

1.

MONROE COUNTY COUNCIL

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

COUNCIL REGULAR SESSION AGENDA Tuesday, December 12, 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.

CALL TO ORDER

- The public should raise their hand if they wish to speak during the public comment period.
- Below is the link for ZOOM Meeting Schedule of Monroe County Virtual Public Meetings for your convenience:

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

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"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, E Sensenstein, (812) 349-7314, esensenstein@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."

2.	PLEDGE OF ALLEGIANCE
3.	ADOPTION OF AGENDA
1.	PUBLIC COMMENT – items NOT on the agenda (limited to 3 minutes per speaker)
5.	DEPARTMENT UPDATES – (limited to 10 minutes per Department)
ĵ.	COUNCIL LIAISON UPDATES

8

7. LEGAL DEPARTMENT, Jeff Cockerill

Request Approval of Resolution 2023-36: Approval of Tax Abatement for Nhance Semiconductors, Inc.

On 12/1/23, the Monroe County Economic Development Commission (EDC) heard a petition by Nhance Semiconductors, Inc. regarding a tax abatement for manufacturing equipment. This project will lead to the hiring of 250 new jobs phased in over five years and will have a total payroll of \$25 million. The EDC unanimously recommended that the Council approve the tax abatement application as requested.

8. CONVENTION & VISITOR'S COMMISSION, Michael Campbell Request Approval of an Additional Appropriation

25

Convention Visitor-Tourism, 1127-0000 44101 CVC Karst Turf Project \$500,000

The Convention and Visitor's Commission is requesting an additional appropriation of \$500,000 to support the renovation of the Karst Athletic Fields as this project will help with the ability to draw sports tourism to Monroe County.

MERIT DEPUTY/ LEGAL DEPARTMENT, Molly Turner-King Request for Approval of Contract between Monroe County and Monroe County Sheriff Merit Deputies and Request to Amend the 2024 Salary Ordinance

The County Council and Board of Commissioners are considering approval of a contract with the Sheriff Merit Deputies Collective Bargaining Unit. The agreement would impact the salaries of unit members and this request is to approve the contract and amend the 2024 Salary Ordinance as outlined in the contract.

10. PROSECUTOR'S OFFICE, Beth Hamlin

38

28

A. Request the Creation of a New Location Number and Simultaneously Approve Additional Appropriations

STOP Grant, 8123-9624						
13015	Domestic Violence PDA	\$44,263.65				
13425	Sex Crimes DPA	\$44,263.65				
17801	Part- Time	\$11,700.00				
18101	FICA	\$ 6,066.00				
18201	PERF	\$11,260.00				
	TOTAL	\$117,553.30				

This item was tabled from the November 28 Work Session.

The Department is requesting to create a new location number for grant tracking purposes, and to appropriate renewed STOP grant funding for the time period of 10/1/2022- 9/30/2023. The funds will pay a portion of salary and benefits for a full-time Sex Crimes DPA Specialist, a full-time Domestic Violence DPA Specialist, and a part-time assistant to the Special Victims Unit. The Department has not yet received a copy of a grant award letter or agreement from the Indiana Criminal Justice Institute but has received approval of the funds within the grant software.



41

49

60

B. Request Approval of Additional Appropriations

 High Tech Crime Unit, 9159-0000

 30009
 Training
 \$ 7,500

 30021
 Telephone
 \$ 2,000

 30030
 Office Expenses \$ 5,000

 30042
 Tech Services
 \$ 36,000

 30056
 Contracts
 \$200,000

 30565
 IT Hardware
 \$ 34,500

 TOTAL
 \$285,000

Grant funding has been awarded from Indiana Prosecuting Attorneys Council for the continued operation of the Monroe County Regional High Tech Crime Unit. The project is a collaboration between the Monroe County Prosecutor's office and Indiana University and provides electric forensic data extraction and analysis for Monroe County and ten surrounding counties.

11. COURTS, Judge Diekhoff and Lisa Abraham Request Approval of an Additional Appropriation

Court Interpreters Grant, 4018-0000

33052 Certified Interpreters \$10,000

The Department received an Interpreter Grant of \$10,000 for the granting period of 11/1/23 through 6/30/24. The grant is reimbursable and will help offset the costs incurred with interpreter services for Court hearings.

12. JAIL/CORRECTIONAL CENTER, Kyle Gibbons and Jordan Miller

A. Request Approval of a Category Transfer

Public Safety LIT-Jail, 1170-0380

FROM:

17801 Part-time \$19,580.87

TO:

34700 Meals for Prisoners \$19,580.87

The Department is requesting to move \$19,580.87 from the Public Safety LIT Part-Time Hourly line to the Meals for Prisoners line.

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B. Request Approval of a Category Transfer

General Fund-Jail, 1000-0380

FROM:

30006 Contractual \$2,836.51

TO:

24500 Mattresses \$2,836.51

The Department is requesting to move \$2,836.51 from the Contractual line to the Mattresses line.

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C. Request Approval of a Category Transfer

General Fund-Jail, 1000-0380

FROM:

30006 Contractual \$1,925.49 34100 Medical Services \$ 28.05

TOTAL \$1,953.54

TO:

24400 Inmate Clothing \$1,953.54

Services line to the Inmate Clothing line.

The Department is requesting to move \$1,925.49 from the Contractual line and \$28.05 from the Medical

66

68

71

13. EMERGENCY MANAGEMENT, Justin Baker

Request Approval of an Additional Appropriation

Emergency Management Duke Energy Grant, 4938-0000

30006 Contractual \$1,565.40

At the 6/14/22 Regular Session meeting, Council approved an additional appropriation of \$5,000 for Fund 4938. After getting a second check from the grant awarder, the Department is requesting an appropriation to allow purchases to take place. The amount will bring the total in Fund 4938 to zero once spent before the end of the year.

14. BOARD OF COMMISSIONERS, Angie Purdie

A. Request Approval of an Additional Appropriation

General Fund-County Buildings, 1000-0161

36003 Utilities \$44,000

The Department is requesting an additional appropriation for utility usage/costs for all county buildings. This year's budget was \$472,500, and the current fund balance is \$15,366.91. The average monthly cost for utilities is approximately \$44,000; therefore, an additional is needed to cover utility costs for the remainder of 2023.

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B. Request Approval of an Additional Appropriation

General Fund-Commissioners, 1000-0068

30013 Professional Services \$20,000

The proposed video contract will allow Monroe County Government to retain and make publicly available a record of how American Rescue Plan Act (ARPA) funds were used in the community. Originally, the project was presented as an ARPA project. However, both bodies met and decided there was alternate funding.

MEETING RECESS

15. PROBATION DEPARTMENT, Christine McAfee, Anthony Williams, and Troy Hatfield

A. Request Approval of Additional Appropriations

JDAI Performance Grant, 9146-9624				
20001	Office Supplies	\$ 4,000		
22105	Supervision Incentives	\$ 3,500		
30006	Contractual	\$43,222		
30028	Training/Travel	\$ 1,320		
30041	Software	\$10,000		
	TOTAL	\$62.042		

The Courts received grant funding from the Indiana Department of Correction to further implement the Juvenile Detention Alternatives Initiative (JDAI) in Monroe County for the 2023-2024 grant year. The Department is requesting \$62,042 in performance bonus grant dollars to complement the current JDAI grants for the grant year. This performance bonus will be invested in sustaining existing programs and partnerships as well as establishing new community partnerships.

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B. Request Approval of Additional Appropriations

Justice	Partners SIM, 8160-9624		
30006	Contractual	\$!	51,282.84
30028	Training/Travel	\$	500.00
30105	Incentive Special Services	\$	7,717.16
32116	Special Services	\$	500.00
	TOTAL	\$6	50,000.00

The Courts received grant funding for the grant period of 10/1/23 to 9/29/24 to continue a re-entry program for clients being released from incarceration into community supervision. The re-entry program would be staffed by a certified Recovery Coach and Licensed Clinician employed by Centerstone, paid through a MOU between the Monroe Circuit Court and Centerstone.

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C. Request Approval of a Category Transfer

Pul	blic	Safety	/ LIT-Prol	bation	, 1170-0226
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FROM:			
32114	Electronic Monitoring		\$2,500
TO:			
14328	Adult Intake Probation Officer		\$1,000
14329	Problem Solving Court Program Director	-	\$1,200
18201	PERF		\$ 300
		TOTAL	\$2,500

The Department is requesting a category transfer for the increase in salary and benefit amounts that the Council elected to provide probation officers that would have equaled the 5% COLA provided to other county employees. In all other funds, the Department was able to transfer money between fund lines within the personnel category to accommodate the increase.

75

77

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16. HEALTH DEPARTMENT, Lori Kelley

A. Request the Approval of a De-Appropriation

TANF Futures, 8150-9623 21112 LARC \$2,702

The Department is requesting a De-Appropriation of \$2,702 from LARC that was appropriated on 8/25/2023 in the TANF Futures Fund. The \$2,702 receipt was placed incorrectly in the TANF Futures Fund. This amount is being corrected and placed in the Futures Title X Fund. This De-Appropriation request is to help correct discrepancies found while performing internal auditing procedures.

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B. Request the Approval of Additional Appropriations

85

94

Futures Clinic, 8126-9624

 10071
 Nurse Practitioner
 \$ 863.15

 18001
 FT Self Insurance
 \$2,000.00

 21112
 LARC
 \$2,169.06

 TOTAL
 \$5,032.21

The Department is requesting approval of an additional appropriation of earned income and Long-Acting Reversible Contraception (LARC) reimbursement. A total of \$2,863.15 of earned income from October insurance claims needs to be appropriated. The department is also requesting \$2,169.06 from the LARC reimbursement be appropriated. LARC reimbursement is a separate reimbursement from TANF. This reimbursement is to help offset the cost of LARC supplies.

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C. Request the Approval of an Additional Appropriation

DIS Strengthening Prevention, 8180-9624

17801 Part-Time \$18,000

On 3/14/23, the Department received approval for an additional appropriation for Grant Fund 8180 based upon an award letter received from the Indiana Department of Health for \$121,758. The Department recently received the fully executed grant contract and was awarded a different amount of \$139,758. The Health Administrator submitted a budget revision request in October to the Indiana Department of Health which was approved and accounts for the addition funds received.

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D. Request Approval of a Category Transfer

DIS Strengthening Prevention, 8180-9624

FROM:

 20011 Other Supplies
 \$13,788.80

 30014 Other Services
 \$11,427.80

TOTAL \$25,216.60

TO:

 17801 Part-Time
 \$14,714.00

 18101 FICA
 \$ 2,502.60

 30028 Travel/Training
 \$ 8,000.00

 TOTAL
 \$25,216.60

The Description	epartment is requesting a category transfer in order to help cover costs for mileage and part-time salary ses.	
17.	CLERK'S OFFICE, Nicole Browne Request Approval to Update Job Description and Simultaneously Amend the 2023 and 2024 Salary Ordinances	98
	Election Fund-Election Board, 1215-0062	
	FROM: 12002 Election Supervisor COMOT C 35 Hours Non-Exempt TO:	
	12002 Election Supervisor COMOT D 35 Hours Non-Exempt	
On N	ovember 7th, PAC members approved forwarding to Council for discussion.	
This i	em was tabled from the November 28th Work Session.	
role a	epartment is requesting the reclassification of the Election Supervisor position due to revised job duties, and responsibility clarification, and increased expectations. This request was submitted to PAC in June 2023 oner, Irwin, and Scheele (WIS) reviewed the request and completed a desk audit. WIS recommended the on be reclassified as a COMOT D with an effective date of November 19, 2023.	
18.	SHERIFF'S OFFICE, Brianne Gregory Request Approval of an Additional Appropriation Operation Pullover, 8103-0000 17101 Overtime \$3,340.84	146
	epartment is requesting an appropriation of the cash balance within the Operation Pullover fund. The is reimbursable so after appropriating the fund, expenses will be corrected from Fund 1000 to Fund 8103.	
19.	APPROVAL OF SUMMARY MINUTES AS PRESENTED -September 7, 2023: Council Budget Session #2 Summary Minutes -September 13, 2023: Council Budget Session #4 Summary Minutes	179 195
	-November 14, 2023: Council Regular Session	211
	-November 14, 2023: Joint Executive Session of Monroe County Council and Monroe County Board of	221

20. COUNCIL COMMENTS

Commissioners

21. ADJOURNMENT

Monroe County Council Agenda Request Form

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

DEPARTMENT: Economic Development Request Presenter(s): Jeff Cockerill	MEETING DATE REQUESTED (Tentative): December 12, 2023 Phone:					
Was the Council Liaison notified prior to submitting this						
PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes) Creation of Account Line(s) and/or Additional Appropriation(s)						
Fund Name:	Additional Appropriation(5)					
Transfer of Funds Category Fund Name: Fund to Fund Fund Name A: Fund Name B:						
Salary Ordinance Amendment Effective Do	ate of Amendment:					
De-Appropriation of Account Lines Fund Name:						
Other (Specify) Resolution 2023- Approval of a t	tax abatement for NHanced Semiconductors, Inc.					
Narrative: Give a <u>DETAILED SUMMARY</u> explanation	n for the request (purpose, action needed, etc.) .					
	ment. The EDC met and unanimously recommended commissioners approved the Statement of Benefits as					
The physical location of the personal property Curry Pike.	is in the former GE manufacturing site located on					
This project will lead to the hiring of 250 new j be phased in over 5 years.	obs and a total payroll of \$25 million. These jobs will					

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

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

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

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

DEPARTMENT: Fund Name:		MEETING DATE REQUE	STED (Tentative):
Fund Nu	mber:	Location Number:	
Account Number	Account Description	1	Amount Requested
21165	Building Supplies		
40001	Equipment		
	- <u></u>		
	-		
			
		Т	OTAL REQUEST

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

Staff will notify Department when the accounts/additionals have been approved/updated.

RESOLUTION 2023-36

APPROVAL OF TAX ABATEMENT FOR NHANCED SEMICONDUCTOR, INC.

WHEREAS, Monroe County received a tax abatement application for property located at 301 N. Curry Pike, Bloomington, Indiana, which is located in the Curry-Profile TIF district; and,

WHEREAS, the applicant, NHanced Semiconductor, Inc, requested at 10 year personal property abatement, with the 100% of the personal property tax being abated each year; and,

WHEREAS, the property location was established as an economic revitalization area by the County Council in 2018, the ERA was established for 15 years; and,

WHEREAS, the Monroe County Economic recommended approval of the abatement as requested; and,

WHEREAS, the Monroe County Commissioners approved the Statement of Benefits.

NOW, THEREFORE, the Monroe County Council approves a tax abatement for personal property placed by NHanced Semiconductors, Inc. at 301 N. Curry Pike, Bloomington, Indiana. The abatement shall last ten years, and 100% of the eligible property tax shall be abated for each year of the abatement. This approval is subject to an executed Memorandum of Understanding (MOU) between the Company and County. The County Council authorizes its President to execute a Memorandum of Understanding. This resolution shall be subject to the provisions of Indiana Code 6-1.1-12.1 et al.

Presented to the County Council of Monroe County, Indiana; read in full and adopted on the _____ day of December **2023.**

(Remainder of page intentionally left blank.)

MONROE COUNTY COUNCIL

□Aye □Nay	Abstain	☐Not Present	
,			L. Kate Wiltz, President
□Aye □Nay	Abstain	Not Present	Trent Deckard, President Pro Tempore
□Aye □Nay	Abstain	Not Present	Jennifer Crossley, Councilor
□Aye □Nay	Abstain	Not Present	Marty Hawk, Councilor
□Aye □Nay	Abstain	Not Present	Peter Iversen, Councilor
□Aye □Nay	Abstain	Not Present	Geoff McKim, Councilor
□Aye □Nay	□Abstain	Not Present	Cheryl Munson, Councilor
ATTEST:			
Catherine Smith,			
Monroe County, I	ndiana		

MONROE COUNTY ECONOMIC DEVELOPMENT COMMISSION

APPLICATION FOR TAX ABATEMENT/ DESIGNATION AS AN ECONOMIC REVITALIZATION AREA

Please type all information in the spaces provided. Attach additional pages at the end.

1. OWNERSHIP: If a partnership, include all general partners; if a corporation, include all owners.

Owner Name: Robert Patti – NHanced Semiconductors, Inc.

Address: 1201 N. Raddant Road

Telephone: 331-701-7070

Percent Ownership: 100%

Owner Name:

Address:

Telephone:

Percent Ownership:

Owner Name:

Address:

Telephone:

Percent Ownership:

2. PROPERTY DESCRIPTION: Please attach to this application a legal description of the real property.

Street Address: 301 N Curry Pike, Bloomington, In 47404

Dimensions: See attached.

Acreage: 70.2

3. CURRENT PROPERTY STATUS

Is the property located within Monroe County and not within the corporate limits of a city or town? (Yes or No)

Yes

What is the current zoning designation of the property?

Light Manufacturing & Assembly

Describe any anticipated zoning changes required.

^{*} A MAP AND LEGAL DESCRIPTION OF THE PROPERTY MUST BE INCLUDED BEFORE APPLICATION CAN BE PROCESSED.

None
Describe the company's products/services and how the proposed expansion will benefit the company.
NHanced Semiconductors, Inc. is a privately held design and manufacturing innovator with deep expertise in cutting edge semiconductor technologies. Currently operations include a HQ in Batavia, IL, fabrication space in North Carolina, and a planned DOD-dedicated facility at Westgate.
Describe the current use(s) of the property, including the names and types of any businesses operating and the
number of jobs they employ.
Cook Group owns the property but it is currently mostly vacant.
State the current use and age of all buildings and permanent structures on the property.
See above.
List the current assessed valuation of the land and any improvements already on it. \$8,125,300 (\$5,370,300 land + \$2,755,000 improvements)
List the current assessed valuation of existing land, buildings and/or equipment that will be retained by the company
See above. It is not anticipated that the company would retain much, if any, equipment as it will have to bring in its own new equipment to operate the semiconductor line.
List any public improvements and costs that will be necessary (roads, utilities, etc.).

None identified at this time.

4. PROPOSED IMPROVEMENTS

If the tax abatement will be for **real estate**, describe 1) proposed improvements, 2) projected costs (usually a contractor's quote), and 3) what the building will be used for and reason for the expansion.

N/A

If the tax abatement will be for **equipment**, describe 1) equipment to be purchased, 2) the projected costs of that equipment (usually a vendor's quote), and 3) what the equipment does and why it is necessary.

The bulk of the investment will be in microelectronics manufacturing and/or R&D equipment necessary to run the product line, which the company anticipates investing approximately \$150M. The company anticipates that a bulk of this investment will be in-service by the end of 2029. The company will also invest in cleanroom space improvements, which the company understands may be assessed (at least partially) as personal property. The company will also invest approximately \$2M in IT equipment. Due to strong demand within the industry, there is the potential that investment could come in higher.

Project starting date: 01/01/2024

Project completion date: 12/31/2029

5. ECONOMIC IMPACT

On the lines below, list all new <u>full-time</u>, <u>permanent positions</u> to be hired as a result of the proposed project.

Position Title	Number to	Starting
(example: Warehouse, Operator, etc.)	be Added	Hourly Wage Average of
Management	35	\$250,000+ (\$120/hour)
Engineering	65	Average of \$200,000+ (\$96/hour)
Production	150	Average of \$70,000- \$120,000 (\$33.65-
NOTE: Wages above does NOT include benefits.		\$58/hour) \$
		\$

State the estimated percentage of current employees who live in Monroe County and describe how the company will advertise new job openings.

N/A – no current operations

On the worksheet below, list and describe all fringe benefits to be offered new, full-time hires in the first year of employment. 'Hourly Value' and 'Cost Shared by Employee' are usually calculated by dividing the annual cost of the benefit per employee by 2,080 (the number of full-time working hours in a year). 'Participation Rate' refers to the percentage of employees who take advantage of some or all of the benefit.

If different benefit packages will be offered to employees filling different positions, complete a separate worksheet for each benefit package.

Please use the form provided - do not use attachments to report this information.

POSITION TITLE: Benefits provided to all FT

Name of Benefit	Hourly Value	Cost Shared By Employee	Participation Rate
Medical (Dependent on plan and spouse/children)	\$4.28-8.28	\$0.70-5.92	TBD
Dental (Full premiums covered)	\$0.41	\$0	TBD
401(k) Match	\$1.68+	n/a	TBD
Life & ST/LT Disability (Full premiums covered)	\$0.50	\$0	TBD
	\$	\$	%
	\$	\$	%
	\$	\$	%
	\$	\$	%

Total value of benefits for each new hire in this position	\$14,290- \$22,600 annually
Base hourly wage for each new hire in this position (from page 4)	\$48
Total hourly wage for each new hire in this position	\$55-59

State any additional comments about fringe benefits below:

Describe any other beneficial or detrimental economic effects that the project would likely have on Monroe County.

NHanced has a number of critical vendors/suppliers that would contribute to this facility's success. There is a potential that these vendors/suppliers could locate operations nearby.

The company anticipates collaboration with local universities and school districts, most notably Indiana University.

The site is a brownfield.

- 6. Complete side one of the Form SB-1 Statement of Benefits.
- * A COMPLETE FORM SB-1, BEARING AN ORIGINAL SIGNATURE, MUST BE INCLUDED BEFORE APPLICATION CAN BE PROCESSED
- **7. CONTACT PERSON:** This individual is responsible for preparing and submitting annual filings and for providing information needed to conduct annual compliance reporting.

Name: Tim Conrad

Title: President, Stimulus

Address: PO Box 5081

City, State, Zip: Zionsville, IN 46077 Telephone Number: 317-997-3269

Fax Number:

Email Address: tim.conrad@stimulusllc.com

8. CERTIFICATION AND SIGNATURE

I hereby certify that the representations made in this application are true, and that if the above improvements are not commenced (defined as obtaining a permit and actually starting 'construction') within twelve (12) months of the date of the designation of the above area as an Economic Revitalization Area, the Monroe County Council shall have the right to void such designation of the area and terminate the applicant's property tax abatement.

PROPERTY MAP & LEGAL DESCRIPTION



Parcel Information

Owner Name Cook Property Incorporated

Owner Address Attn: Jason Rager Po Box 1608 Bloomington, In 47402

Parcel Number 53-04-36-300-003.000-011

Alt Parcel Number 007-15610-00

Property Address 301 N Curry Pike, Bloomington, In 47404

Property Class Code 340

Property Class Light Manufacturing & Assembly

 Neighborhood
 17B Richland Twp - Com - A, 53011078-011

 Legal Description
 007-15610-00 PT SW 36-9-2W 70.20 A; Plat 18

Taxing District

Township Richland Township

Corporation Richland-bean Blossom Community

Taxing District Name Richland Township

Taxing District Number 011

MONROE COUNTY ECONOMIC DEVELOPMENT COMMISSION

Recommendation to Monroe County Council

ECONOMIC DEVELOPMENT COMMISSION

	0 00	1-
Susan Sandberg	Sardber	
Sandy Sandy Cig	-29	
Fred Schultz		, , , , ;
Greg Travis		

STATEMENT OF BENEFITS PERSONAL PROPERTY

State Form 51764 (R5 / 1-21)
Prescribed by the Department of Local Government Finance

FORM SB-1/PP

PRIVACY NOTICE

Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

INSTRUCTIONS:

- 1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and/or research and development equipment, and/or logistical distribution equipment and/or information technology equipment for which the person wishes to claim a deduction.
- 2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the installation of qualifying abatable equipment for which the person desires to claim a deduction.
- 3. To obtain a deduction, a person must file a certified deduction schedule with the person's personal property return on a certified deduction schedule (Form 103-ERA) with the township assessor of the township where the property is situated or with the county assessor if there is no township assessor for the township. The 103-ERA must be filed between January 1 and May 15 of the assessment year in which new manufacturing equipment and/or research and development equipment and/or logistical distribution equipment and/or information technology equipment is installed and fully functional, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between January 1 and the extended due date of that year.
- 4. Property owners whose Statement of Benefits was approved, must submit Form CF-1/PP annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
- 5. For a Form SB-1/PP that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/PP that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. (IC 6-1.1-12.1-17)

SECTION 1			TAXPAYER	INFORMATI	ON					
					Name of contact person					
Nhanced Semicon	Robert Patti									
Address of taxpayer (number	Telephone number									
1201 N. Raddant F	•			(331) 701-7070						
SECTION 2	L	OCATION AN	D DESCRIPTI	ON OF PRO	POSED PROJ	ECT				
Name of designating body					Resolution nur	nber (s)				
Monroe County Co	Duncii				£.		DI OE tavia a d			
Location of property See attached County DLGF taxing district number 53011										
	ing equipment and/or re	search and d	evelonment ed	uinment	IVIOITIO	<u> </u>	ESTIMATED			
Description of manufacturi and/or logistical distributio (Use additional sheets if n	on equipment and/or info ecessary.)	rmation techr	nology equipme	ent.			START DATE		COMPLETION DATE	
See attached	• /				Manufacturin	g Equipment	01/01/20	024	12/	31/2029
					R & D Equipr	ment	01/01/20	024	12/	31/2029
					Logist Dist E	quipment	01/01/2024		12/	31/2029
						IT Equipment		024	12/	31/2029
SECTION 3	ESTIMATE OF	EMPLOYEE	S AND SALAF	RIES AS RE	SULT OF PRO	POSED PRO	JECT			
Current Number	Salaries	Number	Retained	Salaries		Number Ad	dditional	Salar		100
0	0					250		\$25	,000,0	00
SECTION 4			CTURING		PROPOSED P		T DIST	17	FOU	PMENT
NOTE: Pursuant to IC 6-1 COST of the property is c	(, (,		PMENT ASSESSED	N & D E	ASSESSED	EQUIF	EQUIPMENT			
COST of the property is o	oringential.	COST	VALUE	COST	VALUE	COST	ASSESSED VALUE	CO	ST	ASSESSED VALUE
Current values										
Plus estimated values of p	proposed project	\$150,000,00	0					\$2,000	0,000	
Less values of any proper	ty being replaced									
Net estimated values upor										
SECTION 5	WASTE CO	NVERTED A	ND OTHER BE	ENEFITS PF	ROMISED BY T	HE TAXPAYI	ER			
Estimated solid waste cor	nverted (pounds)			Estimated hazardous waste converted (pounds)						
Other benefits:										
SECTION 6			TAXPAYER (CERTIFICAT	ION					
I hereby certify that the re	epresentations in this sta	atement are tr								
Signature of authorized repres	sentative X	Pate					te signed (mon 11/27/202		/ear)	
Printed name of authorized representative Robert Patti					Title President					
Transfer att										

We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2. A. The designated area has been limited to a period of time not to exceed _____ calendar years * (see below). The date this designation expires . NOTE: This question addresses whether the resolution contains an expiration date for the designated area. B. The type of deduction that is allowed in the designated area is limited to: Yes No Enhanced Abatement per IC 6-1.1-12.1-18 1. Installation of new manufacturing equipment; Check box if an enhanced abatement was Yes No 2. Installation of new research and development equipment; approved for one or more of these types. ☐ Yes ☐ No 3. Installation of new logistical distribution equipment. 4. Installation of new information technology equipment; Yes No C. The amount of deduction applicable to new manufacturing equipment is limited to \$ cost with an assessed value of \$. (One or both lines may be filled out to establish a limit, if desired.) D. The amount of deduction applicable to new research and development equipment is limited to \$ cost with an assessed value of . (One or both lines may be filled out to establish a limit, if desired.) E. The amount of deduction applicable to new logistical distribution equipment is limited to \$____ . (One or both lines may be filled out to establish a limit, if desired.) F. The amount of deduction applicable to new information technology equipment is limited to \$____ _____ cost with an assessed value of . (One or both lines may be filled out to establish a limit, if desired.) G. Other limitations or conditions (specify) H. The deduction for new manufacturing equipment and/or new research and development equipment and/or new logistical distribution equipment and/or new information technology equipment installed and first claimed eligible for deduction is allowed for: ☐ Year 4 Enhanced Abatement per IC 6-1.1-12.1-18 Year 1 ☐ Year 2 Year 3 Year 5 Number of years approved: Year 6 Year 7 Year 8 Year 9 Year 10 (Enter one to twenty (1-20) years; may not exceed twenty (20) years.) I. For a Statement of Benefits approved after June 30, 2013, did this designating body adopt an abatement schedule per IC 6-1.1-12.1-17? If yes, attach a copy of the abatement schedule to this form. If no, the designating body is required to establish an abatement schedule before the deduction can be determined. Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above. Approved by: (signature and title of authorized member of designating body) Telephone number Date signed (month, day, year)) Printed name of authorized member of designating body Name of designating body Printed name of attester Attested by: (signature and title of attester)

FOR USE OF THE DESIGNATING BODY

IC 6-1.1-12.1-17

Abatement schedules

Sec. 17. (a) A designating body may provide to a business that is established in or relocated to a revitalization area and that receives a deduction under section 4 or 4.5 of this chapter an abatement schedule based on the following factors:

* If the designating body limits the time period during which an area is an economic revitalization area, that limitation does not limit the length of time a

taxpayer is entitled to receive a deduction to a number of years that is less than the number of years designated under IC 6-1.1-12.1-17.

- (1) The total amount of the taxpayer's investment in real and personal property.
- (2) The number of new full-time equivalent jobs created.
- (3) The average wage of the new employees compared to the state minimum wage.
- **(4)** The infrastructure requirements for the taxpayer's investment.
- (b) This subsection applies to a statement of benefits approved after June 30, 2013. A designating body shall establish an abatement schedule for each deduction allowed under this chapter. An abatement schedule must specify the percentage amount of the deduction for each year of the deduction. Except as provided in IC 6-1.1-12.1-18, an abatement schedule may not exceed ten (10) years.
- (c) An abatement schedule approved for a particular taxpayer before July 1, 2013, remains in effect until the abatement schedule expires under the terms of the resolution approving the taxpayer's statement of benefits.

Attachment to SB-1

NHanced Semiconductors, Inc.

NHanced Semiconductors, Inc. is excited about the prospect of growth in Monroe County as part of the microelectronics project. Below is information relating to the company's planned growth:

<u>Location</u>: NHanced is proposing locating at the Cook Medical space at 301 N Curry Pike, Bloomington, In 47404. The parcel number is 53-04-36-300-003.000-011.

Amount of Investment: The bulk of the investment will be in microelectronics manufacturing and/or R&D equipment, which the company anticipates investing approximately \$150M. Below is a breakout of some of the major components with an approximate cost listed:

- Lithography Equipment \$60M
- Etch Equipment \$35M
- Deposition Equipment \$30M
- Bonding Equipment \$25M
- And Other Related Semiconductor Manufacturing/R&D Equipment.

The company anticipates that a bulk of this investment will be in-service by the end of 2029. The manufacturing process will occur in a clean room environment. The company will invest in cleanroom space improvements, which the company understands may be assessed (at least partially) as personal property. The company will also invest approximately \$2M in IT equipment. Due to strong demand within the industry, there is the potential that investment could come in higher.

<u>Jobs</u>: The company anticipates that growth will be up to 250 jobs by 2029. These positions will be high quality, with average annual compensation likely exceeding \$100,000 per year.



COOK GROUP INCORPORATED
750 DANIELS WAY,
P.O. BOX 1608
BLOOMINGTON, IN 47402-1608 U.S.A.
PHONE: 812.331.1025 FAX: 812.331.8990
WWW.COOKGROUP.COM

Jeff Cockerill Monroe County Board of Commissioners Monroe County Council

December 6, 2023

Dear Mr. Cockerill,

I'm writing on behalf of Cook Group Incorporated to express that we are actively working with NHanced Semiconductors, Inc. to execute a lease agreement at the former home of the GE appliances plant on Curry Pike in Bloomington.

We are the registered owner of the Monroe County, Indiana, Economic Development Revenue Bond, Series 2018 (Cook Group Project) issued on July 26, 2018. Acknowledging that approval of the tax abatement will negatively impact the revenues of the TIF district, we support approval of the tax abatement.

We look forward to working with NHanced as they bring new investment and jobs to Monroe County.

Sincerely,

Jobh R. Kamstra EVP & CFO

Monroe County Council Agenda Request Form

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

DEPARTMENT: Convention Visitors Commission MEETING Request Presenter(s): Michael Campbell	DATE REQUESTED (Tentative): 12/12/2023 Phone:
Was the Council Liaison notified prior to submitting this Agenda Requ	uest: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes) Creation of Account Line(s) and/or Addition	onal Appropriation(s)
Fund Name: Convention Visitor-Tourism	
Transfer of Funds Category Fund Name: Fund to Fund Fund Name A: Fund Name B:	
Salary Ordinance Amendment Effective Date of Amenda	ment:
De-Appropriation of Account Lines Fund Name:	
Other (Specify)	
Narrative: Give a <u>DETAILED SUMMARY</u> explanation for the reque	est (purpose, action needed, etc.) .
The Convention and Visitor's Commission is requesting a support the renovation of the Karst Athletic Fields as this sports tourism to Monroe County.	· · ·

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

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

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

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

DEPARTMENT:	Con	vention & Visitor's Con	nmission	MEETIN	G DATE REQU	ESTED (Tentative):	12/12/2023
Fund Nan	Name: Convention Visitor-Tourism Fund				_		
Fund Numb	er:	1127	Location	Number:	0000		-
Account Number	Acc	ount Description					Amount Requested
	CVC	Karst Turf Project					500,000
·							
·							
·							
·					-	TOTAL REQUEST	500,000,00
						IOTAL REQUEST	500,000.00

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

Staff will notify Department when the accounts/additionals have been approved/updated.

LOCATION REPORT AS OF 12-4-23: \$3,183,815.83

Fund ☐ Fund : 1127	Ac ct	Acct Desc	Carry Forward Approp	Original Approp A	ddt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
☐ Fund Desc : Conven	tion-Visi	tor & Tourism									
□ Loc : 0000											
☐ Loc Desc : No	Departm	nent									
1127	3001	3 Professional Services	0.00	2,500.00	0.00	0.00	2,500.00	590.00	1,910.00	0.00	76.40%
1127	3812	?7 Visitor Center Services	0.00	1,790,228.00	0.00	0.00	1,790,228.00	1,790,228.00	0.00	0.00	0.00%
1127	3812	28 Commissioners Expense	0.00	150,000.00	0.00	0.00	150,000.00	57,060.00	92,940.00	0.00	61.96%
1127	3812	29 Convention Center Service	0.00	364,569.00	0.00	0.00	364,569.00	364,568.00	1.00	0.00	0.00%
			0.00	2,307,297.00	0.00	0.00	2,307,297.00	2,212,446.00	94,851.00	0.00	4.11%
			0.00	2,307,297.00	0.00	0.00	2,307,297.00	2,212,446.00	94,851.00	0.00	4.11%
			0.00	2,307,297.00	0.00	0.00	2,307,297.00	2,212,446.00	94,851.00	0.00	4.11%
			0.00	2,307,297.00	0.00	0.00	2,307,297.00	2,212,446.00	94,851.00	0.00	4.11%
			0.00	2,307,297.00	0.00	0.00	2,307,297.00	2,212,446.00	94,851.00	0.00	4.11%

Contract by and Between the Monroe County Commissioners and the Monroe County Sheriff Merit Deputies

<u>ARTICLE I – COMPENSATION</u>

Section 1: Definitions

The parties to this agreement are the Merit Deputies of the Monroe County Sheriff's Office (hereinafter "police officers"), additional Monroe County Employees as defined in Monroe County Code 251-2, and the Monroe County Commissioners.

This contract is subject to approval by the Monroe County Council.

Section 2: Union Membership

The parties agree that the Monroe County Code Section 251-2 shall be amended to include only Merit Deputies as part of the Collective Bargaining Unit.

Section 3: Work Schedule

The parties to this contract make the following assumptions concerning the work schedule for police officers of the Monroe County Sheriff's Office:

- 1. Police officers work a 6 day on and 3 day off schedule.
- 2. Eight hours, 15 minutes constitutes a work shift for police officers.
- 3. Three work shifts are scheduled per day.
- 4. Police officers assigned as detectives or in administrative assignments work a 5 day on (Monday through Friday) and 2 day off schedule. Eight hours constitutes a work shift for police officers assigned as detectives.
- 5. The Sheriff may change the work schedule only after giving 30 days written notice to the police officers. The written notice shall include the Sheriff's reasoning for the change.

Subsection A: Shift Assignments

1. Between November 1 and November 15 for each year affected by this Agreement, a "bidding season" shall be open for each police officer to submit their first, second and third choice for shift assignment.

- 2. When making shift assignments, consideration will be given for seniority when possible; however, shift assignments will be made in accordance with the needs of the Sheriff's office.
- Shift assignments become effective on the first (1st) day of January of each year of this 3. Agreement following the "bidding season".
- 4. Shift assignments may be altered based upon the needs of the department.

Subsection B: Salary

Section 1: Base Salary The 2024 base salary of all Police Officers employed by the Monroe County Sheriff's Office subject to this agreement shall be equal to the 2023 base salary plus any increase in wages given to the general County employees.

Section 2: Shift Bonus

Police officers working 2nd Shift or 3rd Shift shall receive a shift bonus per pay period in the following amounts:

```
pay of $1.00 per hour for assignment to Third Shift an
d $0.88 per hour for assignment to Second Shift
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Police officers working a regularly scheduled split shift (a shift that splits the normal eight hour and fifteen-minute shift) shall be paid a shift bonus A s-Shift bonus shall not be paid to an officer on sick leave or administrative/disciplinary leave. A Shift-shift bonus '-will be paid to officers, whose would have been scheduled to work 2nd Shift, 3rd Shift, or any Split Shift, using any benefit time during the pay period.

Section 4: Payroll

Police officers employed by the Monroe County Sheriff shall receive the minimum salary reflective in the Monroe County Compensation Policy.

Subsection A: Pay Limitation for New Police Officers

Probationary police officers shall enter into the Field Training Officer program and will not be eligible for shift pay or special patrol pay. Such probationary period shall end when the officers successfully complete the Field Training Officer program.

Section 5: Overtime Pay

Subsection A: Straight Time Payments

If the Monroe County Sheriff receives a law enforcement grant which specifically authorizes payment for additional hours worked that exceeds the straight time payment rate set forth above, the police officer may be paid at the higher rate as set forth in the grant. All such payments must come from the grant funds.

Subsection B: Overtime Computation

Any time a police officer works overtime authorized by the Monroe County Sheriff or his designee, the officer shall be compensated at one and one-half times their straight time rate. This includes any time a police officer works hours in excess of his regularly scheduled duty hours as defined by Article I, Section 3, and/or any time a police officer is called in from off duty.

In accordance with the Monroe County Personnel Policy handbook, time off on compensatory leave, bereavement leave, personal benefit leave, vacation leave, or emergency closings will not be considered as hours worked for purposes of calculating overtime compensation. Time off on holidays will be considered as hours worked for purposes of calculating overtime.

Subsection C: Call Out

Police officers shall be given a minimum credit of three hours for all call outs that are not cancelled within fifteen (15) minutes of activation.

Section 6: Specialty Pay

Subsection A: Field Training Officers

Police officers who are assigned as Field Training Officers will receive instructional pay of \$0.48 per hour. Bonus pay shall be paid only when the officer was designated in this capacity for a full pay period. The number of Field Training Officers shall be determined by the County Council, in consultation with the Sheriff. The number of training officers shall not exceed twelve (12), unless otherwise determined by the Sheriff and appropriated by the Council.

Subsection B: Bargaining Committee Members

Police officers who are assigned to be members of the bargaining committee will be eligible to accrue up to 24 hours of compensatory, time annually while performing their duties related to the committee. All compensatory, time must be approved in writing prior to accrual by the Sheriff and/or his designee.

Subsection C: Training Instructors

Police oOfficers who are assigned Training Instructors will receive instructional pay of \$0.24 per hour. Bonus pay shall be paid only when the police officer was designated in this capacity for a full pay period. The Monroe County Sheriff has sole discretion as to designation and assignment of Training Instructors. The number of training officers shall not exceed twenty (20), unless otherwise determined by the Sheriff and appropriated by the Council.

Subsection E: Specialty Units

Police officers who are assigned to a Specialty Unit will receive additional pay of \$0.24 per hour, per Specialty for up to two (2) Specialties per calendar year. Specialty units include the following: (CIRT, Dive, Bicycle, Accident Reconstruction, Drug Recognition Officer, Certified Polygraph Officer, Drone Officer.) will receive additional pay of \$.024 per hour, per Specialty up to 2 Specialties per calendar year. Bonus pay shall be paid only when the police officer was designated in this capacity for a full pay period. The Monroe County Sheriff has sole discretion as to designation and assignment of Specialty Unit Members. The number of Police officers on each specialty team shall not exceed the following designations, unless otherwise determined by the Sheriff and appropriated by the Council.

Specialty	Number of Members not to exceed:
CIRT	10
Dive	6
Bicycle	10
Accident Reconstructionist	2
Drug Recognition Officer	2
Certified Polygraph Officer	1
Drone Officers	6

Subsection E: Detectives

Police officers who are assigned to the Detective Division will receive additional pay of \$0.67 per hour.—Bonus pay shall be paid only when the police officer was designated in this capacity for a full pay period. The Monroe County Sheriff has sole discretion as to designation and assignment of Detectives. The number of Detectives, including the Detective Lieutenant and Detective Sergeant, shall not exceed five (5), unless otherwise determined by the Sheriff and appropriated by the Council.

Subsection F: Canine Police Officers

Police officers who are assigned as Canine police officers will receive an additional pay of \$0.67 per hour. Canine officer pay shall apply to supervisors if they are assigned to work and handle a dog as part of the Canine officer program. Bonus pay shall be paid only when the police officer is designated in this capacity for a full pay period. The Monroe County Sheriff has sole discretion as to the designation and assignment of the K9 officers. The number of Canine Police officers shall not exceed two (2), unless otherwise determined by the Sheriff and appropriated by the Council.

Canine police officers will utilize one (1) hour of their regularly assigned shift as canine maintenance, when allowable and with supervisor's approval. This compensation arrangement is intended to compensate canine officers for canine maintenance time on off days as well as active-duty days.

The Sheriff's Office shall be responsible for the costs related to veterinary care and feeding/maintenance for the canine. These expenses will be covered pursuant to an independent contract executed between the Sheriff's Office and the Canine officers.

Subsection G: Education Incentives

Each year the County Council shall review a recommendation for educational incentives for police officers. The Sheriff, with Commissioners' support, shall recommend to the Council that Officers who have degrees from accredited institutions of higher learning shall receive higher education pay of \$0.24 per hour for an Associate's degree, \$0.96 per hour for a Bachelor's degree, and \$1.20 per hour for a Master's degree. These amounts shall be minimums for the recommendation, nothing in this contract would prohibit a higher recommendation. In event, the Council approves an Education Incentive pay, it shall only be paid to those who have attained the degree, and provide certification from the institution of higher learning, on or before December 1st of the year. However, certification need only be provided once, unless there is a break in service.

ARTICLE II – CLOTHING ALLOWANCE

Section 1: Annual Allowance

Each Police Officer with one (1) year of service shall be allocated \$1,600 for uniforms and equipment. The Sheriff shall develop policies on Police of officer requests, payment and return of purchased items upon termination of employment.

New police officers shall be provided equipment and uniforms as described in Eexhibit A, consisting of one (1) page, which is incorporated herein and made part of this Agreement. Any police officer who terminates their his/her employment or is terminated by the Sheriff or the Sheriff's Merit board, with one (1) year or less of continuous service, shall return all uniforms and equipment provided by the Monroe County Sheriff or repay the value of the clothing and equipment provided by the Monroe County Sheriff.

<u>ARTICLE III – BENEFIT DAYS</u>

Section 1: Paid Vacations

Police Officers are entitled to vacations with regular pay according to the following schedule:

First full year of employment – after 6 months 5 days

Beginning at the end of the first full year until the end of the fifth year (the 10 days will be prorated for the period between the end of the first full year of employment and January 1st of the subsequent year.)

10 days

Beginning of the sixth year until the end of the tenth year 15 days

Beginning of the eleventh year until the end of fifteenth year 20 days

Beginning of sixteenth year until termination of employment 25 days

Subsection A: Accrual

Vacations are to be scheduled on a calendar year basis. A police officer will be eligible for an increase in vacation days in the same manner as other Sheriff Department employees.

Subsection B: Scheduling

Vacation requests shall be considered and assigned on a seniority basis with senior police officers having first priority. In order to be eligible for seniority vacation preferences, a police officer must submit their request to the Sheriff, Chief Deputy, or Shift Commander by January 31 of the year in which the vacation is to be scheduled. Scheduling of vacation requests received after January 31 deadline will be processed on a first come, first serve basis.

Subsection C: Vacation Accrual During Leave of Absence

During a leave of absence, vacation time will not accrue.

Subsection D: Vacation Carry-Over and Illness During Vacation

With written permission from the Sheriff, a maximum of ten vacation days may be carried over into the next calendar year or may be converted into sick days. If a police officer is ill for three or more days during a scheduled vacation, the time may be recognized as sick leave and the vacation days may be rescheduled.

Subsection E: Vacation Pay Allocation at Termination of Employment

Terminal vacation pay will be granted for vacation allowances earned but not yet taken, provided the police officer leaves in good standing and meets termination requirements of two weeks notice before leaving employment.

Section 2: Paid Holidays

All police officers shall receive, on January 1st, an annual allowance of 16 days off with pay as compensation for working on county and legal holidays. These days off shall be scheduled with the permission of the Sheriff and may be taken in full or ½ day increments. Two days prior notice to the Sheriff or his designee is required before taking such days. New hires shall have the number of holidays pro-rated based on their date of employment. Police officers shall have the number of holidays pro-rated upon termination based on their termination date.

Section 3: Paid Personal

Police officers shall receive one paid day per month personal leave. Personal leave must be requested pursuant to the Monroe County Personnel Policy. To be eligible for personal leave due to an illness, a police officer must call in to report the sickness or injury at least two hours prior to the beginning of the police officer's normal shift.

Subsection B: Work Related Injury or Illness

Police officers with a job-related sickness or injury shall be entitled to receive full compensation pending a doctor's release to return to work or eligibility for disability pension subject to the following:'

- 1. Payment of the police officer's salary is to be based on a 2/3 wage contribution from Worker's Compensation Insurance and a 1//3 contribution from the County.
- 2. A police officer's job-related sickness or injury shall not be deducted from the police officer's accumulated personal days, but will require certification from a doctor.
- 3. The provision applies only to the period when the police officer is receiving Worker's Compensation benefits and is unable to work.

Subsection C: Paid Sick Leave Allocation at Termination of Employment

After July 1st of 2013, any police officer shall receive personal leave pay upon termination of employment in accordance with the schedule below for sick leave allowances earned but not yet taken.

For police officers with 10 years of Monroe County Service but less than 20 years of service. 20% of the personal time earned but not taken for up to 480 hours. For police officers with over 20 years of service. 40% of the sick time earned buy not taken up to 480 hours.

For example, a 10 year and one day police officer who earns \$20 an hour retires with 1000 hours of personal leave allowances earned but not taken. That officer will be entitled to 20% of \$9600 (20 an hour and 480 hours) or \$1,920. If the same officer had 20 year and one day of service as a police officer with the Monroe County Sheriff's Department, that officer will be entitled to 40% of \$9600, or \$3840.

The County reserves the right to switch to a paid time off system for its benefits. If this occur than the rights bestowed on the police officers shall terminate, and the paid time off system for all county employees shall govern this issue.

ARTICLE IV – OTHER BENEFITS

Section 1: Insurance

Police officers shall receive any medical, dental and life insurance which are available to regular county employees.

Section 2: Worker's Compensation

The County shall carry Worker's Compensation for all employees in the bargaining unit as required by law.

Section 3: Death Benefits

A police officer shall be eligible for death benefits as set forth by Indiana law and Sheriff's Office benefits.

Section 4: Retirement Benefits

Retirement benefits will follow guidelines set forth by the Indiana Statute. The maximum monthly pension for a police officer who retires, will be increased by no more or no less than two percent (2%) of that average monthly wage for each year of service over twenty (20) years to a maximum of seventy-four percent (74%) of that average monthly wage plus twenty dollars (\$20)

Police officers who are at least 52 years of age and have been employed as a Police officer for the minimum number of years to receive earned benefits are eligible to retire and collect the earned benefits.

Section 5: Take Home Vehicles

Merit Deputies shall have use of their issued take home vehicles within the limit of the adjoining Counties of Monroe County. These counties include Morgan County, Owen County, Greene County, Lawrence County, Brown County, and Jackson County. The Sheriff has the authority to determine eligibility for take home vehicles, and may remove any officers' eligibility for safety, performance and/or disciplinary reasons.

Section C: Deferred Retirement Option Plan

The Retirement benefits plan will include a Deferred Retirement Option Plan in compliance with Indiana statute. Merit deputies may choose to opt into the 457B Plan.

<u>ARTICLE V – MONROE COUNTY PERSONNEL POLICE-SAME</u>

Unless specifically addressed by the Merit Board, police officers will be subject to the Monroe County Personnel Policy.

<u>ARTICLE VI – SAVING CLAUSE</u>

In the event any article, section or portion of this 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; and upon issuance of such a decision, the employer and the Fraternal Order of Police agree to attempt to negotiate a substitute for the invalidated article, section or portion thereof.

The Sheriff's Merit Board is not a party to the Contract. Pursuant to Indiana law, provisions such as hours of work, work schedules, overtime lists, layoffs and union security are subject to change without notice by the Sheriff or the Merit Board. Should the Sheriff or the Merit Board take actions that materially alter the terms of this Contract, the parties agree to attempt to negotiate a substitute for the invalid article, section or portion thereof.

The Police Officers Representatives confirms that they are duly authorized to execute this contract on behalf of the bargaining unit, that all internal Union process and procedures have been met for execution of this agreement.

ARTICLE VII – EFFECTIVE DATE AND TERMINATION DATE OF CONTRACT

Section 1: Duration of Agreement

This agreement shall be effective on January 1, 2024, and shall remain in full force and effect until December 31, 2027.

Section 2: Extension of Contract

The parties that this agreement may only be extended by written document executed by representatives of the Monroe County police officers, Monroe County Commissioners and the Monroe County Council.

(remainder of page left intentionally blank) Commissioners of Monroe County, Indiana

"Ayes"	"Nays"
Penny Githens, President	Penny Githens, President
Julie Thomas, Vice President	Julie Thomas, Vice President
Lee Jones	Lee Jones
ATTEST: Passed on day of	, 20
Catherine Smith, Monroe County Auditor	
MONROE	COUNTY SHERIFF
Ruben Marte, Sheriff	
With the below signatures, the Merit Dep	Y REPRESENTATIVES: Outy Representatives Represent and Warrant that regaining Unit to execute this contract on its behalf
and that all necessary procedures have be	
Representative	Representative



Revised 3/2018

MONROE COUNTY COUNCIL **AGENDA REQUEST**

(Review form before completing)

DEPARTM	ENT: Prosecutor	TODAY'S DATE: 09/11/2023
CONTACT PERSON(S): Bo	eth Hamlin	
PHONE: (812) 349-2064	EMAIL: bhamlin@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)		
Please give a THOROUGH no	arrative explanation of the request (purpose of	the request and action needed by Council).
number STOP-2023-00004. The	• • • • •	nd to appropriate renewed STOP grant funding, for grant ts for a full time Sex Crimes DPA specialist, a full time tims Unit.
	412.34 is required and is paid by way of the bal	222 - 9/30/23. Total funding for this contract is ance of salary and benefits for these positions. The match
approval of these funds within t		Indiana Criminal Justice Institute. I have received ke this appropriation contingent on the receipt of the

CREATION OF FUND/ACCOUNT LINE(S) with ADDITIONAL APPROPRIATION(S) (if needed)

DEPARTMENT: Prosecutor		TODAY'S DATE: 09/11/2023		
FUND NAME:	STOP Grant	FUND: 8123	LOCATION: 9624	
ACCOUNT NUMBER(S) 13425	ACCOUNT DESCRIPTION(S) Sex Crimes DPA		APPROPRIATION(S) \$ 44,263.65	
13015	Domestic Violence DPA		\$ 44,263.65	
17801	Part Time		\$ 11,700.00	
18101	FICA		\$ 6,066.00	
18201	PERF		\$ 11,260.00	
		GRAND TOTAL	\$ 117.552.20	

^{*}Please confirm new Fund/Account Number(s) and Description(s) with the Auditor's Office prior to Council submission.*

Cash Balance as of 9/22/2023: (\$38,009.67)

Fund ☐ Fund : 8123	Acct	Acct Desc	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Encumbra nce	Unexpend Pct
☐ Fund Desc :		nt 16.588									
□ Loc : 962											
☐ Loc De	esc : 2023										
8123	13015	Deputy Prosecutor-Dom Violence	29,965.42	0.00	0.00	0.00	29,965.42	29,965.42	0.00	0.00	0.00%
8123	13425	Dep. Pros-Felony Sex Crimes	32,619.44	0.00	0.00	0.00	32,619.44	32,619.44	0.00	0.00	0.00%
8123	17801	Part-Time	11,384.10	0.00	0.00	0.00	11,384.10	0.00	11,384.10	0.00	100.00%
8123	18101	FICA	4,696.28	0.00	0.00	0.00	4,696.28	4,696.28	0.00	0.00	0.00%
8123	18201	PERF	8,776.09	0.00	0.00	0.00	8,776.09	8,776.09	0.00	0.00	0.00%
			87,441.33	0.00	0.00	0.00	87,441.3 3	76,057.23	11,384.10	0.00	13.02%
			87,441.33	0.00	0.00	0.00	87,441.3 3	76,057.23	11,384.10	0.00	13.02%
			87,441.33	0.00	0.00	0.00	87,441.3 3	76,057.23	11,384.10	0.00	13.02%
			87,441.33	0.00	0.00	0.00	87,441.3 3	76,057.23	11,384.10	0.00	13.02%
			87,441.33	0.00	0.00	0.00	87,441.3	76,057.23	11,384.10	0.00	13.02%



MONROE COUNTY COUNCIL AGENDA REQUEST

MONROE COUNTY GOVERNMENT (Review form before completing)
DEPARTMENT: Prosecutor TODAY'S DATE: 11/27/2023
CONTACT PERSON(S): Beth Hamlin
PHONE: (812) 349-2064 EMAIL: bhamlin@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)
Please give a <u>THOROUGH</u> narrative explanation of the request (purpose of the request and action needed by Council).
Explanation:
Grant funding in the amount of \$285,000 has been awarded from Indiana Prosecuting Attorneys Council for the continued operation of the Monroe County Regional High Tech Crime Unit. This project is a collaboration between the Monroe County Prosecutor and Indiana University and provides electronic forensic data extraction and analysis for Monroe and 10 surrounding counties.
Complete only the pages below that correspond to the above selected request.

CREATION OF FUND/ACCOUNT LINE(S) with ADDITIONAL APPROPRIATION(S) (if needed)

DEPARTMENT: Prosecutor		TODAY'S D	TODAY'S DATE: 11/27/2023			
FUND NAME:	High Tech Crime Unit	FUND: 9159	LOCATION: 0000			
ACCOUNT NUMBER(S) 30565	ACCOUNT DESCRIPTION(S) IT Hardware		APPROPRIATION(S) \$ 34,500.00			
30042	Tech Services		\$ 36,000.00			
30009	Training		\$ 7,500.00			
30056	Contract		\$ 200,000.00			
30030	Office Expenses		\$ 5,000.00			
30021	Telephone		\$ 2,000.00			
		GRAND TOTAL	\$ 285,000.00			

^{*}Please confirm new Fund/Account Number(s) and Description(s) with the Auditor's Office prior to Council submission.*

Certificate Of Completion

Envelope Id: 3A5679FB6E0043A39DFC7827374C1D9E

Subject: Complete with DocuSign: High-Tech Crime Unit MOA 2024-25 - Monroe

Source Envelope:

Envelope Originator: Document Pages: 12 Signatures: 1 Certificate Pages: 5 Initials: 0 Andre Miksha

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Timestamp

Status: Sent

402 W Washington St W462

Indianapolis, IN 46204 Andre.Miksha@ipac.IN.gov IP Address: 108.59.55.252

Record Tracking

Status: Original Holder: Andre Miksha Location: DocuSign

Andre.Miksha@ipac.IN.gov 11/27/2023 | 11:22

Security Appliance Status: Connected Pool: StateLocal Storage Appliance Status: Connected Pool: State of Indiana Location: DocuSign

Signer Events Signature

Chris Naylor cnaylor1@ipac.in.gov

Security Level: Email, Account Authentication

(None)

DocuSigned by: Sent: 11/27/2023 | 14:00 Chris Naylor Viewed: 11/27/2023 | 14:27 D5DD1D3C584E45C Signed: 11/27/2023 | 14:27

Signature Adoption: Pre-selected Style Using IP Address: 108.59.55.239

Electronic Record and Signature Disclosure:

Accepted: 11/27/2023 | 14:27

ID: fd7a339f-290b-4561-a3c4-252deadb82a7

Sent: 11/27/2023 | 14:00 Erika Oliphant

eoliphant@co.monroe.in.us

Prosecuting Attorney

Security Level: Email, Account Authentication

(None)

Electronic Record and Signature Disclosure:

Accepted: 07/28/2021 | 13:18

ID: 2f18ad4f-fe6f-4247-834c-352829760b2a

Penny Githens

commissionersoffice@co.monroe.in.us

President- Penny Githens

Security Level: Email, Account Authentication

(None)

Electronic Record and Signature Disclosure:

Accepted: 07/08/2020 | 16:05

ID: c4f54a87-88a3-4fb8-9b10-55b5a7dd56c3

Sent: 11/27/2023 | 14:00 Viewed: 11/27/2023 | 14:08

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events

Status

Timestamp

Sent: 11/27/2023 | 14:00
Viewed: 11/27/2023 | 14:29

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Levi Minnick
levminni@indiana.edu

Security Level: Email, Account Authentication

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

(None)

Sent: 11/27/2023 | 14:00

Witness Events	Signature	Timestamp		
Notary Events	Signature	Timestamp		
Envelope Summary Events	Status	Timestamps		
Envelope Sent	Hashed/Encrypted	11/27/2023 14:00		
Certified Delivered	Security Checked	11/27/2023 14:08		
Payment Events	Status	Timestamps		
Electronic Record and Signature Disclosure				

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, State of Indiana (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact State of Indiana:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To advise State of Indiana of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from State of Indiana

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with State of Indiana

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify State of Indiana as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by State of Indiana during the course of your relationship with State of Indiana.

CASH BALANCE AS OF 12-8-23: \$130,912.80

Fund Fund : 9159	Ac Act Desc	Carry Forward Approp	Original Approp <i>I</i>	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
Fund Desc : High	Tech Crimes Unit Fund									
□ Loc : 0000										
☐ Loc Desc : N	lo Department									
9159	30009 Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
9159	30021 Phones & Pagers	0.00	0.00	0.00	284.00	284.00	140.46	143.54	0.00	50.54%
9159	30028 Training/Travel	1,415.75	0.00	3,000.00	0.00	4,415.75	2,266.99	2,148.76	0.00	48.66%
9159	30030 Office Expenses	0.00	0.00	500.00	0.00	500.00	354.00	146.00	0.00	29.20%
9159	30042 Technical Services	5,913.44	0.00	10,000.00	(284.00)	15,629.44	3,146.73	12,482.71	0.00	79.87%
9159	30056 Contracts	43,665.02	0.00	145,531.84	(6,000.00)	183,196.86	109,437.91	73,758.95	0.00	40.26%
9159	30565 IT Hardware	0.00	0.00	50,000.00	6,000.00	56,000.00	13,767.16	42,232.84	0.00	75.42%
		50,994.21	0.00	209,031.84	0.00	260,026.05	129,113.25	130,912.80	0.00	50.35%
		50,994.21	0.00	209,031.84	0.00	260,026.05	129,113.25	130,912.80	0.00	50.35%
		50,994.21	0.00	209,031.84	0.00	260,026.05	129,113.25	130,912.80	0.00	50.35%
		50,994.21	0.00	209,031.84	0.00	260,026.05	129,113.25	130,912.80	0.00	50.35%
		50,994.21	0.00	209,031.84	0.00	260,026.05	129,113.25	130,912.80	0.00	50.35%

Monroe County Council Agenda Request Form

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

DEPARTMENT: Courts	MEETING DATE REQUESTED (Tentative): December 12, 2023
Request Presenter(s): Lisa Abraham and Judge Diekhoff	Phone: 812-349-2617
Was the Council Liaison notified prior to submitting this	s Agenda Request: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all application	able boxes)
Creation of Account Line(s) and/or	Additional Appropriation(s)
Fund Name:	
Transfer of Funds	
Category	
Fund Name: Fund to Fund	
Fund Name A:	
Fund Name B :	
Salary Ordinance Amendment Effective Do	ate of Amendment:
De-Appropriation of Account Lines	
Fund Name:	
Other (Specify) Appropriate Reimbursable Grant	
Narrative: Give a DETAILED SUMMARY explanation	o for the request (nurpose action needed, etc.)
	1 101 1110 1 0444000 (parposo) assistration in course, cost, i
2023 through June 30, 2024. This grant is a r	Court Interpreter Grant of \$10,000 for November 1, reimbursable grant that will help offset the costs arings. The Court is asking the Council to appropriate
22052 Cartified Internations \$40,000	
33052 Certified Interpreters \$10,000	

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

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

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

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

DEPARTMENT: MEETING DATE REQUESTED (Tentative				
Fund Name:				_
Fund Number:	4018	Location Number:	0000	
Account Account Number	count Description			Amount Requested
	rtified Interpreters			10,000
	•			
<u> </u>				
				-
				-
			_	
				-
			TOTAL REQUEST	10,000.00

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

Staff will notify Department when the accounts/additionals have been approved/updated.



Office of Diversity, Equity & Inclusion

Rob R. Love, J.D., Chief Diversity Officer • 317-234-6334 • courts.in.gov

November 25, 2023

2024 Court Interpreter Grant Award

Grantee: Monroe County
Grant No: 24-SA012-C2

Grant Period: 11-1-2023 to 6-28-2024

2024 Court Interpreter Grant Amount: \$10,000.00

Lisa Abraham (labraham@co.monroe.in.us)

Congratulations! I am pleased to inform you that your application for the 2024 Court Interpreter Grant has been approved in the amount listed above.

Funds must be spent in the manner described in the application, terms and conditions, and the agreement. As a condition of the grant award, the court agrees to submit narrative, performance measures, and financial reports to the Indiana Office of Judicial Administration as directed.

Grant awards will be disbursed as reimbursement only upon submission of a Claim Voucher and corresponding invoices. All Claim Vouchers are to be submitted once a month to: supct.payables@courts.in.gov. Courts must also submit quarterly reports, which are due on 4/15/24, 7/15/24, 10/15/24, and 1/15/25. Voucher and report forms are at: Indiana Judicial Branch: Office of Judicial Administration: Court Interpreter Grants.

Please direct inquiries to Manpreet Kaur at manpreet.kaur@courts.in.gov. Thank you for your leadership and continued dedication to court accessibility.

Sincerely,

Language Access program Manager

Manpreet Kaur

Manpreet Kaur

GRANT AGREEMENT

This Grant Agreement ("Grant Agreement"), entered into by and between the Indiana S	Supreme Court, Office
of Judicial Administration, ("OJA") and Monne County	(the
"Grantee"), is executed pursuant to the terms and conditions set forth herein. In conside	ration of those mutual
undertakings and covenants, the parties agree as follows:	

1. Purpose of this Grant Agreement; Grant Funds.

- A. The purpose of this Grant Agreement is to award grant funds in an amount not to exceed the amount set forth in Subsection A of Section 6 of this Agreement (the "Grant Amount") to the Grantee for the following eligible activities: in-person or video remote interpreter services during court proceedings, in public access areas such as a clerks' office or in other interactions with court staff for court business, for court-provided or mandated services, programs, or activities and translation services (the "Project") as described in the Grant Application ("Exhibit A") and described more fully in the Court Interpreter Grant Program Terms and Conditions ("Exhibit B"). The Grant Award Letter, Exhibit A and Exhibit B are each expressly incorporated herein and made a part of this Grant Agreement, and all references to this Grant Agreement shall include and incorporate Exhibit A and Exhibit B.
- B. The grant funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and in conformance with any applicable Indiana Code provisions, as well as any applicable rules or policies established by the Indiana Supreme Court. The grant funds received by the Grantee pursuant to this Grant Agreement shall <u>only</u> be used to implement the Project or provide the services in compliance with this Grant Agreement and for no other purpose.

2. Representations and Warranties of the Grantee.

- A. The Grantee expressly represents and warrants to OJA that it is statutorily eligible to receive these grant funds and that the information set forth in the Grant Application is true, complete and accurate. The Grantee expressly agrees to promptly repay all grant funds paid to it under this Grant Agreement should it be determined either that it was ineligible to receive the grant funds, or it made any material misrepresentation on the 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, 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.
- C. 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 OJA if any subcontractor becomes debarred or suspended, and shall, at the OJA's request, take all steps required by the OJA to terminate its contractual relationship with the subcontractor for work to be performed under this Grant Agreement.
- D. The Grantee certifies that it shall not expend any part of the Grant Amount for any other purpose other than the Project.

3. Implementation of and Reporting on the Project.

- A. The Grantee shall implement and complete the Project in accordance with the plans and specifications contained in **Exhibit A**. Any modification of the Project from the description given in **Exhibit A** shall require prior written approval of OJA.
- B. The Grantee shall submit to OJA written progress and financial reports until the completion of the Project. These reports shall be submitted in accordance with the requirements set forth in **Exhibit B** and shall contain such detail of progress on and financing of the Project as is requested by OJA.
- **4. Term.** This Grant Agreement is effective as of **November 1, 2023**, and shall remain in effect through **June 30, 2024**, or until the grant funds are expended, whichever is sooner (the "Term"). However, OJA may de-obligate any portion of the Grant Amount that has not been expended by the Grantee in accordance with the Benchmarks set forth below.

5. Benchmarks.

The Grantee understands, acknowledges, and agrees that Seventy-five percent (75%) of the Grant Amount must be expended by the Grantee by April 30, 2024.

OJA may, in its sole discretion, de-obligate and/or re-distribute all or any portion of the Grant Amount if any of the following events occur: (1) the Grantee fails to comply with Court Interpreter Grant Program Terms and Conditions; (2) the Grantee fails to meet any benchmark, or deadline; or (3) the OJA concludes that is not likely that the Grantee will meet the benchmark or expenditure deadline.

6. Grant Funding.

- A. OJA shall fund this grant during its Term for the approved project(s) and in the amount of (the "Grant Amount"). The Grantee shall not spend more than the amount specified for any item without the prior written consent of OJA, 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 OJA.
- B. OJA shall fund this Grant Agreement during its Term, unless terminated sooner or de-obligated and redistributed, as set forth in this Grant Agreement.
- C. The Project Budget is set forth in **Exhibit A**. The Grantee shall not make modifications to any line item in the Project Budget without the prior written consent of OJA, 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 OJA.
- D. 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 OJA and this Grant Agreement has been fully executed by OJA and the Grantee.

7. Payment of Claims.

- A. All payments to the Grantee shall be made 35 days in arrears of OJA's receipt of Grantee's Claim Voucher in conformance with State fiscal policies and procedures. As required by IC 4-13-2-14.8, all payments will be direct deposited 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 OJA. Such Claim Vouchers must be submitted via email to supct.payables@courts.IN.gov Page 2 of 8

with accurate supporting documentation of the court interpreter services that were provided.

- C. The Grantee shall promptly repay OJA for any of the Grant Amount that it utilizes for expenses that are deemed "ineligible" by any of the following: OJA, the Indiana State Board of Accounts, any audit, or the Court Interpreter Grant Program Terms and Conditions set forth in **Exhibit B**.
- **8.** Project Monitoring. OJA may conduct on-site or off-site monitoring reviews of the Project during the term of this Grant Agreement and for up to 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 OJA or its authorized designees for the purpose of determining, among other things:
 - A. whether Project activities are consistent with the terms and conditions set forth in this Grant Agreement, the Grant Application set forth in **Exhibit A**, and the Court Interpreter Grant Program Terms and Conditions set forth in **Exhibit B**;
 - B. the actual expenditure of state, local and/or private funds expended to date on the Project, or application of an in-kind match, is in conformity with the amounts for each Budget line item as set forth in **Exhibit A** 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 OJA.
- 9. Audits and Maintenance of Records. Grantee may be required to submit to an audit of the funds paid through this Grant Agreement, and shall make all books, accounting records and other documents (invoices, paystubs, etc.) available at all reasonable times during the term of this Grant Agreement and for a period of three years after final payment for inspection by the State Board of Accounts, OJA or its authorized designee. This could include a review of the reasonable options that Grantee has exhausted to employ an interpreter certified or qualified by the Indiana Supreme Court Certification Program or listed on another State's Court Interpreter registry. Copies shall be furnished to OJA at no cost.

10. 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 OJA 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 cthical requirements that apply to persons who have a business relationship with the State of Indiana 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 this Grant, Grantee shall ensure compliance with the disclosure requirements in IC 4-2-6-10.5 prior to the execution of this Grant. If the Grantee or its agents violate any applicable ethical standards, OJA 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 of Indiana or OJA. The Grantee agrees that any payments currently due to the State of Indiana or to OJA 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 eurrent in its payments and has submitted proof of such payment to the State of Indiana or OJA.

- 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 OJA of any such actions. During the term of such actions, the Grantee agrees that OJA may suspend funding for the Project.
- E. The Grantec warrants that the Grantec 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 OJA. 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 OJA.
- 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 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.
- (C) 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, has not violated the terms of IC 24-4.7 in the previous 365 days, even if IC 24-4.7 is preempted by federal law; and
- (D) 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.
- 11. Employment Eligibility Verification. As required by IC 22-5-1.7, the Grantee hereby swears or affirms under the penaltics of perjury that:
 - A. The Grantee has enrolled and is participating in the E-Verify program;
 - B. The Grantee has provided documentation to OJA 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.

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

- **12. Drug-Free Workplace Certification**. As required by Executive Order No. 90-5 dated 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.
- 13. Funding Cancellation. When the Chief Administrative Officer, Office of Judicial Administration, 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 Chief Administrative Officer that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement 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. Indemnification. Grantee shall defend, indemnify, and hold harmless OJA, its agents, officials, and employees from all third party claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of the Grantee, employees and/or its subcontractors, if any, in the performance/provision of services under this Grant Agreement.
- 16. Independent Contractor. All parties hereto, in the performance of this Grant Agreement, will be acting in an individual capacity and not as agents, employees, partners, joint ventures, or associates of one another. The employees of one party shall not be deemed or construed to be the employees or agents of the other parties for any purpose whatsoever. Neither party will assume liability for any injury to any persons or any damage to any property arising out of the acts or omissions of the agents, employees, or subcontractors of the other party.
- 17. Nondiscrimination. The Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant Agreement 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, sexual orientation or identity, 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. To the extent applicable, Grantee also agrees to comply with the Indiana Civil Rights Law, specifically including 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 Grantec understands that OJA 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 Agreement, it shall be sent by first class mail, email or via an established courier/delivery service to the following addresses, unless otherwise specifically advised.

A. Notices to OJA shall be sent to:

Manpreet Kaur, Program Manager Indiana Office of Judicial Administration Office of Diversity, Equity & Inclusion 251 North Illinois St., Suite 1600 Indianapolis, IN, 46204-1943 manpreet.kaur@courts.in.gov

With a copy to
Aaron Johnson, General Counsel
Office of Judicial Administration
251 N. Illinois Street, Suite 1600
Indianapolis, IN 46204
legalnotices@courts.in.gov

В.	No	Notices to the Grantee shall be sent to: (Include contact name a	nd title, mailing and e-mail add	iress)
	-			

- 19. Order of Precedence. 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; (2) this Grant Agreement; (3) the Court Interpreter Grant Program Terms and Conditions; (4) the Grant Award Letter; (5) the Grant Application; and (6) exhibits prepared by Grantee.
- **20. Public Record.** The Grantee acknowledges that OJA will not treat this Grant Agreement as containing confidential information. Information not excepted from disclosure pursuant to IC 5-14-3-4 will not be treated as confidential information. OJA does not have a duty to provide notice to Grantee regarding any disclosure of information related to this Grant Agreement made by OJA. Use by the public of information contained in this Grant Agreement shall not be considered an act by OJA.

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 OJA to suspend grant payments, and suspend the Grantee's participation in OJA grant programs until such time as all material breaches are cured to OJA'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 OJA any of the Grant Amount 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 OJA whenever, for any reason, OJA determines that such termination is in the best interest of OJA. Termination shall be affected by delivery to the Grantee of a Termination Notice, specifying effective date of termination and extent of termination. The Grantee shall be compensated for completion of the Project properly completed prior to the effective date of termination. OJA will not be liable for work on the Project performed after the effective date of termination.

23. Travel. No expenses for travel will be reimbursed unless specifically authorized by this Grant Agreement.

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.

Agreement to Use Electronic Signatures

I agree, and it is my intent, to sign this Grant Agreement by accessing the electronic signature tool in DocuSign and to electronically submit this Grant Agreement to OJA. I understand that my signing and submitting this Grant Agreement in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Grant Agreement and this affirmation. I understand and agree that by electronically signing and submitting this Grant Agreement in this fashion I am affirming the truth of the information contained therein and my authority to bind the Grantee.

In Witness Whereof, Grantee and OJA 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.

Grantee M	Indiana Office of Judicial Administration
By: MaryEller Dishloff	Ву:
Name: May Ellen Dickhoff	Name: Justin P. Forkner
Title: Judge	Title: Chief Administrative Officer
Date: 11/27/23	Date:

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Sherilf MEETING DATE REQUESTED (Tentative): 12/12/2023. Request Presenter(s): Kylis Gibbons and/or Jordan Miller Phone: 812-349-2567
Was the Council Liaison notified prior to submitting this Agenda Request: No
PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes) reation of Account Line(s) and/or Additional Appropriation(s) Fund Name:
Transfer of Funds Category Fund Name: Public Safety LIT & County General Fund to Fund Fund Name A: Fund Name B:
Salary Ordinance Amendment Effective Date of Amendment:
De-Appropriation of Account Lines
Fund Name: Other (Specify)
Narrative: Give a <u>DETAILED SUMMARY</u> explanation for the request (purpose, action needed, etc.).
FUND 1170 - PUBLIC SAFETY LIT
1) \$19,580.87 from the Public Safety LIT PT Hourly line (1170.17801.0380) to the Public Safety LIT Meals for Prisoners (1170.34700.0380) line.
FUND 1000 COUNTY GENERAL
2) \$2,836.51 from the Contractual line (1000.30006.0380) to the Mattresses line (1000.24500.0380).
3) \$1,925.49 from the Contractual line (1000.30006.0380) to the Inmate Clothing line (1000.24400.0380).
4) \$28.05 from the Medical Services line (1000.34100.0380) to the Inmate Clothing line (1000.24400.0380).

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

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

REQUEST FOR A CATEGORY TRANSFER OF APPROPRIATION(S)

Council recommends making any In-House Transfers $\ \underline{PRIOR}$ to requesting a Category Transfer.

Fund Number: 1170 & 1000	Location Number:	0380	
OM:			
Account Description			Amount Requeste
PT Hourly			\$19,580.87
-			
Contractual			\$2,836.51
			\$1,925.49
Medical Services			\$28.05
Account Description Meals for Prisoners		GRAND TOTAL	24,370.92 Amount Request \$19,580.87
Mattresses Inmate Clothing			\$2,836.51
Inmate Clothing			\$1,925.49 \$28.05
	Contractual Contractual Medical Services Account Description Meals for Prisoners	Account Description PT Hourly Contractual Contractual Medical Services Account Description Meals for Prisoners	Account Description PT Hourly Contractual Contractual Medical Services GRAND TOTAL Account Description Meals for Prisoners

GRAND TOTALS MUST MATCH!

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

Acct	Obj	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
Loc : 0380									
10636	00000	0.00	56,263.00	0.00	1,949.73	58,212.73	53,744.42	4,468.31	7.68%
10637	00000	0.00	55,234.00	0.00	3,301.59	58,535.59	55,943.85	2,591.74	4.43%
10638	00000	0.00	55,234.00	0.00	2,569.57	57,803.57	54,596.33	3,207.24	5.55%
10639	00000	0.00	53,175.00	0.00	3,458.57	56,633.57	53,677.15	2,956.42	5.22%
10640	00000	0.00	55,234.00	0.00	550.13	55,784.13	51,636.44	4,147.69	7.44%
10641	00000	0.00	54,204.00	0.00	2,001.47	56,205.47	52,491.81	3,713.66	6.61%
10642	00000	0.00	61,411.00	0.00	3,070.44	64,481.44	60,558.06	3,923.38	6.08%
10643	00000	0.00	45,624.00	0.00	2,055.49	47,679.49	45,815.87	1,863.62	3.91%
10644	00000	0.00	46,182.00	0.00	2,463.80	48,645.80	45,928.99	2,716.81	5.58%
10645	00000	0.00	59,567.00	0.00	2,210.21	61,777.21	55,525.34	6,251.87	10.12%
10646	00000	0.00	64,715.00	0.00	3,085.33	67,800.33	63,488.96	4,311.37	6.36%
10647	00000	0.00	45,152.00	0.00	(11,810.16)	33,341.84	32,625.97	715.87	2.15%
10648	00000	0.00	45,152.00	0.00	3,759.04	48,911.04	47,825.33	1,085.71	2.22%
10649	00000	0.00	44,123.00	0.00	2,063.44	46,186.44	44,784.36	1,402.08	3.04%
10650	00000	0.00	44,123.00	0.00	(3,784.48)	40,338.52	36,669.46	3,669.06	9.10%
10651	00000	0.00	51,802.00	0.00	2,960.07	54,762.07	54,284.43	477.64	0.87%
10652	00000	0.00	46,182.00	0.00	610.17	46,792.17	44,511.56	2,280.61	4.87%
10653	00000	0.00	60,596.00	0.00	(3,404.11)	57,191.89	49,460.28	7,731.61	13.52%
10654	00000	0.00	48,241.00	0.00	2,416.21	50,657.21	47,675.93	2,981.28	5.89%
10655	00000	0.00	55,448.00	0.00	(4,168.17)	51,279.83	45,358.41	5,921.42	11.55%
10656	00000	0.00	44,123.00	0.00	(4,639.33)	39,483.67	37,209.36	2,274.31	5.76%
10657	00000	0.00	46,182.00	0.00	(4,212.76)	41,969.24	39,304.21	2,665.03	6.35%
10658	00000	0.00	44,123.00	0.00	1,983.96	46,106.96	43,427.48	2,679.48	5.81%
10659	00000	0.00	62,655.00	0.00	2,071.61	64,726.61	60,894.74	3,831.87	5.92%
10660	00000	0.00	53,389.00	0.00	(2,861.06)	50,527.94	46,029.45	4,498.49	8.90%
10661	00000	0.00	57,979.00	0.00	2,857.62	60,836.62	57,610.07	3,226.55	5.30%
10662	00000	0.00	46,182.00	0.00	(2,205.91)	43,976.09	41,127.70	2,848.39	6.48%
10663	00000	0.00	52,359.00	0.00	3,439.88	55,798.88	53,005.57	2,793.31	5.01%
10664	00000	0.00	46,182.00	11,951.81	(30,000.00)	28,133.81	26,224.69	1,909.12	6.79%

Acct	Obj	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
10665	00000	0.00	51,330.00	0.00	5,286.79	56,616.79	54,751.06	1,865.73	3.30%
10666	00000	0.00	55,448.00	0.00	11,340.77	66,788.77	69,314.10	(2,525.33)	(3.78%)
10667	00000	0.00	46,182.00	15,986.08	(44,357.50)	17,810.58	7,883.30	9,927.28	55.74%
10668	00000	0.00	51,802.00	10,956.66	0.00	62,758.66	64,439.10	(1,680.44)	(2.68%)
10669	00000	0.00	58,537.00	0.00	3,834.47	62,371.47	59,045.82	3,325.65	5.33%
10670	00000	0.00	44,123.00	0.00	3,256.73	47,379.73	45,445.42	1,934.31	4.08%
10671	00000	0.00	44,123.00	0.00	3,510.60	47,633.60	45,520.12	2,113.48	4.44%
10672	00000	0.00	48,713.00	0.00	2,448.14	51,161.14	47,948.70	3,212.44	6.28%
10673	00000	0.00	44,123.00	15,183.34	4,264.19	63,570.53	63,570.53	0.00	0.00%
10674	00000	0.00	63,685.00	0.00	3,743.46	67,428.46	64,628.20	2,800.26	4.15%
10675	00000	0.00	49,271.00	0.00	(3,192.43)	46,078.57	41,892.37	4,186.20	9.08%
10676	00000	0.00	52,831.00	0.00	1,738.70	54,569.70	51,921.90	2,647.80	4.85%
10677	00000	0.00	47,211.00	5,973.80	(5,586.60)	47,598.20	35,644.94	11,953.26	25.11%
10678	00000	0.00	52,359.00	0.00	(11,577.91)	40,781.09	40,781.09	0.00	0.00%
10679	00000	0.00	59,567.00	0.00	2,542.54	62,109.54	58,793.38	3,316.16	5.34%
10680	00000	0.00	49,743.00	0.00	(15,206.04)	34,536.96	17,318.23	17,218.73	49.86%
10681	00000	0.00	48,012.00	7,628.81	0.00	55,640.81	55,348.07	292.74	0.53%
10683	00000	0.00	44,123.00	0.00	1,367.48	45,490.48	43,618.62	1,871.86	4.11%
10684	00000	0.00	49,271.00	0.00	(17,203.81)	32,067.19	30,604.79	1,462.40	4.56%
10685	00000	0.00	44,123.00	5,962.88	0.00	50,085.88	49,184.47	901.41	1.80%
10686	00000	0.00	54,891.00	0.00	2,771.48	57,662.48	54,253.34	3,409.14	5.91%
10687	00000	0.00	44,123.00	4,724.26	0.00	48,847.26	47,979.26	868.00	1.78%
10688	00000	0.00	49,743.00	0.00	821.31	50,564.31	47,496.43	3,067.88	6.07%
10689	00000	0.00	46,182.00	0.00	(4,899.24)	41,282.76	38,391.06	2,891.70	7.00%
10690	00000	0.00	50,772.00	4,309.12	0.00	55,081.12	53,580.45	1,500.67	2.72%
14178	00000	0.00	58,053.00	0.00	3,049.47	61,102.47	57,734.40	3,368.07	5.51%
16000	00000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
16020	00000	0.00	88,234.00	8,723.87	0.00	96,957.87	93,418.53	3,539.34	3.65%
16021	00000	0.00	69,805.00	4,882.27	0.00	74,687.27	71,328.00	3,359.27	4.50%
16022	00000	0.00	0.00	0.00	33,215.95	33,215.95	33,215.95	0.00	0.00%
16028	00000	0.00	52,146.00	0.00	3,840.54	55,986.54	53,683.20	2,303.34	4.11%

Acct	Obj	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
16030	00000	0.00	83,096.00	7,847.20	0.00	90,943.20	87,782.40	3,160.80	3.48%
16031	00000	0.00	65,582.00	4,987.46	0.00	70,569.46	67,641.60	2,927.86	4.15%
16032	00000	0.00	64,584.00	0.00	2,505.48	67,089.48	62,894.28	4,195.20	6.25%
16033	00000	0.00	72,571.00	5,064.13	0.00	77,635.13	73,017.60	4,617.53	5.95%
16034	00000	0.00	53,175.00	0.00	3,317.12	56,492.12	53,784.66	2,707.46	4.79%
16035	00000	0.00	52,145.00	3,625.35	0.00	55,770.35	53,801.00	1,969.35	3.53%
16070	00000	0.00	3,000.00	0.00	(533.60)	2,466.40	2,466.40	0.00	0.00%
16071	00000	0.00	3,000.00	0.00	(3,000.00)	0.00	0.00	0.00	0.00%
17101	00000	0.00	110,000.00	50,198.24	44,357.50	204,555.74	188,859.03	15,696.71	7.67%
17203	00000	0.00	75,000.00	0.00	(6,112.94)	68,887.06	55,505.00	13,382.06	19.43%
17208	00000	0.00	75,000.00	0.00	(3,000.00)	72,000.00	72,000.00	0.00	0.00%
17303	00000	0.00	6,167.00	0.00	0.00	6,167.00	5,692.56	474.44	7.69%
17304	00000	0.00	6,000.00	0.00	(5,000.00)	1,000.00	1,000.00	0.00	0.00%
17305	00000	0.00	19,500.00	0.00	0.00	19,500.00	17,854.70	1,645.30	8.44%
17306	00000	0.00	4,000.00	0.00	(1,000.00)	3,000.00	3,000.00	0.00	0.00%
17307	00000	0.00	750.00	0.00	650.00	1,400.00	1,400.00	0.00	0.00%
17308	00000	0.00	6,000.00	0.00	(1,375.00)	4,625.00	4,625.00	0.00	0.00%
17309	00000	0.00	3,000.00	0.00	(2,000.00)	1,000.00	1,000.00	0.00	0.00%
17310	00000	0.00	19,000.00	0.00	(2,310.00)	16,690.00	12,250.00	4,440.00	26.60%
17601	00000	0.00	2,300.00	0.00	(2,300.00)	0.00	0.00	0.00	0.00%
17899	00000	0.00	119,000.00	0.00	(119,000.00)	0.00	0.00	0.00	0.00%
18001	00000	0.00	768,000.00	0.00	9,000.00	777,000.00	777,000.00	0.00	0.00%
18101	00000	0.00	298,608.00	0.00	(9,103.50)	289,504.50	266,161.29	23,343.21	8.06%
18201	00000	0.00	517,255.00	0.00	0.00	517,255.00	503,159.11	14,095.89	2.73%
20001	00000	0.00	21,957.00	0.00	(15,652.64)	6,304.36	6,304.36	0.00	0.00%
20085	00000	0.00	1,500.00	0.00	(161.70)	1,338.30	805.59	532.71	39.80%
20100	00000	0.00	10,000.00	0.00	0.00	10,000.00	7,237.26	2,762.74	27.63%
20700	00000	20,000.00	0.00	50,300.00	(47.44)	70,252.56	66,482.02	3,770.54	5.37%
21060	00000	0.00	7,000.00	0.00	(4,241.77)	2,758.23	70.54	2,687.69	97.44%
24200	00000	(40,000.00)	120,000.00	40,000.00	5,673.06	125,673.06	124,494.26	1,178.80	0.94%
24300	00000	0.00	354.00	0.00	(19.96)	334.04	334.04	0.00	0.00%

Acct	Obj	•	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
24400	00000		0.00	10,500.00	0.00	13,172.69	23,672.69	23,672.69	0.00	0.00%
24500	00000		0.00	7,000.00	0.00	2,277.76	9,277.76	9,277.76	0.00	0.00%
24900	00000		0.00	1,000.00	0.00	(1,000.00)	0.00	0.00	0.00	0.00%
30006	00000		10,000.00	0.00	10,000.00	0.00	20,000.00	14,182.00	5,818.00	29.09%
30028	00000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
34100	00000		0.00	1,089,418.00	480,000.00	0.00	1,569,418.00	1,441,677.68	127,740.32	8.14%
40001	00000		10,000.00	0.00	7,800.00	0.00	17,800.00	17,301.04	498.96	2.80%
			0.00	6,714,824.00	756,105.28	(128,103.50)	7,342,825.78	6,922,904.92	419,920.86	5.72%
			0.00	6,714,824.00	756,105.28	(128,103.50)	7,342,825.78	6,922,904.92	419,920.86	5.72%
			0.00	6,714,824.00	756,105.28	(128,103.50)	7,342,825.78	6,922,904.92	419,920.86	5.72%

Monroe County Council Agenda Request Form

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

DEPARTMENT: Emergency Management	MEETING DATE REQUESTED (Tentative): 12/12/2023
Request Presenter(s): Justin Baker	Phone: 812-325-4321
Was the Council Liaison notified prior to submitting t	his Agenda Request: No
PURPOSE OF REQUEST: (Mark with an "X" in all appl	licable boxes)
Creation of Account Line(s) and/or	Additional Appropriation(s)
Fund Name: Emergency Management Duke	e Grant
Transfer of Funds	
Category	
Fund Name:	
Fund to Fund Fund Name A:	
Fund Name B :	
Salary Ordinance Amendment Effective	Date of Amendment:
De-Appropriation of Account Lines	
Fund Name:	
Other (Specify)	
Narrative: Give a <u>DETAILED SUMMARY</u> explanati	on for the request (purpose, action needed, etc.) .
regular meeting. After getting a second chec	on of \$5,000.00 for Fund 4938 at the June 14, 2022, ock from the grant awarder, the Emergency Management 65.40 to allow purchases to take place. The \$1,565.40 e spent before the end of the year.

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

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

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

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

	ergency Management		G DATE REQUESTED (Tentative)	12/12/2023
	Emergency Managemer			_
Fund Number:	4938	Location Number:	0000	
Account				
Number Acc	count Description			Amount Requested
	ntractual			\$1,565.40
30000	iliaciuai		_	φ1,303.40
				
			_	
			· · · · · · · · · · · · · · · · · · ·	
			_	
			_	
			_	
				
				-
				-
			TOTAL REQUEST	1,565.40

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

Staff will notify Department when the accounts/additionals have been approved/updated.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

December 12, 2023

DEPARTMENT: Commissioner's Office MEETING DATE REQUESTED (Tentative): December 19, 2023
Request Presenter(s): Angie Purdie, Commissioners' Admin. Phone: 812-349-2553
Was the Council Liaison notified prior to submitting this Agenda Request: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)
Creation of Account Line(s) and/or Additional Appropriation(s)
Fund Name: County General - Buildings
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 appropriation in this fund/line(s) is for Utility Usage / Costs for all County Buildings. This year's budget was &472,500.00 and the current fund balance is \$15,366.91. The Average monthly cost for utilities is approximately \$44,000.00. Therefore, an additional is needed to cover utility costs for the remainder of year 2023.

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

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

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

DEPARTMENT: C	ommissioner's Office	MEETIN	G DATE REQUESTED (Tentative)	12/19/2023
	e: County General			
Fund Numbe	r: 1000	Location Number:	0161	7.
Account <u>Number</u>	ccount Description			Amount Requested
	tilities			44,000.00
				
				
				-
				
				
			TOTAL REQUEST	

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

Staff will notify Department when the accounts/additionals have been approved/updated.

Cash Balance as of 11-22-23: \$18,965,788.16

Acct	▲ Obj	Carry Forward		Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
□ Fund : 10	000								
□ Loc : 0									
10100	00000	0.00	45,077.00	0.00	0.00	45,077.00	34,768.00	10,309.00	22.87%
10200	00000	0.00	60,497.00	0.00	0.00	60,497.00	53,525.60	6,971.40	11.52%
16003	00000	0.00	50,757.00	0.00	0.00	50,757.00	44,914.40	5,842.60	11.51%
16005	00000	0.00	43,352.00	0.00	0.00	43,352.00	39,891.20	3,460.80	7.98%
17601	00000	0.00	4,400.00	0.00	0.00	4,400.00	4,200.00	200.00	4.55%
17801	00000	0.00	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00%
17899	00000	0.00	8,000.00	0.00	(8,000.00)	0.00	0.00	0.00	0.00%
18001	00000	0.00	48,000.00	0.00	0.00	48,000.00	48,000.00	0.00	0.00%
18101	00000	0.00	16,607.00	0.00	(612.00)	15,995.00	12,735.54	3,259.46	20.38%
18201	00000	0.00	28,355.00	0.00	0.00	28,355.00	24,579.91	3,775.09	13.31%
20100	00000	0.00	2,725.00	0.00	0.00	2,725.00	2,602.02	122.98	4.51%
23001	00000	0.00	13,000.00	6,000.00	3,000.00	22,000.00	17,445.03	4,554.97	20.70%
23002	00000	0.00	38,705.00	0.00	11,500.00	50,205.00	49,636.22	568.78	1.13%
23003	00000	0.00	20,000.00	0.00	(13,000.00)	7,000.00	353.37	6,646.63	94.95%
23004	00000	0.00	3,150.00	0.00	(1,500.00)	1,650.00	665.50	984.50	59.67%
30004	00000	0.00	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00%
31430	00000	0.00	95,005.00	0.00	0.00	95,005.00	84,042.00	10,963.00	11.54%
36001	00000	0.00	187,300.00	0.00	0.00	187,300.00	166,568.55	20,731.45	11.07%
36002	00000	0.00	21,600.00	22,150.00	6,000.00	49,750.00	45,510.39	4,239.61	8.52%
36003	00000	0.00	472,500.00	0.00	0.00	472,500.00	478,687.24	(6,187.24)	(1.31%)
36005	00000	0.00	3,378.00	0.00	0.00	3,378.00	1,689.00	1,689.00	50.00%
36008	00000	0.00	643,325.00	0.00	0.00	643,325.00	597,002.49	46,322.51	7.20%
36012	00000	0.00	250,000.00	179,000.00	(6,000.00)	423,000.00	275,249.58	147,750.42	34.93%
36021	00000	0.00	94,185.00	0.00	0.00	94,185.00	83,317.50	10,867.50	11.54%
36022	00000	0.00	59,378.00	0.00	0.00	59,378.00	52,526.25	6,851.75	11.54%
		0.00	2,218,296.00	207,150.00	(8,612.00)	2,416,834.00	2,117,909.79	298,924.21	12.37%
		0.00	2,218,296.00	207,150.00	(8,612.00)	2,416,834.00	2,117,909.79	298,924.21	12.37%
		0.00	2,218,296.00	207,150.00	(8,612.00)	2,416,834.00	2,117,909.79	298,924.21	12.37%



Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Commissioner's Office MEETING DATE REQUESTED (Tentative): December 19, 2023
Request Presenter(s): Angie Purdie, Commissioners' Administrator Phone: 812-349-2553
Was the Council Liaison notified prior to submitting this Agenda Request: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)
reation of Account Line(s) and/or Additional Appropriation(s)
Fund Name: County General
Transfer of Funds
Category —— Fund Name:
Fund to Fund
Fund Name A:
Fund Name B:
Salary Ordinance Amendment Effective Date of Amendment:
De-Appropriation of Account Lines Fund Name:
Other (Specify)
Narrative: Give a <u>DETAILED SUMMARY</u> explanation for the request (purpose, action needed, etc.).
OriginallY, this project was presented as an APRA project; however both bodies met and decided there was alternate funding for this project. The proposed video contract will allow MCG to retain and make publiclY available a record of how MCG has used the ARPA funds in our communitY.

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

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

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

Fund Name: County General Fund Number: 1000 Location Number: 0068 Account Number 30013 Professional Services 20,000.00 TOTAL REQUEST 20,000.00	DEPARTMENT:	_	missioner's Office	MEETIN	G DATE REQUESTED (Tentative):	12/19/2023
Account Number Account Description Amount Reques 20,000.00 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20,000.00 20 20,000.00 20 20,000.00 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,000.00 20 20,0	Fund Na	me:	County General			
Number Account Description 20,000.00 Professional Services 20,000.00	Fund Num	ber:	1000	Location Number:	0068	
30013		Acc	ount Description			Amount Requested
		Profe	essional Services			20,000.00
		-				
	-					-
TOTAL REQUISE TO ONG OG						
TOTAL REQUISE TO 200 00						
		_				
		_				
	-	-				
TOTAL REQUEST 200 000 00						
						
TOTAL REQUEST OF COOR OF						
TOTAL DEGUEST 20, 000, 00						
TOTAL REQUEST 20,000,00					-	
TOTAL REQUEST 20 000 00		_				
TOTAL REQUEST 20, 000, 00		_				
TOTAL REQUEST CO. COO. CO.						
TOTAL REQUEST 20,000,00						
TOTAL PEQUEST 20,000,00						
TOTAL PEQUEST 20,000,00						
TOTAL PEQUEST OF FOUR		-				
TOTAL PEQUEST OF OCCUPA		_				
TOTAL PEQUEST 20,000,00						
TOTAL PEOLIECT OF COO CO						
TOTAL PEOLIECT OF COO CO						
TOTAL PEOLIECT OF COO OF	·					
		-			TOTAL DECLIEST	20 000 00

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

Staff will notify Department when the accounts/additionals have been approved/updated.

Cash Balance as of 11-22-23: \$18,965,788.16

Acct	▲ Obj	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
■ Fund : 1000	•		J		,		•	•	•
□ Loc : 0068	3								
10067	00000	0.00	55,228.00	0.00	0.00	55,228.00	48,792.10	6,435.90	11.65%
10068	00000	0.00	45,043.00	0.00	0.00	45,043.00	38,366.30	6,676.70	14.82%
10201	00000	0.00	98,848.00	0.00	0.00	98,848.00	87,436.80	11,411.20	11.54%
10300	00000	0.00	59,939.00	0.00	0.00	59,939.00	52,597.90	7,341.10	12.25%
10400	00000	0.00	59,939.00	0.00	0.00	59,939.00	52,597.90	7,341.10	12.25%
11012	00000	0.00	59,939.00	0.00	0.00	59,939.00	52,597.90	7,341.10	12.25%
11016	00000	0.00	53,776.00	0.00	0.00	53,776.00	46,287.50	7,488.50	13.93%
17301	00000	0.00	2,000.00	0.00	(500.00)	1,500.00	0.00	1,500.00	100.00%
17601	00000	0.00	4,900.00	0.00	500.00	5,400.00	5,400.00	0.00	0.00%
17899	00000	0.00	8,000.00	0.00	(8,000.00)	0.00	0.00	0.00	0.00%
18001	00000	0.00	84,000.00	0.00	0.00	84,000.00	84,000.00	0.00	0.00%
18101	00000	0.00	34,243.00	0.00	(612.00)	33,631.00	28,233.61	5,397.39	16.05%
18201	00000	0.00	61,446.00	0.00	0.00	61,446.00	53,772.26	7,673.74	12.49%
20014	00000	0.00	1,575.00	0.00	0.00	1,575.00	1,106.62	468.38	29.74%
20016	00000	0.00	3,675.00	0.00	0.00	3,675.00	3,358.32	316.68	8.62%
30003	00000	0.00	1,094.00	0.00	0.00	1,094.00	685.00	409.00	37.39%
30005	00000	0.00	12,000.00	0.00	0.00	12,000.00	11,989.44	10.56	0.09%
30007	00000	0.00	4,000.00	0.00	0.00	4,000.00	1,505.00	2,495.00	62.38%
30013	00000	0.00	100,000.00	0.00	0.00	100,000.00	59,187.14	40,812.86	40.81%
30028	00000	0.00	5,000.00	0.00	2,209.55	7,209.55	5,515.05	1,694.50	23.50%
30800	00000	0.00	1,000.00	0.00	0.00	1,000.00	954.15	45.85	4.58%
33002	00000	0.00	10,000.00	0.00	0.00	10,000.00	9,200.00	800.00	8.00%
33008	00000	0.00	912,465.00	0.00	(3,909.55)	908,555.45	861,194.68	47,360.77	5.21%
33013	00000	0.00	561,912.00	0.00	0.00	561,912.00	561,912.00	0.00	0.00%
33014	00000	0.00	2,700.00	0.00	3,500.00	6,200.00	4,814.64	1,385.36	22.34%
33015	00000	0.00	8,000.00	0.00	0.00	8,000.00	3,800.00	4,200.00	52.50%
33016	00000	0.00	6,200.00	0.00	0.00	6,200.00	5,334.85	865.15	13.95%
33020	00000	0.00	500.00	0.00	(500.00)	0.00	0.00	0.00	0.00%
33022	00000	0.00	6,000.00	0.00	0.00	6,000.00	6,000.00	0.00	0.00%

Acct	Obj	•	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
33023	00000		0.00	843,457.00	0.00	0.00	843,457.00	0.00	843,457.00	100.00%
33025	00000		0.00	250,000.00	0.00	0.00	250,000.00	0.00	250,000.00	100.00%
33029	00000		0.00	8,700.00	0.00	0.00	8,700.00	0.00	8,700.00	100.00%
33030	00000		0.00	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00%
33031	00000		0.00	80,000.00	0.00	0.00	80,000.00	80,000.00	0.00	0.00%
33032	00000		0.00	5,250.00	0.00	500.00	5,750.00	5,750.00	0.00	0.00%
33034	00000		0.00	50,000.00	0.00	(1,800.00)	48,200.00	5,266.71	42,933.29	89.07%
33036	00000		0.00	500.00	0.00	0.00	500.00	0.00	500.00	100.00%
33042	00000		0.00	421,433.00	0.00	0.00	421,433.00	316,074.75	105,358.25	25.00%
33043	00000		0.00	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00%
33046	00000		0.00	10,500.00	0.00	0.00	10,500.00	8,261.00	2,239.00	21.32%
			0.00	3,947,262.00	0.00	(8,612.00)	3,938,650.00	2,511,991.62	1,426,658.38	36.22%
			0.00	3,947,262.00	0.00	(8,612.00)	3,938,650.00	2,511,991.62	1,426,658.38	36.22%
			0.00	3,947,262.00	0.00	(8,612.00)	3,938,650.00	2,511,991.62	1,426,658.38	36.22%

Monroe County Council Agenda Request Form

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

DEPARTMENT: Probation	MEETING DATE REQUESTED (Tentative): 12-12-2023
Request Presenter(s): Christine McAfee / Troy Hatfield	Phone: 812-349-2645
Was the Council Liaison notified prior to submitting the	nis Agenda Request: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all appli	cable boxes)
creation of Account Line(s) and/or	Additional Appropriation(s)
Fund Name: JDAI Performance Grant	
Transfer of Funds	
Category Fund Name:	
Fund to Fund	
Fund Name A :	
Fund Name B :	
Salary Ordinance Amendment Effective L	Date of Amendment:
De-Appropriation of Account Lines	
Fund Name:	
Other (Specify)	
Narrative: Give a <u>DETAILED SUMMARY</u> explanation	on for the request (purpose, action needed, etc.) .
	ding from the Indiana Department of Correction (IDOC) Alternatives Initiative (JDAI) in Monroe County for the
movement for juvenile justice reinvestment. resources away from mass incarceration and communities. For over 20 years, the Annie E juvenile justice system's dual goals of promosafety are not in conflict and can be greatly s	E. Casey Foundation's JDAI has proven that the sting positive youth development and enhancing public strengthened by eliminating unnecessary or nce 2014, the Monroe Circuit Court will pursue eight
grant dollars to complement the current JDA bonus will be invested in sustaining existing	nent has been awarded \$62,042 in performance bonus I grants for the 2023-24 grant year. This performance programs and partnerships as well as establishing new ne Monroe County's JDAI has been awarded bonus

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

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

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

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

DEPARTMENT:	Prob	oation		MEETIN	G DATE REC	QUESTED (Tentative):	12/12/2023
Fund Na	ame:	JDAI Performan	nce Grant				
Fund Num	ıber:	9146		Location Number:	9624		•
Account <u>Number</u>	Acc	ount Descripti	<u>ion</u>				Amount Requested
20001	Offic	ce Supplies		_			\$4,000.00
22105		ervision Incentive	es		,		\$3,500.00
30006		tractual					\$43,222.00
30028	Trair	ning/Travel			,		\$1,320.00
30041	Softv						\$10,000.00
	_						
	-						
		_	_				
						TOTAL REQUEST	62,042.00

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

Staff will notify Department when the accounts/additionals have been approved/updated.

Monroe County Council Agenda Request Form

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

DEPARTMENT: Probation	MEETING DATE REQUESTED (Tentative): 12-12-2023
Request Presenter(s): Anthony Williams / Troy Hatfield	Phone: 812-349-2645
Was the Council Liaison notified prior to submitting	this Agenda Request: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all app	licable boxes)
creation of Account Line(s) and/or	Additional Appropriation(s)
Fund Name: Justice Partners (SIM) 93.788	
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)	
November Cive a DETAILED CLIMANARY available	ion for the general forms and the second of the
Narrative: Give a <u>DETAILED SUMMARY</u> explanat	ion for the request (purpose, action needed, etc.) .
Justice Partners Grant #24-5JC89-C53-4 (Federal: India Model/SIM grant:	ana State Opiate Response), also known as Sequential Intercept
The Monroe Circuit Court received grant funding to cont onto community supervision which began in early 2020.	inue a re-entry program for persons being released from incarceration
The target population for this project will be clients being	released onto community supervision from jail or prison.
	covery Coach and licensed clinician, employed by Centerstone ractual arrangement (Memorandum of Understanding/MOU) between
the clinician would identify clients with the highest needs Recovery Coach would develop and implement a Transi criminogenic needs as determined by the Indiana Risk A	assessments for clients needing substance abuse services. In addition, is and make a referral to the Recovery Coach for services. The ition Accountability Plan geared directly to the client's risk and assessment System (IRAS). The Transition Accountability Plan (TAP) ment team that describes the goals identified for each client's successful ken by all those involved to achieve those goals.
community, ability to manage reentering the community 5. Allow for a seamless transition from incarceration into 6. Decrease likelihood of recidivism; and	upon release from jail; mptoms; dling emotions, developing and utilizing a support system in the with more coping skills in place etc.); community-based treatment services; sferable Life Skills; Transferable Relapse Prevention Skills; Reentry
Grant year: October 1, 2023 – September 29, 2024	•

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

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

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

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

DEPARTMENT:	Prob	ation		N	1EETIN	G DATE REQ	UESTED (Tentative	<u>:</u>): 12/12/2023
Fund Na		Justice Partners						<u> </u>
Fund Num	ber:	8160		Location Nu	mber:	9624		
Account <u>Number</u>	Acc	ount Descripti	<u>on</u>					Amount Requested
30006	Cont	ractual						\$51,282.84
30028	Trair	ning / Travel						\$500
30105	Incer	ntive Special Serv	/ices					\$7,717.16
32116	Spec	cial Services						\$500
<u> </u>								-
_								
								-
							_	
								_
							TOTAL REQUES	60,000.00

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

Staff will notify Department when the accounts/additionals have been approved/updated.

Monroe County Council Agenda Request Form

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

DEPARTMENT: Probation	MEETING DATE REQUESTED (Tentative): 12-12-2023
Request Presenter(s): Troy Hatfield	Phone: 812-349-2645
Was the Council Liaison notified prior to submitting this	s Agenda Request: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all application	able boxes)
Creation of Account Line(s) and/or	Additional Appropriation(s)
Fund Name:	
Transfer of Funds	
Category	
Fund Name: <u>1170-0226</u>	
Fund to Fund	
Fund Name A: Fund Name B:	
Salary Ordinance Amendment Effective Da	te of Amendment:
De-Appropriation of Account Lines	
Fund Name:	
Other (Specify)	
Narrative: Give a DETAILED SUMMARY explanation	for the request (purpose, action needed, etc.).
•	ouncil elected to provide probation officers with a 5% bunty employees. This COLA was greater than the
3.33% COLA provided by the Indiana Minimur	• • •
The 5% COLA decision was made by the Cou	nty Council after 2023 budget amounts in each fund
had been approved at the 3.33% increase.	my obunon and 2020 badget amounts in oddinana
, , , , , , , , , , , , , , , , , , , ,	egory transfer in this fund to provide \$2,500 for the
Department was able to transfer money between	remainder of 2023. In all other funds, the Probation
accommodate the 5% COLA.	en fund lines within the personner category to

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

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

REQUEST FOR A CATEGORY TRANSFER OF APPROPRIATION(S)

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

DEPARTMENT:	: <u>F</u>	Probation		MEETING DATE	<mark>e)</mark> : <u>12/12/2023</u>		
Fund	Nam	e: Public Saf	fety Local Income Tax				
	Fur	d Number:	1170	Location Number	0226		
TRANSFER FR	OM:						
Account Number	<u> 4</u>	Account Des	<u>cription</u>			Amount Requested	
32114	E	Electronic Moni	toring			\$2,500.00	
	_						
	_				_		
	_						
	_						
	_						
	_						
	_						
	-						
	_						
	_					<u> </u>	
					GRAND TOTAL	2,500.00	
TRANSFER TO	<u>):</u>						
Account	,	Account Des	cription			Amount Requested	
Number							
14328	_	Adult Intake Pro	g Court Program Direc	tor		\$1,000.00 \$1,200.00	
18201	-	PERF	g Court Frogram Direc	Stol		\$300.00	
	_					<u> </u>	
	_						
	_						
	-						
	-						
	_						
	_						
	_						
	_				GRAND TOTAL	2500.00	

GRAND TOTALS MUST MATCH!

CASH BALANCE AS OF 12/8/23: \$2,645,412.98

Fund : 1170	▲ Ac ▲ ct Acct Desc	Carry Forward Approp	Original Approp A	ddt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
Fund Desc : Publi	c Safety LIT									
☐ Loc : 0226										
☐ Loc Desc : F	Probation									
1170	14294 Probation Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1170	14328 Adult Intake Probation Officer	0.00	57,931.00	0.00	0.00	57,931.00	54,331.20	3,599.80	0.00	6.21%
1170	14329 PSC Program Director	0.00	75,112.00	0.00	0.00	75,112.00	70,358.40	4,753.60	0.00	6.33%
1170	17601 Longevity	0.00	1,800.00	0.00	0.00	1,800.00	1,800.00	0.00	0.00	0.00%
1170	17899 Retention Bonus Supplemental	0.00	4,000.00	0.00	(4,000.00)	0.00	0.00	0.00	0.00	0.00%
1170	18001 FT Self Insurance	0.00	24,000.00	0.00	0.00	24,000.00	24,000.00	0.00	0.00	0.00%
1170	18101 FICA	0.00	10,622.00	0.00	(306.00)	10,316.00	9,426.42	889.58	0.00	8.62%
1170	18201 PERF	0.00	18,893.00	0.00	0.00	18,893.00	17,706.00	1,187.00	0.00	6.28%
1170	30151 CC/Juvenile Security	0.00	10,560.00	0.00	0.00	10,560.00	10,546.66	13.34	0.00	0.13%
1170	32113 Drug Testing	0.00	125,000.00	0.00	0.00	125,000.00	102,073.08	22,926.92	0.00	18.34%
1170	32114 Electronic Monitoring	0.00	160,000.00	0.00	0.00	160,000.00	124,151.35	35,848.65	0.00	22.41%
		0.00	487,918.00	0.00	(4,306.00)	483,612.00	414,393.11	69,218.89	0.00	14.31%
		0.00	487,918.00	0.00	(4,306.00)	483,612.00	414,393.11	69,218.89	0.00	14.31%
		0.00	487,918.00	0.00	(4,306.00)	483,612.00	414,393.11	69,218.89	0.00	14.31%
		0.00	487,918.00	0.00	(4,306.00)	483,612.00	414,393.11	69,218.89	0.00	14.31%
		0.00	487,918.00	0.00	(4,306.00)	483,612.00	414,393.11	69,218.89	0.00	14.31%

Monroe County Council Agenda Request Form

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

DEPARTMENT: HEALTH	MEETING DATE REQUESTED (Tentative): 11/14/2023
Request Presenter(s): LORI KELLEY	Phone: 812-349-2068
Was the Council Liaison notified prior to submitting the	is Agenda Request: No
PURPOSE OF REQUEST: (Mark with an "X" in all applic	cable boxes)
Creation of Account Line(s) and/or	Additional Appropriation(s)
Fund Name:	
Transfer of Funds	
Category	
Fund Name:	
Fund to Fund	
Fund Name A : Fund Name B :	
Salary Ordinance Amendment Effective D	ate of Amendment:
De-Appropriation of Account Lines	
Fund Name: TANF FUTURES	
Other (Specify)	
Narrative: Give a <u>DETAILED SUMMARY</u> explanation	n for the request (purpose, action needed, etc.) .
	Futures Fund. The \$2702 receipt was placed mount is being corrected and placed in the Futures is to help correct discrepancies found while performing

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

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

REQUEST THE DE-APPROPRIATION OF ACCOUNT LINE(S) WITHIN A FUND

Please contact the Council Administrator to confirm all steps involved for this type of request.

DEPARTM	ENT: HEALTH MEETING DATE REQUESTED (Tentative): und Name: TANF FUTURES					e): 11/14/2023		
•		Number:		ı	Location Number	: <mark>9623</mark>	3	
Account Number			t Description					Amount Requested
21112		LARC						\$2702
							_	
								
	<u> </u>							
								
							TOTAL REQUE	ST 2,702.00

Council Staff will notify Department when the De-Appropriation has been completed.

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

Cash Balance as of 11-22-23: \$41,338.62

Acct	Obj	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
☐ Fund : 8150)								
☐ Loc : 962	23								
10071	00000	0.00	0.00	40,827.50	0.00	40,827.50	40,827.50	0.00	0.00%
10187	00000	0.00	0.00	16,599.10	0.00	16,599.10	16,599.10	0.00	0.00%
10188	00000	0.00	0.00	19,118.60	0.00	19,118.60	20,593.30	(1,474.70)	(7.71%)
17801	00000	0.00	0.00	10,000.00	(1,500.00)	8,500.00	8,766.52	(266.52)	(3.14%)
18001	00000	0.00	0.00	16,000.00	1,000.00	17,000.00	17,000.00	0.00	0.00%
18101	00000	0.00	0.00	6,007.00	0.00	6,007.00	6,415.14	(408.14)	(6.79%)
18201	00000	0.00	0.00	10,186.00	500.00	10,686.00	11,078.76	(392.76)	(3.68%)
20001	00000	0.00	0.00	1,000.00	0.00	1,000.00	151.02	848.98	84.90%
20011	00000	0.00	0.00	2,519.00	304.12	2,823.12	2,823.12	0.00	0.00%
21050	00000	0.00	0.00	1,000.00	(304.12)	695.88	353.44	342.44	49.21%
21112	00000	0.00	0.00	14,952.04	0.00	14,952.04	11,165.74	3,786.30	25.32%
38110	00000	0.00	0.00	8,982.00	0.00	8,982.00	9,224.42	(242.42)	(2.70%)
		0.00	0.00	147,191.24	0.00	147,191.24	144,998.06	2,193.18	1.49%
		0.00	0.00	147,191.24	0.00	147,191.24	144,998.06	2,193.18	1.49%
		0.00	0.00	147,191.24	0.00	147,191.24	144,998.06	2,193.18	1.49%

Monroe County Council Agenda Request Form

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

DEPARTMENT: HEALTH	MEETING DATE REQUESTED (Tentative): 12/12/2023
Request Presenter(s): LORI KELLEY	Phone: 812-349-2068
Was the Council Liaison notified prior to submitting this	s Agenda Request: Yes
PURPOSE OF REQUEST: (Mark with an "X" in all application	able boxes)
Creation of Account Line(s) and/or	Additional Appropriation(s)
Fund Name:	
Transfer of Funds	
Category	
Fund Name:	
Fund to Fund	
Fund Name A : Fund Name B :	
	ate of the endurants
Salary Ordinance Amendment Effective Do	ate of Amenament:
De-Appropriation of Account Lines	
Fund Name:	
Other (Specify)	
Narrative: Give a <u>DETAILED SUMMARY</u> explanation	n for the request (purpose, action needed, etc.) .
	uesting approval of an additional appropriation of ontraception (LARC) reimbursement in Futures Clinic
activity or earned as a result of this state awar provided on 45 CFR § 75.307(f) must be used	ogram income directly generated by a supported rd during the period of performance, except as I for the purposes for which the award was made, and he award. For the purpose of this Agreement, program d-party reimbursements which the Project
department is requesting that the \$2,863.15 b request. The department is also requesting \$ appropriated to account line 21112 LARC. LA	ctober insurance claims need to be appropriated. The e appropriated to the account lines listed within this 2,169.06 from the LARC reimbursement be ARC reimbursement is a separate reimbursement set the cost of LARC supplies. Supporting documents

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

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

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

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

DEPARTMENT:	HEA	ALTH	MEETIN	G DATE REQUESTED (Tentative)	: 12/12/2023
Fund Na	me:	FUTURES CLINIC			
Fund Num	ber:	8126	Location Number:	9624	
Account <u>Number</u>	Acc	ount Description			Amount Requested
10071	Nurs	se Practioner			\$863.15
18001	FT S	Self Insurance			\$2,000.00
21112	LAR	lC			\$2,169.06
		_	_		
		_			-
					-
		_			
		_			-
	-				
					-
		_	_	_	
		_	_		
				TOTAL REQUEST	r 5,032.21

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

Staff will notify Department when the accounts/additionals have been approved/updated.

Cash Balance as of 11-22-23: (\$11,357.96)

Acct	Obj	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
□ Fund : 812	6								
□ Loc : 96	24								
10071	00000	0.00	0.00	0.00	0.00	0.00	9,798.60	(9,798.60)	0.00%
10187	00000	0.00	0.00	0.00	0.00	0.00	4,330.20	(4,330.20)	0.00%
10188	00000	0.00	0.00	0.00	0.00	0.00	4,752.30	(4,752.30)	0.00%
17801	00000	0.00	0.00	0.00	0.00	0.00	2,194.56	(2,194.56)	0.00%
18001	00000	0.00	0.00	0.00	0.00	0.00	6,000.00	(6,000.00)	0.00%
18101	00000	0.00	0.00	0.00	0.00	0.00	1,540.29	(1,540.29)	0.00%
18201	00000	0.00	0.00	0.00	0.00	0.00	2,681.10	(2,681.10)	0.00%
21050	00000	0.00	0.00	0.00	0.00	0.00	143.28	(143.28)	0.00%
21112	00000	0.00	0.00	0.00	0.00	0.00	2,945.01	(2,945.01)	0.00%
38110	00000	0.00	0.00	0.00	0.00	0.00	2,647.50	(2,647.50)	0.00%
		0.00	0.00	0.00	0.00	0.00	37,032.84	(37,032.84)	0.00%
		0.00	0.00	0.00	0.00	0.00	37,032.84	(37,032.84)	0.00%
		0.00	0.00	0.00	0.00	0.00	37,032.84	(37,032.84)	0.00%



AmerisourceBergen Consulting Services

1195 Trademark Dr, Suite 102-C

Reno, NV 89521 Phone: (775) 857-2170 FL Permit: #232540

Invoice Number: Invoice Date:

224646547-301

10/18/2023

8126-21112-9624 18676

Customer's License: 71012431A

Emma Rice Ship To:

Futures Family Planning Clinic 119 West 7th St Lower Level

Bloomington, IN 47404

Bill To:

Futures Family Planning Clinic

119 West 7th Street Bloomington, IN 47404

Ship Phone:

(812)349-7343 10/18/2023 10/20/2023

Ship On:

Ship For: 2ND DAY AIR Ship Method:

omp memou	, LIID BATTAIN	Unit	Total
Qty	Item	Price	Amount
3	Nexplanon 68MG O NDC: 78206-0145-01 qty: 3 lot: X001235/0001570457 exp: 10/20/2025	536.16	1608.48

0.00 Tax 2% Discount applied, if paid by 01/16/24: -\$ 32.17

For Billing and Account questions, please call 1-888-882-9942.

Reminder Notice:

SPECIAL PAYMENT TERMS APPLY TO THIS ORDER:

Payment terms are 2% (two percent), net 90 days.

We reserve the right to assess finance charges for overdue balances. Thank you for your order.

Total Amount Due By 01/16/24: \$ 1576.31

Due AFTER 01/16/24: \$

1608.48

This purchase may be taxable. Please check with your tax advisor as to your state and local requirements.

Remittance Portion - Please return this stub with your payment in the enclosed envelope. Payments should be made payable to TheraCom.

IMPORTANT: PLEASE WRITE THE INVOICE NUMBER(S) ON THE CHECK.

From: Futures Family Planning Clinic

119 West 7th Street Bloomington, IN 47404 Acct: 557638

Total Amount Due By 01/16/24:

\$ 1576.31

Due AFTER 01/16/24: \$ 1608.48

To: TheraCom, LLC

Payment Center PO Box 640105

Cincinnati, OH 45264-0105

Amount Enclosed:

224646547-301





AmerisourceBergen Consulting Services 1195 Trademark Br, Suite 102-C Reno, NV 89521

Phone: (775) 857-2170 FL Permit: #232540

Sales reflected on this invoice may include price discounts or be subject to subsequent reductions or adjustments in price, which may be reflected on other documentation. Buyer will comply with all applicable federal and state laws requirement it to report or reflect such discounts, reductions, or adjustments on cost reports or claims submitted to federal or state healthcare programs or other third party payers, retain this invoice and related pricing documentation, and make the invoice and such documentation available on request to federal or state healthcare program or other third party payer representatives.

8126-21112-9624 INVOICE 1239

Invoice Number: 3151047314 P.O. Number: 202309261

Order Date: 10/18/2023

Ship Date: 10/18/2023

ASD SPECIALTY HEALTHCARE, LLC 345 INTERNATIONAL BLVD STE 400A BROOKS KY 40109-6200

FUTURES FAMILY PLANNING CLINIC 340B BRITTAIN PHILIP C MD 119 W 7TH ST BLOOMINGTON IN 47404-3926

Invoice Date: 10/18/2023

MONROE COUNTY HEALTH DEPT

FUTURES FAMILY PLANNING CLINIC

STATE LIC: 02001508A

119 W 7TH STREET **BLOOMINGTON IN 47404** **CUSTOMER NUMBER** 100189760

DUE DATE DOCUMENT TOTAL

791.38

01/16/2024

1 of 1

PAYMENT TERMS

Invoice Due in 90 days CC

ASD SPECIALTY HEALTHCARE, LLC 345 INTERNATIONAL BLVD STE 400A BROOKS KY 40109-6200

STATE LIC: W01162 DEA: RA0219798

4902923782

ASD 344502

2

Qty UOM Description Order	VND	CL	Sold By	Item Number	NDC/UPC	AWP	Unit Price	Extended Amount
Carton Number : 00099877010003691066	-							
2 EA MIRENA 52 MG SYS IUD	BYR	RX	SQP	10240374	504190-423-01	1,322.04	395.69	791.38

Total Number of Pieces for this Invoice

Product Summary

G/P % Supplies **RX Cost** OTC Cost Retail 0.00 791.38 0.00 0.00 0.00

Controlled Substances Class 2, 2N, 3, 3N, 4, 5 Codes

RX Pharmaceuticals OT Over the Counter

MR RX Med Device

GM General Merchandise MS Medical Supplies HB Health & Beauty LC Listed Chemicals

Sold By Legend A ABDC B Besse Med

O Onc Supply

P Price Change (Within Past 30 days)

Q Contract R Program Price

Z Supernet Price

T Taxable Item

If you have any questions, our Customer Service team is here to help. Please call 800-746-6273 or email service@asdhealthcare.com

INVOICE TERMS AND CONDITIONS

- 1. ACCEPTANCE. Buyer of goods and services ("Goods") agrees to be bound by and accept the terms and conditions listed on this Invoice, which supplements but does not change any written agreement between Buyer and Seller, and together, with any other written agreement, constitute the entire agreement between the parties. Orders are not binding on Seller until accepted by Seller.
- PRICE. Pricing is subject to change by Seller without notice and may be higher outside of the continental U.S. Increases in Seller's operational costs may be invoiced to Buyer separately. Pricing may be adjusted due to changes in Seller's acquisition cost. Seller may credit and re-invoice Goods invoiced incorrectly. Buyer will reimburse Seller for unpaid chargebacks. Buyer is responsible for any sales, use, gross receipts, excise, privilege, value-added, business and occupation taxes, or any assessments or other charges on Goods, regardless of how labeled ("Tax Liabilities"). Buyer is liable for the full invoice amount.
- ORDER AND DELIVERY. Orders must be electronically transmitted. Delivery is by common carrier FOB destination. Buyer assumes all risk of loss after delivery. Orders may be subject size requirements. Shipping and delivery times are approximate. Buyer will pay replacement cost of totes or materials not returned. Drivers cannot accept payment or verify contents or quantities of packages. A receipt signed by a driver is not evidence of the contents or value of the package. Orders of controlled substances and listed chemicals are subject to Seller's diversion control program. Seller has no obligation to sell controlled substances or listed chemicals to Buyer and may restrict, prevent, and/or reject any such orders.
- FORCE MAJEURE. Seller is not liable for delays or other failures due to causes beyond its control, including but not limited to, labor disputes, fire, terrorism, pandemic, acts of God, delays or shortages related to supply chain, transportation, fuel, loss of facilities or network, or foregoing a right in order to comply with law or a government orders.
- USE OF GOODS. Buyer warrants it has all required governmental permits, licenses and approvals required to purchase, use, dispense and/or store Goods.
- NO WARRANTY. Seller is not the manufacturer of Goods. SELLER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THOSE OF MERCHANTABILITY, NON-INFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE. THIS SUPERSEDES ALL ORAL WARRANTIES AND REPRESENTATIONS, AND ANY WARRANTIES AND REPRESENTATIONS THAT ARE NOT EXPRESSLY DESIGNATED IN WRITING WILL CREATE ANY SUCH WARRANTY.
- LIMITATIONS. IN NO EVENT WILL SELLER BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTUAL DAMAGES, OR LOST PROFITS IN CONNECTION WITH OR RELATED TO GOODS SOLD. Seller disclaims all liability in connection with drop shipments from manufacturers to Buyer.
- INDEMNIFICATION AND WAIVER. Buyer will indemnify, defend, and hold harmless Seller, its officers, directors, representatives and affiliates from any loss or claim against Seller arising in whole or in part out of (a) failure of Buyer or customers to follow specifications, warnings or recommendations; (b) failure of Buyer to comply with applicable legal requirements; (c) failure to comply with "own use," or other manufacturer requirements or misuse of Goods; (d) claims arising out of any act or omission of Buyer; or (e) Tax Liabilities.
- CANCELLATION. Buyer may only cancel Goods by providing written notice to Seller. Cancellation may be subject to charges.
- 10. CONFIDENTIALITY. Buyer may not use or disclose Seller's trade secrets or confidential information. Pricing terms are strictly confidential and may not be disclosed to any third party or competitor of Seller unless required by law.
- 11. SECURITY AGREEMENT. To secure payment for Goods, Buyer hereby grants a security interest in Goods delivered by the Seller and this invoice is deemed a security agreement under the Uniform Commercial Code. Buyer authorizes Seller as its attorney to execute and file on Buyer's behalf all documents Seller deems necessary to perfect such security interest,
- 12. CREDIT AND COLLECTION. Payment must be received in Seller's account during normal business hours on the date due and is not subject to reduction, set-off or counterclaim by Buyer. Prices quoted include a discount in anticipation of payment within terms. If payment is late or dishonored, Seller will invoice Buyer for the uncarned discount by recalculating the price of Goods. If payment is delinquent, or Seller believes Buyer's financial condition or credit worthiness is impaired. Seller may take additional action, including but not limited to, imposing a per-day late payment fee of 1.5% per month (18% per year), or the maximum legal rate.
- 13. RETURNS. All returns of Goods are subject to Seller's Return Goods Policy.
- 14. CLAIMS. All claims for damages or shortages must be reported to Customer Service within 48 hours of receipt of non-refrigerated Goods and on the same day of receipt of refrigerated Goods.
- 15. DISCOUNTS, ADJUSTMENTS AND ALLOWANCES. The prices on this Invoice may reflect discounts or other reductions in price, and/or may be subject to subsequent rebates or other reductions, adjustments or allowances. Seller shall notify Buyer of any such additional rebates, reductions, adjustments or allowances. Both parties must comply with all applicable laws with respect to Goods, including discounts, adjustments and allowances, and must fully and accurately report and reflect discounts, adjustments and allowances to federal, state and private payors to the extent required and retain this Invoice and related documentation and make them available upon request to authorized federal or state health care program officials.
- 16. MISCELLANEOUS. No waiver by Seller of Buyer's default will waive any other default. Pennsylvania law governs this Invoice. Arbitration is not applicable to Seller. All provisions of this Invoice are severable.

Invoice Number: 3151186383 P.O. Number: 202309261

Order Date: 10/18/2023

Ship Date: 10/19/2023

1 of 1

ASD SPECIALTY HEALTHCARE, LLC 345 INTERNATIONAL BLVD STE 400A BROOKS KY 40109-6200

FUTURES FAMILY PLANNING CLINIC 340B BRITTAIN PHILIP C MD 119 W 7TH ST BLOOMINGTON IN 47404-3926 STATE LIC: 02001508A

MONROE COUNTY HEALTH DEPT

119 W 7TH STREET **BLOOMINGTON IN 47404**

FUTURES FAMILY PLANNING CLINIC

Invoice Date: 10/19/2023

CUSTOMER NUMBER 100189760

DOCUMENT TOTAL DUE DATE 11/25/2023 577.32

PAYMENT TERMS

Monthly Due in 25 days

ASD SPECIALTY HEALTHCARE, LLC 345 INTERNATIONAL BLVD STE 400A BROOKS KY 40109-6200

STATE LIC: W01162 DEA: RA0219798

ASD 344502

Qty UOM Description Order		em NDC/UPC umber	AWP	Unit Price	Extended Amount
Carton Number : 00099877010003733438	-				
2 EA PARAGARD T380A SINGLE	PGD RX SQP 10	242104 593655-1280-1	1,230.00	288.66	577.32

4902923782

2 Total Number of Pieces for this Invoice

Product Summary

Supplies **RX Cost** 0.00 577.32

OTC Cost 0.00

Retail 0.00

G/P % 0.00

Controlled Substances Class 2, 2N, 3, 3N, 4, 5 Codes

RX Pharmaceuticals OT Over the Counter HB Health & Beauty

MR RX Med Device

GM General Merchandise MS Medical Supplies LC Listed Chemicals

Sold By Legend

A ABDC B Besse Med O Onc Supply

S ASD

P Price Change (Within Past 30 days) Q Contract

R Program Price Z Supernet Price

T Taxable Item

If you have any questions, our Customer Service team is here to help. Please call 800-746-6273 or email service@asdhealthcare.com

INVOICE LERING AND CONDITIONS

- 1. ACCEPTANCE. Buyer of goods and services ("Goods") agrees to be bound by and accept the terms and conditions listed on this Invoice, which supplements but does not change any written agreement between Buyer and Seller, and together, with any other written agreement, constitute the entire agreement between the parties. Orders are not binding on Seller until accepted by Seller.
- 2. PRICE. Pricing is subject to change by Seller without notice and may be higher outside of the continental U.S. Increases in Seller's operational costs may be invoiced to Buyer separately. Pricing may be adjusted due to changes in Seller's acquisition cost. Seller may credit and re-invoice Goods invoiced incorrectly. Buyer will reimburse Seller for unpaid chargebacks. Buyer is responsible for any sales, use, gross receipts, excise, privilege, value-added, business and occupation taxes, or any assessments or other charges on Goods, regardless of how labeled ("Tax Liabilities"). Buyer is liable for the full invoice amount.
- 3. ORDER AND DELIVERY. Orders must be electronically transmitted. Delivery is by common carrier FOB destination. Buyer assumes all risk of loss after delivery. Orders may be subject size requirements. Shipping and delivery times are approximate. Buyer will pay replacement cost of totes or materials not returned. Drivers cannot accept payment or verify contents or quantities of packages. A receipt signed by a driver is not evidence of the contents or value of the package. Orders of controlled substances and listed chemicals are subject to Seller's diversion control program. Seller has no obligation to sell controlled substances or listed chemicals to Buyer and may restrict, prevent, and/or reject any such orders.
- 4. FORCE MAJEURE. Seller is not liable for delays or other failures due to causes beyond its control, including but not limited to, labor disputes, fire, terrorism, pandemic, acts of God, delays or shortages related to supply chain, transportation, fuel, loss of facilities or network, or foregoing a right in order to comply with law or a government orders.
- 5. USE OF GOODS. Buyer warrants it has all required governmental permits, licenses and approvals required to purchase, use, dispense and/or store Goods.
- 6. NO WARRANTY. Seller is not the manufacturer of Goods. SELLER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THOSE OF MERCHANTABILITY, NON-INFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE. THIS SUPERSEDES ALL ORAL WARRANTIES AND REPRESENTATIONS, AND ANY WARRANTIES AND REPRESENTATIONS THAT ARE NOT EXPRESSLY DESIGNATED IN WRITING WILL CREATE ANY SUCH WARRANTY.
- 7. LIMITATIONS. IN NO EVENT WILL SELLER BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTUAL DAMAGES, OR LOST PROFITS IN CONNECTION WITH OR RELATED TO GOODS SOLD. Seller disclaims all liability in connection with drop shipments from manufacturers to Buyer.
- 8. INDEMNIFICATION AND WAIVER. Buyer will indemnify, defend, and hold harmless Seller, its officers, directors, representatives and affiliates from any loss or claim against Seller arising in whole or in part out of (a) failure of Buyer or customers to follow specifications, warnings or recommendations; (b) failure of Buyer to comply with applicable legal requirements; (c) failure to comply with "own use," or other manufacturer requirements or misuse of Goods; (d) claims arising out of any act or omission of Buyer; or (e) Tax Liabilities.
- 9. CANCELLATION. Buyer may only cancel Goods by providing written notice to Seller. Cancellation may be subject to charges.
- 10. CONFIDENTIALITY. Buyer may not use or disclose Seller's trade secrets or confidential information. Pricing terms are strictly confidential and may not be disclosed to any third party or competitor of Seller unless required by law.
- 11. SECURITY AGREEMENT. To secure payment for Goods, Buyer hereby grants a security interest in Goods delivered by the Seller and this invoice is deemed a security agreement under the Uniform Commercial Code. Buyer authorizes Seller as its attorney to execute and file on Buyer's behalf all documents Seller deems necessary to perfect such security interest.
- 12. CREDIT AND COLLECTION. Payment must be received in Seller's account during normal business hours on the date due and is not subject to reduction, set-off or counterclaim by Buyer. Prices quoted include a discount in anticipation of payment within terms. If payment is late or dishonored, Seller will invoice Buyer for the unearned discount by recalculating the price of Goods. If payment is delinquent, or Seller believes Buyer's financial condition or credit worthiness is impaired, Seller may take additional action, including but not limited to, imposing a per-day late payment fee of 1.5% per month (18% per year), or the maximum legal rate.
- 13. RETURNS. All returns of Goods are subject to Seller's Return Goods Policy.
- 14. CLAIMS. All claims for damages or shortages must be reported to Customer Service within 48 hours of receipt of non-refrigerated Goods and on the same day of receipt of refrigerated Goods.
- 15. DISCOUNTS, ADJUSTMENTS AND ALLOWANCES. The prices on this Invoice may reflect discounts or other reductions in price, and/or may be subject to subsequent rebates or other reductions, adjustments or allowances. Seller shall notify Buyer of any such additional rebates, reductions, adjustments or allowances. Both parties must comply with all applicable laws with respect to Goods, including discounts, adjustments and allowances, and must fully and accurately report and reflect discounts, adjustments and allowances to federal, state and private payors to the extent required and retain this Invoice and related documentation and make them available upon request to authorized federal or state health care program officials.
- 16. MISCELLANEOUS. No waiver by Seller of Buyer's default will waive any other default. Pennsylvania law governs this Invoice. Arbitration is not applicable to Seller. All provisions of this Invoice are severable.
- 17. COMPLIANCE WITH APPLICABLE LAWS. Both parties will comply with all applicable state and federal laws and regulations applicable to Goods purchased hereunder.

Monroe County Council Agenda Request Form

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

DEPARTMENT: HEALTH	MEETING DATE REQUESTED (Tentative): 12/12/2023
Request Presenter(s):	Phone:
Was the Council Liaison notified prior to submitting th	nis Agenda Request: No
PURPOSE OF REQUEST: (Mark with an "X" in all appli	
Creation of Account Line(s) and/or	Additional Appropriation(s)
Fund Name:	
✓ Transfer of Funds Category	
Fund Name: DIS Strengthening Prevention	on
Fund to Fund	
Fund Name A :	
Fund Name B:	
Salary Ordinance Amendment Effective D	Date of Amendment:
De-Appropriation of Account Lines	
Fund Name:	
Other (Specify)	
Narrative: Give a <u>DETAILED SUMMARY</u> explanation	on for the request (purpose, action needed, etc.) .
Grant Fund 8180 based upon an award letter \$121,758.00. The Health Department recentle awarded a different amount of \$139,758.00. request in October to the Indiana Department addition funds received.	received approval for an additional appropriation for received from the Indiana Department of Health for ly received the fully executed grant contract, and were The Health Administrator submitted a budget revision at of Health, which was approved and accounts for the sting a category transfer in order to help cover costs for

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

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

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

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

_	HEALTH		G DATE REQUESTED (Tentative):	12/12/2023
	ne: DIS STRENGTHE		2024	-
Fund Numb	er: <mark>8180 </mark>	Location Number:	9624	
Account Number	Account Description			Amount Requested
	Part-Time			\$18,000.00
			_	
			TOTAL REQUEST	18,000.00

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

Staff will notify Department when the accounts/additionals have been approved/updated.

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): 12/12/2023

	ame: DIS STREGTHENING PR			
	Fund Number: 8180	Location Number:	9624	
TRANSFER FRO	M:			
Account <u>Number</u>	Account Description			Amount Requested
20011	Other Supplies			\$13,788.80
30014	Other Services			\$11,427.80
				<u> </u>
-				
	·		GRAND TOTAL	25,216.60
TRANSFER TO:				
Account	Assount Description			Amount Poquested
<u>Number</u>	Account Description			Amount Requested
17801	Part-Time			\$14,714.00
18101 30028	FICA Travel/Training			\$2,502.60
30028	Travel/Training			\$8,000.00
				-
			GRAND TOTAL	24 216 60

GRAND TOTALS MUST MATCH!

Cash Balance as of 11-22-23: (\$62,343.79)

Acct	Obj	Carry Forward Approp	Original Approp	Addt'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Unexpend Pct
☐ Fund : 8180									
□ Loc : 962 10108	00000	0.00	0.00	42 490 00	0.00	42 400 00	26 402 20	16 007 00	39.07%
				43,480.00		43,480.00	26,492.20	16,987.80	
17601	00000	0.00	0.00	200.00	0.00	200.00	200.00	0.00	0.00%
17801	00000	0.00	0.00	15,000.00	0.00	15,000.00	9,895.50	5,104.50	34.03%
18001	00000	0.00	0.00	12,000.00	0.00	12,000.00	8,000.00	4,000.00	33.33%
18101	00000	0.00	0.00	3,326.18	0.00	3,326.18	2,698.97	627.21	18.86%
18201	00000	0.00	0.00	6,174.22	0.00	6,174.22	3,761.93	2,412.29	39.07%
20011	00000	0.00	0.00	18,788.80	0.00	18,788.80	1,000.00	17,788.80	94.68%
30014	00000	0.00	0.00	18,788.80	0.00	18,788.80	7,360.17	11,428.63	60.83%
30021	00000	0.00	0.00	1,000.00	0.00	1,000.00	166.83	833.17	83.32%
30028	00000	0.00	0.00	1,000.00	0.00	1,000.00	951.64	48.36	4.84%
38110	00000	0.00	0.00	1,000.00	0.00	1,000.00	540.00	460.00	46.00%
40001	00000	0.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	100.00%
		0.00	0.00	121,758.00	0.00	121,758.00	61,067.24	60,690.76	49.85%
		0.00	0.00	121,758.00	0.00	121,758.00	61,067.24	60,690.76	49.85%
		0.00	0.00	121,758.00	0.00	121,758.00	61,067.24	60,690.76	49.85%

Waggoner • Irwin • Scheele & Associates INC

MEMORANDUM

DATE: October 23, 2023

TO: Kim Shell, County Council Administrator

FROM: Lori Seelen and Addie Rooker

SUBJECT: Classification Request – Clerk

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) performed a desk audit and reviewed the job description and classification request for the Clerk's Elections Supervisor.

Elections Supervisor

As requested by the County, a phone desk audit was conducted on July 12, 2023 with the Clerk's Chief Deputy and County Attorney. The purpose of the audit was to verify the duties and responsibilities of the Elections Supervisor position. Information provided during the audit stated that the position has been vacant since February 2023 due to the low pay, and the Chief Deputy has taken on the duties of the position. The position is currently classified as COMOT C Non-exempt. The job description has been updated and the position is responsible for supervising and overseeing the operations of elections and registration, ensuring registration activities, recordkeeping, and services comply with state and local policies and regulations. Incumbent reports directly to the Clerk and/or Chief Deputy.

The job duties of the position have been revised, clarified, and updated to better reflect the responsibilities of the position. According to the desk audit the position is directly responsible for supervising 2 full-time and 2 part-time staff members; Coordinating election database setup and testing; Maintaining voter registration database; Designing, printing, and proofing ballots pursuant to Indiana election law; Notifying candidates and office holders of upcoming state deadlines; Keeping candidate records orderly and properly destroying records as per state's course of action; Maintaining list of all city, county, state, and federal elected officials; and performing recount duties as required.

Job requirements for this position have been updated from: High school diploma or HSE to Associate's degree with additional training and coursework in business administration, or a related field supplemented by up to two years of previous experience and/or training involving voter registration or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; and Bachelor's degree preferred.

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

Recommendation: The department is requesting the position be reclassified to PAT B or C in order to set a higher salary that will attract an applicant willing to work in a high stress position. However, the scope of duties and responsibilities fit best within the COMOT job category. We factored the position at 520 COMOT factor points. Therefore, it is recommended the position be reclassified at COMOT D Non-exempt.

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION: Elections Supervisor

DEPARTMENT: County Clerk WORK SCHEDULE: As Assigned WEEKLY HOURS: 35 Hours

JOB CATEGORY: COMOT D (Computer, Office Machine Operation, Technician)

DATE WRITTEN: January 2011 STATUS: Full-time

DATE REVISED: February 2021, October 2023 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 Elections Supervisor for the Monroe County Clerk's Office and Voter Registration Department, responsible for supervising and overseeing the operations of elections and registration for the county while ensuring registration activities, recordkeeping, and services comply with state and local policies and regulations.

DUTIES:

Supervises assigned personnel, including orienting new subordinates in the department, analyzing staffing needs, recommending increases/decreases in staff, assisting in interviewing applicants for job openings, providing training, making hiring recommendations, and keeping supervisor and staff updated of organizational developments as needed.

Plans, directs, and supervises the daily activities of the Elections Division, election night operations, and post-election activities for County Elections, including recounts, answers inquiries, providing information, and resolving complaints regarding election operations and logistics.

Coordinates election database setup and testing and maintains voter registration database, including issuing and accepting voter registration affidavits, entering voter registrations into SVRS computer system, conducting voter file purges, preparing Reports of Registrations for the Secretary of State, researching potential registration fraud for referral to District Attorney and Secretary of State, and maintaining voter history files.

Provides laptops, registration e-books, IT support, forms, supplies and signage to each polling location on Election Day. Delivers, sets up and retrieves voting equipment for each polling location. Tests voting equipment and programs and ballot tabulation equipment prior to each election.

Supervises, trains, directs, and coordinates trainers, employees and procedures in the areas of Early Voting and Election Day poll worker recruitment and training, polling location identification sites and logistics, Absentee Overseas and Military voting, Absentee Mail voting, and Absentee In-Person voting, and voter and community outreach in compliance with State laws.

Designs, prints, and proofs ballots pursuant to Indiana election law. Verifies signatures on vote-by-mail ballots and initiative petitions and certifying results to state. Ensures accuracy of hard cards, mail ballots, sample ballots, and sample labeling, assists in developing election calendars, and monitors details to ensure that deadlines are met.

Notifies candidates and office holders of upcoming state deadlines by email, telephone, and letter. Supports all the candidates, PACs, and committees by providing forms, guidelines, and assistance in their process. Processes all Campaign Finance Reports for candidates, PACs, and committees. Keeps track of deadlines, reports missed deadlines to County Election Board.

Implements and maintains internal procedures, recommends and changes procedures to maintain an effective workflow process, and provides technical experience with on-line computer systems. Generates election reports as required by management and Indiana Election Division.

Maintains permanent, military, and overseas absent voter database, processing absentee ballot applications and verifying validity of returned duplicates, damaged, and provisional ballots, performing absentee ballot reconciliation, and researching potential voter fraud for referral to District Attorney.

Implements security measures and ensures a safe and secure election including securing election equipment and ballots in a locked capacity and reporting any security breach to Secretary of State as required.

Maintain convenient and accessible polling places for Early Voting and Election Day ensuring all polling sites are HAVA compliant. Finds new polling sites to present to county election board when needed. Recruits and trains poll workers for Early Voting and Election Day.

Maintains voter registration records through SVRS including transfers, deaths, BMV records, merges, and verifying new addresses.

Verifies local, state, and federal petition signatures, and addresses, and are registered voters for initiative and candidate qualifying petitions. Keeps candidate records orderly. Properly destroys records as per the state's course of action. Provides local candidate information to the public.

Keeps an accurate list of all city, county, state, and federal elected officials updating for caucuses and working with party chairs for results of caucus procedures. Prepares and prints oaths of office and certification of elections for every advancing candidate.

Works with the County GIS Coordinator, County Surveyor, Ellettsville Town Planner, County Attorney, and City GIS Manager to coordinate maps and county app. Establishes precinct boundaries as required by law, and appropriately assigns voters to precincts.

Monitors changes in laws, legal requirements, and services affecting division operations, working with Chief Deputy and County Clerk to effectively assess operations and develop, revise, and implement new procedures accordingly.

Keeps track of office supplies and working with election vendors to maintain inventory.

Conducts weekly staff meetings, state and local election board meetings, facilitating roll call and taking minutes at election meetings as assigned.

Attends Board of Commissioner meetings and state and local election board meetings.

Speaks to schools, and other community organizations on election processes and attends community events to register voters and provides election information.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associate's degree required with additional training and course work in business administration, or a related field supplemented by up to two years of previous experience and/or training involving voter registration or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Bachelor's degree preferred.

Thorough knowledge of standard policies, practices, and legal requirements of the Clerk's Office and civil operations, with ability to effectively maintain general operations, respond to inquiries, take payments, and design and apply appropriate procedures accordingly.

Knowledge of legal terminology and standard policies and procedures concerning preparation and filing of court documents, with ability to effectively retrieve, update, and review department files for accuracy and completeness.

Working knowledge of standard bookkeeping and receipting procedures, with ability to perform arithmetic calculations and maintain accurate accounts and records as required.

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

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

Ability to properly operate standard office equipment, such as computer, calculator, telephone, copier, microfilm reader, and fax machine.

Ability to supervise personnel, including orienting new subordinates in the department, analyzing staffing needs, recommending increases/decreases in staff, assisting in interviewing applicants for job openings, providing training, making hiring recommendations, and keeping supervisor and staff updated of organizational developments as needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, court personnel, State Health Department, 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.

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

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

Ability to compile, analyze, evaluate data, and make determinations.

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

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

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to occasionally work extended hours and travel out of town for training/conferences sometimes overnight and responding to emergencies for elections on a 24-hour basis.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule with priorities primarily determined by supervisor and service needs of the public. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor when interpretations of departmental policies and procedures are thought necessary. Incumbents' work is reviewed primarily for compliance with departmental policy and legal requirements. Unusual circumstances or developments are discussed with supervisor.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other County departments, court personnel, State Health Department, and the public for purposes of exchanging information, rendering service, and resolving problems.

Incumbent reports directly to the Monroe County Clerk and/or Chief Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing up to 50 pounds, bending, reaching, crouching/kneeling, keyboarding, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

Incumbent is occasionally required to work extended hours and travel out of town for training/conferences sometimes overnight and required to respond to emergencies for elections on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Election Supervisor for the Monroe County Clerk'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 meet Yes No	ing the job duties and requireme	ents as outlined?
Applicant/Employee signature	Date	
Type or Print name	_	
\\\\\\\		
I have reviewed the job duties, requirements and	responsibilities contained herein	n with the employee.
Department Head/Supervisor signature	Date	
Type or Print name	_	

Salary Compensation Estimated Fiscal Impact

2023 Budget ACCOUNT LINES

 FT Insurance:
 12,000
 18001

 FICA:
 7.65%
 18101

 PERF:
 14.20%
 18201

 Longevity:
 Varies
 17601

Department: Clerk - Election Board Fund

Account Line: 1215-12002-0062

Position Title: Election Supervisor

Hours per Week: 35 FLSA Status: Non-Exempt

-				
Hourly Base Rate	\$20.62	\$21.72		2022
	Current	REQUESTED		2023
Classification	COMOT C	COMOT D	T	OTAL YEAR
Grid Level	Minimum	Minimum	FIS	CAL IMPACT
Salary	\$ 37,529.00	\$ 39,531.00	\$	2,002.00
Insurance	\$ 12,000.00	\$ 12,000.00	\$	-
FICA	\$ 2,871.00	\$ 3,025.00	\$	154.00
PERF	\$ 5,330.00	\$ 5,614.00	\$	284.00
Longevity			\$	-
ΤΟΤΔΙ S	\$ 57 730 00	\$ 60 170 00	\$	2 440 00

	Remaining Payroll Claims 1			
EFFECT	EFFECTIVE DATE			
12/3/2023				
	PROPSED FISCAL IMPACT			
\$	77.00			
\$	6.00			
\$	11.00			
\$	-			
\$	94.00			

Fiscal Impact

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

2024 BUDGET

Hourly Base Rate	\$24.14		\$25.39		2024
	Current		REQUESTED		2024
Classification	COMOT C		COMOT D	TO	OTAL YEAR
Grid Level	1-Year		1-Year	FIS	CAL IMPACT
Salary	\$ 43,935.00	\$	46,210.00	\$	2,275.00
Insurance	\$ 12,500.00	\$	12,500.00	\$	-
FICA	\$ 3,362.00	\$	3,536.00	\$	174.00
PERF	\$ 6,239.00	\$	6,562.00	\$	323.00
Longevity	\$200.00		\$200.00	\$	-
TOTALS	\$ 66.236.00	Ś	69.008.00	\$	2.772.00

Remaining
Payroll Claims
26

EFFECTIVE DATE
12/17/2023

PROPSED FISCAL
IMPACT
\$ 2,275.00
\$ 174.00
\$ 323.00
\$ \$ 2,772.00

Fiscal Impact

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

County Salary

Election Supervisor

Allen County

- Executive Director \$86,000 Yearly Salary
- One Assistant \$64,565

Boone County

- Election Specialist \$30,804 - \$46,196 Yearly Salary

Clark County

- Clerk \$40,000

Delaware County

- Clerk \$60,050 Yearly Salary

Elkhart County

- Clerk \$98,417
- Two Chief Deputy \$73,812

Floyd

- Election Board and Clerk

Hendricks

- Chief Deputy Clerk of Elections \$67,500 Yearly Salary

Marion

- Director of Elections \$93,307
- Three Assistants

St. Joseph

- Chief Deputy

Tippecanoe

- Clerk \$71,838 Yearly Salary
- Two Co-Directors \$48,423 (asking for 8% increase)

Vigo

- Election Director \$25.86 hour

Amy Scrogham K

Executive Director Allen County

View Amy Scrogham K Full Profile →	
View Amy scrognam & Fall Frome	

Amy Scrogham K Overview

Amy Scrogham K in 2022 was employed at Allen County and had an annual salary of \$88,132 according to public records. This salary was 95 percent higher than the average and 72 percent higher than the median salary in Allen County.

According to the public records from 2022, Amy Scrogham's job title was EXECUTIVE DIRECTOR. Amy's salary was 2 percent higher than average salary for this job in Indiana State.

	Advertisement
Key Data	
Year	2022
Full Name	Amy Scrogham K
Job Title	Executive Director
	Get Executive Director Salary Statistics >
State	Indiana
Employer	Allen County
Location	Fort Wayne
Annual Wage	\$88,132
Pay Plan	

^{*}Information may include where available: salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

Did you know a financial plan can lead to 2.7x higher net worth? ©

Employer

Employer Name
Allen County
Year 2022

Number of Employees 4,021

Average Annual Wage \$45,115

Median Annual Wage \$51,206

View Amy Scrogham K Full Profile →

Other records for Amy Scrogham K

Amy Scrogham K (2012)

Amy Scrogham K (2022) View Person Details > **Executive Director** Amy Scrogham K (2021) View Person Details > Asstdirector-Election Amy Scrogham K (2020) View Person Details > Asstdirector-Election Amy Scrogham K (2019) View Person Details > Asst Director - Election Amy Scrogham K (2014) View Person Details > Asst Director - Election Amy Scrogham K (2013) View Person Details > Asst Director - Election

Winne Person Maralle 3



Allen County Job Description

DIRECTOR OF ELECTIONS

Department: Election Board FLSA Status: Exempt

Classification/Level: Executive Date: 06/2023

Under the direction of the Allen County Election Board, the Director of Elections is responsible for providing overall leadership, planning and organization in the implementation of fair and accurate elections in Allen County, in compliance with federal and Indiana statutes. This position is Not Covered as defined by the Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Responsible for managing all internal processes of the Election Board, which includes creating detailed policies and procedures to ensure accuracy and uniformity of service to voters.
- Researches election law and follows legislative changes to update processes as necessary. Develops best practices based on practical application of the law.
- Directs election preparation including the development of the election calendar project timeline, design of ballot layout, preparation and distribution of election and instructional supplies, voting machine programming, vote tabulation, public relations and seasonal worker recruiting.
- Implements best practices to secure the election systems network from cybersecurity attacks and participates in proposing technology solutions and policies.
- Creates, manipulates and interprets geographical data to process polling location and precinct boundary changes
 using county GIS. Makes precinct changes as required by census redistricting, over population within precincts or
 to comply with statutory requirements
- Oversees full time and seasonal staff completion of tasks due around the deadlines of an election calendar
 including absentee voting, polling place operations, poll worker recruitment and training, early voting operations,
 candidate filings, campaign finance and courier route management.
- Supervises County's inventory of 715 voting machines, and 260 electronic poll books ensuring proper equipment maintenance, programming, testing and validation. Coordinates logic and accuracy testing prior to each election.
- Directs use of facilities space to set up efficient configurations for early voting, voter staging, secure voting areas entrance and exit, poll worker check in and check out, election night check in, areas for recounts, canvassing, research and incoming and outgoing mail ballot processing.
- Manages hardware and software specific to election management and vote tabulation. Develops and implements automated programs necessary for election efficiency.
- Maintains and updates election and social media websites and processes public information requests.
- Directs the election vote tabulation process by setting up and directing election night result reporting and certifies election results to Secretary of State.
- Performs database administration for election related databases including, but not limited to, assigning user access, ensuring data integrity and the performance of election databases.
- Collects, organizes, analyzes and disseminates election data to optimize operational efficiency and accuracy and supports data exporting and report generation from county and statewide databases.
- Conducts public tests of election equipment and supervises voting machine inspections.
- Provides technical support and gives technical testimony during election recounts and contests and conducts postelection audits on the election systems.
- Implements best practices to secure the election systems network from cybersecurity attacks and participates in researching and proposing technology solutions and polices.
- Evaluates new and improved concepts and procedures for the most efficient use of technology resources.

- Grants interviews to news media and coordinating cooperative efforts with citizen groups, work and political party representatives.
- Presents needs and provides information to Allen County Board of Commissioners, Allen County Council,
 Indiana Secretary of State Office, Indiana Election Commission and other government entities.
- Maintains and updates the website
- Compiles and prepares statistical data for planning, budgeting, reports and public information requests.
- Plans contingencies in event of disruptions to election activities, including inaccessible polling locations, poll workers issues and problems, power failures, road closures and sudden changes in weather conditions.
- Recruits, interviews and hires personnel. Mentors, coaches, develops, evaluates and engages full time staff to accomplish election objectives.
- Prepares and submits annual budget and reviews all expenditures.
- · Performs all other duties as assigned.

REQUIREMENTS:

- High School Diploma or GED and more than five years' combined election, management and administration experience
- Bachelor's Degree in Public or Business Administration, Political Science or Project Management preferred
- Elections/Registration Administrator Certification preferred
- Knowledge of Indiana election code and federal legislation pertaining to the electoral process
- · Ability to research, interpret and apply election law
- Strong leadership and project management skills
- Strong verbal and written communications skills
- Extensive knowledge of hardware and software specific to election management and vote tabulation
- Knowledge of broad range of technology concepts and practices including hardware, software and networking troubleshooting techniques, and database design and administration
- Knowledge of accounting practices and procedures
- · Ability to operate Infinity Voting equipment, laptops, printers, scanners, radio and other job related equipment
- Ability to work long and unusual hours during elections
- Valid Driver's License to travel to and from voting locations, equipment barn and post office

DIFFICULTY OF WORK:

The Director of Elections performs work that requires careful study and consideration when managing internal processes, overseeing all full time and seasonal staff, reviewing all expenditures and preparing the annual budget. Judgment is required to adapt to legislative changes, ensuring they are practically applied to everyday practice.

RESPONSIBILITY:

The Director of Elections provides major contributions when developing detailed policies and procedures and directing election preparation. Decisions and recommendations are reviewed for overall accomplishment and impact upon agency mission, policy or practice.

PERSONAL WORK RELATIONSHIPS:

The Director of Elections maintains frequent contact with other County employees, the public, candidates, voters, Election Board members, and officials from other government agencies when providing overall leadership implementation of fair and accurate elections in Allen County.

WORKING CONDITIONS:

The Director of Elections works in and out of a standard office environment with frequent sitting and the ability to move about freely. Some lifting of up to forty pounds, bending, pushing/pulling, reaching over head, kneeling, crawling and

climbing ladders is required. The Director of Elections performs very frequent typing, attention to detail, monitoring of equipment, detailed inspection and proofreading.

SUPERVISION:

The Director of Elections is responsible for supervising, including hiring, evaluating, disciplining and terminating, three full-time supervisors, sixty seasonal employees and more than one hundred Election Day workers.

LICENSING:

Valid Driver's License to travel to and from voting locations, equipment barn and post office Elections/Registration Administrator Certification preferred

IMMEDIATE SUPERVISOR:

Allen County Election Board

HOURS:

8:00 am - 4:30 pm and as needed; 37.5 hours/week; Mandatory overtime required six to eight weeks prior to every election

EEO CATEGORY:

010

WORKERS'S COMP CODE:

8810

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being	າຍ
described.	

Employee Signature:	Date:
Supervisor Signature:	Date:

	2024 SALARY OF	Red Circle		TED EIVILE	2024	Bi.weekly	Ex/
DEPT#	OFFICE *	Salary	HRS	Class	Salary	Salary	Non
2024 Step		Salary	III	Class	Sumi	Out III	11022
2024 Step 13.04	ADMINISTRATIVE ASST		40.0	B 5/5	56,077	2,157	N
13.08	PERMIT SPECIALIST		40.0	B 3/3	44,408	1,708	N
13.09	PERMIT SPECIALIST		40.0	B 3/5	49,899	1,919	N
13.1	PERMIT SPECIALIST		40.0	B 3/5	49,899	1,919	N
13.11	PERMIT SPECIALIST		40.0	B 3/3	44,408	1,708	N
13.12	PERMIT SPECIALIST		40.0	B 3/3	44,408	1,708	N
13.15	SENIOR COMM INSPECTOR		40.0	D 7/5	68,682	2,642	N
13.17	COMMERCIAL INSPECTOR		40.0	D 6/6	66,789	2,569	N
13.17	RESIDENTIAL BUILDING INSI	PECTOR	40.0	D 6/5	63,606	2,446	N
13.18	MULTI TRADE INSPECTOR	ECTOR	40.0	D 6/3	56,618	2,178	N
13.25	SENIOR ELECTRICAL INSPEC	TOP	40.0	D 0/3	64,792	2,178	N
13.28	ELECTRICAL INSPECTOR	TOK	40.0	D 6/5	63,606	2,446	N
13.29	ELECTRICAL INSPECTOR		40.0	D 6/3	56,618	2,178	N
13.29	COMMERCIAL INSPECTOR		40.0	D 6/4	60,008	2,178	N
13.31			40.0	D 6/4	63,606		N
	PLUMBING INSPECTOR		40.0		79,498	2,446	N
13.34	SENIOR HEATING INSPECTOR		40.0	D 7/8 D 6/4	60,008	3,058	N
13.36	HEATING INSPECTOR		40.0		Carl Francisco	2,308	N
13.37	HEATING INSPECTOR	-		D 6/8	73,653	2,833	N
13.38	HEATING INSPECTOR		40.0	D 6/3	56,618	2,178	N
13.39	PLUMBING INSPECTOR	ND	40.0	D 6/6	66,789	2,569	
13.4	SENIOR PLUMBING INSPECTOR SENIOR RESIDENTIAL INSPECTOR		40.0	D 7/8	79,498	3,058	N
13.42			40.0	D 7/8	79,498	3,058	N N
13.45	RESIDENTIAL BUILDING INSI		40.0	D 6/5	63,606	2,446	
13.46	RESIDENTIAL BUILDING INSI	PECTOR	40.0	D 6/5	63,606	2,446	N
13.48	Prop Mtnc Min Housing Insp	-	40.0	D 6/7	70,138	2,698	N
13.49	ADMINISTRATIVE ASST		40.0	B 2/3	41,517	1,597	N
13.5	SCAN TECHNICIAN		40.0	B 1/3	38,605	1,485	N
19.25	PLUMBING INSPECTOR		40.0	D 6/3	56,618	2,178	N
19.26	ELECTRICAL INSPECTOR	n	40.0	D 6/5	63,606	2,446	N
19.87	PROPERTY MAINT INSPECTO	R	40.0	D 6/5	63,606	2,446	N
19.88	Commercial Building Inspector		40.0	D 6/3	56,618	2,178	N
19.89	Senior Property Maintenance Insp	THE RESERVE AND ADDRESS OF THE PARTY OF THE	40.0	D 7/5	68,682	2,642	N
19.90	ACCDC Operations Manager	\$ 56,067	37.5	A 3/5	56,024	2,155	N
31	COUNTY EXTENSION						
13.01	ADMINISTRATIVE ASSISTAN		37.5	B 2/3	38,922	1,497	N
13.02	ADMINISTRATIVE ASSISTAN	Γ	37.5	B 2/8	50,642	1,948	N
13.04	BOOKKEEPER/SECRETARY		37.5	B 3/6	49,121	1,889	N
13.05	ADMINISTRATIVE ASSISTAN'	Γ	37.5	B 2/3	38,922	1,497	N
34	ELECTION BOARD						
13.01	Exec Director		37.5	Exec 1/1	86,498	3,327	Y
13.03	ASSISTANT DIRECTOR		37.5	A 7/3	64,565	2,483	Y
12.05	ELECTION MANAGED		375	P 4/5	10 580	1 907	N

13.05

ELECTION MANAGER

37.5

B 4/5

49,589

1,907

N

	2024 SALARY ORD		CLASSII	TED EMPL		D: 11	T /
		Red Circle	TTDG	61	2024	Bi.weekly	Ex/
DEPT#	OFFICE *	Salary	HRS	Class	Salary	Salary	Non
2024 Step							
13.06	ELECTION MANAGER		37.5	B 4/6	52,065	2,003	N
19.87	Election Technology Manager		37.5	A 3/2	47,951	1,844	N
35	VOTER REGISTRATION						
13.17	SYSTEMS OPERATOR		37.5	B 2/5	43,739	1,682	N
13.2	SYSTEMS OPERATOR		37.5	B 2/6	45,923	1,766	N
37	PLANNING SERVICES						
14.03	Exec Director		40.0	Exec 4/2	125,540	4,828	Y
14.05	OFFICE/FINANCE MGR		40.0	B 8/7	71,885	2,765	N
14.08	LAND USE PERMIT SPECIALIST		40.0	B 5/7	61,838	2,378	N
14.1	LAND USE PERMIT SPECIALIST		40.0	B 5/3	49,899	1,919	N
14.12	DIRECTOR OF REDEVLOPMENT	\$ 104,849	40.0	A 11/5	103,293	3,973	Y
14.14	SR.ECON DEV. SPECIALIST.	4,010,000,000	40.0	A 8/8	97,718	3,758	Y
14.15	ECONOMIC DEV.SPECIALIST		40.0	A 7/7	85,322	3,282	N
14.17	DEP DIR OF LU PLNNNG		40.0	A 11/8	119,579	4,599	Y
14.18	SR. LAND USE PLANNER		40.0	A 8/8	97,718	3,758	Y
14.19	SR. LAND USE PLANNER		40.0	A 8/8	97,718	3,758	Y
14.2	PRNCPL LAND USE PLNNR		40.0	A 7/5	77,397	2,977	N
14.21	PRNCPL LAND USE PLNNR		40.0	A 7/8	89,586	3,446	N
14.22	PRNCPL LAND USE PLNNR		40.0	A 7/5	77,397	2,977	N
14.23	PRNCPL LAND USE PLNNR		40.0	A 7/8	89,586	3,446	N
14.24	ASSOCIATE PLANNER		40.0	A 6/3	63,190	2,430	N
14.41	SCANNING TECHNICIAN		40.0	B 1/7	47,798	1,838	N
14.43	LAND USE PERMIT SPECIALIST		40.0	B 5/8	64,938	2,498	N
14.46	ASSOC PLANNER		40.0	A 6/3	63,190	2,430	N
14.47	SR. LAND USE PLANNER	\$ 93,307	40.0	A 8/7	93,059	3,579	Y
14.48	PRNCPL LAND USE PLNNR		40.0	A 7/3	68,869	2,649	N
14.49	SR. LAND USE PLANNER	\$ 89,718	40.0	A 8/6	88,629	3,409	Y
14.69	PRNCPL LAND USE PLNNR		40.0	A 7/4	73,008	2,808	N
14.73	ASSOCIATE PLANNER		40.0	A 6/6	74,547	2,867	N
14.87	LAND USE PERMIT SPECIALIST		40.0	B 5/3	49,899	1,919	N
14.90	ASSOCIATE PLANNER		40.0	A 6/3	63,190	2,430	N
14.96	PRNCPL LAND USE PLNNR		40.0	A 7/3	68,869	2,649	N
39	COUNTY SERVICES						
13.4	MECHANIC		40.0	D 6/3	56,618	2,178	N
13.42	Director		37.5	Exec 1/3	95,365	3,668	Y
13.45	Service Center Manager		40.0	D 8/6	77,854	2,994	N
13.49	FINANCE ADMINISTRATOR		37.5	B 6/3	49,589	1,907	N
13.51	OFFICE MANAGER		37.5	B 6/5	55,731	2,144	N
13.56	Senior Buyer		37.5	A 7/4	68,445	2,633	N
13.61	MECHANIC		40.0	D 6/5	63,606	2,446	N
13.63	ASSISTANT SERVICE MANAGER	3	40.0	D 7/3	61,131	2,351	N

			OR NON-CLASSIF		
	Department Heads, Chief	Deputies, Attorney	s, Doctors, Executive	e, and Special Occupation	l
				2024	
DEPT#	OFFICE *			Salary	Exempt
14.42	DEPUTY PROSECUTOR			109,200	Y
5-43	DEPUTY PROSECUTOR			84,240	Y
16-11	DEPUTY PROSECUTOR			78,198	Y
16.25	CHIEF DPTY PROS (Co paid po	ortion)		32,774	Y
16.92	DEPUTY PROSECUTOR	or doiny		57,200	Y
17.12	DEPUTY PROSECUTOR			97,760	Y
17.14	DEPUTY PROSECUTOR			82,160	Y
7.18	DEPUTY PROSECUTOR			118,662	Y
7.49	DEPUTY PROSECUTOR			57,200	Y
7.54	DEPUTY PROSECUTOR			92,820	Y
7.74	DEPUTY PROSECUTOR			90,000	Y
18.08	DEPUTY PROSECUTOR			112,320	Y
18.10	DEPUTY PROSECUTOR			86,320	Y
18.30	DEPUTY PROSECUTOR			86,320	Y
18.31	DEPUTY PROSECUTOR			119,477	Υ
18.34	DEPUTY PROSECUTOR			88,400	Υ
18.43	DEPUTY PROSECUTOR			57,200	Υ
18.44	DEPUTY PROSECUTOR			88,400	Y
18.45	DEPUTY PROSECUTOR			96,720	Υ
8-78	DEPUTY PROSECUTOR			88,400	Y
18-79	DEPUTY PROSECUTOR			57,200	Υ
09	COUNTY ASSESSOR				
13.27	CHIEF DEPUTY **			85,549	Y
13.27	CHIEF DEPUTY ***			85,349	1
16	WAYNE ASSESSOR				
13.81	CHIEF DEPUTY **			61,105	Y
				, , , , , ,	
34	ELECTION BOARD				
11.13	ELECTION BOARD MEMB	ERS (Clerk amount	in their salary)	\$6,755 Each	Y
11.26	VOTING MACHINE MECH		Range	\$11,095-20,847	Y
35	VOTER REGISTRATION				
13.08	BOARD MEMBER			70,679	Y
13.09	BOARD MEMBER			70,679	Y
13.11	ASST DIRECTOR			53,016	N
13.12	ASST DIRECTOR			53.016	N
37	DEPT OF PLANNING SER	RVICES			222
14.06	ASST CO ATTORNEY			59,850	Y
40	COMMISSIONERS/LEGIS	SLATIVE			
13.15	ASST CO ATTORNEY			50,596	Y
19.87	Staff Attorney		Own grid	102,648	Y
12.07	z mil i moinej		S.m. gira	102,010	•
42	COUNTY COUNCIL				
13-12	Council Attorny	PART-TIME		20,827	Y



Angela Wehmeyer, Director Human Resources & Risk Management

Job Descriptions & Pay Plan

Class Code	Occupational Job Families & Classes	Salary Range	Minimum	Maximum
202450	Elections Intern	12	\$24,668	\$36,982
303350	Intern (Auto Mechanic)	16	\$27,227	\$40,830
901100	Intern I (pool)	16	\$27,227	\$40,830
901100	<u>Intern - Community Services</u>	16	\$27,227	\$40,830
105000	Intern II	19	\$29,328	\$43,971
706200	Program Assts. Pool	21	\$30,804	\$46,196
202400	Elections Specialist	21	\$30,804	\$46,196
100400	Account Specialist I - Corrections	22	\$31,574	\$47,340
100400	Account Specialist I - Prosecuting Attorney	22	\$31,574	\$47,340
100400	Account Specialist I - Prosecuting Attorney - Tax Collection	22	\$31,574	\$47,340
705100	<u>Administrative Assistant - Court</u>	22	\$31,574	\$47,340
101400	<u>Administrative Assistant - Emergency</u> <u>Management</u>	22	\$31,574	\$47,340
101400	<u>Administrative Assistant - Facilities</u>	22	\$31,574	\$47,340
101600	<u>Administrative Technician I - Public</u> <u>Administrator</u>	22	\$31,574	\$47,340
101600	Administrative Technician I - Mail Services	22	\$31,574	\$47,340

Rick Spangler (2021)

Clerk

Delaware County, Indiana

Rick Spangler worked as a Clerk for Delaware County, Indiana and in 2021 had a reported pay of \$60,050 according to public records. This is 12.9 percent lower than the average pay for county employees and 13.4 percent lower than the national average for government employees.

Rick Spangler in 2021

Name Rick Spangler
Location Muncie, Indiana
County Delaware

Payroll Year 2021

Employer/Source Delaware County, IN

Employer/Location County Clerk

Job Title Clerk

Organization Delaware County

Work Address 3100 S Tillotson Ave Muncie, IN 47302

2021 Pay Information ¹⁰

Information may include where available: pay, salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

Payroll Type County
Total Pay \$60,050

Other Records for Rick Spangler

Rick Spangler (2020)

Clerk

Delaware County, IN

View Pay Details

Rick Spangler (2019)

Clerk

Delaware County, IN

View Pay Details

Share

Tweet

View Pay Consile.

View Employment Record for Rick Spangler

Co-Workers & Other Employees

Employee	Job	
Jeremy Sauve	Part Time	View Details & Pay >
William Smith	Ed Specialist	View Details & Pay >
Matthew Wilcox	Part Time	View Details & Pay >
Isaiah P Vollen	Part Time	View Details & Pay >
Charles R Walker	Superintendent	View Details & Pay >
<u>Joshua Taulbee</u>	Deputy Registration Clerk	View Details & Pay >

See all employees for Delaware County, Indiana

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Kylie Moreland

From: Ryan Herndon

Sent: Friday, December 8, 2023 9:14 AM

To: Kylie Moreland

Subject: Fwd: Election Supervisor

Attachments: image001.png; Voter Registration Office Manager.pdf; Chief Deputy_Administration _

Elections 10-1-22.pdf

Ryan M. Herndon 812-325-1054

Begin forwarded message:

From: Ryan Herndon < rherndon@co.monroe.in.us>

Date: December 6, 2023 at 10:34:19 AM EST

To: Kylie Moreland kmoreland@co.monroe.in.us

Subject: Fwd: Election Supervisor

Ryan M. Herndon 812-325-1054

Begin forwarded message:

From: Audie Hostetler <ahostetler@elkhartcounty.com>

Date: December 6, 2023 at 8:54:12 AM EST **To:** Ryan Herndon rherndon@co.monroe.in.us

Subject: RE: Election Supervisor

Hi Ryan,

Our Elected Clerk and one of his two First Deputies are in charge of the elections. Our Elected Clerk's salary for 2024 is \$98,417 and his First Deputy makes 75% of his salary. We do have an Office Manager type position in our Voter Registration department that also helps with Elections. That positions salary is \$22.18-24.65/hr in 2024. Hope this helps.

Thank you,

Audie Hostetler

Assistant Director, Human Resources
Elkhart County Government
574-535-6798
ahostetler@elkhartcounty.com

From: ElkhartCountyAuditor <ElkhartCountyAuditor@elkhartcounty.com>

Sent: Tuesday, December 5, 2023 9:32 AM

To: Audie Hostetler <ahostetler@elkhartcounty.com>

Subject: FW: Election Supervisor

Please see below.

Thank you,

Angie Loveless

Elkhart County Auditor's Office

GIS Tech 117 N 2nd Street, RM 203 Goshen, IN 46526 574-535-6712

From: Ryan Herndon < rherndon@co.monroe.in.us>

Sent: Tuesday, December 5, 2023 9:04 AM

To: ElkhartCountyAuditor < ElkhartCountyAuditor@elkhartcounty.com>

Subject: Election Supervisor

You don't often get email from rherndon@co.monroe.in.us. Learn why this is important

Caution! This message was sent from outside your organization.

Patricia,

I hope all is well.

I have been asked by the County Council to get information regarding the salary and job description for the Election Supervisor (if you have one) or the salary info for the person that takes care of the elections in your county.

Is there any way that you could please send me this info?

I truly appreciate it.

Have a great day!

POSITION DESCRIPTION COUNTY OF ELKHART, INDIANA

POSITION: Voter Registration/Election Board Office Manager

DEPARTMENT: Clerk/Elections

WORK SCHEDULE: 8:00 a.m. - 5:00 p.m., M; 8:00 a.m. - 4:00 p.m., T-F

JOB CATEGORY: COMOT (Computer, Office Machine Operations, Technician)

DATE WRITTEN: May 2020 STATUS: Full-time

DATE REVISED: FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Elkhart 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 Voter Registration/Election Board Office Manager for the Elkhart County Clerk's Office, responsible for supervising and directing assigned personnel, maintaining election equipment, and coordinating election day worker training.

DUTIES:

Performs duties of Chief Deputy – Elections in his/her absence.

Supervises and directs assigned personnel, including analyzing workload and human resource needs, interviewing candidates, making hiring recommendations, orienting new subordinates, planning/delegating/controlling work assignments, establishing work priorities, training/developing/motivating assigned staff, evaluating performance results, keeping supervisors and subordinates informed of organizational developments, maintaining discipline, recommending corrective action, and communicating and administering personnel programs and procedures.

Trains Election Day workers. Coordinates and attends training for voter registration employees, ensuring continued education in Statewide Voter Registration System (SVRS).

Maintains election equipment and supplies, including coordinating transport to voting locations and programming equipment for primary, general, and special elections. Ensures election software and hardware is functioning and properly secured.

Updates Clerk's office/Election Board/Voter Registration website.

Performs related duties as assigned.

1. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED with one year of work experience with election process. Clerical supervisory experience preferred.

Must be a registered voter of Elkhart County.

Practical knowledge of standard office procedures, basic computer skills including word processing/spreadsheet/email/presentation, and Department-specific software/applications such as voting equipment programs, election tabulation and pollbooks, and website construction, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Practical knowledge of Federal code and Indiana election rules/regulations and statewide registration system, with the ability to process registrations, maintain related records, coordinate voting locations, and research vendor reference manuals and election-related websites.

Practical knowledge of standard filing systems with ability to create and maintain accurate and complete Department files.

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

Knowledge of basic cyber security best practices for common hardware and software.

Ability to perform duties of Chief Deputy – Elections in his/her absence.

Ability to supervise and direct assigned personnel, including analyzing workload and human resource needs, interviewing candidates, making hiring recommendations, orienting new subordinates, planning/delegating/controlling work assignments, establishing work priorities, training/developing/motivating assigned staff, evaluating performance results, keeping supervisors and subordinates informed of organizational developments, maintaining discipline, recommending corrective action, and communicating and administering personnel programs and procedures.

Ability to operate standard office equipment, including computers, calculators, telephones, fax machines, copiers, scanners, and postage meters, as well as various election equipment and other equipment as needed, and to drive a vehicle.

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

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

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

Ability to work with others in a team environment and on several tasks at a time, often under time pressure.

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

Ability to plan/layout assigned work projects, apply knowledge of people and locations, and read/interpret detailed prints, layouts, specifications, or maps.

Ability to count, perform arithmetic tasks, calculate/compute, compare/observe similarities and differences between data, people, or things, and make data-driven decisions.

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

Ability to maintain current knowledge of technology, procedures, and practices with continuing education and attendance at State associations meetings and conferences.

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

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

II. RESPONSIBILITY:

Incumbent performs duties with schedules and work priorities determined by seasonal deadlines. Assignments are guided by definite objectives, and on rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from my supervisor. Errors in work are primarily detected through procedural safeguards. Undetected errors could result in loss of time to correct error.

III, PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other State and County departments, election board, vendors, and the public, for purposes of exchanging information, rendering services, and providing instruction.

Incumbent reports directly to Chief Deputy/Administration & Elections.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and storerooms, involving sitting/walking at will, sitting/standing/walking for long periods, reaching/bending, crouching/kneeling, lifting/carrying/pushing/pulling objects weighing under 25 pounds, handling/grasping/fingering objects, keyboarding, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly. and driving.

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

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Voter Registration/Election Board Office Manager for the Elkhart County Clerk'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 mee YesNo	ting the job duties as outlined?
Applicant/Employee Signature	Date
Print or Type Name	_

POSITION DESCRIPTION COUNTY OF ELKHART, INDIANA

POSITION: Chief Deputy - Administration & Elections

DEPARTMENT: Clerk

WORK SCHEDULE: 7:45 a.m. - 5:00 p.m., M; 7:45 a.m. - 4:00 p.m., T-F

JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: May 2020 STATUS: Full-time

DATE REVISED: October 2022 FLSA STATUS: Excluded

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. Elkhart Connty 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 Chief Deputy - Administration & Elections for the Elkhart County Clerk's Office, responsible for managing election preparations, supervising assigned staff, and performing a variety of bookkeeping functions.

DUTIES:

Supervises and directs assigned staff, including planning, delegating, and controlling work assignments and special projects.

Manages election preparations, including preparing/filing all election materials such as candidate filings/reports/other materials, absentee ballots by mail, and travel board.

Manages training, including arranging for and assisting with poll worker, election staff, travel board election staff, and Vote Center worker training. Prepares training materials, including manuals and forms. Attends training for elections and election equipment.

Organizes and oversees election day central count process and provides assistance to Vote Center workers as needed.

Performs a variety of bookkeeping functions to monitor and document Department funds, including assisting Clerk with developing divisional budgets, preparing clerical and election staff timesheets/payroll.

Purchases supplies and equipment for all Clerk's office divisions, and submits claims.

Files oaths of office for local officials, such as school board members, sheriff officers, and court staff.

Answers telephone and greets office visitors including, providing information and assistance, clarifying information received, expediting resolutions, and/or directing callers to appropriate individual or department.

Receives and files annexation paperwork for Elkhart County cities.

Processes election season mail and responds to questions regarding campaign finance and clerical questions and concerns.

Assists Clerk in performance of duties, including preparing office calendars and meeting deadlines.

Serves as Election Board secretary.

Occasional Election duties as outlined in, but not limited to, IC 3-11.5-4-22 (a).

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED.

Thorough knowledge of standard policies and practices of the Clerk's Office, with ability to coordinate operations and revise/resolve procedural problems and practices as necessary.

Thorough knowledge of statewide and local election code, regulations, policies, and procedures, with ability to manage and organize election preparations, ensure proper operation of elections equipment, and properly train election and voter registration staff.

Thorough knowledge of standard office procedures, basic computer skills including word processing/spreadsheet/email/presentation and Department-specific software/applications such as voter registration system, and voting equipment programs, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Practical knowledge of accepted filing and accounting practices with ability to assure proper preparation and maintenance of department records and financial accounting.

Practical knowledge of standard English grammar, spelling, and punctuation with ability to prepare documents, correspondence, detailed written reports, and take minutes as required.

Ability to supervise and direct assigned staff, including planning, delegating, and controlling work assignments and special projects.

Ability to operate standard office equipment, including computers, typewriters, calculators, telephones, postage meters, fax machines, copiers, scanners, electronic election equipment, other equipment as needed, and to operate a vehicle.

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

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

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

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

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

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

Ability to count, perform arithmetic tasks, and calculate/compute.

Ability to analyze/compile/collate/evaluate data, make data-driven decisions, and fabricate data to discover facts or develop concepts.

Ability to prepare and deliver public speaking presentations and train staff/volunteers.

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

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

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

Incumbent performs a wide array of complex duties involving past precedents and new developments. Incumbent operates within general guidelines and rules, exercising discretion and independent judgment in selecting the appropriate guidelines and/or rules to apply to specific cases or circumstances.

III. <u>RESPONSIBILITY</u>:

Incumbent operates within general guidelines and departmental policies, with desired results of work clearly specified. Unusual problems are discussed with the supervisor, and incumbent is responsible for exercising independent judgment in applying departmental policies in a variety of situations and circumstances. Work product has a significant impact on departmental operations,

and quality of work is periodically assessed on the basis of attaint of department objectives and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other State and County departments, election board, vendors, candidates, and the public for the purpose of exchanging information, rendering service, negotiating solutions, and providing instruction.

Incumbent reports directly to Clerk.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing less than 25 pounds, bending/reaching, crouching/kneeling, handling/grasping/fingering objects, keyboarding, close vision, hearing sounds/communication, speaking clearly, and driving. Incumbent is exposed to noisy environments and hostile/irate individuals.

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

VI. <u>OTHER:</u>

The Chief Deputy - Administration & Elections is an appointive position of the Clerk. Specific job duties and job requirements are established at the discretion of the Clerk. A person appointed to the Chief Deputy - Administration & Elections position serves at the pleasure of the Clerk and may be terminated by the Clerk at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Chief Deputy - Administration & Elections for the Elkhart County Clerk'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.

s there anything that would keep you from meeting the job duties as outlined? Yes No						
165140						
						
Applicant/Employee Signature	Date					
Print or Type Name	-					

Debbie M Hoskins (2020)

Chief Deputy Clerk

Hendricks County, Indiana

Share Tweet

Debbie M Hoskins worked as a Chief Deputy Clerk for Hendricks County, Indiana and in 2020 had a reported pay of \$75,107 according to public records. This is 8.9 percent higher than the average pay for county employees and 8.3 percent higher than the national average for government employees.

Debbie M Hoskins in 2020

Name Debbie M Hoskins

Location Danville, Indiana

County Hendricks

Payroll Year 2020

Employer/Source Hendricks County, IN

Employer/Location 0101 Clerk

 Job_Title
 Chief Deputy Clerk

 Organization
 Hendricks County

Work Address 355 S Washington St #202 Danville, IN 46122

2020 Pay Information 6

Information may include where available: pay, salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

Payroll Type County

Total Pay \$75,107

Other Records for Debbie Hoskins

Debbie M Hoskins (2019)

Elected Clerk

Hendricks County, IN

View Pay Details

Debbie M Hoskins (2018)

Elected Clerk

Hendricks County, IN

View Pay Details

Vicio Pay Octobs

View Employment Record for Debbie Hoskins

Co-Workers & Other Employees

Employee	Job	
Janet S Hussong	Clerk	View Details & Pay >
Melinda E Hughes	Human Resource Administrator	View Details & Pay >
Ladonna L Hughes	Animal Shelter Supervisor	View Details & Pay >
Jeffrey A Hughes	Merit Deputy 2080 Hrs	View Details & Pay >
Craig E Hughes	Merit Sergeant 1820 Hrs	View Details & Pay >
Brandon L Huber	Work Release Officer	View Details & Pay >

See all employees for Hendricks County, Indiana

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Ryan Herndon

From:

D.J. Hoskins <dhoskins@co.hendricks.in.us>

Sent:

Tuesday, December 5, 2023 9:34 AM

To:

Ryan Herndon

Subject:

RE: Election Supervisor

Well today is your lucky day, that would be me. Lol

I am salary so I don't get paid for any overtime worked, as you know we spend a lot of hours during elections. If I were to add all my hours up, I probably get paid same as my co-workers.

But I do love what I do.

I get paid for 70 hours bi-weekly, if I do not work 70 hours, I must use earned PTO time. If I have an appointment during a pay period where I have worked more than 70 hours I do not have to use PTO but it must be within a pay period.

I handle everything in election office from scheduling poll workers and mailing them documents needed for payroll and HR to keeping inventory of supplies and providing the clerk with a list of what is needed. I attend Commissioner and Council meetings if its election related, attend budget hearings, publish notices, well you get it everything.

My yearly salary is \$67,500. I think that's good considering what other counties pay. Not sure what all of them pay but I know smaller counties don't pay much to run an office.

If you find out the salary of other counties, I would love to have a copy if you wouldn't mind? Hope you get the benefits and salary that your worth this position is like being an elected official.

Debbie (DJ) Hoskins Chief Deputy Clerk of Election 355 S Washington Street # 120 Danville, In. 46122

From: Ryan Herndon <rherndon@co.monroe.in.us>

Sent: Tuesday, December 5, 2023 9:10 AM
To: D.J. Hoskins < dhoskins@co.hendricks.in.us>

Subject: Election Supervisor

Debbie,

I hope all is well.

I have been asked by the County Council to get information regarding the salary and job description for the Election Supervisor (if you have one) or the salary info for the person that takes care of the elections in your county.

Is there any way that you could please send me this info?

I truly appreciate it.

Have a great day!

Piyan M. Horndon

Election Supervisor Monroe County Election Central 401 W 7th Street, Suite 100 Bloomington IN 47404 (812) 335-7219

Kylie Moreland

From: Ryan Herndon

Sent: Friday, December 8, 2023 9:15 AM

To: Kylie Moreland

Subject:Fwd: Election SupervisorAttachments:Director of Elections 2022.docx

Ryan M. Herndon 812-325-1054

Begin forwarded message:

From: "Becker, Patrick R." <Patrick.Becker@indy.gov>

Date: December 5, 2023 at 1:47:26 PM EST **To:** Ryan Herndon < rherndon@co.monroe.in.us>

Cc: Kylie Moreland kmoreland@co.monroe.in.us, "Stinson, Brent" kmoreland@co.monroe.in.us, "Stinson, Brent" kmoreland.gov, "Stinson, Brent" kmoreland.gov, "Stinson@indy.gov">kmoreland.gov, "Stinson, Brent" kmoreland.gov, "Stinson, Brent" kmoreland.gov, "Stinson, Brent" kmoreland.gov, "Stinson, Brent" kmoreland.gov, "Stinson.gov">kmoreland.gov, "Stins

Subject: RE: Election Supervisor

Ryan – attached is the Director of Elections current job description. The current salary is \$93,307.

We also had another request forwarded to our office from the our county auditor so I've cc'd Kylie on this reply since she made that request.

Please let me know if you need anything else.

Patrick Becker

Director of Elections

Marion County Election Board

From: Ryan Herndon <rherndon@co.monroe.in.us>

Sent: Tuesday, December 5, 2023 9:15 AM

To: Becker, Patrick R. <Patrick.Becker@Indy.Gov>

Subject: Election Supervisor

Patrick,

I hope all is well.

I have been asked by the County Council to get information regarding the salary and job description for the Election Supervisor (if you have one) or the salary info for the person that takes care of the elections in your county.

Is there any way that you could please send me this info?

I truly appreciate it.

Have a great day!

Ryan M. Horndon Election Supervisor

Monroe County Election Central 401 W 7th Street, Suite 100 Bloomington IN 47404 (812) 335-7219



CITY OF INDIANAPOLIS & MARION COUNTY OFFICIAL JOB DESCRIPTION

Job Title	Director of Elections	Agency	Marion County Election Board
Reports To:	Marion County Election Board	Division	###
How many Direct Reports this job will have?	2	Location	ССВ
How many Indirect Reports this job will have?	11 FTE 221 Seasonal Staff 1500 Poll Workers	Does this position manage projects or processes?	Yes
How many Contract Reports this job will have?	3 Direct Reports 55 Indirect Reports	Does this job have responsibility for managing an operating budget?	Yes
Does this job require the ability to speak multiple languages? If so, list them.	No	What is the volume of the budget that is managed?	\$8.1 Million

Agency Summary

The Marion County Election Board is committed to upholding the integrity of elections by providing free, fair, and accessible voting to all who wish to cast a ballot in our county. The agency is able to do this by cultivating a productive, collaborative, and compliant work environment in order for our workforce to meet the needs of the constituents of Indianapolis and Marion County.

Job Summary

Position is responsible for planning, organizing and executing the county's primary, general, municipal and special elections on behalf of the Marion County Election Board.

With significant autonomy, the position performs high-level technical and administrative activities, responsible for both setting the Board's strategy and ensuring flawless operations, as are required in election administration. The position also leads communication and planning with internal and external stakeholders, fostering collaboration from across the political spectrum. Position is responsible for providing guidance and analysis of Indiana Code and other election administrative rules and regulations. Advises Circuit Court Clerk and members of the Election Board, makes recommendations to the Board in support of its mission and goals.

This is a highly public position and as such, requires complete independent judgment and decision making. Strategic oversight and accountability are provided by the Circuit Court Clerk and the Marion County Election Board. Position reports to the Marion County Election Board and the Circuit Court Clerk.

Key Responsibilities

- Leads project management for the administration of federal, state, municipal and special elections for Marion County which has over 650,000 registered voters.
- Provides guidance and analysis of election laws, rules and regulations, ensuring compliance with federal, state, and local laws.
- Reviews and analyzes all directives, advisories, memorandums, correspondence and materials issued by the Secretary of State and the Indiana Election Division.
- Serves as the agency's primary liaison and builds and fosters collaborative relationships with Board members, political parties, vendors, and other city-county agencies including, but not limited to, Voter Registration, Office of Corporation Counsel, County Prosecutor, Mayor's office, the Marion County Republican Party and the Marion County Democratic Party.
- Oversees the procurement process for any and all new voting and subsidiary equipment purchased by the County.
- Leads the development team for the implementation of all election board software and applications in coordination with the Information Services Agency.
- Advises Clerk, fellow Executive Staff and Board members on current events to effectively respond to issues impacting the organization.
- Serves as the official liaison for the Board when interacting with the Indiana Secretary of State, the public and elected officials and serves as proxy for the Clerk at meetings as directed by the Clerk.
- Develops an annual budget of approximately \$8 million and ensures that election board staff maintains compliance with the budget.
- Oversees supervision of full-time staff by conducting performance evaluations and formulating plans for employee improvement. Creates disciplinary and/or termination procedures for employees.
- Primarily responsible for working closely with bath political parties to recruit over 1,500 poll workers.
- Leads tactical execution of all Election Day activities including supervision of 13 full time employees, over 100 seasonal employees and approximately 2000 election day workers. Other areas supervised include, the inspector hotline, central count of absentee ballots, dispatch of voting machine mechanics, research and resalution of voter complaints and issues at polling locations, and tabulation of election results.
- Negotiates contracts on behalf af the Board with the assistance of the Office of Corporation Counsel and/or autside counsel. Responsible for contract compliance and resolving any vendor disputes for the Board
- Makes recammendations to the Board for hiring decisions, professional services agreements, formal Board investigations, and other election-related issues.
- Researches and investigates candidate challenges and other concerns brought to the attention of the Board in order to make recommendations as to their validity and applicability to the law.
- Ensures voter and candidate resources are available and updated online; resources include the voter information portal, election results application, campaign finance archive and general content pages on the Web site.
- This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Minimum Job Requirements and Qualifications

- Bachelor's degree in policy, public affairs, communication, business, or other related field
- At least six (8) years of related experience
- 3 years of management experience
- Ability to analyze and interpret complex administrative, statutory and legal rules
- Excels at written and oral communication
- · Ability to thrive in a high-pressure, high-scrutiny public-facing office
- Must be a resident and registered voter of Marion County, or demonstrate a willingness to relocate and register upon acceptance of the position.
- Possess a valid Indiana Driver's License

Preferred Job Requirements and Qualifications

- Doctor of Juris Prudence and admission to the Indiana Bar.
- Indiana election administration experience

- 6 years of government management experience
- 10 years of related experience

Working Conditions

Essential functions are regularly performed in an office setting without exposure to adverse environmental conditions. About one quarter of the yearly hours will be spent working in the office portion of our election warehouse.

Physical Conditions

- 1. Sitting at a desk the majority of the day
- 2. Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10) pounds
- 3. Tasks may involve extended periods of time at keyboard or workstation
- 4. While present at the warehouse extended time standing may be required.
- 5. Must be able to work 80 hour work weeks in the month preceding an election.
- 6. Must be able to work 12+ hour days in the month preceding an election with Election Day consisting of 20 to 24-hour work-day.
- 7. Tasks require the ability to perceive and hear sounds and see visual cues or signals
- 8. Tasks require the ability to communicate orally

Equal Employment Opportunity

The City of Indianapolis Marion County is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. We value diversity in perspectives and experiences among colleagues and the residents of this city of whom we serve.

This Section is for HR Use Only and Is Not Included with The Job Description Given to Employee					
Position Band	4M	Role Type			
Position Level		Telework			
Position Grade	15	Position Type	Exempt		

Julie A Roush (2021)

Elected Official - Clerk

Tippecanoe County, Indiana

Share Tweet

Julie A Roush worked as an Elected Official - Clerk for Tippecanoe County, Indiana and in 2021 had a reported pay of \$71,838 according to public records. This is 4.2 percent higher than the average pay for county employees and 3.6 percent higher than the national average for government employees.

Julie A Roush in 2021

Name Julie A Roush

Location Lafayette, Indiana

County Tippecanoe

Payroll Year 2021

Employer/Source Tippecanoe County, IN

Employer/Location Clerk

 Job_Title
 Elected Official - Clerk

 Organization
 Tippecanoe County

Work Address 301 Main Street Lafayette, IN 47901

2021 Pay Information ⁶

Information may include where available: pay, salary, bonuses, benefits, retirement contributions, pensions, and other financial data.

Payroll Type

County

Total Pay

\$71,838

Other Records for Julie Roush

Julie A Roush (2020)

Elected Official - Clerk

Tippecanoe County, IN

View Pay Details

Julie A Roush (2019)

Elected Official - Clerk

Tippecanoe County, IN

View Pay Details

View Employment Record for Julie Roush

Co-Workers & Other Employees

Employee	Јов	
Theresa A Kruszewski	Clerk's Office	View Details & Pay >
Shayelle C Knogge	High Volume Clerk - Comot III	View Details & Pay >
Joshua S Mullins	Main Office Deputy Clerk- Comot III	View Details & Pay >
Abby M Myers	High Volume Clerk Supervisor - Comot IV	View Details & Pay >
Terri L Probasco	Main Office Deputy Clerk- Comot III	View Details & Pay >
Jacenda N Perry	Upper Court Clerk - Comot III	View Details & Pay >

See all employees for Tippecanoe County, Indiana

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Kylie Moreland

From:

Jennifer Weston < JWeston@tippecanoe.in.gov>

Sent:

Tuesday, December 5, 2023 9:33 AM

To:

Kylie Moreland

Subject:

Re: Election Supervisor

Hi Kylie,

Our Clerk works on elections and we have two co-directors. A Republican and a Democrat. Currently the Republican co-director is vacant.

The 2024 salaries of the co-directors is \$48,423; however, our Clerk will be on the January Council agenda to request an increase - I believe it is 8% above that but not sure.

The Clerk and election board members receive the following compensation for their work:

PART TIME AND HOURLY RATED EMPLOYEES					
			Rate of Pay		
Title of Postion	(Currently held by)		(per month, week, day, hour, etc		
Seasonal Poll Worker		up to	\$16.00 /	hour	
Election Mechanic		up to	\$18.00 /	hour	
Election Board Member	Moore & Vonderheide		\$5,500.00 /	Year	
Deputy Election Board Member			\$2,900.00 /	Year	
Electic Board Member (Clerk)	Julie Roush	· · · · · · · ·	\$5,500.00 /	Year	
Clerk (clerical)		up to	\$19.00 /	hour	
Voter Registration Clerk			\$1,500.00 /	Year	

Jennifer Weston
Tippecanoe County Auditor
20 N 3rd Street
Lafayette, IN 47901
765.423.9130
jweston@tippecanoe.in.gov



From: Kylie Moreland kmoreland@co.monroe.in.us

Sent: Tuesday, December 5, 2023 9:15 AM

Ryan Herndon

From: Moore, Leanna < Leanna. Moore@VigoCounty. IN. Gov>

Sent: Tuesday, December 5, 2023 9:55 AM

To: Ryan Herndon; Jennifer Lewis

Cc: jackson kensell

Subject: Re: Election Supervisor

Attachments: Election Supervisor Job Discription.pdf

Follow Up Flag: Follow up Flag Status: Flagged

Good Morning Ryan, This is what we have as far as a job description. This was written up in 2019 I hope you can read it; the print is pretty light. As far as salary, our supervisors make \$25.86 an hour. I hope this helps you.

Have a great day.

LeAnna Moore Chief Deputy Clerk Vigo County Clerk's Office 33 S. 3rd St. Terre Haute, IN. 47807 (812)462-3214 Leanna.Moore@vigocounty.in.gov

From: Ryan Herndon <rherndon@co.monroe.in.us>

Sent: Tuesday, December 5, 2023 9:29 AM

To: Jennifer Lewis < Jennifer.Lewis@VigoCounty.IN.Gov>; Moore, Leanna < Leanna.Moore@VigoCounty.IN.Gov>

Cc: jackson kensell < jackson.kensell@VigoCounty.IN.Gov>

Subject: Election Supervisor

Good morning!

I hope all is well.

I have been asked by the County Council to get information regarding the salary and job description for the Election Supervisor (if you have one) or the salary info for the person that takes care of the elections in your county.

Is there any way that you could please send me this info?

I truly appreciate it.

Have a great day!

Ryan M. Herndon

Election Supervisor Monroe County Election Central 401 W 7th Street, Suite 100 Bloomington IN 47404

POSITION DESCRIPTION COUNTY OF VIGO, INDIANA

POSITION: ELECTION DIRECTOR

DEPARTMENT: ABSENTEE VOTERS OFFICE/ELECTION

DIVISION: 8:00 a.m. - 4:00 p.m., M-F

WORK SCHEDULE: COMOT (Computer, Office Machine Operation, Technician)

JOB CATEGORY:

DATE WRITTEN: 8/20/19

DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

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

Incumbent serves as Director of Flections for the Vigo County Clerk's Office, responsible for any and all affairs related to the County City Elections including small town elections. Will supervise any and all election workers

DUTIES:

Supervises Flection staff, including analyzing workload providing orientation and training planning, delegating, and election work assignments, establishing specific work goals, determining significant changes in responsibilities, evaluating job performances recommending personnel actions, such as promotions transfers, and demotions, communicating and administering personnel programs and procedures, and maintaining discipline and recommending corrective actions as warranted. Keeps assigned staff informed of organizational developments.

Supervises election/poll worker training with the Office Manager, set up, open and close vote centers, early voting and election days, setting up of equipment, installing programs, updating settings on units, making sure Wi-Fi units are updated, writing procedures for Election day/night für all poll workers, monitor all aspects of the Election from the Court house.

Is responsible to produce reports, assist with check-in of poll workers with equipment, documents and ballots, remake ballots that come from email/fax to ones that will be scanned.

Is responsible for keeping up on legislative changes within the State for Elections, writing and keeping all instruction manuals up to date.

Serving as harson betreeet and as notes BBld, and Michaelem as well as Street best of Naministrations. Quest SVRS, Responsible for entering election cardidate vote denier information, produce reports, process applications and ballots for voting by main email and/or fax, coordinate confined election board (travel board).

Oversees voter outreach through advertising with 4V, newspaper and social media.

Oversees voter officeal) through local scrimars, conventions, organizations by going to meetings to find out the needs of our voters and educate the voters on new legislation through TV, new spaper and social media.

Plans with Clerk and Chief Deputy long and short terms goals for the office, strategy to accomplish goals and execution of goals.

Performs various duties, including but not limited to, maintaining records, forms, databases, running daily reports.

Maintains productive work environment with other government office and agencies, and serves as primary contact person for other State and County offices, including the public.

Researches and corrects errors, and enters adjustments as required per department procedures

Works well (assume 11 the agreement problems, including consecuting to a malk as every on issue with their systems.

Works on all election related special projects and related reports.

Performs duties of co-workers in their absence or to maintain department operations.

Attends meetings with Clerk and Chief Deputy Clerk, including out of town meetings.

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OFWORK:

Preferred Associate Degree (or related field) with 3 years managemates perioded or 2 years related experience with 5 years of managemate experience.

Working knowledge of Januaria policies practices and leaverequirements of departments with ability to effect och respond to inquiries, take payments, the apply appropriate procedures accordingly

Knowledge of legal terminology aget standard as been and procedures conserved preparation and integration of the following of court documents with ability to one to the tensors, update, and is view department. Bles for accuracy and sometimes are:

Working knowledge of standard office procedures and computer software programs used by the Clerk's Office with ability to apply such knowledge to a variety of interrelated processes tasks and operations.

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

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Ability to perform the standard duties as prescribed for the County Clerk's Office as authorized by the Clerk.

Ability to properly operate standard office equipment, such as computer, typewriter, calculator fax machine, copier telephone, and microfilm reader.

Ability to supervise assigned staff including analyting workload providing orientation and training planning delegating, and controlling work assignments, establishing specific work goals, determining significant changes in responsibilities evaluating job performances, recommending personnel actions, such as promotions, transfers, and demotions, communicating and administering personnel programs and procedures, and maintaining discipline and recommending corrective actions as warranted.

Ability to effectively communicate orally and in writing with co-workers and or Judges, other County departments various State department and agencies vendors financial institutes attorneys, and the public, including being sensitive to professional ethics, gender cultural diversities and disabilities.

Ability to provide public access to or maintain confidentialit, of department information and records according to state and tederal 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 understand, inemorize, retain, and earry out written and oral instructions, and present findings in oral or written form

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses

Ability to work alone with administrative direction and with others in a team environment

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

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

Ability to plan and present public speaking presentation, fund tassets, and special events.

Ability to occasionally read and interpret detailed prints skillers, layouts, specifications and maps.

Ability to perform withmetic calculations.

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

Possession of a valid driver slicense and a demonstrated safe driving record.

I. RESPONSIBILITY:

Incumbent performs duties according to the Clerk. Chief Deputy and/or a flexible, customary routine with work priorities determined by service needs of the public and/or seasonal deadlines. Assignments are guided by broad policies and/or general objectives. Frequently, decisions are made which are restricted only by organization-wide policies. Consequence of errors in work are usually prevented through prior instructions from administration and detected through notification from other departments and/or agencies. Undetected errors could result in loss of time, inconvenience or work delays to other agencies or departments, and/or civil litigations against Clerk. County and Personal.

III PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, various State department and agencies, vendors, fromcal institutes, attorneys, and the public for purposes of exchanging information rendering service and providing instituction

Incumbent reports directly to Chief Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting walking at will, satting for long periods, lifting carrying objects weighing less than 25 pounds, keyboarding, close vision, depth color perception, handling grasping objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended, weekends, and or exeming hours for Elections, and occasionally travels out of town oversight for meetings and/or conferences.

CLERK/ELECTION DIRECTOR

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Clerk Assistant Supervisor Rover for the Clerk's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understan 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 YesNo	e job duties and requirer	nents as outlined
Applicant Employee Signature	Date	
Print or Type Name		

Allen - Any Scrogham 86k + Boone - Liss Bruder (Clark) emarled Clark - Angela Cornett 812 285 6329 a cornette clark county. Delaware Rich Spangler 60 K Elkhart - Envied Patricon (Auditor) Floyd -> Election Board / Country Clark Hendricks -> Debbue Hoskurs 75 k, emailed Johnson -> Trens McLaughlin (Club) Marion - Patrock Beden (\$125K) + 3 ASSISSANTE St. Joseph > Trista Carrico (Chief Deputy) Tippecanoe > Electron Board / Country Clark Vigo > Jem. Fen Lewis (Chick Dup) > Julie Roush (Clark) 72 K ER STATE 43K

GRANT AGREEMENT

TRAFFIC SAFETY GRANTS

Contract #00000000000000000068636

This Grant Agreement (this "Grant Agreement"), entered into by and between the Indiana Criminal Justice Institute (the "State"), Bloomington Police Department (the "Grantee"), and City of Bloomington Controller (the "Fiscal Agent") 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 \$34,650.00 (the "Grant") to the Grantee for eligible costs of the services or projects (the "Projects") described in Exhibits A and B of this Grant Agreement, which are attached hereto and fully incorporated herein by reference. This Grant is made with funds from the National Highway Traffic and Safety Administration (NHTSA) in accordance with 23 U.S.C. §§ 164, 402, and 405, and is administered by the State pursuant to Indiana Code § 5-2-6-3 and Indiana Code ch. 9-27-2. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and applicable federal and state laws, rules and regulations. The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Projects or provide the services in conformance with this Grant Agreement and for no other purpose.

The Grantee acknowledges that funds awarded under this Grant Agreement shall be used exclusively in accordance with the provisions contained herein and in conformance with the requirements for the specific funding sources identified below (ALN #20.600 formerly CDFA #20.600, ALN #20.608 formerly CFDA #20.608, and/or ALN #20.616 formerly CFDA20.616), and any applicable federal and state laws, rules, regulations, and guidance, which are all incorporated fully herein by reference. The specific federal funding sources and amounts received by the Grantee pursuant to this Grant are set forth in **Exhibit C** of this Grant Agreement, which is attached hereto and fully incorporated herein by reference.

The Fiscal Agent shall transmit the grant award to the Grantee to provide the requisite funding for the Grantee to implement the Project or provide the services in conformance with this Grant Agreement. The Fiscal Agent is responsible for ensuring that the grant funds are obligated, expended, and drawn down in conformity with the Grant Agreement. If the Fiscal Agent fails to transmit the grant award to the Grantee in a timely fashion or fails to provide adequate fiscal oversight, the State, at its discretion, may consider such failure to be a material breach of this Grant Agreement.

FUNDING SOURCES:

Program Name per Catalog of Federal Domestic Assistance	ALN # formerly CFDA #
State and Community Highway Safety Program	20.600
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608
National Priority Safety Programs	20.616

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 **Exhibit 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** or **quarterly** basis and shall contain such detail of progress or performance on the Project as is requested by the State. All reporting shall be submitted through the State's Intelligrants system.
- **4. Term.** This Grant Agreement commences on **October 1**, **2022** and shall remain in effect through **September 30**, **2023**. Unless otherwise provided herein, it may be extended upon the written agreement of the parties and as permitted by the state or federal law governing this Grant.

5. Grant Funding.

- A. The State shall fund this grant in the amount of \$34,650.00. The approved Project Budget is set forth as **Exhibit 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.

6. Payment of Claims.

- A. If advance payment of 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 upon receipt in conformance with State fiscal policies and procedures. As required by IC §4-13-2-14.8, all payments will be by 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 30 calendar days following the end of the month or quarter 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 30 calendar days following the end of the month or quarter which the services were provided. All final claims and reports must be submitted to the State within 30 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 shall be submitted on a monthly or quarterly basis, whichever is agreed upon by the parties. 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.
- F. All equipment purchased or received by the Grantee pursuant to the Project in accordance with **Exhibit** A and with the plans and specifications contained in the Grant Application with a value of \$500.00 or more and a life expectancy greater than one (1) year shall become the property of the State and shall not be sold or dispensed of without the express written consent of the State.
- 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 three (3) years 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 **Exhibit 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 **Exhibit B** and that unpaid costs have been properly accrued; and
 - 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, and in a manner and form prescribed by the State.

- 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 **Exhibit 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. 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 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.
- H. The Grantee certifies that it will follow all Indiana procurement laws, policies, and procedures regarding funds expended under this Grant Agreement, including but not limited to IC § 5-22 and the procedures set out at https://www.in.gov/idoa/2944.htm.

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. The federal Electronic and Information Technology Accessibility Standards can be found at: http://www.access-board.gov/508.htm.
- **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 including 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 shall be sent by first class mail to the following addresses, unless otherwise specifically advised.

A. Notices to the State shall be sent to:

Indiana Criminal Justice Institute Attn: Grant Manager: Courtney Summers Traffic Safety Division 402 W. Washington Street, Room W469 Indianapolis, IN 46204 cosummers@cji.in.gov

B. Notices to the Grantee shall be sent to:

Bloomington Police Department Attn: Michael Diekhoff, Chief of Police 220 E. Third St Bloomington, IN 47401 diekhofm@bloomington.in.gov

C. Notices to the Fiscal Agent shall be sent to:

City of Bloomington Controller Attn: Jeff Underwood, City Controller 401 N Morton Street; Suite 240 Bloomington, IN 47404 underwoj@bloomington.in.gov

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) Exhibits prepared by the State, (4) Invitation to Apply for Grant; (5) the Grant Application; and (6) Exhibits 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 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 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. If this Grant allows travel reimbursement, the Grantee's travel expenses will be reimbursed at the lesser of actual cost or the current rate being paid by the State. The Grantee's travel expenses can only be reimbursed in accordance with the current State Travel Policies and Procedures. Out-of-state travel requests (unless specified otherwise in an attachment to this Grant Agreement) may be denied unless submitted at least six (6) weeks before the scheduled travel date.
- **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 **Exhibit E**, and incorporated fully herein.
- 25. Provision Applicable to Grants with tax-funded State Educational Institutions: "Separateness" of the Parties. The State acknowledges and agrees that because of the unique nature of State Educational Institutions, the duties and responsibilities of the State Educational Institution in these Standard Conditions for Grants are specific to the department or unit of the State Educational Institution. The existence or status of any one contract or grant between the State and the State Educational Institution shall have no impact on the execution or performance of any other contract or grant and shall not form the basis for termination of any other contract or grant by either party.

26. FFATA Reporting: Subawards and Executive Compensation

The Grantee agrees to comply with all applicable requirements of the Federal Funding Accountability and Transparency Act (FFATA), including the requirement to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of its five most highly compensated executives. Such data will be submitted to the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS).

For more guidance on FFATA reporting, refer to the Office of Management and Budget (OMB) Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, (https://www.fsrs.gov/documents/OMB Guidance on FFATA Subaward and Executive Compensation Reporting 08272010.pdf).

27. 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:

Clause 1: Modified.

Clause 3: Modified.

Clause 6: Modified.

Clause 7: Modified.

Clause 8: Modified.

Clause 9: Modified.

Clause 18: Modified.

Clause 16. Modified.

Clause 19: Modified.

Clause 23: Modified. Clause 26: Added.

Clause 27: Renumbered from Clause 26.

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 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://fs.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/SOI CUSTOM APPS.SOI PUBLIC CNTRCT-S.GBL?

[SIGNATURES ON NEXT PAGE]

In Witness Whe reof, 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.

Bloomington Police Department DocuSigned by:	Indiana Criminal Justice Institute
By: Michael Dickhoff A941BD6962764A3	By: DocuSigned by: Devon McDonald 115D65135C944B7
Michael Diekhoff Chief of Police Printed Name and Title	Devon McDonald, Executive Director
Date: 2/21/2023 13:42 EST	Date:3/8/2023 08:09 EST
City of Bloomington Controller Docusigned by: 14F3033570C1444	Approved by: Indiana Department of Administration By:(for)
Underwood Controller	Rebecca Holwerda, Commissioner
Printed Name and Title	resected from state, Commissioner
Date: 2/21/2023 09:02 PST	Date:
Approved by: State Budget Agency	Approved as to Form and Legality: Office of the Attorney General
By:(for)	Form approval has been granted by the
Zachary Q. Jackson, Director	Office of the Attorney General pursuant to IC 4-13-2-14.3(e) on October 7, 2022.
Date:	FA 22-56
Prepared and reviewed by: Jon Monald 28C14F446AE74A3 Jon McDonald, Attorney No. 27246-49	

EXHIBIT A

PROGRAM INFORMATION

2023 Comprehensive Highway Injury Reduction Program (CHIRP)

Organization: Bloomington Police Department CHIRP-2023-00035

Version Date: 11/17/2022 17:58:54

Goals, Objectives, & Outcomes

1. Provide the program's goal. The goal should be general, realistic, focused on what we will ultimately achieve, consistent with overall mission/purpose of agency.

Hint: The goal should directly address the problem identified in the Problem Statement.

Example: The Indiana Criminal Justice Institute (ICJI) will provide data driven evidence-based/best practice program funding to regions of Indiana with the most financial and programmatic disparities.

CITI I:

Indiana seat belt enforcement strategies seek to reduce fatalities, injures, and economic cost incurred from vehicular crashes. Click It to Live it is the primary seat belt enforcement program in Indiana. The program is intended to increase the seat belt usage and overall occupant safety for motorist and their passengers in Indiana. The goal of the Monroe County TSP continues to be aligned with the purpose of the CITLI Program "...traffic initiatives and enforcement to prevent and reduce traffic injury and /or fatal crashes...". We will increase seat-belt usage rates through enforcement and education in Monroe County within the performance period.

DUITF:

The Driving Under the Influence (DUI) Task force program is the primary impaired driving countermeasure enforcement program in Indiana. This program is intended to decrease the amount of motorist killed and injured in Indiana because of impaired drivers. The goals of the Monroe County TSP continues to be aligned the purpose of the DUI Task Force Program: "...decrease the number of motorists killed and injured on Indiana roadways by impaired drivers." The Monroe County TSP plans to decrease alcohol related crashes and violations by 2% or greater within the performance period.

MC-HVA:

The MC-HVA program will focus enforcement and education of traffic laws in and around the areas of high motorcycle usage. The program will focus activity in the area of poker runs, motorcycle rallies and other motorcycle events. This will provide education to motorcyclists and provide targeted enforcement of traffic laws in the area of the event to reduce crashes and injuries in Monroe County within the performance period.

2. Provide objectives that measure progress toward achieving the goal.

Hint: Objectives are the steps needed to achieve goals. Objectives should be concrete, action-oriented, measurable and Specific, Measurable, Achievable, Realistic, Timely (SMART).

Example: The ICJI will provide an increase of 30% of victim-related funding to areas possessing less than one shelter per 20 sq. miles.

CITLI:

The Monroe County TSP goal is to reduce the following by 2%: 1. Total Collisions, 2. Unrestrained vehicle occupants killed in crashes. A2% reduction is our goal for: 1. Unrestrained vehicle occupants injured (non-incapacitating) in crashes, 2. Unrestrained vehicle occupants sustaining incapacitating injuries in crashes.

DUITF:

The Monroe County TSP plans to: 1. Decrease % of Alcohol Involved Collisions by 2%, 2. Decrease % of Alcohol involved fatalities by 2%, and 3. Decrease % of Alcohol involved Injuries by 2%.

MC-HVA

A 2% reduction of crashes involving motorcycles will be the goal of the program.

3. Provide at least 1 Outcome for EACH stated objective (outcomes quantitatively measure program impact).

Hint: Outcomes measure objectives and are criteria for how the program is deemed to be effective.

Example: During exit interviews/surveys, victims completing our program will report feeling safer and can list five new ways to keep safe.

CITLI:

The Monroe County TSP believes the outcomes of our stated goals and objectives include; 1. Decrease overall crashes, fatalities,

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Goals, Objectives, & Outcomes

and injuries. 2. Decrease impaired driving crashes, fatalities, and injuries. 3. Increase compliance with seat belt laws, 4. Increase compliance with child passenger safety laws. 5. Increase compliance with impaired driving laws, 6. Increase compliance with speeding laws.

Funding for the CITLI contains FOUR mandatory priority areas or mobilizations. The Monroe County TSP will enforce traffic safety initiatives outside of these designated times based on special events and other data driven enforcement measures. The mobilizations are as follows:

- 1. Safe Family Travels (Seat Belt & Aggressive Driving)
- 2. March Madness Mobilization/St. Patrick's Day (Aggressive & Dangerous Driving)
- 3. Stop Arm Violation Enforcement (school bus stop arm violation)
- 4. Click It or Ticket (Seat Belts Only)

DUITF:

The Monroe County TSP believes the outcomes of our stated goals and objectives include; 1. Decrease overall crashes, fatalities, and injures, 2. Decrease impaired driving crashes, fatalities, and injures, and 3. Increase compliance with impaired driving laws. The agency will use the funding for the DUI mobilizations. The Monroe County TSP will enforce traffic safety initiatives outside of these designated times based on special events and other data driven enforcement measures. The mobilizations are as follows:

- 1. Holiday Season Travel (November 15-Janaury 1)
- 2. March Madness (March)
- 3. Independence Mobilization (July)
- 4. Drive Sober Get Pulled Over (September)

MC-HVA:

The Monroe County TSP believes the outcomes of our stated goals and objectives include: a reduction of crashes involving motorcycles, cyclists and pedestrians, and young drivers, in the respected areas, that are speed related on our State Roads and US Routes.

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Program Description

Please provide a detailed description of the full program to be implemented (what, who, where, why, when, and how)

1. What? - Describe the nature of the proposed program.

CITLI: The CITLI project will prevent and reduce traffic injury and /or fatal crashes through seat belt enforcement, speed enforcement, and impaired driving enforcement during the grant period of October 1, 2022-September 30, 2023. The agency will strive to reduce the following by 2% from the previous year; decrease overall crashes, fatalities, and injuries; decrease impaired driving crashes, fatalities, and injuries; Increase compliance with seat belt laws; increase compliance with child passenger safety laws; increase compliance with impaired driving laws; Increase compliance with distracted driving laws; Increase compliance with speeding laws; This will be accomplished by the continued efforts of the agency through saturation patrols and education of the motoring public via the media.

DUITF: The proposed project will is to reduce number of vehicle collisions, 2. the number of motorists killed, and 3. the number of motorist injured on Indiana roadways by impaired drivers. This will be accomplished through the continued efforts of the agency's DUITF saturation patrols, and education of the motoring public via the media.

MC-HVA: The proposed project will reduce the number of vehicle collisions. Whether collisions with pedestrians, bicycles, or motorcycles, the nature of the project is to reduce the number of serious injuries and fatalities.

2. Who? – Please specify and describe the target population(s), the parties responsible for implementing/administrating the proposed program, and any partners involved.

The Monroe County TSP full time sworn officers will work overtime targeting those drivers that are impaired by alcohol and /or drugs, operating a motor vehicle who are not in compliance with Title 9 of the Indiana Criminal Code, such as but not limited to speeding, reckless driving, proper equipment, seat belts, and distracted driving. In addition, officers will be at several events such as but not limited to county fairs, schools, and/or concerts speaking on public awareness for each project.

- 3. Where? Describe the location(s) where the program is to be administered as well as the geographical area served.

 Officers will saturate the community, high traffic volume areas within our districts.
- **4. Why?** Explain the rationale for the selection of the proposed program. Explain how the program will or has been incorporated into the ongoing operations of the agency/organization.

The rationale of selecting the proposed program is to prevent and reduce traffic injury and /or fatal crashes through seat belt enforcement, speed enforcement, and impaired driving enforcement. Selecting all the projects as a "specific program" is a natural fit already implemented within the agency. Each officer performs these duties daily. The more proactively officers conduct enforcement the greater the likelihood of decreasing serious injuries and fatalities. Education and increased patrol will increase safety and reduce crashes.

5. When? - Provide a detailed monthly program timeline for the proposed award period.

The Monroe County TSP is committed to the four mandatory priority areas of mobilizations. We are also aware we may enforce traffic safety initiatives outside of these designated times based on special events and other data driven enforcement measures. Forty percent (40%) of CITLI funds will be spent working each of the 4 blitzes planned for FY2022/23. The agency will conduct at least 40% of our enforcement during nighttime hours (6:00 pm to 6:00 am) during CITLI mobilization. Seat belt usage remains the top priority but enforcement periods may be established to address other high risk driving behaviors should the data indicate the need for funding. This agency will saturate other times as well as needed based on local events going on in the community.

- 6. How? List all relevant resources, activities, and methodologies necessary for the implementation of the proposed program.
- CITLI: The Monroe County TSP will implement the following enforcement countermeasures to implement the proposed program and reach our goals:
- 1) short term, high-visibility seat belt law enforcement;
- 2) integrated nighttime seat belt enforcement;

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Program Description

- 3) sustained enforcement;
- 4) "ZERO TOLERANCE": No written warning in the area of occupant protection or graduated drivers licensing violations will be made on ICJI- funded traffic enforcement;
- 5) for all other violations (speeding, improper turn, texting, etc.), written citations are highly recommended, during the increased enforcement period, to receive the full impact of the program;
- 6) Pre and Post Enforcement Observational Seatbelt Surveys for the "Click It or Ticket" mobilization. Media / Public Information: The agency will issue at least one press release prior to and after each mobilization period.

DUITF: Four basic strategies are used to reduce impaired crashes and driving under the influence:

- 1) Deterrence: enact, publicize, enforce, and adjudicate laws prohibiting impaired driving so that people choose not to drive impaired;
- 2) Prevention: reduce drinking and drug use and keep impaired drivers from driving;
- 3) Communications and outreach: inform the public of the dangers of impaired driving and establish positive social norms that make driving while impaired unacceptable;
- 4) Alcohol and drug treatment: reduce alcohol dependency or addiction among drivers.

Utilizing the 10th Edition to "Countermeasures That Work: A Highway Safety Countermeasure Guide For State Highway Safety Offices", we will focus on the evidence based countermeasures of Deterrence through Enforcement:

- Publicized Sobriety Saturation Patrols
- High-Visibility Saturation Patrols
- Preliminary Breath Test Devices (PBTs)
- Integrated Enforcement
- Underage Drinking and Drinking and Driving: Zero-Tolerance Law Enforcement
- Underage Drinking and Drinking and Driving: Alcohol Vendor Compliance Checks

MC-HVA: The proposed project will utilize the 10th Edition to "Countermeasures That

Work: A Highway Safety Countermeasure Guide For State Highway Safety Offices ", we will focus on the evidence based countermeasures of Deterrence through Enforcement:

- Publicized Sobriety Saturation Patrols
- High-Visibility Saturation Patrols
- Preliminary Breath Test Devices (PBTs)
- Integrated Enforcement
- Underage Drinking and Drinking and Driving: Zero-Tolerance Law Enforcement
- Underage Drinking and Drinking and Driving: Alcohol Vendor Compliance Checks

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Evidence Based/Best Practices

1. Is your program evidence-based?

■ ✓ Yes

No

2. Identify the evidence-based program or best practice utilized for this program/project. (This should come from an outside source.)

NHTSA, "Countermeasures That Work: Tenth Edition."

- 3. Name the source (website, publication, etc) that identifies the selected model as evidence-based or a best practice.
- 1. https://www.nhtsa.gov/document/countermeasures-that-work-10th-edition
- 2. https://www-fars.nhtsa.dot.gov/Main/index.aspx
- 3. https://www.in.gov/cji/research/crash-statistics/
- 4. https://one.nhtsa.gov/nhtsa/whatsup/tea21/tea21/rograms/pages/SpeedManagement.htm
- 4. If your program is not evidence-based, why not?

EXHIBIT B

BUDGET INFORMATION

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Personnel

What type of personnel do you wish to enter?

Salaried

Hourly

Pool

Volunteer

SALARIED Position	<u>Name</u>	<u>Func</u>	<u>Type</u> <u>Emplo</u>	y <u>ee Type</u>	<u>Annual Salary</u>	Percentage %	Cost
					Personnel Tota	ıl:	\$0
<u>Position</u>	<u>Name</u>	<u>Func</u> <u>Type</u>		<u>HourlyRate</u>	No. of Hours	<u>Percentage</u>	<u>Cost</u>
						%	
					Personnel Tota	l:	\$0
<u>Name</u>			<u>Fund </u>	<u>Гуре</u>	<u>Total</u>	<u>Percentage</u>	<u>Cost</u>
CITLI			Grant		<u>Expenditure</u> \$18,750.00	100%	\$18,750.00
DUITF			Grant		\$10,900.00	100%	\$10,900.00
MC-HVA			Grant		\$5,000.00	100%	\$5,000.00
					Personnel Tota	l:	\$34,650.00
<u>Position</u>		<u>Name</u>	Fund ¹	<u>Гуре</u>	<u>Total</u>	<u>Percentage</u>	Cost
					<u>Expenditure</u>	%	
					Personnel Tota	l:	\$0
<u>Position</u>	<u>Name</u>		Fund Type	<u>HourlyRate</u>	No. of Hours	Percentage %	Cost
					Personnel Tota	ıl:	\$0

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Employee Benefits

<u>Name</u> CITLI	<u>Position</u> N/A	Employee Type N/A	Fund Type Match	Benefit Type FICA (Social Security & Medicare)	<u>Benefit %</u> 100%	Cost of Benefit 271.88	<u>Cost</u> \$271.88
DUITF	N/A	N/A	Match	FICA (Social Security & Medicare)	100%	158.05	\$158.05
MC-HVA	N/A	N/A	Match	FICA (Social Security & Medicare)	100%	72.50	\$72.50

\$502.43

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Supplies & Operating Expenses

<u>Supply Item</u>
<u>Fund Type</u> <u>No. of Units</u> <u>Price Per Unit Percentage</u> <u>Cost</u>

Supplies Expenses - Total: \$0

<u>Operating Expense</u> <u>Fund Type</u> <u>Amount Percentage</u> <u>Cost</u>

%

Operating Expenses - Total: \$0

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Equipment

<u>Equipment Item</u> <u>Fund Type</u> <u>No. of Units</u> <u>Price Per Item</u> <u>Percentage</u> <u>Cost</u>

%

Equipment - Total: \$0

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\$6,929.82

Travel (Including Training) - Total:

Travel

No. of Purpose	<u>Location</u>	Travel Expense Fund	Quan. Per	Cost Per Day, Percentage	<u>Cost</u>
<u>Travele</u>		<u>Type</u>	<u>Traveler</u>	<u>ltem, or Mile</u>	
<u>rs</u> 1 Program Travel	Bloomington	Mileage Match	16902	\$0.41 100%	\$6,929.82

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Program Income

1. Will your program generate income?

Yes

No

2. What is the estimated amount of Program Income?

3. Describe how your program will generate income.

4. What will the Program Income be used for?

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Budget Summary

TOTAL BUDGET BY CATEGORY

 Budget Category
 Amount

 Personnel
 \$34,650.00

 Employee Benefits
 \$502.43

 Travel (Including Training)
 \$6,929.82

 Equipment
 \$0

 Supplies & Operating Expenses
 \$0

Consultants and Contractors

Total \$42,082.25

TOTAL BUDGET BY FUND SOURCE

Fund Source	<u>Amount</u>	<u>Percent</u>
Grant	\$34,650.00	82.34%
Match	\$7,432.25	17.66%
Total	\$42,082.25	100.00%

PROGRAM INCOME

Program Income

Approved Award Amount: \$34,650.00

Program/Grant Manager: Courtney Summers

EXHIBIT C

FEDERAL FUNDING SOURCES

Federal Program	ALN#	Program Name	<u>Grante e</u>	Grant Amount
	<u>formerly</u>			
	CFDA#			
State and Community	20.600	Click it to Live It	Bloomington Police	\$18,750.00
Highway Safety		(CITLI)	De partme nt	
Program				
Repeat Offenders for	20.608	Driving Under the	Bloomington Police	\$10,900.00
Driving While		Influence Extra Patrol	Department	
Intoxicated		(DUITF)	•	
State and Community	20.600	Motorcycle HVA	Bloomington Police	\$5,000.00
Highway Safety		(MC-HVA)	Department	
Program		` ,	•	

EXHIBIT D – Annual Financial Report for Non-governmental Entities

Guidelines for filing the annual financial report:

- 1) Filing an annual financial report called an Entity Annual Report (E-1) is required by IC 5-11-1-
 - 4. This is done through Gateway which is an on-line electronic submission process.
 - a. There is no filing fee to do this.
 - b. This is in addition to the similarly titled Business Entity Report required by the Indiana Secretary of State.
 - c. The E-1 electronical submission site is found at https://gateway.ifionline.org/login.aspx
 - d. The Gateway User Guide is found at https://gateway.ifionline.org/userguides/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=nPpgtPcdUcs
- 3) Based on the level of government financial assistance received, an audit may be required by IC 5-11-1-9.

EXHIBIT E

CERTIFICATIONS & ASSURANCES

GENERAL REQUIREMENTS

The Grantee shall comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4 Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 23 CFR part 1300 Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

NONDISCRIMINATION

The Grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 324, et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid Contractors, sub-Contractors and contractors, whether such programs or activities are Federally-funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities,

- public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding Contractors take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

During the performance of this contract/funding agreement, the Grantee agrees:

- 1. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- 2. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- 3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT, or NHTSA;
- 4. That, in event a Grantee fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the Grantee under the contract/agreement until the Grantee complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- 5. To insert this clause, including paragraphs (1) through (5), in every subcontract and subagreement and in every solicitation for a subcontract or subagreement that received Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

The Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The Grantee certifies, to the best of its knowledge and belief, that:

- 1. No Federal appointed funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence and 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.
- 2. 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, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subgrantees shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communication with State or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The Grantee certifies by entering into this Grant Agreement that within a three (3) year period preceding this Grant Agreement neither it nor its principals have not been convicted of or had a civil judgment rendered against them, or are under indictment or otherwise criminally or civilly charged, for the commission of fraud or a criminal offense in obtaining, attempting to obtain, or

performing a public (federal state or local) transaction or contract under a public transaction, violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of record, making false statements, or receiving stolen property; has not within a 3 year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

- A. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
- B. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- C. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- D. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- E. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- F. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause title "Instructions for Lower Tier Participation Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
- G. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction this is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered

transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (https://www.sam.gov).

- H. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- I. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4., suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

<u>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:</u>

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

The Grantee will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subgrantee, to purchase only steel, iron, and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactorily quality or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The Grantee will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

SECTION 402 REQUIREMENTS

The Grantee will actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 U.S.C. 402(j)).

LOCAL BENEFIT SHARE

The Grantee agrees in accordance with 23 CFR Part 1300 Appendix C, that the Grantee is acting as an accepting agency, and as a representative of its political subdivision. The Grantee therefore requests the benefit of the Indiana Criminal Justice Institutes' media program activities to aid high visibility enforcement campaign activities to improve driver behavior. These activities will include local jurisdictions and will be coordinated statewide. By signing this agreement, the Grantee signifies their acceptance and understanding that coordinating resources with the Indiana Criminal Justice Institutes' media program activities benefits the political subdivision and approves the participation of the Grantee within their jurisdiction.



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

BUDGET WORK SESSION #2 SUMMARY MINUTES Thursday, September 7, 2023 at 5:00 pm Nat U Hill Meeting Room and Zoom Connection

Members

Present - In Person - Kate Wiltz, President

Present - In Person - Trent Deckard, President Pro Tempore

Present – In Person – Jennifer Crossley

Present - Virtual - Marty Hawk

Present - In Person - Peter Iversen

Present - In Person - Geoff McKim

Present - Virtual - Cheryl Munson

Staff

Present - In Person - Kimberly Shell, Council Administrator

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

Present – In Person – Bri Gregory, Financial Director

Present - In Person - Cathy Smith, Auditor

1. CALL TO ORDER 2024 BUDGET SESSION #2

Wiltz called the meeting to order at 5:04 pm. Wiltz noted that Councilors Hawk and Munson were attending the meeting via Zoom and the remaining Councilors were present in person the Nat U Hill Room.

2. ADOPTION OF AGENDA

No changes.

3. WELCOME AND BUDGET WORK SESSION PROCEDURES - 5:05 pm

Wiltz welcomed everyone and went over budget procedures.

4. OVERVIEW OF REVENUES AND EXPENDITURES – 5:09 pm

Kim Shell, Council Administrator, gave updates on amendments from the previous night's Budget 1 Session.

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5. PLANNING DEPARTMENT, Jackie Nester-Jelen – 5:12 pm

-1000-0079 General

Deckard moved to open for discussion and review Fund 1000-0079, General Fund-Planning, with the category requests of:

Personnel \$744,847 Supplies \$ 6,606 Services \$ 61,320 FOR A TOTAL \$812,773

McKim seconded.

Jackie Nester-Jelen, Planning Director, presented. Council discussion ensued.

McKim moved to reduce account line 30004, Repairs, Equipment/Vehicle, to \$2,000, and reduce line 30013, Professional Services, to \$2,000. Iversen seconded.

Margaret Clements, Plan Commission President, spoke in favor of the 8.5% COLA increase.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:

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

Motion passed; 7-0; Unanimous

No further discussion.

Wiltz asked for a roll call vote on moving forward with Planning's General Fund 2024 budget with amendments. Shell called the Roll Call:

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

Motion passed; 7-0: Unanimous

6. AVIATION DEPARTMENT, Carlos Laverty – 5:25 pm

-1107-0000 Aviation Fund

Deckard moved to open for discussion and review Fund 1107-0000, Aviation Fund, with the category requests of:

Personnel \$ 811,061 Supplies \$ 155,325 Services \$ 518,500 Capital \$ 153,000 FOR A TOTAL \$1,637,886

McKim seconded.

Carlos Laverty, Airport Director, presented. Council discussion ensued.

McKim moved that account line 41104, Vehicle Purchase, be set at zero (-0-). Iversen seconded.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:
Iversen Yes
McKim Yes
Munson Yes
Wiltz Yes
Crossley Yes
Deckard Yes
Hawk Yes

Motion passed; 7-0: Unanimous

Discussion ensued.

McKim moved to set account line 40100, Seed & Fertilizer, to \$5,000; line 40120, Tools & Equipment, to \$18,000; and line 40130, ARFF Equipment, to \$5,000. Deckard seconded.

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Brief discussion.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:

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

Motion passed; 7-0: Unanimous

More discussion ensued.

Wiltz asked for a roll call vote on moving forward with the 2024 Aviation Fund budget with amendments. Shell called the Roll Call:

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

Motion passed; 7-0: Unanimous

7. CLERK'S OFFICE, Nicole Browne – 5:50 pm

-1000-0001 General

-1119-0000 Clerk's Perpetuation

-1215-0010 Election Fund – Voter Registration -1215-0062 Election Fund – Election Board

7A. Deckard moved to open for discussion and review Fund 1000-0001, General Fund-Clerk, with the category requests of:

Personnel \$2,127,772 Supplies \$ 35,000 Services \$ 190,240 FOR A TOTAL \$2,353,012

McKim seconded.

Nicole Browne, Clerk, presented. Council discussion ensued.

Deckard moved to amend account line 17101, Overtime, and reduce it from \$30,000 to \$25,000. McKim seconded.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:

McKim Yes
Munson Yes
Wiltz Yes
Crossley Yes
Deckard Yes
Hawk No
Iversen Yes

Motion passed; 6-1 [Hawk]; Majority

No further discussion.

Wiltz asked for a roll call vote on moving forward with the Clerk's General Fund 2024 budget with amendments. Shell called the Roll Call:

Munson Yes Wiltz Yes Crossley Yes Deckard Yes
Hawk No
Iversen Yes
McKim Yes

Motion passed; 6-1 [Hawk]; Majority

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7B. Deckard moved to open for discussion and review Fund 1119-0000, Clerk's Perpetuation Fund, with the category requests of:

Personnel \$ 83,343 Supplies \$ 2,000 Services \$ 50,500 FOR A TOTAL \$135,843

McKim seconded.

Browne presented. No Council discussion.

Wiltz asked for a roll call vote on moving forward with the Clerk's Perpetuation Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

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7C. Deckard moved to open for discussion and review Fund 1215-0010, Election Fund-Voter Registration, with the category requests of:

Personnel \$150,681
Supplies \$ 5,000
Services \$ 39,100
FOR A TOTAL \$194,781

McKim seconded.

Browne presented. David Henry, Election Board President, spoke on this budget. No Council discussion.

Wiltz asked for a roll call vote on moving forward with the Election Fund-Voter Registration Fund 2024 budget. Shell called the roll:

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

Wiltz Yes

Motion passed; 7-0: Unanimous

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7D. Deckard moved to open for discussion and review Fund 1215-0062, Election Fund-Election Board, with the category requests of:

Personnel \$ 693,632 Supplies \$ 110,000 Services \$ 622,000 FOR A TOTAL \$1,425,632

McKim seconded.

Browne presented. No Council discussion.

Wiltz asked for a roll call vote on moving forward with the Election Fund-Election Board Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

8. EXTENSION SERVICES, Ody Ekwonwa – 6:36 pm

-1000-0011 General

Deckard moved to open for discussion and review Fund 1000-0011, General Fund-Extension Services, with the category requests of:

Personnel \$144,418
Supplies \$ 7,916
Services \$227,760
FOR A TOTAL \$380,094

McKim seconded.

Ody Ekwonwa, Extension Services Director, presented. Brief discussion.

McKim moved that account line 17801, Part-Time, be set to \$12,000. Iversen seconded.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:

Hawk Yes
Deckard Yes
Crossley Yes
Iversen Yes
McKim Yes

Munson Yes Wiltz Yes

Motion passed; 7-0: Unanimous

Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with Extension's General Fund 2024 budget with amendments. Shell called the Roll Call:

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

Motion passed; 7-0: Unanimous

Wiltz called for a 10-minute recess at 6:50 pm. Wiltz called the meeting back to order at 7:02 pm.

9. YOUTH SERVICES BUREAU, Judges Diekhoff & Harvey, & Viki Thevenow – 7:02 pm

-1114-0166 LIT-Special Purpose

Deckard moved to open for discussion and review Fund 1114-0166, LIT-Special Purpose-YSB, with the category requests of:

Personnel \$2,025,743
Supplies \$ 71,600
Services \$ 144,355
Capital \$ 20,000
FOR A TOTAL \$2,261,698

McKim seconded.

Viki Thevenow, YSB Director, presented. Brief Council discussion.

Wiltz asked for a roll call vote on moving forward with YSB's LIT-Special Purpose Fund 2024 budget.

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Shell called the roll:

McKim Yes

Hawk Not present

Munson Yes
Deckard Yes
Wiltz Yes
Crossley Yes
Iversen Yes

Motion passed; 6-0; Unanimous

10. COURT SERVICES, Judge Diekhoff & Lisa Abraham – 7:07 pm

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-1000-0225 General
-1114-0225 LIT-Special Purpose
-1170-0225 Public Safety LIT
-2200-0000 Alternative Dispute Resolution
-2511-0000 Jury Pay
-8895-0000 Title IV-D Incentive
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10A. Deckard moved to open for discussion and review Fund 1000-0225, General Fund-Courts, with the category requests of:

Personnel	\$3	,441,019
Supplies	\$	29,051
Services	\$	810,208
FOR A TOTAL	\$4	.280.278

McKim seconded.

Judge Diekhoff and Lisa Abraham, Courts Administrator, presented. No discussion.

Wiltz asked for a roll call vote on moving forward with the Court's General Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

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10B. Deckard moved to open for discussion and review Fund 1114-0225, LIT-Special Purpose-Courts, with the category requests of:

Personnel \$165,369
Supplies \$ 2,625
Services \$256,282
FOR A TOTAL \$424,276

McKim seconded.

Diekhoff and Abraham presented. No discussion.

Wiltz asked for a roll call vote on moving forward with the Court's LIT-Special Purpose Fund 2024 budget.

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Shell called the roll:

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

McKim Yes

Motion passed; 7-0: Unanimous

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10C. Deckard moved to open for discussion and review Fund 1170-0225, Public Safety LIT-Courts, with a category request of:

<u>Services</u> \$261,557 FOR A TOTAL \$261.557

McKim seconded.

Diekhoff and Abraham presented. Brief discussion.

Wiltz asked for a roll call vote on moving forward with the Court's Public Safety LIT Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

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10D. Deckard moved to open for discussion and review Fund 2200-0000, Alternative Dispute Resolution, with the category requests of:

 Supplies
 \$ 500

 Services
 \$13,200

 Capital
 \$ 1,000

 FOR A TOTAL
 \$14,700

McKim seconded the motion

Diekhoff and Abraham presented. Brief discussion.

Wiltz asked for a roll call vote on moving forward with the Court's Alternative Dispute Resolution Fund 2024 budget.

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Shell called the roll:

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

Motion passed; 7-0: Unanimous

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10E. Deckard moved to open for discussion and review Fund 2511-0000, Jury Pay Fees, with a category request of:

<u>Services</u> \$36,500 FOR A TOTAL \$36,500

McKim seconded.

Diekhoff and Abraham presented. Brief discussion.

Wiltz asked for a roll call vote on moving forward with the Court's Jury Pay Fees Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

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10F. Deckard moved to open for discussion and review Fund 8895-0000, County IV-D Incentive, with the category requests of:

Personnel \$47,586 <u>Capital</u> \$ 9,500 FOR A TOTAL \$57,086

McKim seconded.

Diekhoff and Abraham presented. Brief discussion.

Wiltz asked for a roll call vote on moving forward with the Court's County IV-D Incentive Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

11. PROBATION DEPARTMENT, Judge Diekhoff, Linda Brady and Troy Hatfield – 7:20 pm

-1000-0226 General
-1114-0273 LIT-Special Purpose
-1170-0226 Public Safety LIT
-2504-0000 Court Alcohol Drug User Fees
-2506-0000 Problem Solving Court User Fees
-2508-0000 Adult Probation User Fees

-2509-0000 Juvenile Probation User Fees
 -2510-0000 Project Income User Fees
 -4916-0000 Offender Transportation

11A. Deckard moved to open for discussion and review Fund 1000-0226, General Fund-Probation, with the category requests of:

Personnel \$2,869,575 <u>Services</u> \$ 4,000 FOR A TOTAL \$2,873,575

McKim seconded.

Judge Diekhoff, Linda Brady, Chief Probation Officer, and Troy Hatfield, Chief Deputy Probation Officer, presented. Hatfield gave a brief update on pre-trial services. Lengthy discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Probation's General Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

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11B. Deckard moved to open for discussion and review Fund 1114-0273, LIT-Special Purpose-Probation, with the category requests of:

Personnel \$ 925,676 Supplies \$ 4,000 Services \$ 95,000 Capital \$ 2,000 FOR A TOTAL \$1,026,676

McKim seconded.

Diekhoff, Brady, and Hatfield presented. Brief discussion.

Wiltz asked for a roll call vote on moving forward with the Probation's LIT Special Purpose Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

11C. Deckard moved to open for discussion and review Fund 1170-0226, Public Safety LIT-Probation, with the category requests of:

Personnel	\$200,858
Services	\$300,560
FOR A TOTAL	\$501,418

McKim seconded the motion

Diekhoff, Brady, and Hatfield presented. Lengthy discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Probation's Public Safety LIT Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

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11D. Deckard moved to open for discussion and review Fund 2504-0000, Court-Alcohol-Drug Fees, with the category requests of:

Personnel \$116,514
Supplies \$ 10,000
Services \$ 44,100
Capital \$ 2,000
FOR A TOTAL \$172,614

McKim seconded.

Diekhoff, Brady, and Hatfield presented. Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Probation's Court-Alcohol-Drug User Fee Fund 2024 budget.

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Shell called the roll:

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

Motion passed; 7-0: Unanimous

11E. Deckard moved to open for discussion and review Fund 2506-0000, Problem-Solving Court Fees, with the category requests of:

Personnel	\$13,457
Supplies	\$ 2,000
Services	\$35,550
Capital	\$ 2,000
FOR A TOTAL	\$53,007

McKim seconded.

Diekhoff, Brady, and Hatfield presented. No discussion.

Wiltz asked for a roll call vote on moving forward with the Probation's Problem-Solving Court Fee Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

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11F. Deckard move to open for discussion and review Fund 2508-0000, Adult Probation Fees, with the category requests of:

Personnel	\$219,093		
Supplies	\$ 5,000		
Services	\$ 26,000		
Capital	\$ 2,000		
FOR A TOTAL	\$252,093		

McKim seconded.

Diekhoff, Brady, and Hatfield presented. No discussion.

Wiltz asked for a roll call vote on moving forward with the Probation's Adult Probation Fee Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

11G. Deckard moved to open for discussion and review Fund 2509-0000, Juvenile Probation Fees, with the category requests of:

Personnel	\$ 5,383
Supplies	\$ 3,000
Services	\$ 9,000
Capital	\$ 1,500
FOR A TOTAL	\$18,883

McKim seconded.

Diekhoff, Brady, and Hatfield presented. Brief discussion.

Wiltz asked for a roll call vote on moving forward with the Probation's Juvenile Probation Fee Fund 2024 budget. Shell called the roll:

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

Motion passed; 7-0: Unanimous

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11H. Deckard moved to open for discussion and review Fund 2510-0000, Project Income Fees, with the category requests of:

Personnel	\$494,315
Supplies	\$ 56,750
Services	\$ 53,000
Capital	\$ 2,500
FOR A TOTAL	\$606,565

McKim seconded.

Diekhoff, Brady, and Hatfield presented. Brady gave an update on Community Corrections Grant. Brief discussion.

Wiltz asked for a roll call vote on moving forward with the Probation's Project Income Fee Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

11I. Deckard moved to open for discussion and review Fund 4916-0000, County Offender Transportation, with a category request of:

Services \$3,000 FOR A TOTAL \$3,000

McKim seconded.

Diekhoff, Brady, and Hatfield presented. Brief discussion.

Wiltz asked for a roll call vote on moving forward with the County Offender Transportation budget request.

Wiltz asked for a roll call vote on moving forward with the Probation's County Offender Transportation Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0: Unanimous

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12. Meeting Recessed at 8:09 pm to Tuesday, September 12, 2023 at 5:00 pm

(Remainder of the page intentionally left blank.)

The County Council Budget Session #2 Summary Minutes for **September 7, 2023** were presented and approved on **December 28, 2023**.

MONROE COUNTY COUNCIL

Ave	□Nav	Abstain	Not Present	
				L. Kate Wiltz, President
□ Aye	■Nay	Abstain	Not Present	Trent Deckard, President Pro Tempore
□Aye	Nay	Abstain	Not Present	Jennifer Crossley, Councilor
□ Aye	□Nay	Abstain	Not Present	Marty Hawk, Councilor
□ Aye	□Nay	Abstain	Not Present	Peter Iversen, Councilor
Aye	Nay	Abstain	Not Present	Geoff McKim, Councilor
Пауе	Nay	Abstain	Not Present	Cheryl Munson, Councilor
ATTEST:	:			
	ne Smith,			Date



MONROE COUNTY COUNCIL

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

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

BUDGET WORK SESSION #4 SUMMARY MINUTES Wednesday, September 13, 2023 at 5:00 pm Nat U Hill Meeting Room and Zoom Connection

Members

Present - In Person - Kate Wiltz, President

Present – In Person – Trent Deckard, President Pro Tempore

Present – In Person – Jennifer Crossley

Present – In Person – Marty Hawk

Present – In Person – Peter Iversen

Present - In Person - Geoff McKim

Present – *Not Present – Cheryl Munson

Staff

 ${\sf Present-In\ Person-Kimberly\ Shell,\ Council\ Administrator}$

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

Present – In Person – Bri Gregory, Financial Director

1. CALL TO ORDER 2024 BUDGET SESSION #4

Wiltz called the meeting to order at 5:07 pm. Council members present in the Nat U Hill Room were Councilors Crossley, Deckard, Hawk, Iversen, McKim, and Wiltz. Wiltz noted that Councilor Munson was not present.

2. ADOPTION OF AGENDA – 5:08 pm

Kim Shell, Council Administrator, pointed out that the Health Department's Fund 1161 was left off the agenda.

McKim moved to add Item 8B, Health Department, Fund 1161-0000, Local Public Health Services, to the agenda. Deckard seconded.

Wiltz asked for a roll call to amend the agenda.

Shell called the roll:

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

Motion passed; 6-0; Unanimous

3. WELCOME AND BUDGET WORK SESSION PROCEDURES - 5:10 pm

Wiltz welcomed everyone and went over budget procedures.

4. OVERVIEW OF REVENUES AND EXPENDITURES – 5:12 pm

Kim Shell, Council Administrator, gave updates on amendments from last night's Budget Session #3.

5. ASSESSOR'S OFFICE, Judy Sharp and Lisa Surface – 5:15 pm

-1000-0008 General

-1131-0000 Sales Disclosure -1224-0000 Reassessment

5A. Deckard moved to open for discussion and review Fund 1000-0008, General Fund-Assessor, with category requests of:

Personnel \$941,931 FOR A TOTAL \$941,931

McKim seconded.

Judy Sharp, Assessor, presented. Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Assessor's General Fund 2024 budget.

Shell called the roll:

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

Motion passed; 6-0; Unanimous

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5B. Deckard moved to open for discussion and review Fund 1131-0000, Sales Disclosure, with category requests of:

Personnel \$47,738 <u>Services</u> \$15,000 FOR A TOTAL \$62,738

McKim seconded.

Sharp presented. Council discussion ensued.

McKim moved to set account line 10028, Sales Disclosure Specialist/Deputy, to \$34,545. Deckard seconded.

Wiltz called for a Voice Vote. Motion Passed; Unanimous

Further discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Assessor's Sales Disclosure Fund 2024 budget.

Shell called the roll:

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

Motion passed; 6-0; Unanimous

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5C. Deckard moved to open for discussion and review Fund 1224-0000, Reassessment Fund, with category requests of:

Personnel \$105,497
Supplies \$ 11,000
Services \$719,500
Capital \$ 10,000
FOR A TOTAL \$845,997

McKim seconded.

Sharp presented. Brief Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Assessor's Reassessment Fund 2024 budget.

Shell called the roll:

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

Motion passed; 6-0; Unanimous

5D. 5:40 pm – McKim moved to reopen budget fund 1000-0008, General Fund-Assessor, and set line 10028, Sales Disclosure Specialist/Deputy, to zero (-0-) along with the accompanying benefits. Deckard seconded.

Brief Council discussion ensued.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:

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

Motion passed; 6-0; Unanimous

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5E. 5:42 pm – McKim moved that Council forward the updated position descriptions from the Assessor's Office to WIS for classification as soon as those forms are available. Deckard seconded.

Council discussion ensued.

Wiltz asked for a roll call vote on forwarding the descriptions on to WIS for review.

Shell called the roll:

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

Motion passed; 6-0; Unanimous

6. CORONER'S OFFICE, Joani Stalcup – 5:42 pm

-1000-0007 General

Deckard moved to open for discussion and review Fund 1000-0007, General Fund-Coroner, with category requests of:

Personnel \$178,654
Supplies \$ 12,000
Services \$294,800
FOR A TOTAL \$485,454

McKim seconded.

Joani Stalcup, Coroner, presented. Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Coroner's General Fund 2024 budget.

Shell called the roll:

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

Motion passed; 6-0; Unanimous

7. PARKS DEPARTMENT, Kelli Witmer – 5:47 pm

-1000-0803 General

-1178-0000 Parks Non-Reverting Capital

7A. Deckard moved to open for discussion and review Fund 1000-0803, General Fund-Parks, with category requests of:

Personnel \$1,215,246
Supplies \$ 222,100
Services \$ 223,100
Capital \$ 27,400
FOR A TOTAL \$1,687,846

McKim seconded.

Kelli Witmer, Parks Director, presented. Council discussion ensued.

McKim moved to set account line 24200, Operations, to \$37,500; line 24205, Recreation Supplies, to \$44,500; line 30006, Contractual, to \$111,800; line 30500, Printing and Advertising, to \$6,000; and line 40001, Equipment, to zero (-0-). Deckard seconded.

Council discussion ensued.

Wiltz called for a Voice Vote. Motion Passed; Unanimous

Brief discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Park's General Fund 2024 budget.

Shell called the roll:

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

Motion passed; 6-0; Unanimous

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7B. Deckard move to open for discussion and review Fund 1178-0000, Parks Non-Reverting Capital, with category requests of:

 Supplies
 \$10,000

 Services
 \$17,000

 Capital
 \$33,000

 FOR A TOTAL
 \$60,000

McKim seconded.

Witmer presented. No discussion.

Wiltz asked for a roll call vote on moving forward with the Park's Non-Reverting Capital Fund 2024 budget.

Shell called the roll:

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

Motion passed; 6-0; Unanimous

8. HEALTH DEPARTMENT, Lori Kelley – 6:04 pm

-1159-0000 Health Fund -1161-0000 Local Public Health Services -1168-0000 Local Health Maintenance

-1206-0000 IN Health Trust Fund-4906-0000 Public Health Emergency Fund

8A. Deckard moved to open for discussion and review Fund 1159-0000, Health Fund, with category requests of:

Personnel \$1,442,575
Supplies \$ 32,000
Services \$ 447,800
FOR A TOTAL \$1,922,375

McKim seconded.

Lori Kelley presented this budget to Council. Discussion ensued.

*Munson joined the meeting via Zoom at 6:41 pm.

Wiltz asked for a roll call vote on moving forward with the Heath Department's Health Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

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8B. Deckard moved to open for discussion and review Fund 1161-0000, Local Public Health Services, with category requests of:

 Personnel
 \$ 916,228

 Supplies
 \$ 80,244

 Services
 \$ 387,571

 Capital
 \$ 800

 FOR A TOTAL
 \$1,384,843

McKim seconded.

Kelley presented. Brief discussion ensued.

Deckard moved to table Fund 1161-0000 indefinitely. McKim seconded.

Wiltz asked for a roll call vote to table Fund 1161-0000 Local Public Health Service budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

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8C. Deckard moved to open for discussion and review Fund 1168-0000, Local Health Maintenance, with category requests of:

Personnel \$26,913
Supplies \$ 200
Services \$ 5,100
FOR A TOTAL \$32,213

McKim seconded.

Kelley presented. Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Health Department's Local Health Maintenance Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

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8D. Deckard moved to open for discussion and review Fund 1206-0000, Local Health Trust Fund, with category requests of:

Personnel \$65,498
Supplies \$ 3,050
Services \$ 3,100
FOR A TOTAL \$71,648

McKim seconded.

Kelley presented. Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Health Department's Local Health Trust Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

8E. Deckard I move to open for discussion and review Fund 4906-0000, Public Health Emergency Fund, with category requests of:

 Supplies
 \$10,000

 Services
 \$10,000

 FOR A TOTAL
 \$20,000

McKim seconded.

Kelley presented. Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Health Department's Public Health Emergency Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

President Wiltz called for a ten (10) minute recess. Wiltz called the meeting back to order at 6:45 pm.

9. PROSECUTOR, Erika Oliphant and Beth Hamlin – 6:47 pm

-1000-0009 General – Prosecutor -1000-0660 General – Child Support -1155-0000 Extradition -1170-0009 Public Safety LIT -2503-0000 Diversion User Fees

9A. Deckard moved to open for discussion and review Fund 1000-0009, General Fund- Prosecutor, with category requests of:

Personnel \$2,597,129
Supplies \$ 11,500
Services \$ 130,550
FOR A TOTAL \$2,739,179

McKim seconded.

Erika Oliphant, Prosecutor and Beth Hamlin, Executive Assistant presented. Lengthy discussion ensued.

McKim moved to set all attorney positions back to 35 hours. Deckard seconded.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:

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

Motion passed; 7-0; Unanimous

Further discussion ensued.

Wiltz asked for a roll call on moving forward with the Prosecutor's General Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

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9B. Deckard moved to open for discussion and review Fund 1000-0660, General Fund-Child Support, with category requests of:

Personnel \$1,302,879
Supplies \$ 4,000
Services \$ 45,800
FOR A TOTAL \$1,352,679

McKim seconded.

Oliphant and Hamlin presented. Council discussion ensued.

Wiltz asked for a roll call on moving forward with the General Fund-Child Support budget request.

Wiltz asked for a roll call vote on moving forward with the Prosecutor's Child Support General Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

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9C. Deckard moved to open for discussion and review Fund 1155-0000, Extradition, with category requests

of

Personnel \$538 FOR A TOTAL \$538

McKim seconded.

Oliphant and Hamlin presented. Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Prosecutor's Extradition Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

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9D. Deckard moved to open for discussion and review Fund 1170-0009, Public Safety LIT Prosecutor, with category requests of:

Personnel \$130,854 FOR A TOTAL \$130.854

McKim seconded.

Oliphant and Hamlin presented. Council discussion ensued.

McKim moved to amend the budget to set the attorneys back to 35 hours. Deckard seconded.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:

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

Motion passed; 7-0; Unanimous

Further Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Prosecutor's Public Safety LIT Fund 2024 budget.

Shell called the roll:

Crossley Yes
Deckard Yes
Hawk No
Iversen Yes
McKim Yes
Munson Yes
Wiltz Yes

Motion passed; 6-1 [Hawk]; Majority

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9E. Deckard moved to open for discussion and review Fund 2503-0000, Diversion User Fees, with category requests of:

 Personnel
 \$134,365

 Supplies
 \$ 100

 Services
 \$ 650

 Capital
 \$ 500

 FOR A TOTAL
 \$135,615

McKim seconded.

Oliphant and Hamlin presented. Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Prosecutor's Diversion User Fee Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

10. AUDITOR, Catherine Smith & Brianne Gregory – 7:51 pm

-1000-0002 General -1181-0000 Plat Book

-1216-0000 Auditor's Ineligible

10A. Deckard moved to open for discussion and review Fund 1000-0002, General Fund-Auditor, with category requests of:

Personnel \$1,107,467 <u>Services</u> \$ 179,000 FOR A TOTAL \$1,286,467

McKim seconded.

Bri Gregory, County Financial Director, presented. Council discussion ensued.

McKim moved to set line 30006, Contractual, to \$125,000. Iversen seconded.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:

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

Motion passed; 7-0; Unanimous

Further Council discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Auditor's General Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

10B. Deckard moved to open for discussion and review Fund 1181-0000, Plat Book, with category requests of:

Personnel	\$39,893		
Supplies	\$ 500		
Services	\$ 2,000		
FOR A TOTAL	\$42,393		

McKim seconded.

Gregory presented. No discussion ensued.

Wiltz asked for a roll call vote on moving forward with the Auditor's Plat Book Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

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10C. Deckard moved to open for discussion and review Fund 1216-0000 Auditor's Ineligible, with category requests of:

Personnel	\$ 91,483	
Supplies	\$ 20,500	
Services	\$192,250	
FOR A TOTAL	\$304 233	

McKim seconded.

Gregory presented. Council discussion ensued.

McKim moved that account line 30006, Contractual, be set to \$225,000. Iversen seconded.

Wiltz asked for a roll call vote on the amendment to the budget:

Shell called the roll:

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

Motion passed; 7-0; Unanimous

Wiltz asked for a roll call vote on moving forward with the Auditor's Ineligible Fund 2024 budget.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

11. Meeting Recessed at 8:02 pm to Thursday, September 14, 2023 at 5:00 pm

(Remainder of the page intentionally left blank.)

The County Council Budget Session #4 Summary Minutes for **September 13, 2023** were presented and approved on **December 12, 2023**.

MONROE COUNTY COUNCIL

Aye	Nay	Abstain	Not Present	L. Kate Wiltz, President
□ Aye	■Nay	Abstain	Not Present	Trent Deckard, President Pro Tempore
□ Aye	■Nay	Abstain	Not Present	Jennifer Crossley, Councilor
■Aye	■Nay	Abstain	Not Present	Marty Hawk, Councilor
■Aye	Nay	Abstain	Not Present	Peter Iversen, Councilor
Aye	Nay	Abstain	Not Present	Geoff McKim, Councilor
Пауе	■Nay	Abstain	Not Present	Cheryl Munson, Councilor
ATTEST:				
	ne Smith,			Date



MONROE COUNTY COUNCIL

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

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

Members

Present - In Person - Kate Wiltz, President

Present – In Person – Trent Deckard, President Pro Tempore

Present - In Person - Jennifer Crossley

Present – In Person – Marty Hawk

Present - In Person - Peter Iversen

Present - *In Person - Geoff McKim

Present - *Not Present - Cheryl Munson

Staff

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

Present - In Person -Kim Shell, Council Administrator

Present - In Person - Bri Gregory, Financial Manager

1. CALL TO ORDER

Wiltz called the meeting to order at 5:39 pm. Wiltz noted that all Council members are present in the Nat U Hill Room. Councilor Munson was not present.

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA – 5:40 pm

Wiltz stated that Item #7, Prosecutor's Office, needed to be tabled to the next Council meeting.

Wiltz called for a Voice vote. Motion passed; Unanimous

Wiltz stated that Item #10, Board of Commissioners, needed to be tabled and moved to the November 28th Work Session. McKim seconded.

Wiltz called for a Voice vote. Motion passed; unanimous

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4. PUBLIC COMMENT – items NOT on the agenda (limited to 3 minutes per speaker) – **5:42** pm

Jen Pearl, Bloomington Economic Development Corporation, reported on upcoming events. Jim Shelton, Bloomington Chamber of Commerce, gave CASA training update.

*Munson arrived at 5:43 pm

5. DEPARTMENT UPDATES – 5:47 pm

- Council Office: Reminder of 2024 Boards and Commission Reappointments

Sheriff Marté and Phil Parker, Chief Deputy Sheriff, gave a report regarding the Transition Team and Transition Team Director's position. Lengthy Council discussion ensued.

6:30 pm - Jackie Nester-Jelen, Planning Department, gave an update on the Monroe County Development Ordinance.

6. COUNCIL LIAISON UPDATES – 6:34 pm

- -McKim gave an update on Solid Waste Management District being renamed officially and legally to the Waste Reduction District of Monroe County.
- -Hawk updated on the Airport's FAA Part 139, airport inspection. Monroe County Airport achieved a clean inspection.
- -Catherine Smith, Auditor, noted that the Chamber of Commerce is hosting a business after hours on December 13th on the history of the Airport.

7. PROSECUTOR'S OFFICE, Beth Hamlin

Request the Creation of a New Location Number and Simultaneously Approve Additional Appropriations

STOP Grant, 8123-9624				
13015	Domestic Violence PDA	\$44,263.64		
13425	Sex Crimes DPA	\$44,263.65		
17801	Part- Time	\$11,700.00		
18101	FICA	\$6,066.00		
18201	PERF	\$11,260.00		
	TOTAL	\$117,553.30		

This item was tabled from the October 24 Work Session.

The Department is requesting to create a new location number for grant tracking purposes, and to appropriate renewed STOP grant funding for the time period of 10/1/2022- 9/30/2023. The funds will pay a portion of salary and benefits for a full-time Sex Crimes DPA Specialist, a full-time Domestic Violence DPA Specialist, and a part-time assistant to the Special Victims Unit. The Department has not yet received a copy of a grant award letter or agreement from the Indiana Criminal Justice Institute but has received approval of the funds within the grant software.

This agenda item was tabled to November 28th Work Session.

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8. EMPLOYEE SERVICES DEPARTMENT, E Sensenstein – 6:38 pm Request Approval of a Category Transfer

General Fund- Employee Services, 1000-0309

FROM:

 30080
 County-Wide Training
 \$19,636

 TO:
 \$19,636

 10089
 Employee Services Assistant
 \$12,011

 18001
 FT Self Insurance
 \$5,000

 18101
 FICA
 \$919

 18201
 PERF
 \$1,706

TOTAL \$19,636

The Council approved a new position for the Department on 7/25/23. The request is for the transfer of funds for compensation of the new position for the remaining six (6) pay periods in 2023.

Deckard moved to approve the Employee Services Department's request for a category transfer in Fund 1000-0309, General Fund-Employee Services, of \$19,636 from the Services Category to the Personnel Category.

McKim seconded.

E Sensenstein, Personnel Administrator, presented on this item. Brief Council discussion.

Wiltz called for a Voice vote.

Motion passed; 7-0; Unanimous

9. BOARD OF COMMISSIONERS, Angie Purdie – 6:41 pm

A. Request the Approval of an Additional Appropriation

Public Safety LIT, 1170-0307

31006 Sheriff's Fleet Maintenance \$60,000

The Department is requesting an appropriation for repairs and maintenance to the Sheriff's (Fleet) Vehicles. The 2023 adopted budget for the line was \$100,000, and there was an additional appropriation of \$100,000 in June. The current balance is \$19,895.41. The average monthly expense for this is \$15,000-\$20,000.

Deckard moved to approve the Board of Commissioners' request for an additional appropriation in Fund 1170-0307, Public Safety LIT-Commissioners, in the amount of \$60,000 in the Services Category. McKim seconded.

Richard Crider, Fleet & Buildings Director, presented on this agenda item. Council discussion. No public comment.

213

Wiltz asked for a roll call vote.

Shell called the roll:

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

Motion passed; 7-0; Unanimous

10. BOARD OF COMMISSIONERS, Angie Purdie and Mark Delong—6:38 pm

Request the Creation of a New Account Line and Simultaneously Approve an Additional Appropriation

New Account Line: 30013

Opioid Restricted, 2257-0000

30013 Professional Services \$93,000

This item was tabled from the October 24 Work Session.

Amethyst House applied for the Indiana's Opioid Settlement Match Grant RFF with the support of the Board of Commissioners but did not receive the requested support. The Board of Commissioners believes Amethyst's proposal is appropriate for the use of the County received Opioid Settlement funds. Fund 2257- Restricted- has a balance of \$436,666.37; the request from Amethyst meets the criteria for the use of restricted funds. Should Council approve this request, the appropriation is dependent upon a formal agreement with the Board of Commissioners.

This agenda item was tabled to the November 28th Work Session.

11. BOARD OF COMMISSIONERS, Penny Githens, Angie Purdie and Kathy Hewett – 6:49 pm

A. Request the Approval of a Fund-to-Fund Transfer of Cash FROM:

Opioid Settlement Fund, 1238-0000

60100 Transfer Out Fund-to-Fund \$235,000

TO:

Opioid Grant RFF 2023-007, 9164-0068

00992 Transfer In Fund-to-Fund \$235,000

Narrative for Items A and B: Commissioner Githens and the Health Department applied for and received Grant RFF-2023-007 (State Funds) in the amount of \$576,000. The Board of Commissioners are requesting the creation of account lines and additional appropriations. The grant provides State Opioid Settlement funds as a match to Monroe County's local opioid settlement funds to support two projects in Monroe County, with the Board of Commissioners serving as the fiscal agent. A fund-to-fund transfer of cash from the Opioid Settlement Fund into the Opioid Grant Fund is needed for the match portion of the grant. **Project 1**: Provides for the purchase of property/ building for the Indiana Recovery Alliance in the sum of \$350,000 and an outreach van in the sum of \$100,000. **Project 2**: Provides the Health Department a total of \$102,000 for harm reduction supplies.

Deckard moved to approve the Board of Commissioners' request for a Fund-to-Fund transfer of cash of \$235,000 from Fund 1238-0000, Opioid Unrestricted Settlement, to Fund 9164-0068, Opioid Grant RFF 2023-007. McKim seconded.

Penny Githens, Board of Commissioner President, Kathy Hewitt, Population Health and Outreach Manager and Nick Voyles, Indiana Recovery Alliance Executive Director, presented on this agenda item. Council discussion ensued. No public comment.

214

Wiltz asked for a roll call vote.

Shell called the roll:

Crossley Yes Wiltz Yes Deckard Yes Munson Yes Hawk No McKim Yes Iversen Yes

Motion passed; 6-1 [Hawk]; Majority

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B. Request the Creation of New Account Lines and Simultaneously Approve Additional Appropriations – 6:57 pm

Opioid Grant RFF 2023-007, 9164-0068

28241Opioid Reduction Supplies\$117,00041104Vehicle Purchase\$120,00045151Property Acquisition\$550,000

TOTAL \$787,000

Deckard moved to approve the Board of Commissioners request for new account lines, 28241, Opioid Restriction Supplies, 41104, Vehicle Purchase, and 45151, Property Acquisition, in Fund 9164-0068, Opioid Grant RFF, and to simultaneously approve an additional appropriation in the amount of \$117,000 in the Supplies Category and \$670,000 in the Capital Category for a total appropriation of \$787,000. McKim seconded.

Voyles presented on this agenda item. Council discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the roll:

Iversen Yes
McKim Yes
Hawk No
Munson Yes
Deckard Yes
Wiltz Yes
Crossley Yes

Motion passed; 6-1 [Hawk]; Majority

12. HIGHWAY DEPARTMENT, Lisa Ridge – 7:06 pm

A. Request the Creation of a New Account Line

Motor Vehicle Highway, 1176-0000

16800 Transitional Temp Training Position (Operations Asset Manager)

The Department is requesting to create an account line for training of a new employee. The Operations Asset Manager will be retiring in December and the Department will need to cross train for the replacement. This will be a transfer from a vacant position, so an appropriation is not needed.

Deckard moved to approve the Highway Department's request for a new account line, 16800, Transitional Temporary Training Position in Fund 1176-0000, Motor Vehicle Highway. McKim seconded.

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

B. Request for a Category Transfer – 7:10 pm

Motor Vehicle Highway, 1176-0000

FROM:

30700 Gas, Oil, and Lube \$50,000

TO:

23500 Stone Gravel \$50,000

In 2023, the Department purchased a piece of equipment for widening shoulders on roadways. This has been completed on many of the roads paved this year, which has increased stone usage, thus creating the need for a transfer in to the stone account line.

Deckard moved to approve the Highway Department's request for a category transfer in Fund 1176-0000, Motor Vehicle Highway, of \$50,000 from the Services Category to the Supplies Category. McKim seconded.

Ridge presented on this item. No discussion. No public comment.

Wiltz called for a Voice vote. Motion passed; 7-0; Unanimous

Councilor McKim left the meeting at 7:11 pm.

13. HEALTH DEPARTMENT, Lori Kelley – 7:11 pm

A. Request Approval of Additional Appropriations

<u>Futures</u>	Clinic, 8126-9624	
10071	Nurse Practitioner	\$19,799
10187	Clinic Manager	\$8,861
10188	Licensed Practical Nurse	\$9,707
17601	Longevity	\$200
17801	Part-time	\$4,686
18001	FT Self Insurance	\$9,000
18101	FICA	\$3,488
18201	PERF	\$5,564
20001	Office Supplies	\$200
20011	Other Supplies	\$165
21050	Medical Supplies	\$1,900
21112	LARC	\$4,000
25190	Medications	\$1,000
38110	Services & Charges	<u>\$12,195</u>
	TOTAL	\$80.765

This request is for the 2023-2024 Title X grant funding. The agreement term is 4/1/23-3/31/24. The funding helps to support salary expenses, supplies, and services for the Futures Family Planning Clinic. The Clinic provides family planning health services for adolescents and adults, and operates based on multiple funding sources, including Title X and TANF Grant funds, insurance reimbursements, program income/ revenue, and L.A.R.C reimbursements.

Deckard moved to approve the Health Department's request for additional appropriations in Fund 8126-9624, Futures Clinic, in the amount of \$61,305 in the Personnel Category, \$7,265 in the Supplies category, and \$12,195 in the Services Category for a total appropriation of \$80,765. Iversen seconded.

Lori Kelley, Health Administrator, presented on this agenda item. No discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the roll: Crossley Yes Wiltz Yes Hawk Yes lversen Yes Deckard Yes Yes Munson

Motion passed; 6-0; Unanimous

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В. Request Approval of a Category Transfer - 7:13 pm

TANF Futures, 8150-9623

FROM:

20001 Office Supplies \$ 848.98 21050 Medical Supplies \$ 342.44 TOTAL \$1,191.42

TO:

10188 Licensed Practical Nurse \$1,191.42

The Department is requesting the approval of a category transfer from Supplies to Personnel in order to balance the account prior to transitioning into the Title X Grant Fund.

Deckard moved to approve the Health Department's request for a category transfer in Fund 8150-9623, TANF Futures, of \$1,191.42 from the Supplies Category to the Personnel Category. Iversen seconded.

Kelley presented on this item. No discussion. No public comment.

Wiltz called for a Voice vote. Motion passed; 6-0; Unanimous

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C. Request Approval of Additional Appropriations - 7:14 pm

TANF Futures, 8150-9623 10188 Licensed Practical Nurse \$136.82 17801 Part-time \$266.52 38110 Services & Charges \$242.42

TOTAL \$645.76

The Department is requesting approval of additional appropriations from earned income. A total of \$645.76 of earned income from September insurance claims needs to be appropriated.

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Deckard moved to approve the Health Department's request for additional appropriations in Fund 8150-9623, TANF Futures, in the amount of \$403.34 in the Personnel Category and \$242.42 in the Services Category for a total appropriation of \$645.76. Iversen seconded.

Kelley presented on this item. No discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the roll:

lversen Yes Wiltz Yes Crossley Yes Munson Yes **Deckard** Yes Hawk Yes

Motion passed; 6-0; Unanimous

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D. Request Approval of a Category Transfer - 7:15 pm

> STD Strengthening Prevention, 8112-9623 FROM:

20011 Other Supplies \$9,954.28

TO:

30014 Other Services \$4,954.28 \$5,000.00 30028 Training/ Travel

TOTAL \$9,954.28

The Department is requesting a category transfer for grant fund 8112. Other services, provided through an agreement with IU Health Positive Link, were provided for part of this grant cycle and transferring funds from other supplies to other services will provide coverage for those costs. The other category transfer is to help provide additional funding needed to cover mileage costs.

Deckard moved to approve the Health Department's request for a category transfer in Fund 8112-9623, STD Strengthening Prevention, of \$9,954.28 from the Supplies Category to the Services Category. Iversen seconded.

Kelley presented on this item. No discussion. No public comment.

Wiltz called for a Voice vote. Motion passed; 6-0; Unanimous

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14. AMERICAN RESCUE PLAN ACT (ARPA) - 7:16 pm

Α. **Request the Approval of De-Appropriations**

American Rescue Plan Act, 8950-0000

19900 ARPA Retention Bonus \$ 98,222.22 36704 ARPA Sojourn House Renov Project \$164,000.00 TOTAL \$262,222.22 The Auditor's Office is submitted a request to de-appropriate ARPA projects Sojourn House and Retention Bonus projects. The Sojourn House project is at a standstill because the mortgage company does not agree with the County's deed restriction requirement. The final quarter's retention bonuses were paid on 10/20/2023.

Deckard moved to approve the de-appropriations in Fund 8950-0000, American Rescue Plan Act in the amount of \$98,222.22 in the Personnel category and \$164,000 in the Services category. Iversen seconded.

Bri Gregory, County Financial Director, presented on this item. No discussion. No public comment.

Wiltz asked for a roll call vote.

Shell called the roll:

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

Motion passed; 6-0; Unanimous

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B. Request the Approval of an Additional Appropriation – 7:18 pm

American Rescue Plan Act, 8950-0000
Personnel Category \$22,000,000.00
Supplies Category \$22,000,000.00
Services Category \$22,000,000.00
Capital Category \$22,000,000.00

The Board of Commissioners and County Council are reviewing American Rescue Plan Act (ARPA) Projects. The amount of available ARPA funds of \$22,000,000 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.

Deckard moved to table this agenda item to the next Council Work Session on November 28, 2023. Iversen seconded.

Wiltz called for a Voice vote. Motion passed; 6-0; Unanimous

15. APPROVAL OF SUMMARY MINUTES AS PRESENTED – 7:19 pm

-September 12th: Regular Session -September 26th: Work Session

Deckard moved to approve the County Council Summary Minutes of September 12, 2023 – Regular Session and September 26th, 2023 – Work Session as presented. Iversen seconded.

219

No discussion.

16. COUNCIL COMMENTS

Crossley – mentioned Councilor Deckard's birthday today. Deckard – lighting of the canopy of lights. Hawk – regarding the trip to Ohio to do a jail visit. Shell – reappointments of citizen appointments.

17. ADJOURNMENT – 7:25 pm

The County Council Regular Session Summary Minutes for **November 14, 2023** were presented and approved on **December 12, 2023**.

MONROE COUNTY COUNCIL

□Aye □N	lay	Not Present	L. Kate Wiltz, President	
□Aye □N	lay \square Abstain	Not Present	Trent Deckard, President Pro Tempore	
□Aye □N	lay 🗆 Abstain	Not Present	Jennifer Crossley, Councilor	
□Aye □N	lay \square Abstain	Not Present	Marty Hawk, Councilor	
□Aye □N	lay Abstain	Not Present	Peter Iversen, Councilor	
□Aye □N	lay Abstain	Not Present	Geoff McKim, Councilor	
□Aye □N ATTEST:	lay 🗆 Abstain	Not Present	Cheryl Munson, Councilor	
Catherine Smith, Auditor Date Monroe County, Indiana				

MEMORANDUM OF NOVEMBER 14, 2023 EXECUTIVE SESSION MEETING OF THE MONROE COUNTY COUNCIL AND MONROE COUNTY BOARD OF COMMISSIONERS

Pursuant to Indiana Code §5-14-1.5-6.1(b)(2)(D). the Monroe County Council and Monroe County Board of Commissioners met in an Executive Session on November 14, 2023, in the Human Resources/County Council Conference Room for the purpose of discussing a real property transaction.

The meeting was called to order at 5:04 p.m.

The following Monroe County Council members were in attendance in person: Kate Wiltz, Trent Deckard, Jennifer Crossley, Peter Iversen, Geoff McKim, Cheryl Munson.

The following Monroe County Commissioners were in attendance in person: Penny Githens and Lee Jones.

Staff that were present in person included Kim Shell, Angie Purdie, Molly Turner-King, and Jeff Cockerill.

The discussion was limited to the advertised purposes of discussing a real property transaction.

The meeting adjourned at 5:33 p.m.

(The remainder of this document is intentionally left blank.)

The Memorandum of the November 14, 2023 Executive Session Meeting of the Monroe County Council was presented and approved by the Monroe County Council and adopted this 12th day of December, 2023.

MONROE COUNTY COUNCIL

□Aye	□Nay	Abstain	Not Present	L Kata Wiltz President
Пауе	□Nay	Abstain	Not Present_	L. Kate Wiltz, President Trent Deckard, President Pro Tempore
□Aye	□Nay	Abstain	Not Present_	Jennifer Crossley, Councilor
□Aye	□Nay	Abstain	□Not Present_	Marty Hawk, Councilor
□Aye	□Nay	Abstain	Not Present_	Peter Iversen, Councilor
□Aye	□Nay	Abstain	Not Present_	Geoff McKim, Councilor
Пауе	□Nay	□Abstain	Not Present_	Cheryl Munson, Councilor
ATTEST:				
	ne Smith, County, I			Date

The Memorandum of the November 14, 2023 Executive Session Meeting of the Monroe Cour presented and approved by the Monroe County Board of Commissioners and adopted this 2023.	•
MONROE COUNTY BOARD OF COMMISSIONERS	
Aye Nay Abstain Not Present Penny Githens, President	_
Aye Nay Abstain Not Present	_
Aye Nay Abstain Not Present	_