must share with their Local Public Health Emergency Operations Plan with their county partners including county emergency management agency for incorporation into the County Emergency Operations Plan (EOP).

- *Deliverable: Sign in sheet from meeting where Local Public Health EOP was shared and reviewed (IDOH Provided Template by May 1, 2022)*
 - *Due Date: 6/30/2023*

ADDITIONAL REQUIREMENTS:

- Local Health Departments in each district must select one representative per district to serve on their District Healthcare Coalition (HCC) Executive Board.

- *Submit sign-in sheet and minutes from meeting during which vote occurred to IDOH District Coordinator and/or send reference to HCC Sign In Sheets and minutes in which vote occurred to IDOH Field Preparedness Coordinator*
 - *Due Date: 9/30/2022*
- Each Local Health Department Preparedness Coordinator (or designated LHD representative) must attend all District HCC meetings/workshops.
 - *Sign-in sheet will be collected from HCC by IDOH Field Coordinators*
- Attendance at Local Health Department district meetings (preferred to be held monthly but are required bi-monthly; 6 per grant period. In person meetings are preferred but if not possible, virtual attendance is accepted).
 - *Submit sign-in sheets and meeting minutes to IDOH Field Preparedness Coordinator.*
- Each Local Health Department will participate in their respective District HCC Bi-Annual communications drill as conducted by the HCC.
 - *AAR/IP will be collected from HCC by IDOH HPP Coordinator.*
- Each Local Health Department is required to invoice at a minimum one time per month (if applicable) to DEP Invoice inbox and copy District Field Preparedness Coordinator.
 - ❖ Invoices **MUST** be sent to isdhdepinvoices@isdh.in.gov to be processed

Attachment B**Division of Emergency****Preparedness PHP Sub-awardee**

Name of Organization:	Monroe County Health Department		
Employer ID Number (EIN):	351732462		
CFDA:	93.069	Vendor ID:	0000064555
Budget Period:	BP 4	Federal Fiscal Year:	2023

Address:	100 W KIRKWOOD RM 204 BLOOMINGTON Indiana 47404
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Name of Signatory: (Encompass e-signatory)	Julie Thomas
Email:	jthomas@co.monroe.in.us

Name of Program Contact:	Christina Kempf
Email:	ckempf@co.monroe.in.us

Federal grant funds have been awarded by the Centers for Disease Control & Prevention through the Indiana Department of Health to Grantee to further public health preparedness capabilities. All expenses claimed for reimbursement by Grantee must directly support the achievement of these capabilities. This is a cost reimbursement agreement. All claims for reimbursement shall be submitted electronically to The Division of Emergency Preparedness.

This budget must be approved by DEP. Detailed budgets (attached) must be submitted and approved by **June 1, 2022**. All services and activities reflected in the budget must be completed by **June 30, 2023**. Grantee shall procure and claim all funds allocated to the Supplies and Equipment categories in their approved budget by **April 27, 2023**. Budget revisions shall be accepted, and final budget revisions must be submitted to DEP on or before **May 1, 2023**. Final invoicing is due on or before **August 29, 2023**.

Grantee will be required to link each proposed expense to one or more Public Health Preparedness Capabilities. Expense activities include: Salary and Fringe, Supplies, Other, Travel, Equipment, and Contractual.

Base	25000
CRI	
Total Allotment:	25000

Attachment C: Federal Funding

Federal Agency: Department of Health and Human Services

CFDA Numbers: 93.069

Award Numbers: NU90TP922052

Award Name: PHEP Cooperative Agreement

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/title_vi.p hp.

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 Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) 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, the form, 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

- a) 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.
- c) 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 electronic submission site is found at <https://gateway.ifionline.org/login.aspx>
 - d. The Gateway User Guide is found at <https://gateway.ifionline.org/userguides/E1guide>
 - 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=nP_pgtPcdUcs
3. Based on the level of government financial assistance received, an audit may be required by IC 5-11-1-9.

Kim Shell

From: Moats, Matthew D <MaMoats@health.in.gov>
Sent: Tuesday, June 13, 2023 12:44 PM
To: Christina Kempf
Subject: Re: IDOH Approved BP4 LHD_Budget - revision #3.xlsx

Sorry about that. Yes it is approved.

Sent from my iPhone

On Jun 13, 2023, at 12:02 PM, Christina Kempf <ckempf@co.monroe.in.us> wrote:

****** This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. ******

Then I just wait to see if approved?

From: Moats, Matthew D <MaMoats@health.in.gov>
Sent: Tuesday, June 13, 2023 11:56 AM
To: Christina Kempf <ckempf@co.monroe.in.us>
Subject: Re: IDOH Approved BP4 LHD_Budget - revision #3.xlsx

It looks good.

Sent from my iPhone

On Jun 13, 2023, at 9:58 AM, Christina Kempf <ckempf@co.monroe.in.us> wrote:

****** This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. ******

Please see attached. I've not done this before so if I've missed the mark, please let me know.

Christina

From: Moats, Matthew D <MaMoats@health.in.gov>
Sent: Monday, June 12, 2023 11:53 AM
To: Christina Kempf <ckempf@co.monroe.in.us>
Subject: RE: IDOH Approved BP4 LHD_Budget - revision #3.xlsx

Hey,

It's over 5,000 so you need a sole justification letter or three quotes turned in with it. Other than that it is fine, yes it is approved.

From: Christina Kempf <ckempf@co.monroe.in.us>
Sent: Friday, June 9, 2023 3:13 PM
To: Moats, Matthew D <MaMoats@health.in.gov>
Subject: IDOH Approved BP4 LHD_Budget - revision #3.xlsx

****** This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. ******

Hi Matt,

I have had to adjust some of the items I had in a previous budget. The primary focus of the changes are around purchasing additional stop the bleed kits and additional funds for Burke Consulting assistance.

Hopefully this will be ok.

Christina

Christina Kempf | *Public Health Emergency Preparedness Coordinator*
Monroe County Health Department
119 West 7th Street | Bloomington, IN 47404
Phone: 812-349-2849 | **Fax:** 812-349-7346

<image001.jpg>

<image002.png>

<image003.png>

<image004.png>

<image005.png>

To protect, promote and improve the health of all people in Monroe County.

CONFIDENTIALITY NOTICE: This message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, you may NOT use, disclose, copy or disseminate this information. Please contact the sender immediately and destroy all copies of the original message including all attachments. Your cooperation is greatly appreciated.

How am I doing? Give your feedback at www.surveymonkey.com/r/MoCoHealth.

<Sole source justification for PHEP consultation 2023 - Manuela Johnson Burke Engineering.docx>

6/13/2023

Sole Source Justification Letter

Monroe County Health Department Preparedness Program

Manuela Johnson, Resource Planner with Christopher B. Burke Engineering, LLC, was chosen as the vendor consultant to assist Monroe County Health Department Preparedness Program with comprehensive plan review and evaluation of our preparedness readiness for several reasons. Manuela is well connected with Monroe and surrounding counties. She is familiar with our resources and those we lack. She has numerous connections in our district and county. They include local agencies and departments attending the Hazard Mitigation workshops to the Monroe County Community Organizations Active in Disaster (MoCOAD) and beyond.

She and Burke Engineering were chosen by Monroe County EMA for 2023 Hazard Mitigation Planning after Monroe County previously worked with another company. Manuela is currently leading our county and numerous of our community partners through that process. She first came from a medical background so can view planning from that perspective, which I've not found with other consulting companies. To ensure a good fit, I have had an extensive meeting plus email communications with Manuela and explained some of the unique challenges I have faced in our county and department and laid out the consequences and challenges from the previous high turnover in the Preparedness Coordinator position over the years. Her knowledge of our county and my situation, including my strengths/weaknesses and issues beyond my control, ties directly to her being the sole vendor. Manuela's communication style and ability to listen first is a large reason I chose her and feel I can make the most significant progress with her assistance to strengthen the program in the shortest amount of time.

Christina Kempf
Public Health Emergency Preparedness Coordinator
Monroe County Health Department

Cash Balance as of 6/23/23 \$3,137.63	Acct	Acct Desc	Carry Forward	Original Approp	Adedt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct	
- Fund : 8104												
- Loc : 9623												
- Loc Desc : 2023												
	8104	10360	Comm. Health Spec-Tobacco Ed.	1,463.00	0.00	0.00	0.00	1,463.00	0.00	1,463.00	0.00	100.00%
	8104	17801	Part-Time	4,961.28	0.00	0.00	0.00	4,961.28	1,967.91	2,993.37	0.00	60.33%
	8104	18101	FICA	373.92	0.00	0.00	0.00	373.92	150.54	223.38	0.00	59.74%
	8104	22630	Supplies	1,402.41	0.00	0.00	0.00	1,402.41	977.84	424.57	0.00	30.27%
	8104	30028	Training/Travel	1,653.45	0.00	0.00	0.00	1,653.45	300.37	1,353.08	0.00	81.83%
	8104	38110	Services & Charges	10,006.28	0.00	0.00	0.00	10,006.28	3,343.69	6,662.59	0.00	66.58%
				19,860.34	0.00	0.00	0.00	19,860.34	6,740.35	13,119.99	0.00	66.06%
				19,860.34	0.00	0.00	0.00	19,860.34	6,740.35	13,119.99	0.00	66.06%
				19,860.34	0.00	0.00	0.00	19,860.34	6,740.35	13,119.99	0.00	66.06%
				19,860.34	0.00	0.00	0.00	19,860.34	6,740.35	13,119.99	0.00	66.06%

Resolution 2023-_____

**A RESOLUTION APPROVING THE DESIGNATION OF MONROE COUNTY
AS A VOTE CENTER COUNTY**

WHEREAS, Indiana Code 3-11-18.1 allows counties to adopt the vote center model and;

WHEREAS, the Monroe County Council approves the designation of Monroe County as a vote center county and;

WHEREAS, the Monroe County Election Board has the responsibility for properly drafting a vote center plan for Monroe County which will take effect upon unanimous vote of the county election board and having the plan is properly filed with the Indiana Election Division;

NOW BE IT SO RESOLVED BY THE MONROE COUNTY COUNCIL that Monroe County is approved to operate as a vote center county, upon the required approval and filing of the county vote center plan by the Monroe County Election Board.

This Resolution shall be in full force and effect from and after the date it is published as required by law.

Passed and adopted by the Monroe County Council, State of Indiana, on _____ day of _____ 2023.

MONROE COUNTY COUNCIL

“AYES”

“NAYS”

Kate Wiltz, President

Kate Wiltz, President

Trent Deckard, President Pro Tempore

Trent Deckard, President Pro Tempore

Marty Hawk, Member

Marty Hawk, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, Member

Cheryl Munson, Member

Peter Iversen, Member

Peter Iversen, Member

Jennifer Crossley, Member

Jennifer Crossley, Member

ATTEST:

Catherine Smith, Monroe County Auditor

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**MONROE COUNTY AND CITY OF BLOOMINGTON, INDIANA
INTERLOCAL COOPERATION AGREEMENT
FOR
THE OPERATION OF THE MONROE COUNTY CAPITAL IMPROVEMENT BOARD
AND THE
CONVENTION AND VISITORS COMMISSION**

This Interlocal Cooperation Agreement, entered into on this ___ day of _____, 2023, by and between the Monroe County, Indiana (“County”) and the City of Bloomington, Indiana. (“City”)

WITNESSETH:

WHEREAS, Indiana Code 36-1-7, *et seq.*, allows local government entities to make the most efficient use of their powers by enabling them to contract with other governmental entities for the provision of services to the public; and

WHEREAS, the County and the City each possesses the power and authority to engage in activities that promote tourism and recreation, and to construct and operate improvements to further those ends; and

WHEREAS, Bloomington/Monroe County is the second most sought after destination for groups seeking to hold events of significant size in Indiana, surpassed only by the Indianapolis Convention Center; and

WHEREAS, people attending events at the Monroe Convention Center (“Convention Center”) also patronize restaurants and shops in the County and City, and the resulting combined direct impact on the local economy over the past twenty-five (25) years is estimated at approximately \$256 million; and

WHEREAS, the Convention Center was upgraded and remodeled, but not enlarged, in 2012, and its current size has limited its ability to accommodate many groups desiring to hold events in Bloomington; and

WHEREAS, the County and the City agree that an expanded Convention Center would provide civic benefits as well as significantly enhance the local economy through additional visitors to the area and increased employment opportunities; and

WHEREAS, the County and City acknowledge that the Project requires their collaboration and that a Capital Improvement Board (“CIB”) is the best vehicle for achieving that partnership; and

WHEREAS, the County and City agree that the Project and ongoing operations of an expanded Convention Center will be funded through a combination of assets to be transferred or pledged by each party to the CIB, including but not limited to real property contributed by both parties, as well as certain tax revenues provided for under Indiana Code § 6-9-41-0.3, *et seq.* (“Food and Beverage Tax”), and under Indiana Code §6-9-4-1 *et seq.* (“Innkeepers Tax”); and

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WHEREAS, the County is authorized under Indiana Code §36-10-8-4 to determine who may appoint members to the CIB, and the County is also authorized to make appointments to the Convention Visitors Commission (“CVC”), which oversees expenditures of the Innkeepers Tax revenues; and

WHEREAS, the parties agree that their respective contributions of assets to the Project dictates that the parties have an equal voice in the course of the Project and the future management and operation of the Convention Center under the authority of the CIB and the CVC;

NOW, THEREFORE, in consideration of the mutual terms, covenants and conditions set forth herein, the County and the City hereby agree as follows:

ARTICLE I **PURPOSE AND DURATION OF AGREEMENT**

Section 1. Purpose: The purpose of this Agreement is to set forth and define the respective duties, obligations, rights and responsibilities of the County and the City with regard to the CIB and the CVC. In order to afford the County and the City input into the ongoing operations of the Convention Center commensurate with their contribution of equivalent assets to the Project and Convention Center operations, this Agreement encompasses both the CIB and the CVC, as these entities together will control the Convention Center’s assets and funding streams.

The Project goals are threefold, 1) to expand the tourism industry in downtown Bloomington, Monroe County, and the region; 2) to provide accommodations to local not for profits and civic organizations; and 3) to accentuate the Community goals of sustainable and environmentally progressive action.

Section 2. Duration: This Agreement shall be in full force and effect as of the date of its execution and shall remain in full force and effect for the duration of the longest term of any of the bonds issued to finance the Project and until either party provides written notice of termination at least six (6) months in advance. The terms of this Agreement may not be changed for the life of such bond or bonds, except by mutual agreement of the parties. In the event state statutes governing the CIB and CVC are amended so as to substantively affect the balance of authority among the parties under either the terms of this Agreement or any of the other governing documents for the CIB or CVC, the County and City agree to renegotiate the terms of this Agreement in the interest of maintaining the balance of authority between the parties, including finding other means of restoring the balance.

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ARTICLE II CIB AND CVC BOARD/COMMISSION MEMBERSHIP

Section 1. CIB Membership:

- A. The CIB shall be composed of seven (7) members, consistent with IC 36-10-8-4. The units of government which shall make appointments to the CIB are Monroe County and the City of Bloomington. Specifically, Monroe County (“County”) shall appoint three (3) members and the City of Bloomington (“City”) shall appoint three (3) members. Those six (6) members appointed shall appoint the seventh appointment. The Mayor shall appoint two members to the CIB, the appointments must be from different political parties. The City Council shall appoint one member to the CIB. The County Commissioners shall appoint two members to the CIB, the appointments must not be from the same political party. The County Council shall appoint one member to the CIB. To create staggered appointments, the first round of appointments made by the Mayor and the County Commissioners will expire ending on January 15, 2024. All other and subsequent appointments will be two-year appointments to the CIB.
- B. No members of the CIB may be elected officials of or employees of either the County or the City, Visit Bloomington, the Convention Center Management Company or of the following entities affiliated with or related to the County or City: the Bloomington Housing Authority, the City of Bloomington Utilities, and Bloomington Public Transportation Corporation (“Bloomington Transit”).
- C. No member of the CIB may also serve simultaneously on the CVC or Food & Beverage Tax Advisory Commission (FBTAC).

Section 2. CVC Membership:

- A. The CVC shall be composed of five (5) members, as required by IC 6-9-4-2.
- B. No members of the CVC may be elected officials of or employees of either the County or the City, or of the following entities affiliated with or related to the County or the City the Bloomington Housing Authority, the City of Bloomington Utilities, Bloomington Public Transportation Corporation (“Bloomington Transit”).
- C. The Commissioners shall appoint two members to one-year terms, with the restrictions found in the IC 6-9-4-2.
- D. **The County Council** shall appoint three members to two-year terms with the statutory restrictions found in IC 6-9-4-2. The County Council shall choose the unrestricted member. However, the County Council shall make the two required appointments subject to the statutory restrictions found in IC 6-9-4-2 from a list of at least four recommendations made by the City Council. For future appointments, such recommendations must be made in writing to the County Council before December 1. The County Council shall make the appointments before January 1. If a list of recommendations is not received by the County Council on or before December 1, the County Council may appoint any eligible person.

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- E. All terms of office shall begin on January 1 and end on December 31, consistent with State law. A member whose term expires may be reappointed to serve another term. If a vacancy occurs, a person shall be appointed by the original appointing authority in the same manner as the original appointment to serve for the remainder of the term.

- E. No member of the CVC may also serve simultaneously on the CIB and FBTAC.

ARTICLE III ASSETS, FUNDING AND OPERATIONAL RESPONSIBILITIES

Section 1. Assets:

The CIB shall recommend to the City and County Executives and Councils what assets are needed for the CIB to complete the project goals as stated in Article I, Section 1. The relevant City and County authorities shall review the recommendation and, if approved, transfer ownership of and/or pledge the recommended assets to the CIB as soon as practicable and feasible in light of the existing debt. If any receiver of the recommendation questions or rejects the recommendation, then that party will send specific reasons for questioning or rejecting the recommendation and City and County Executives and Councils shall hold a joint meeting with the CIB to discuss the recommendations.

Section 2. Funding:

- A. The CVC shall work with both the City and County in developing its annual budget to reach agreement among the parties prior to presenting the budget for official approval. The CVC shall then present the budget for the Innkeepers tax to the City Council for review and approval prior to the County Council Budget Session. The CVC shall present the budget for the Innkeepers tax to the County Council during a County Council Budget Session. In the event the County Council does not agree with the budget approved by the City Council, the two Councils shall work to come to agreement on a budget that both Councils can approve. If the Councils cannot agree on a budget by December 1st, the budget for the then-current year shall be the budget for the succeeding year.

- B. The CIB shall work with both the City and County Council in developing its annual budget to reach agreement among the parties prior to presenting the budget for official approval. The CIB shall then present its budget to the City Council for review and approval prior to the County Council Budget Session. The CIB shall present its budget to the County Council during a County Council Budget Session. In the event the County Council does not agree with the budget approved by the City Council, the two Councils shall work to come to agreement on a budget that both Councils can approve. If the Councils cannot agree on a budget by December 1st, the budget for the then-current year shall be the budget for the succeeding year.

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- C. In the event the CIB determines a bond or other financing is recommended, the CIB shall make that recommendation to the City and County Councils. If both the City and County Council, by resolution, approves the recommendation, then the statutory process for issuing the debt may proceed. No bond or other financing may be issued for CIB purposes without the first going through this process.

Section 3. CIB Operations:

- A. Any contracts between the County and the CIB, or the City and the CIB, shall require approval of all parties to this agreement, in the same manner as approval of this Interlocal Agreement, except that the State Attorney General shall not be asked to approve this contract.
- B. The CIB shall be responsible for:
 - a. selecting the site for the expansion of the Convention Center expansion components, including a site plan;
 - b. selecting and contracting with the operation and management organization(s);
 - c. overseeing the process for hotelier partner selection;
 - d. naming the expanded center; and
 - e. hiring/retaining support staff and determining the need for additional amenities.

The existing County contract for facility management of the current Convention Center will be assigned to the CIB as soon as practicable.

- C. The CIB may expend monies in accordance with the budget described in Section 2 (B) of this Interlocal Agreement.
- D. If the CIB determines that changes to this Interlocal Agreement is necessary or advisable, it shall recommend the specific changes to the City and County for review.

Section 4. CVC Operations:

- A. The CVC may expend monies in accordance with the budget described in Section 2 (A) of this Interlocal Agreement.
- B. The CVC shall provide the City and County Council with updates concerning revenue projections of the Innkeepers' tax prior to July 1 of each year.
- C. If the CVC determines that changes to this Interlocal Agreement are necessary or advisable, it shall recommend the specific changes to the City and County for review.

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ARTICLE IV MISCELLANEOUS PROVISIONS

Section 1. Convention Center Name: The County and City agree that there shall be no sale of naming rights to the Overall Convention Center without approval by both the County Board of Commissioners and the Mayor of the City of Bloomington. The CIB shall determine a process for selecting a name for the newly expanded Convention Center. All naming rights are under the purview of the CIB.

Section 2. Local Government Approvals: The City and County shall cooperate and approve any documents necessary to secure timely local government approvals for the Project site plan and design.

Section 3. Amendment of this Agreement: The parties may mutually agree to amend this Agreement to correct errors, clarify the understanding of the parties, or to otherwise fulfill the intent of the parties where the initial signed version is deemed inadequate for that purpose.

Section 4. Effective Date: The interlocal will be effective when approved, in the same manner as approval of all Interlocal Agreements, except that the State Attorney General shall not be asked to approve this contract.

Section 5. General Intention as to Convention Center Use: The parties intend that the Convention Center shall also serve as a Civic Center for the use of community residents and non-profit organizations, consistent with the financial and operational needs of the Convention Center.

Section 6. Sustainability: The parties hereby express their desire and intention that the Project will incorporate sustainability into its design and future operations, and the CIB is directed to continually pursue sustainability as a primary goal, so far as financially and operationally feasible and practicable.

Section 8. Savings Clause: In the event any Article, Section or Portion of this Interlocal Agreement should be held invalid and unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific Article, Section or Portion thereof specifically specified in the court's decision.

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WHEREFORE, the parties hereto have executed this Agreement as of the date first set forth above.

COUNTY OF MONROE, INDIANA
BOARD OF COMMISSIONERS

CITY OF BLOOMINGTON

Penny Githens , President

John Hamilton, Mayor

Julie Thomas, Vice President

Lee Jones, Member

ATTEST: (Dated: _____)

Auditor, Monroe County, Indiana

CITY OF BLOOMINGTON COMMON COUNCIL

_____, President

ATTEST:

Nicole Bolden, Clerk
City of Bloomington

MONROE COUNTY COUNCIL

_____, President

ATTEST:

DRAFT

_____, Auditor
Monroe County

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: County Council Administrator
DEPARTMENT: County Council
WORK SCHEDULE: Flexible **M-F (40 Hours)**
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: August 1991 **STATUS:** Full-time
DATE REVISED: February 2021 **FLSA STATUS:** Exempt

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

Incumbent serves as the County Council Administrator for **the** Monroe County Council **responsible** for **the purpose of coordinating/executing tasks related to the fiscal responsibilities of the Council, overseeing the preparation of the** County's budget, ~~coordinating and executing activities and fiscal responsibilities~~, serving as liaison between Council and Departments **heads, and attending Council meetings and serving at the pleasure of the Council.**

DUTIES:

Attends all meetings of the Council to assist Council members with any questions and concerns regarding Council business, ~~policy and procedure.~~

Attends all Personnel Administration Committee (PAC) meetings to assist committee members with any questions and concerns regarding the Job Description Maintenance Policy. Provides direction to ~~departments-Departments~~ and ensures ~~amendment~~ requests **are complete with appropriate forms to be have received reviewed by Personnel Administrative Committee PAC. Drafts necessary forms for PAC requests including by not limited to recommendations, amendments necessary to affect the PAC request, fiscal impact of said amendments, and **update current and/or proposed** of departmental organizational charts.**

Attends all Council sponsored committees including, ~~but not limited to the~~ Sophia Travis Grant Committee and the Food and Beverage Tax Advisory Committee. Oversees the completion of committee tasks as delegated/requested by Committee and directing Council personnel regarding task assignments.

Supervises ~~Council Office~~ personnel assigned to the County Council Department on a day-to-day basis including periodically analyzing workloads, planning, delegating and monitoring work assignments, establishing work goals, determining need for significant changes in responsibility, if any, evaluating performance results developing and motivating staff, and keeping Council informed of any disciplinary concerns and/or recommending corrective action.

Attends and/or conducts interviews of potential County Council Office employees and makes hiring recommendations. Provides training to orient new employees. Reviews position documentation and salary information for the department's personnel.

Reviews and evaluates Knowledge, Skills and Abilities (KSA) Requests for compliance with policy for completeness and to ensure requests are made in compliance with the KSA policy. In consultation with Personnel Administrator, approves KSA Requests and/or makes recommendations to Council. Consults with County Legal regarding KSA policy, as needed.

Develops, maintains copies of, and implements Council resolutions, policies and procedures. Consults with County Legal with development of resolutions, policies and procedures, including reviewing and/or recommending revising policies. Implements resolutions, policies and procedures at the direction of the Council, and determining appropriate and effective receipt and distribution of information for Council. use in conjunction with County Legal Department. Continually seeks departmental input to ensure clarity of policies and procedures.

Coordinates and executes tasks relating to Council activities and fiscal responsibilities as directed by the Council. Works with County Legal Department to ensure compliance with federal, state, and local laws, regulations, and practices.

Prepares, and submits, and maintains the Monroe County Government's Council's Salary Ordinance for each fiscal year from departmental Assistants department heads with annual updates. and requests for salary ordinance amendments as requested, providing direction to as needed. Updates and maintains approved salary ordinance information, communicating ordinance updates with all County departments.

Oversees and maintains copies of documents/files relating to the Council's statutory duties ~~related to~~ of describing and classifying positions within Monroe County Government in conjunction with the County Legal Department.

Maintains official job descriptions of the County **as outlined in the Job Description Compensation Maintenance Policy**. Distributes questionnaires to ~~elected~~ Elected officials/department heads for new position requests, maintains job classification review forms and assists elected officials/departments in filling out forms, and provides copies of review forms to the Job Classification/Compensation Sub-Committee.

~~As directed by the Council,~~ **S**erves as an administrative contact for the County Council between County departments, Commissioners, state and local agencies, and the public, relaying messages, coordinating activities/projects, receiving complaints and concerns, and assisting in resolving problems, **as directed by Council.**

Reviews all documents relating to Council business including documents that that require County Council signatures, meeting including, but not limited to, regular and work session agendas, legal advertisements, budget information, resolutions, ordinances and meeting minutes.

Oversees the preparation of Prepares the Monroe County Government's annual budget in conjunction with the Auditor's Office in observance of Auditor's statutory duties, including coordinating annual budget process, distributing prescribed forms, reviewing and verifying accuracy of returned forms, communicating with elected officials/department heads to resolve discrepancies, gathering and compiling/entering data on computer. Communicates with state agencies to ensure compliance with State laws and proper submission of County budget.

Assists Council with editing departmental budget spreadsheets during budget hearing and reviews spreadsheets for accuracy prior to submission to the Auditor. Communicates with state agencies to ensure compliance with state laws and to obtain budget guidance/information at the direction of the Council.

~~Assists departments heads with annual budgets, personnel, and requests for additional appropriations as requested, providing financial analysis upon request, including reviewing current year's income and expenses and projecting costs. Communicates budget status with all County departments.~~

Assists Departmental Heads with Council requests including requests pertaining to additional appropriations and personnel. Provides financial data upon request of Council including reviewing income and expenses estimates.

Provides necessary assistance to the Department Heads with the creation and maintenance of their annual budget. Provides departments with budget guidance, when requested. Collaborates with Auditor's Office with respect to Auditor's and County Council's statutory duties.

Prepares and submits the County Council **Office's annual departmental** budget each fiscal year. Reviews, prepares, and submits monthly claims relating to Council Office expenditures. Tracks contractual expenditures for Council Office.

Executes special projects as directed by the Council and makes recommendations as appropriate.

Prepares reports and correspondence for the Council as required or directed.

~~Works with the Payroll Administrator annually during the budgeting process on any proposed increase and/or supplemental compensation changes to determine the cost of proposal. prior to implementation into the County Salary Ordinance to ensure changes can be made.~~

Coordinates with the Personnel Administrator conducting annual reviews of job descriptions to ensure updated signed job descriptions are in personnel files.

~~Oversees administration of software used for Council purposes, including set-up, maintenance, and upgrades. Coordinates with technical services department to ensure Council Office and meeting technology needs are being met.~~

Receives and relays information on matters of interest to the Council and recommends responses to the Council. Coordinates and makes recommendations regarding any contract awards involving the Council.

~~**Attends all meetings of the Council and represents the Council in their absence at other meetings and functions as requested.**~~

Assists with developing and recommending long and short-term goals, policies, and other measures for the Council and implements as directed, including creating budget projections of revenue and estimated expense forecasts for the annual budget process., ~~along with monthly budget analysis reports for the County fiscal body in Gateway. Plans, coordinates, and monitors the fiscal aspect of long-range capital improvement projects, assists in compliance with state and federal financial reporting and capital asset requirements, maintains communication with the Department of Local Government Finance (DLGF) at all levels of the budget process, and~~ distributes disclosures to SEC and/or Federal Government required

~~for bond agreements and amortization of any discount or premium and compiles financial information with supporting documentation.~~

~~Supports selection process in hiring new Council personnel, including screening applications, administering exams, interviewing applicants, and making hiring recommendations.~~

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's Degree from an accredited college or university in Accounting, Government, Business Administration, Fine Arts or related field and/or equivalent combination of education and work experience, preferred.

~~Must be at least 21 years of age.~~

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

Thorough knowledge of County policies, procedures, standards, rules, and regulations and ability to explain, support, and enforce them.

Thorough knowledge of local government accounting structure, processes, procedures, and Generally Accepted Accounting Principles (GAAP).

Working knowledge of standard, English grammar, spelling, and punctuation and ability to prepare scripts, written reports, and financial statements and maintain accurate and organized records.

Working knowledge of purpose and function of all County departments and principles/practices of salary administration and budgeting in the public sector, including having knowledge of the law and processes related to Council's statutory responsibilities related to job descriptions and classifications of all County personnel.

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

Ability to perform statutory duties as prescribed for the County Council and/or Auditor's Office and as agreed upon by County Council and the County Auditor.

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

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

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

Ability to act as Supervisor for Council, overseeing any staff under the control of the Council, including screening applications, administering exams, interviewing applicants, and making hiring recommendations.

Ability to organize and present logical conclusions and sound recommendations resulting from analysis of administrative, financial, factual, or other information derived from a variety of sources and effectively prepare accurate and reliable reports, correspondence, and related data.

Ability to work alone with minimal supervision and with others in a team environment on multiple tasks for long periods, and under time pressure.

Ability to prepare and make public speaking presentations.

Ability to compile, analyze, and oversee all financial reports and accounting developments.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended and/or evening hours and travel out of town for meetings and conferences, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent applies specialized knowledge of public administration to overall operation of County departments and performs duties according to standard policies, procedures, and practices of the profession. Independent judgment is required in developing and implementing policies and procedures and interpreting and applying legal requirements to individual cases as directed.

III. RESPONSIBILITY:

Incumbent makes a major contribution to Council operations by working with and consulting County Legal Department to ensure compliance with local, state, and federal regulations and guidelines, and assisting with Council's statutory duties. Incumbent's work is reviewed for accuracy, soundness of judgment, and attainment of objectives along with compliance of policy, precedent, and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, vendors, and the public for the purposes of exchanging fiscal information and explaining/interpreting fiscal procedures, supervising and directing any County personnel, and resolving fiscal-related problems.

Incumbent reports directly to the County ~~Auditor~~ **Council and/or Council Designee.**

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting and walking at will, standing/walking for long periods, keyboarding, lifting/carrying objects weighing under 25 pounds, bending/reaching, close/far vision, color/depth perception, handling/grasping objects, and hearing sounds/communication.

Incumbent occasionally works extended and/or evening hours and travels out of town for meetings and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

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

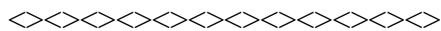
Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Type or Print name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

Date

Type or Print name

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: NEEDS A TITLE
DEPARTMENT: County Council
WORK SCHEDULE: As Assigned, M-F – 40 Hours
JOB CATEGORY: PAT

DATE WRITTEN: June 2023

STATUS: Full-Time
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 those accommodations would present an undue hardship.

Incumbent serves as **TITLE** for the Monroe County Council Office, responsible for assisting with administering department operations, managing the departments website and social media information and providing support to the County Council and Council-sponsored committees as directed by the Council Administrator.

DUTIES:

Assists the Council Administrator and assumes all responsibilities in their absence.

Maintains the Council and/or Council-sponsored committee web pages and social media accounts. Updates webpage(s) and social media with upcoming Council and/or Council-sponsored committee and provides weblinks for meetings and ensures information is accurate, and accessible. Helps grow social media engagement.

Maintains Council and/or Sub-Committee online event calendar.

Attends, as directed, meetings of the County to assist the Council members with any questions and concerns regarding Council business.

Attends Council-sponsored committees including the Personnel Administration Committee (PAC), Sophia Travis Grant Committee (STG) and Food and Beverage Advisor Committee. Performs various administrative support duties, including, drafting agendas, legal advertisements, and meeting packets for Council-sponsored committee.

Assists in reviewing agendas, packets, and minutes for meetings of the County Council and other special meetings as needed or in the absence of the Council Administrator.

Assists the Council Administrator in maintaining copies of Council resolutions, policies and procedures. Assists with implementing resolutions, policies, and procedures at the direction of the Council. Assists with continually seeking departmental input to ensure clarity of policies and procedures. Assists with consulting with County Legal with development of resolutions, policies and procedures.

Maintains database of Council appointments to Boards of Commissions and interfaces with appointed officials and appointees. Monitors approaching board vacancies and coordinates official appointments by the County Council, notifying successful applicants of their appointment.

Maintains the database of applicants and award recipients for the Sophia Travis Community Services Grant Fund. Receives and distributes applications and correspondence from applying agencies to the Sophia Travis Community Service Grants Committee (STG). Coordinates the STG meeting dates, preparing news releases, and provides clerical support to STG. Prepares award recipient resolution, issues notifications of award decisions to appropriate parties, prepares claim vouchers for award recipients' payments, and tracks required final reports of grant projects.

~~Coordinates with the Personnel Administrator to provide assistance on Council requests/proposals in reviewing new or transferring employee departmental information to ensure documentation reflects accurate account line numbers and classification/level. Reviews new or transferring employee paperwork for completeness including verifying the submission of a signed job description.~~

~~Assists the Council Administrator and/or the Personnel Administrator in conducting annual reviews of job descriptions for accuracy of duties of all employees. Collecting and forwarding any departmental feedback to the Council Administrator of any requests for job description updates and/or reviews.~~

~~Coordinates with the Payroll Administrator annually during the budgeting process on any proposed increase and/or supplemental compensation changes prior to implementation into the County Salary Ordinance.~~

Assists in various special projects as related to the needs of the County Council upon direction from the Council Administrator.

Performs research as directed, including ~~but not limited to,~~ searching prior meeting minutes and agendas of the Council and/or Commissioners, past appropriations, salary ordinances, resolutions/ordinances, financial statements maintained by the Auditor, and/or data maintained by other County departments and other government entities as needed.

~~Assisting Monitors in managing~~ the use of HR-Council Conference Room and instructs users regarding proper use. Communicates with Technical Services regarding technology requirement necessary for meetings in the HR-Council Conference room. Coordinates with the Personnel Administrator and Council Administrator in maintaining and managing a detailed, ~~long range~~ schedule for use of conference room.

Assists in various Council financial and budget duties including, preparing and submitting monthly financial ledger and/or other reports for Council use and review.

Assists in preparing budget ~~forms documentation, workbooks, and other needed information~~ for annual budget sessions. ~~Distributes documentation to County Departments, Elected Officials and Department Heads to aid them in the preparation of departmental budgets.~~ Assists in proofing budget information prior to ~~uploading into the County's financial systems~~ submission of such to the Auditor, when requested.

Serves as first point of contact for visitors and guests in the Council Office responding to questions, addressing problems, providing information and/or directing inquires to appropriate County departments, agencies, or other offices.

-Assists with answering telephone and responding to public and employee inquiries, provides information and assistance, takes messages, and/or directs caller to appropriate individual or department..

Assists with various administrative support tasks for the Council, including, preparing documents and correspondences and maintaining accurate organized files.

Monitors departmental office supply needs and maintains inventory of office supplies. Submits supplies request to the Council Administrator.

Assists in sorting and distributing mail and/or Council Office emails.

Assists County Legal Counsel as needed.

Performs other duties as needed or assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associate Degree from an accredited college or university in Accounting, Government, Business Administration, Fine Arts or related field or equivalent combination of education and work experience, preferred.

Knowledge of and/or experience in using social media and social media best practices, including content creation, engagement tactics, and account management.

Knowledge of, or ability to learn quickly, departmental computer programs, such as Microsoft Access, Excel, Word, Outlook, and web design software/programs.

Knowledge of, or ability to learn quickly, County government fiscal structures, legal organization, and public process, with a basic knowledge of the role of each branch of County government.

Knowledge of, or ability to learn quickly, customary and prescribed practices of County Council proceedings, including legal requirements, and ability to make practical application of state rules, regulations, and deadlines pertaining to Council responsibilities.

Knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, spreadsheets, and written reports as required.

Ability to perform statutory duties as prescribed for the County Council and/or Auditor's Office and as agreed upon by County Council and the County Auditor.

Ability to create documents with speed and accuracy and properly operate a variety of standard office equipment, including computer, scanner, telephone, recording equipment, calculator, fax machine, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Council, County Commissioners, elected officials, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

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

Ability to compile, analyze, collate and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to work alone with minimum supervision and with others in a team environment, to meet deadlines and requirements of high-volume operations.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

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

Ability to work extended and/or evening hours as needed.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule, with priorities determined by supervisor and service needs of the public. Assignments are set jointly by incumbent and supervisor following standard operating policies and procedures. Incumbent must have supervisor's permission to deviate from standard operating procedures. On rare occasions, decisions are made in the absence of specific policies or procedures and/or guidance from supervisor.

Errors in work are primarily detected or prevented through prior instructions from supervisor. Undetected errors could result in work delays or inconvenience to other County departments, agencies or the public, and/or potential legal action against the Department or the County.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County Council, County Commissioners, elected officials, and members of public for purposes of exchanging information, explaining policies and procedures, and rendering service.

Incumbent reports directly to the Council Administrator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, occasionally lifting heavy records, speaking clearly, hearing

sounds/communications, and handling/grasping/fingering objects. Incumbent regularly works extended and evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

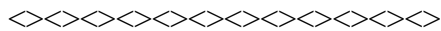
The job description for the position of Council Administrative Assistant for the Monroe County Council's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name