

B.	PROSECUTOR’S OFFICE, Bri Gregory and Carley Woodruff Request the Creation of New Account Lines <u>Adult Protective Services Grant, 9112-9624</u> 13035 APS Investigator <i>New Account Line</i> 13036 APS Investigator <i>New Account Line</i>	31
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The Department is requesting to add two account lines in Fund 9112, Adult Protective Services. It was discovered that the budget has been using the incorrect account lines and this will bring the fund budget in line with the Salary Ordinance.

8.	COMMITTEE APPOINTMENTS Request Approval of an Appointment to the Sophia Travis Community Service Grants Committee Jenny Olmes-Stevens Completing the remainder of a 2-Year Term Expires: 12/31/2025	33
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9.	SOIL & WATER JOB DESCRIPTIONS -Conservation Resource Specialist -Soil and Water Conservation Manager	34
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This item was tabled from the May 14, 2024, Council meeting.

The Personnel Administration Committee (PAC) approved forwarding the request to the full Council for a discussion regarding the need of the Conservation Resource Specialist position and if the position should be forwarded to Wagoner, Irwin, and Scheele (WIS) for classification.

10.	JUSTICE FISCAL ADVISORY COMMITTEE, Peter Iversen Quarterly Update	51
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Council Resolution 2024-04 provides that the Justice Fiscal Advisory Committee (JFAC) will make quarterly updates to the County Council regarding the progress of the recommendations that were made by the Committee in September 2023.

11.	PROSECUTOR’S OFFICE, Levi Minnick and Erika Oliphant Request the Creation of a New Account Line and Simultaneously Approve an Additional Appropriation <u>High Tech Crime Unit Fund, 9159-0000</u> 41104 Vehicle Purchase \$52,000 <i>New Account Line</i>	59
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As the High-Tech Crime Unit (HTCU) moves its function to the Ellettsville Police Department, the HTCU Director will need a vehicle for travel among the 11 counties for which is responsible. Due to unspent funds brought forward in 2022 and 2023, there is a sufficient balance in the HTCU fund to cover the expense.

17. COUNCIL COMMENTS

18. ADJOURNMENT



MONROE COUNTY COUNCIL

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

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

COUNCIL MEETING SUMMARY MINUTES Tuesday, April 9, 2024 at 5:00 pm Nat U. Hill Meeting Room and Teams Connection

Members

Present – **In Person** – Trent Deckard, President
Present – **In Person** – Jennifer Crossley, President Pro Tempore
Present – **In Person** – Marty Hawk
Present – **In Person** – Peter Iversen
Present – **Virtual** – Geoff McKim
Present – **In Person** – Cheryl Munson
Present – **In Person** – Kate Wiltz

Staff

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

1. CALL TO ORDER – 5:06 pm

Deckard called the meeting of the Monroe County Council to order for Tuesday, April 9th. He noted for the record that Councilors Crossley, Hawk, Iversen, Munson, and Wiltz were present in person in the Nat U. Hill Room. Councilor McKim attended virtually.

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA – 5:07 pm

Deckard tabled Items 14A and 14B, ARPA to the April 23rd Council Meeting – no ARPA items currently.

Molly Turner-King, Legal Counsel, requested to table Item 11C, JAG Grant-Sheriff, indefinitely.

Deckard made a motion to adopt the agenda with the above changes. Crossley seconded.

Deckard asked for a roll call vote.

Shell called the Roll.

Iversen Yes
McKim Yes
Hawk Yes
Munson Yes

Wiltz Yes
Crossley Yes
Deckard Yes
Motion passed; 7-0; Unanimous.

4. PUBLIC COMMENT – 5:09 pm

No public comment.

5. DEPARTMENT UPDATES – 5:10 pm

Martha Miller, Soil and Water Manager, gave an update regarding the annual meeting and available opportunities. Brief Council discussion.

5:18 pm: Kyle Gibbons, Jail Commander, gave a Jail Staffing update - fully staffed and update regarding inmate breakdown and bookings. Inspection received high marks from state inspection. Council discussion ensued with regards to repairs, with the roof leaking and the elevator down. Numbers regarding maximum security classification of inmates.

5:26 pm: Phil Parker, Chief Deputy Sheriff, gave an update regarding the Solar Eclipse event - it was uneventful day. Had 37 deputies on duty beginning at 1 pm until the eclipse's end and following the event down to 7 deputies. There are two vacancies with the hope to have them filled by June.

5:32 pm: Christine McAfee, Juvenile Detention Alternatives Initiative (JDAI) Coordinator, gave a report regarding People & Animal Learning Services (PALS) and presented the Parent Project Flyers.

6. COUNCIL LIAISON UPDATES – 5:41 pm

Iversen noted that the Commission on Climate Resiliency met and will speak with the Commissioners on April 22nd, Earth Day, on Indiana's first Climate Resilience Plan.

Iversen provided a packet on opioid settlement funding, outlining how community organizations can apply to receive funds. Brianne Gregory, Auditor, gave an update regarding the process. Council discussion regarding the process.

7. CONSENT AGENDA ITEMS – 5:57 pm

No items.

8. AVIATION DEPARTMENT – 5:57 pm

A. Request Approval of an Additional Appropriation

Aviation Building, 4802-0000

30112 Hangar Repair and Maintenance \$70,000

Hawk Yes
 Wiltz Yes

Motion passed; 7-0; Unanimous.

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C. Request the Approval of a Fund-to-Fund Transfer- 6:12 pm

FROM:
Cumulative Capital Development, 1138-0000
 60100 Transfer Out Fund-to-Fund \$28,539

TO:
Airport Infrastructure Grant, 8187-0000
 00992 Transfer Funds into Fund \$28,539

The Department has requested a fund-to-fund transfer from Fund 1138 to Fund 8187. The cash transfer will cover the local match portion of the grant in Item B. The transfer was approved by the Board of Commissioners on 03/27/24.

Crossley moved to approve the Aviation Department’s request for a fund-to-fund transfer of cash from Fund 1138-0000, Cumulative Capital Development to Fund 8187-0000, Airport Infrastructure Grant in the amount of \$28,539. Iversen seconded.

Laverty presented. No Council discussion. No public comment.

Hawk left the meeting at 6:13 pm.

Deckard asked for a roll call vote.

Shell called the Roll.

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

Motion passed; 6-0; Unanimous.

9. HIGHWAY DEPARTMENT – 6:14 pm

Request Approval of the Creation of New Account Lines and Simultaneously Approve an Additional Appropriation

Cumulative Bridge, 1135-0000
 39390 Baby Creek Road, Bridge #629 *New Account Line*
 39403 Rockport Road, Bridge #308 *New Account Line*
 39405 Dillman Road, Bridge #83 *New Account Line*
 39406 Eagleson Avenue, Bridge #922 *New Account Line*
 39404 Small Structure Inventory \$25,000

The Department has requested the creation of account lines in the Cumulative Bridge Fund. In the event that an item is not covered under the grant, it can be paid out of the project line in Cumulative Bridge. This will enable the Department to track the overall cost of the project during future audits. The Department anticipates future

invoices for the small structure inventory for the existing contract. The Department missed adding this amount to the 2025 Budget.

Crossley moved to approve the Highway Department’s request for the creation of new account lines in Fund 1135-0000, Cumulative Bridge, as set out on the agenda and to simultaneously approve an additional appropriation of \$25,000 in the Services Category. Iversen seconded.

Lisa Ridge, Highway Director, presented. No Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the Roll.

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

Motion passed; 6-0; Unanimous.

10. JAIL/CORRECTIONAL CENTER – 6:16 pm

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

Correctional LIT-Jail, 1233-0000

10644	Correctional Officer	\$ 55,063.00	<i>New Account Line</i>
10645	Correctional Officer	\$ 55,063.00	<i>New Account Line</i>
10646	Correctional Officer	\$ 55,063.00	<i>New Account Line</i>
10647	Correctional Officer	\$ 55,063.00	<i>New Account Line</i>
10648	Correctional Officer	\$ 55,063.00	<i>New Account Line</i>
10649	Correctional Officer	\$ 55,063.00	<i>New Account Line</i>
17101	Overtime	\$ 1.00	
17203	Shift Pay	\$ 1.00	
17208	Uniforms	\$ 1.00	
17310	Training Bonus	\$ 1.00	
18101	FICA	\$ 25,274.00	
18201	PERF	\$ 46,914.00	
	TOTAL	\$402,570.00	

The Department has requested an additional appropriation due to the addition of six (6) Correctional Officers for the Transition Team. These positions were approved on 3/26/24 and added to the 2024 Salary Ordinance.

Crossley moved to approve the Jail’s request for new account lines in Fund 1233-0000, Correctional LIT, as set out on the agenda and to simultaneously approve additional appropriations of \$402,570 in the Personnel Category. Iversen seconded.

Ruben Marté, Sheriff, presented. No Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the Roll.

Crossley Yes
McKim Yes

13. LEGAL DEPARTMENT – 6:34 pm

A. Request Approval of Resolution 2023-02 Regarding Knowledge, Skills, and Abilities Procedures

Legal Counsel prepared an amendment to Resolution 2023-02 Establishing a Policy to Recognize Knowledge, Skills, and Abilities for Non-Monroe County Government Applicants, Current Permanent Part-time Employees Applying for Full-time employment, and Eligible Transferring Monroe County Employees. The amendment clarifies current Monroe County part-time employment history for full-time KSA consideration. The amendment also addresses a situation which an applicant has both Monroe County Government and other prior law enforcement history.

Crossley moved to approve the request to amend Resolution 2023-02 regarding the Knowledge, Skills, and Abilities (KSA) Procedures. Iversen seconded.

McKim left the meeting at 6:35 pm.

Turner-King presented. Parker offered examples from the Sheriff’s Office, reflecting on how approval would improve recruiting process. Council discussion ensued.

This item was tabled to the April 23, 2024, Council meeting.

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B. Request Approval of Resolution 2024-15 Establishing Procedures for Payment of Accumulated Compensatory Time – 7:05 pm

Legal Counsel amended and prepared a Resolution outlining the payment procedures for accumulated compensatory time when Monroe County employees leave employment with Monroe County or transfer between Monroe County Departments.

Crossley moved to approve the request to approve Resolution 2024-15 establishing procedures for payment of accumulated compensatory time. Iversen seconded.

Turner-King, Legal Counsel, presented. Council discussion ensued.

Deckard asked for a roll call vote.

Shell called the Roll.

- Crossley Yes
- Wiltz Yes
- Munson Yes
- Hawk Yes
- Iversen Yes
- Deckard Yes

Motion passed; 6-0; Unanimous.

**14. AMERICAN RESCUE PLAN ACT (ARPA)
BOARD OF COMMISSIONERS/AUDITOR’S OFFICE**

A. Request Approval of Additional Appropriations

American Rescue Plan Act Fund, 8950-0000

Personnel Category	\$8,000,000
Supplies Category	\$8,000,000

Services Category	\$8,000,000
Capital Category	\$8,000,000

The Board of Commissioners and County Council are reviewing American Rescue Plan Act (ARPA) Projects. The amount of available ARPA funds of \$8,000,000 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.

This item was tabled from the March 26, 2024, Council Meeting.

This item was tabled to the April 23, 2024, Council Meeting.

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B.	Request Approval of De-Appropriations
	<u>American Rescue Plan Act Fund, 8950-0000</u>
Personnel Category	\$500,000
Supplies Category	\$500,000
Services Category	\$500,000
Capital Category	\$500,000

This item was tabled from the March 26, 2024, Council Meeting.

This item was tabled to the April 23, 2024, Council Meeting.

15. COUNCIL COMMENTS – 7:13 pm

Iversen encouraged everyone to vote.

Crossley spoke regarding the losses in her family. Updated the joint constituent meeting with City Councilor Asari. General consensus during constituent meeting was the want to see more collaboration between the City and the County. April 27th is the next meeting.

Hawk spoke regarding the Correctional LIT that was approved. Auditor Gregory gave a brief update regarding the process of additional appropriations and not having all the revenue at once. Lengthy discussion.

Munson spoke about expanding the canopy in Monroe County.

Deckard shared that Monroe County Community Health is doing a needs assessment and encouraged residents to weigh in on those community conversations.

Turner-King had an ARPA request. She asked about purchasing signs for businesses that showed that these businesses had gun safes and locks available for consumers.

Hawk requested an update regarding the Stinesville property cleanup.

16. ADJOURNMENT – 7:33 pm

The County Council Meeting Summary Minutes for **April 9, 2024** were presented and approved on **May 28, 2024**.

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

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

Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date



MONROE COUNTY COUNCIL

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

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

COUNCIL MEETING AGENDA SUMMARY MINUTES Tuesday, April 23, 2024 at 5:00 pm Nat U. Hill Meeting Room and Teams Connection

Members

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

Staff

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

1. CALL TO ORDER – 5:06 pm

Deckard called the meeting of the Monroe County Council to order for Tuesday, April 23rd. He noted for the record that all Council members were present in person in the Nat U. Hill Room.

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA – 5:07 pm

Deckard asked to table Item 8A, JAG Grant Additional Appropriation indefinitely and to table Item 14C, Resolution 2023-02, Knowledge, Skills and Abilities (KSA) Procedures, to May 14th. No Objections

4. PUBLIC COMMENT – 5:09 pm

No public comment.

5. DEPARTMENT UPDATES – 5:10 pm

Cory Grass, Jail Transition Director, spoke on recent jail visits.

The Board of Commissioners has requested an appropriation to support the Harrodsburg’s “Heritage Days” event. The request received a positive recommendation from the Food and Beverage Tax Advisory Commission at their March 28th meeting.

Crossley moved to approve the Commissioners’ request for the creation of a new account line, 28242, Harrodsburg Fireworks Show, and simultaneously approve an additional appropriation in Fund 4932-0000, Food & Beverage Tax-County Portion, in the amount of \$6,000 in the Supplies Category. McKim seconded.

Purdie and Paul Strain, Harrodsburg’s Heritage Days Chair, presented. Lengthy Council discussion ensued regarding the appropriateness of this expenditure for this project from these funds. No public comment.

Deckard asked for a roll call vote.

Shell called the Roll.

Deckard	Yes
Crossley	Yes
Iversen	Yes
Wiltz	Yes
Hawk	Yes
Munson	Yes
McKim	No

Motion passed; 6-1 [McKim]; Majority.

10. PROBATION OFFICE – 6:10 pm
Request to Amend the 2024 Salary Ordinance
General Fund-Probation, 1000-0226

FROM:

17801 Part-Time Range: \$14.00- \$42.46 hourly

TO:

17801 Part-Time Range: \$14.00- \$44.59 hourly

Requested Effective Date: April 21, 2024

The Deputy Chief Probation Officer has resigned with an effective date at the end of April 2024. An internal candidate has been chosen to fill the vacancy. The former Deputy Chief has agreed to continue working for the Department part-time to assist in training the promoted employee. The Department has requested that the Part-Time hourly range be amended to allow for the former Deputy Chief to be paid at the position’s current hourly rate. The Department will return to Council to request additional appropriations to support this transition.

Crossley moved to approve the Probation Department’s request to amend the 2024 Salary Ordinance in Fund 1000-0226, General Fund-Probation, account line 17801, Part-Time, amending the maximum range amount from \$42.46 to \$44.59 hourly with an effective date of April 21, 2024. McKim seconded.

Brady presented. Brief Council discussion ensued. The former Chief Deputy plans to be available to train the new Chief Deputy at least through budget submissions. No public comment.

Deckard asked for a roll call vote.

Shell called the Roll.

Munson	Yes
McKim	Yes
Wiltz	Yes

Iversen Yes
Hawk Yes
Deckard Yes
Crossley Yes
Motion passed; 7-0; Unanimous.

11. HEALTH DEPARTMENT – 6:16 pm
A. Request Approval of Additional Appropriations

Futures Clinic, 8126-9624

10071	Nurse Practitioner/Adv Pr Nurs	\$17,291.30
10187	Clinic Manager	\$ 7,769.10
10188	Licensed Practical Nurse	\$ 8,455.80
17801	Part-Time	\$ 3,104.19
18001	FT Self Insurance	\$ 6,158.01
18101	FICA	\$ 2,363.69
18201	PERF	\$ 4,857.91
21050	Medical Supplies	\$ 933.70
21112	LARC	\$ 3,806.62
25190	Medications	\$ 900.00
38110	Services & Charges	<u>\$ 200.00</u>
TOTAL		\$55,840.32

Personnel Lines: The Department has requested an additional appropriation on an amendment of the 2023-2024 Title X grant funding in the amount of \$50,000. The agreement term is 04-01-23 to 03-31-24. This funding helps support salary expenses, supplies, and services for the Futures Family Planning Clinic. Supplies and Services Lines: The Department has requested an additional appropriation of earned income in Fund 8126, Futures Clinic. A total of \$5,840.32 of earned income from January and February insurance claims needs to be appropriated to the account lines listed.

Crossley moved to approve the Health Department’s request for additional appropriations in Fund 8126-9624, Futures Clinic, in the amount of \$50,000 in the Personnel Category, \$5,640.32 in the Supplies Category, and \$200 in the Services Category for a total appropriation of \$55,840.32. McKim seconded.

Lori Kelley, Health Administrator, presented. Brief Council discussion ensued. No public comment.

Deckard asked for a Roll Call vote.

Shell called the Roll.

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

Motion passed; 7-0; Unanimous.

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B. Request for the Creation of New Account Lines and Simultaneously Amend the 2024 Salary Ordinance – 6:21 pm

Health Fund, 1159-0000

ADD:

10071	Nurse Practitioner	SO	Exempt	<i>New Account Line</i>
10187	Clinic Manager	COMOT C	Non-exempt	<i>New Account Line</i>
10188	Licensed Practical Nurse	PAT A	Non-exempt	<i>New Account Line</i>

The Department has requested a salary ordinance amendment to create lines for employees of the Futures Family Planning Clinic. The Fund 8126 grant award is ending, and there would normally be a transition of these positions to Fund 8150 for the next six months, but there is a potential gap. All positions are 35 hours weekly.

Crossley moved to approve the Health Department’s request to create new account lines and simultaneously amend the 2024 Salary Ordinance and add account lines 10071, Nurse Practitioner, 10187, Clinic Manager, and 10188, Licensed Practical Nurse in Fund 1159-0000, Health Fund. McKim seconded.

Kelley presented. Brief Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the Roll.

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

Motion passed; 7-0; Unanimous.

12. AUDITOR’S OFFICE – 6:23 pm

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

GAL/CASA, 1213-0000

38350	Grant Distribution	\$83,738	<i>New Account Line</i>
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The Department has requested an appropriation of the 2024 Matching Grant (\$58,608) and the 2024 Capacity Grant (\$25,129). Fund 1213 has been carrying a cash balance of \$1.00 since 2020. The Department would like to appropriate a total of \$83,738 to Fund 1213 for the 2024 grants and the \$1.00 carryover.

Crossley moved to approve the Auditor’s request for the creation of a new account line, 38350, Grant Distribution, and to simultaneously approve an additional appropriation in Fund 1213-0000, GAL/CASA, in the amount of \$83,738 in the Services Category. McKim seconded.

Brianne Gregory, Auditor, presented. Brief Council discussion ensued. No public comment.

Deckard asked for a roll call vote.

Shell called the Roll.

Hawk Yes
Iversen Yes
Wiltz Yes

Crossley moved to approve the Auditor’s request of a Fund-to-Fund Transfer of Cash from Fund 4513-0000, 2013 Redevelopment Bond in the amount of \$61,642.66 and from Fund 4923-0000, Westside TIF Debt 2013 Bond, in the amount of \$190,700 for a total cash transfer of \$252,342.66 into Fund 4920-0000, Westside Econ Development/Richland Township TIF. McKim seconded.

Gregory presented. Brief Council discussion ensued. No public comment.

Deckard asked for a roll call vote.

Shell called the Roll.

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

Motion passed; 7-0; Unanimous.

13. COUNCIL OFFICE – 6:32 pm
Quarterly Levy Funds Summary

Council requested Staff to prepare a quarterly summary including appropriations, revenues, expenditures, and the cash balance for all levy funds.

14. LEGAL DEPARTMENT – 6:36 pm
A. Request the Creation of a New Account Line and Simultaneously Amend the 2024 Salary Ordinance

Election Fund-Election Board, 1215-0062

FROM:

17501	Inspectors	\$165.00 – paid per person-per Election Day
17502	Judges (Election)	\$135.00 – paid per person-per Election Day
17503	Precinct Sheriff (Election)	\$115.00 – paid per person-per Election Day
17504	Clerks (Election)	\$135.00 – paid per person-per Election Day
17507	Travel Boards	Range: \$17.00-\$20.00 hourly, plus mileage
17508	Absentee Boards-Counters	\$135.00 – paid per person-per Election Day

TO:

17501	Inspectors	not to exceed \$200.00 paid per person on Election Day
17502	Judges (Election)	not to exceed \$175.00 paid per person on Election Day
17503	Precinct Sheriff (Election)	not to exceed \$125.00 paid per person on Election Day
17504	Clerks/Student Workers (Elections)	not to exceed \$150.00- paid per person on Election Day
17507	Election Worker Training	Range: \$30.00-\$52.00 per day for training
17508	Absentee Board-Counters	not to exceed \$175.00 paid per person on Election Day
17512	Absentee Board-Couriers	not to exceed \$150.00 paid per person on Election Day, plus mileage (<i>New Account Line</i>)

Pursuant to Indiana Code § 3-11.5-7-2 and § 3-11-10-39, the Commissioners are responsible for setting the per diems for precinct election workers, absentee counters, and couriers. To fulfill this statutory responsibility, the Commissioners adopted amendments to Monroe County Code Chapter 287. This Monroe County code section

provides limitations for the per diems for election workers and directs the Election Board to set an amount within the provided range. The Salary Ordinance needs to be amended to reflect the recent amendments to Chapter 287.

Crossley moved to approve the request to create a new account line, 17512 Absentee Board-Couriers, and to amend the 2024 Salary Ordinance in Fund 1215-0062, Election Fund-Election Board as follows:

- Account line 17501 Inspectors – not to exceed \$200 per person on Election Day**
- Account line 17502 Judges (Election) – not to exceed \$175 per person on Election Day**
- Account line 17503 Precinct Sheriff (Election) – not to exceed \$125 per person on Election Day**
- Account line 17504 Clerks/Student Workers (Elections) – not to exceed \$150 per person on Election Day**
- Account line 17507 Election Worker Training – Range: \$30.00-\$52.00 per day for training**
- Account line 17508 Absentee Board-Counters – not to exceed \$175 per person on Election Day**
- Account line 17512 Absentee Board-Couriers – not to exceed \$150.00 paid per person on Election Day, plus mileage. Iversen seconded.**

McKim left the meeting at 6:36 pm.

Molly Turner-King, Legal Counsel, presented. No Council discussion. No public comment.

Deckard asked for a Roll Call vote.

Shell called the Roll.

- Iversen Yes**
- Deckard Yes**
- Hawk Yes**
- Crossley Yes**
- Munson Yes**
- Wiltz Yes**

Motion passed; 6-0; Unanimous.

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B. Request to Approve Resolution 2024-03 Approving the Interlocal Cooperation Agreement – 6:40 pm

The Board of Commissioners, on 02/07/24, approved an Interlocal Cooperation Agreement with the City of Bloomington in regard to the 2023 Edward Byrne Memorial Justice Assistance Grant (JAG). For 2023, as the City shall receipt in all of the \$54,337 associated with the 2023 GAG and disburse \$3,804 to the Monroe County Sheriff’s Department, the remaining \$50,533 for use by the Bloomington Police Department.

McKim returned to meeting at 6:40.

Crossley moved to approved Resolution 2024-03, the Interlocal Cooperation Agreement. McKim seconded.

Turner-King presented. No Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the Roll.

- Munson Yes**
- Deckard Yes**
- Crossley Yes**
- Iversen Yes**

Wiltz Yes
Hawk Yes
McKim Yes
Motion passed; 7-0; Unanimous.

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C. Request Approval of Resolution 2023-02 Regarding Knowledge, Skills, and Abilities Procedures

This item was tabled from the April 9th, 2024, Council meeting.

Legal Counsel has prepared an amendment to Resolution 2023-02 Establishing a Policy to Recognize Knowledge, Skills, and Abilities for Non-Monroe County Government Applicants, Current Permanent Part-time Employees Applying for Full-time employment, and Eligible Transferring Monroe County Employees. The amendment clarifies current Monroe County part-time employment history for full-time KSA consideration. The amendment also addresses a situation during which an applicant has both Monroe County Government and other prior law enforcement history.

This item is tabled to the May 14, 2024, Council meeting.

15. COUNCIL COMMENTS – 6:42 pm

Iversen stated \$30 million dollars of funding has been allocated to Regional Opportunity Inc for the Indiana Uplands projects that address key performance indicators.

Crossley noted that on Saturday, April 27 she is having a joint City-County constituent meeting with City Council Member Asari from 10:30 to 11:30. She also discussed aspects related to the justice facility project.

Hawk spoke about the needing a discussion regarding the jail location.

Deckard opened for discussion and approval of Resolution 2024-18: Resolution of Support for the City of Bloomington Utilities-Booster Pump Station Project.

Turner-King gave the hours for early voting.

16. ADJOURNMENT – 6:51 pm

The County Council Meeting Summary Minutes for **June 7, 2024** were presented and approved on **July 5, 2024**.

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

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

Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brianna Gregory, Auditor
Monroe County, Indiana

Date



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Prosecutor's Office Presenter: Bri Gregory/Carley Woodruff

REQUESTED Meeting Date: 5/28/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

Creation of New Account Line(s) (pg. 2)

Additional Appropriation(s) (pg.2)

Category Transfer(s) (pg.3)

Fund to Fund Transfer (pg.4)

De-Appropriation of Account Line(s) (pg.5)

Salary Ordinance Amendment(s) (pg.6 and/or 7)

Other (Specify): _____

Was the Council Liaison notified prior to submitting the agenda request? **Yes**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **Yes**

NARRATIVE: (Provide a detailed summary explanation for the request.)

The Prosecutor's Office is requesting to add two account lines to Fund 9112, Adult Protective Services Grant. It was discovered that the budget has been using the incorrect account lines and this will bring the fund budget in line with the Salary Ordinance.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



SOPHIA TRAVIS COMMUNITY SERVICE GRANTS Committee Member Application

Today's Date: 04/19/2024

Full Name: Jenny Stevens

Nickname: Jenny

Address: [REDACTED]

City: Bloomington, IN

Zip Code: 47401

Residence Township: Perry

Primary Phone Number: [REDACTED]

Email: [REDACTED]

Why are you interested in applying for the position? Please include any qualifications you have that you believe would benefit the Committee. A resume and/or additional documentation information is preferred, but not required.

Serving on the Sophia Travis Committee is a great way to serve our community and its distinct social services mission is of interest to me. Additionally, I would hope my grant management and fiscal responsibility expertise would help in the evaluation of applications. I enjoy working collaboratively with others and so committee work is also appealing.

Thank you for your consideration.

Jenny

Please forward the completed application and documents to CouncilOffice@co.monroe.in.us.

Applications will be kept on file for a period of one (1) year.

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Conservation Resource Specialist
DEPARTMENT: Board of County Commissioners
WORK SCHEDULE: 8:00 am – 4:00 pm, M-F
JOB CATEGORY: TBD

DATE WRITTEN: December 2023

STATUS: Full-Time
FLSA STATUS: TBD

~~Incumbent serves as the Conservation Resource Specialist to provide technical and educational services to Monroe County Government, the community, schools, and local organizations by identifying and prioritizing local soil and water conservation needs and opportunities, and by review Stormwater Pollution Prevention Plans (SWP3) as required by the Indiana Department of Environmental Management (IDEM).~~

Incumbent serves as Conservation Resource Specialist for the Monroe County Soil and Water Conservation District, responsible for providing landowners assistance and education about natural resources and conservation practices for Monroe County landowners and residents.

LIST PRIMARY DUTIES

~~Review SWP3s for all projects owned by the Monroe County MS4, City of Bloomington MS4, Ivy Tech MS4, and Indiana University MS4.~~

Provides land management, financial and education resources to the residents of Monroe County through addressing and evaluate landowner resource concerns/needs through site visits, over the phone, via video options or email.

~~Provide educational outreach and planning as required for the Monroe County MS4 Stormwater Program.~~
Through developing landowner conservation plans that address conservation methods for improving soil health, protecting water quality and conservation of all things natural resource related.

Assist the community with questions and concerns specific to soil, water, and related natural resources by connecting them with local ~~knowledgeable~~ resources and grant opportunities.

Oversee soil testing program: Collect samples **as requested** using soil probes, complete request forms, package samples for shipping. Review soil test results and share best management practice options with landowner to improve soil **quality health**.

Work collaboratively with ~~the other~~ Monroe County ~~MS4 Stormwater Program, Planning, Surveyor, Highway, Health Department, and Parks and Recreation~~ **departments** to provide resources, education, and outreach effectively and efficiently.

Promote, attend, and/or participate in Indiana Conservation Partnership led programs and events at local and state levels.

~~Collect surface water and soil samples as required for the Monroe County MS4 Stormwater Program and the Monroe County Soil and Water Conservation District (SWCD).~~

~~Organize and lead volunteer water quality programs. (this will fall under education)~~

~~Complete objectives as outlined in the MOU between the SWCD and the Monroe County Stormwater Management Board.~~

~~Collect surface water and/or soil samples for data purposes in correlation with any~~ **Participate in active SWCD lead** watershed planning or implementation projects. **As well as assist with other watershed groups.**

Assist with the creation of educational, promotional, and technical materials and public media materials.

Organize and lead volunteer water quality programs such as Hoosier River Watch.

~~Work alongside Monroe County Stormwater Management Board to address shared resource concerns outlined in partnership agreement with MCSWCD.~~

~~Review Stormwater Pollution Prevention Plans for any MS4 owned/operated projects within Monroe County.~~

Work as a member of the SWCD Conservation Team to execute the agreements of any MOU's with partners for improving soil health and water quality.

Attend monthly MCSWCD board meetings and other partnership meetings as needed.

Collect data and compile reports for assessing conservation needs and requests in the county and providing preferred responses to the issue.

Work with governmental partners at the local, state, and federal level as well as private industry to promote and develop programming for sustainable development and food production. Participates in county climate resilience initiatives.

Employee Job Questionnaire

COUNTY OF MONROE, INDIANA

The County of MONROE, Indiana has retained Waggoner, Irwin, Scheele & Associates to update the County’s job descriptions, which includes an updated description of your position. The information you supply on this questionnaire will be used to draft that description.

Position Title: Conservation Resource Technician

Department: Board of Commissioners

Employee Name:

FLSA Status: Exempt Non-exempt

• Purpose •

This questionnaire is intended to secure accurate information regarding essential elements of your position, including

- the duties you currently perform
- the requirements (skills, education, etc.) of your position
- the nature of your responsibilities
- the nature of supervision over your work
- the nature of your communication with others

This questionnaire is not

- an efficiency analysis
- a department reorganization study
- a measure of how well you perform your duties

• Instructions •

1. Please read the entire questionnaire carefully before answering any questions to avoid duplicating your responses. If you need more space on any question, please attach additional pages.
2. Take time to answer each question carefully and completely. It is essential that your responses be clear, concise, and thorough to ensure that the job description prepared for your position will accurately describe your duties and responsibilities.
3. Please include an explanation of abbreviations, technical language, or specialized references you use on this questionnaire to ensure our understanding of them.
4. Please feel free to use any existing job description for reference purposes or completing the duties section. Please attach any referenced job description and respond to questions in the remaining sections of the questionnaire.

DO NOT DETACH THIS INSTRUCTION SHEET

Helpful Hints for Completing the Job Questionnaire

Please be aware that this project does NOT involve performance evaluations of individuals. We aren't collecting information about how you perform, only what you perform. This questionnaire is designed to help you identify and describe important aspects of your job.

If you do not understand something or have a question, write a note directly on the questionnaire and a *Waggoner, Irwin, Scheele & Associates, Inc.* staff member will discuss it with you.

Keep in mind that a job description provides a “snap shot” of the basic functions of a position – it is not a procedural manual with excess detail of every step in a process. In other words, a job description should provide just enough information that the reader understands the essential functions and the skills necessary to perform the job.

It may help to imagine you have been promoted, and this questionnaire will be used to train the new employee in this position. Begin with the tasks on which you spend most of your time, or that are of greatest importance, then work your way through your basic duties until you describe periodic tasks. Following are some hints for writing clear duty statements:

- You may use abbreviations or acronyms, but please write the full term at the top of the page, or the first time you use them; for example, “*Maintains statistics on computer for Indiana Department of Environmental Management (IDEM).*”
- Also, **explain any terminology that may be unique to your department**, such as report names and form numbers. For example, “*Complete XQ325 forms*” may be something you do every day, but it is very likely that no one outside your department would have any idea what is involved. It would be better to say, “*Complete payment assistance application forms.*”
- Are **machines, equipment, or special tools** involved in accomplishing tasks? For example, “*Post payments*” could involve a computer or writing in manual ledgers, and “*Update maps*” could be done with drafting tools or a computer.

Throughout the remainder of the questionnaire, read and follow directions carefully. Use **specific examples** to illustrate your answers whenever possible, and remember to note any questions you have.

Thank you for your valuable time!

Section I
Essential Functions of Position

1. Please summarize, in one sentence, the primary purpose of your position as you understand it.

Responsible for providing landowner assistance and education about natural resources and conservation practices for Monroe County residents.

2. Describe in detail the primary duties and functions of your position. Those duties which you perform daily or that require a substantial portion of your time should be listed first, with the duties that are performed less frequently or that require lesser portion of your time listed last. Please attach a copy of existing job description, if applicable.

If Duties Section of your existing job description is accurate please note “see existing description’ and/or add any additional duties NOT listed on your existing job description.

Below is a scale that rates how essential a job duty/function is to your position and how frequent that duty/function is performed. Once you have described the primary duties and functions of your position, please indicate the essentiality and frequency. For example,

	Essentiality	Frequency
<i>Supervise subordinate personnel</i>	<u>B</u>	<u>G</u>

ESSENTIALITY

A= Marginal function of the job
B= Essential function of the job

FREQUENCY

C= Perform annually at a minimum
D= Perform quarterly at a minimum
E= Perform monthly at a minimum
F= Perform weekly at a minimum
G= Perform on regular (daily) basis

List Primary Duties:

Essen Freq

1. Provide land management, financial and educational resources to the residents of Monroe County through addressing and evaluate landowner resource concerns/needs through site visits, over the phone, via video options or email.

B	G
---	---

2. Provide educational outreach and planning. Through developing landowner conservation plans that address conservation methods for improving soil health, protecting water quality and conservation of all things natural resource

B	F
---	---

3. Assist the community with questions and concerns specific to soil, water, and related natural resources by connecting them with local resources and grant opportunities. B G

4. Oversee soil testing program: Collect samples as requested using soil probes, complete request forms, package samples for shipping. Review soil test results and share best management practice options with landowner to improve soil health. B F

5. Work collaboratively with other Monroe County Departments to provide resources, education, and outreach effectively and efficiently. B E

6. Promote, attend, and/or participate in Indiana Conservation Partnership led programs and events at local and state levels. A D

7. Participate in active SWCD lead watershed planning or implementation projects. As well as assist with other watershed groups. B E

8. Assist with the creation of educational, promotional, and technical materials and public media materials. A E

9. Organize and lead volunteer water quality programs such as Hoosier River Watch. A D

10. Work as a member of the SWCD Conservation Team to execute the agreements of any MOU's with partners for improving soil health and water quality. B F
11. Attend monthly MCSWCD board meetings and other partnership meetings as needed. B F
12. Collect data and compile reports for assessing conservation needs and requests in the county and providing preferred responses to the issue. A D
13. Work with governmental partners at the local, state and federal level as well as private industry to promote and develop programming for sustainable development and food production. Participates in county climate resilience initiatives. B G
14. -

Section II

Job Requirements/Training/Certification

1. Check level of formal education that is required for your position. When specifying college degrees, please identify acceptable fields of study.

High school diploma/GED Associate Degree Baccalaureate Degree Masters Degree

Other (Please describe):

Acceptable fields of study:

2. Specialized training, certification, and/or specific experience required for your position (such as Certified Public Accountant).

Indiana Leadership Academy, Spatial and mapping skills -specifically GIS, CCSI Advanced Soil Health Training, NRCS Technical Certification

3. Describe the required knowledge, skills, and abilities necessary to perform your duties effectively (such as budgeting, grant writing, public speaking).

Ability to communicate what a soil health systems includes, urban and rural, sill to educate others about best management practices.

4. Briefly list those information sources that you use regularly in the performance of your duties (e.g. professional journals, reference works, textbooks, legal codes, technical manuals).

Natural Resource Conservation Service Technical Guide and Monroe County

5. Does your position require that you have a valid driver's license? Yes No If yes, for which duties?

6. Does your position require you to be at least 21 years of age? Yes No

7. Does your position require passage of a:

Medical exam? Yes No

Drug test? Yes No

Psychological exam? Yes No

Written exam? Yes No

Other tests:

8. Check and list equipment you operate as a regular part of performing your duties:

Computer Typewriter Calculator Transcriber/dictaphone Vehicle

Other (Please describe)

9. Your fundamental job duties may involve some relationship between you and data (i.e. information, facts, figures, measurements, statistics, notes, reports). Check the following statements that most accurately describe your involvement with data.

- Compare or observe similarities and differences between data, people, or things.
- Compute, perform arithmetic operations, such as measuring, figuring, tabulating test/survey results, developing operating budget, determining charges.
- Compile, collate, or classify data.
- Analyze, evaluate, observe, diagnose, investigate.
- Coordinate, place, make determinations, take action based on data analysis.
- Fabricate data to discover facts or develop concepts or interpretations.

10. Your fundamental job duties may involve the ability to deal with spoken and written materials, from simple instructions to complex sources of information or ideas. Check the following statements that most accurately apply to your job responsibilities.

- Understand and follow oral or written instructions; write notes; request information or supplies in writing or orally (example: copy a list of names and addresses; discuss work instructions with supervisor, enter data on computer from a report).
- File, post, mail materials; copy data from one document to another; interview to obtain information (example: keep record of purchase orders; discuss list of products with customers, take phone messages/customer complaints).
- Read work rules; use standard English grammar, spelling, pronunciation; speak clearly, with poise (example: read copy to type letters, prepare written reports, greet customers and answer their questions).
- Write/edit reports/news releases/contracts/leases; prepare/give presentations; interview/counsel/advise people (example: prepare and evaluate technical data; write proposals; counsel clients, negotiate contracts, edit newsletter).

Section III

Difficulty of Work/Responsibility

1. Which of the following phrases best describes the type of supervision you receive?

- Immediate supervision.** Assignments performed according to specific detailed instructions for easily learned, non-specialized or repetitive duties. No flexibility in the job.
- Assignments and objectives set jointly by immediate supervisor and myself.** Follow standard operating procedures or policy and procedural manuals. Must have supervisor's permission to deviate from standard operating procedures. Some flexibility in the job.
- Indirect or occasional supervision.** Assignments guided by definite objectives using a variety of methods or procedures. Plan and arrange own work and only refer to supervisor for unusual matters, such as policy interpretations. Moderate flexibility in the job.
- General supervision.** Assignments guided by broad policies and/or general objectives. Establish procedures and performance standards and interpret policies. Refer to supervisor when interpretations of departmental policies, programs, expenditures, are thought necessary. Have a high degree of flexibility in the job.
- Administrative or advisory direction from a board or CEO.** Develop own objectives for area(s) of responsibility. Establish major administrative unit/departmental policies, procedures, and performance standards. Accountable for department/unit results. Almost total autonomy in the job.

2. Which of the following phrases best describes the criteria for which your work is reviewed?

Work is reviewed primarily for...

- | | |
|---|--|
| <input type="checkbox"/> Attainment of objectives | <input type="checkbox"/> Appropriate supervision or direction of assigned operations |
| <input type="checkbox"/> Compliance with precedent | <input checked="" type="checkbox"/> Adherence to instructions/guidelines |
| <input checked="" type="checkbox"/> Technical accuracy | <input type="checkbox"/> Compliance with legal requirements |
| <input checked="" type="checkbox"/> Soundness of judgment | <input type="checkbox"/> Compliance with Department policy |
| | <input checked="" type="checkbox"/> Effect on Department goals/objectives |
| | <input type="checkbox"/> Other (please describe): <input style="width: 400px;" type="text"/> |

If you checked more than two, please provide explanation:

The work done in this position can be technical as well judgment based and needs to address the goals and objectives of the SWCD and Mo Co

3. Check one of the following statements that most accurately describes the judgment you use in performing fundamental job duties.

- Decisions are always determined by specific instructions or existing, well established policies and procedures.
- On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from my supervisor.
- Periodically, decisions are made in the absence of specific policies, and/or guidance from my supervisor.
- Frequently, decisions are made which are restricted only by organization-wide policies. Little direct guidance from supervisor.
- Decisions are restricted by only the broadest policy and/or guidance from supervisor.
- Regularly make decisions in absence of policy; subject only to guidance from board/CEO.

4. Which of your duties requires the most judgment and adaptation of your position's guidelines? *Please explain and provide examples.*

Being able to provide landowners with appropriate land resources and activities.

5. What programs, persons and/or functions are directly affected by the decisions you make?

What programs, persons and/or functions....
-Monroe County residents interested in environmental sustainability and climate change.
-Monroe County landowners and their future generations.

6. Give an example of the highest level decision you can make and what person or body (e.g., Board of Directors, Vice President) can overrule your decision.

Technical: highest level of decision making is recommendation of landowners for funding. The MCSWCD Board of Supervisors is responsible for all fundings decisions.

Section IV

Personal Work Relationship/Supervisory

1. What is the name and position title of your immediate supervisor?

Supervisor:

Title:

2. Complete A) and B) only if you supervise or direct the work of others:

A) List names and position titles of employees you supervise or direct as a regular part of your duties.

B) Check which statements most accurately describe your managerial/supervisory responsibilities.

- Analyze periodically the workload and the human resource needs of my organizational unit. Recommend increases and decreases in staff.
- Review position documentation for newly created or significantly revised positions. Obtain approval of supervisor.
- Interview candidates for openings and make hiring recommendations.
- Make hiring decisions.
- Orient new subordinates in the department regarding department policies/procedures and what is expected of them in the way of performance results.
- Plan, delegate and control work assignments and special projects to assigned staff.
- Establish specific work goals or quantitative and qualitative standards to be achieved by assigned staff.
- Train/develop/motivate assigned staff to improve performance and prepare for higher-level positions.
- Determine significant changes in responsibilities and major tasks of assigned staff by reviewing their position responsibilities on a regular basis.
- Evaluate the performance results of assigned staff. Discuss present and past performance with each person. Keep supervisor informed of performance discussion results.
- Review salaries of assigned staff and recommend changes when warranted.
- Recommend personnel actions, such as promotions, transfers, demotions.
- Keep supervisor and assigned staff informed of organization developments they need to know to carry out their position responsibilities.
- Maintain discipline and recommend corrective action as warranted.
- Communicate and administer personnel programs and procedures for my area in accordance with approved policies.

3. List other departments, agencies, organizations, and others with whom you regularly communicate.

State Department of Agriculture, State Soil Conservation Board, County Stormwater, Other County Soil and Water Conservation Districts, County and State Invasive Species organizations (McIRIS and SICIM), Natural Resources and Conservation Service (NRCS), State Department of Enviro

4. Check which statements most accurately describe your contact with employees, customers, governmental officials, or the general public.

- Cooperative Work Relationship:** Give and receive information; Give factual information, test results, etc.; make referrals to other organizations.
- Render Service:** Explain and interpret policies and procedures. Execute policies; maintain coordination of department/division operations.
- Instruct:** Teach or present subject matter to others through explanation, demonstration and supervised practice.
- Negotiate:** Exchange ideas, information and opinion with others to form policies, products, programs, and/or arrive jointly at decisions or solutions to problems.

- Mentor:** Deal with individuals in terms of their total personality in order to advise, counsel and/or guide them with regard to problems that may be solved by legal, scientific, engineering, clinical, spiritual, or other professional principles.

Section V

Physical Effort/Work Environment

1. Which of the following best describes your primary working environment?

- Laboratory Standard office Storeroom Vehicle Outdoors
 Garage/shop Manufacturing setting Other (please describe):

Office/computer based

If you checked more than one, please provide additional explanation.

This position is both inside at a desk and outside on the ground.

2. Which of the following best describes your primary working conditions?

ESSENTIALITY

N/A= Not Applicable to job

A= Marginal requirement of job

B= Essential requirement of job

Essentiality

- B work alone with minimum supervision
- A work under time pressure
- B work on several tasks at the same time
- B read/carry out simple written instructions
- B apply knowledge of people, locations
- B plan and layout assigned work projects
- A compute/calculate, such as interest
- A count, make simple arithmetic additions/subtractions
- B read/interpret detailed prints, sketches, layouts, specifications, maps
- A prepare detailed reports, such as financial statements, sales activity, product feasibility
- B plan and present public speaking presentations, fund raisers, special events
- B sitting & walking at will
- A standing/walking for long periods

Essentiality

- B work with others in a team environment
- A work rapidly for long periods
- A understand and carry out oral instructions
- A memorize and retain instructions
- B present findings in oral or written form
- N/A testify in legal proceedings/court
- A sitting for long periods
- B walking on uneven terrain

- | | | | | | | | |
|------------------------------|--|----------------------------|---|----------------------------|------------------------------|------------------------------|------------------------|
| <input type="checkbox"/> B | work in extreme hot or cold temperatures | <input type="checkbox"/> | work in wet/icy surroundings | | | | |
| <input type="checkbox"/> N/A | respond to emergencies from off-duty status | <input type="checkbox"/> | work with or near chemicals (please list) | | | | |
| <input type="checkbox"/> A | work near fumes, odors, dust, dirt (please describe) | | | | | | |
| <input type="checkbox"/> A | work in a noisy environment (describe noise source) | | | | | | |
| <input type="checkbox"/> N/A | work in confined areas (please describe) | | | | | | |
| <input type="checkbox"/> A | wear protective clothing or equipment (please describe) | | | | | | |
| <input type="checkbox"/> N/A | work in high places, such as ladders, roofs, bucket truck (please describe) | | | | | | |
| <input type="checkbox"/> A | work with or exposed to violent/irate individuals (please describe) | | | | | | |
| <input type="checkbox"/> N/A | respond to situations involving potential physical harm to self and others (please describe) | | | | | | |
| <input type="checkbox"/> B | lifting under 25 pounds | | | <input type="checkbox"/> A | lifting 25 to 50 pounds | <input type="checkbox"/> N/A | lifting over 50 pounds |
| <input type="checkbox"/> B | pushing/pulling objects | | | <input type="checkbox"/> A | carrying objects | <input type="checkbox"/> B | crouching/kneeling |
| <input type="checkbox"/> B | bending at waist | | | <input type="checkbox"/> B | reaching | <input type="checkbox"/> B | driving |
| <input type="checkbox"/> B | close vision | <input type="checkbox"/> B | far vision | <input type="checkbox"/> B | color perception | | |
| <input type="checkbox"/> B | depth perception | <input type="checkbox"/> B | speaking clearly | <input type="checkbox"/> B | hearing sounds/communication | | |
| <input type="checkbox"/> B | handling/grasping objects | <input type="checkbox"/> A | fingering objects (picking, pinching) | | | | |

3. List the three most physically demanding activities you regularly perform in your job.

Training Events (i.e. soil pits, invasive plant species inventory, watershed training)

Site Visits (i.e. walking on uneven terrain, extreme weather conditions)

Soil Sampling (i.e. upper body strength)

4. List the three most emotionally demanding activities you regularly perform in your job.

The reaction of unhappy and/or frustrated landowners when their expectations and or requests for funding cannot be met.

The everchanging daily schedule that comes with working with multiple clients and stakeholders with different needs, concerns and projects a

Witnessing the decline of our natural resources and limited public awareness of sustainability and climate change concerns.

5. What is your normal work schedule (example, 8 a.m. 4 p.m. M-F)?

9 am - 4:30pm M-F

6. Are you required to:

a. work extended hours

Never

Regularly

Occasionally

b. work weekends

	<u>Never</u>	<u>Regularly</u>	<u>Occasionally</u>
c. work evenings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
d. travel out of town, but not overnight	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
For what purpose?			
Trainings monthly			
c. travel out of town overnight	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
For what purpose?			
Trainings and conference3s			
f. respond to emergencies on 24-hr basis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. on call on rotation basis	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Provide any other examples/information which would be helpful in understanding the physical and mental requirements of your job.

The necessity for adaptive hours outside of the normal 8-4 workday when working with landowners and natural resource concerns and education

8. Is your position politically appointed by a recognized Department Head or Elected Official according to IC 36-2-16-4? Yes No

Section VI

Certifications

Employee: I certify that the above statements are an accurate and fair description of my position.

Name (print or type) Hire date

Title Department

Signature Date

Supervisor: I have reviewed the contents of this questionnaire and find the responses to be accurate. Any additions or modifications I made have been initialed by me and have been discussed with the employee.

Is the position described above, politically appointed by a recognized Department Head or Elected Official according to IC 36-2-16-4? Yes No

Signature Date

Please refer any major concerns or questions regarding this questionnaire to

Waggoner, Irwin, Scheele & Associates, Inc.
 118 South Franklin Street
 Muncie, IN 47305
 Phone: (765) 286-5195
 Fax: (765) 286-2824

JOB CLASSIFICATION REVIEW FORM

County of Monroe, Indiana

An Equal Opportunity Employer

This form is to be completed by the employee holding the position and/or the Elected Official/ Department Head having hiring, promotion, and termination authority for the office/department. This form is intended to serve as a classification evaluation instrument for the Monroe County Council and Personnel Administration Committee in reviewing requests for classification of jobs.

Review the "Job Classification and Compensation Maintenance Plan" prior to completing this form to ensure the proper procedures have been taken regarding adding or reviewing a position.

• *Attach additional pages as needed; return completed form to the COUNCIL ADMINISTRATOR*

Job title Conservation Resource Specialist Fund-Account-Location _____

Department Commissioners/SWCD Date _____

Full-time Part-time Exempt Non-exempt

Current Classification _____ Requested Classification PAT

Current pay \$ _____ per _____ Proposed pay \$ 50,000.00 per Annually

Employee(s) in this position: *(attach supplemental sheet if necessary)*

Grant funded at this time

TYPE OF ACTION REQUESTED

- Create position Abolish position Seniority review
 Qualifications requirements review Pay policy application/interpretation issues
 Reclassification due to change in duties, responsibilities, work conditions, etc.
 Other *Please describe:*

Questions 1 through 3 to be completed jointly by the employee and/or Elected Official/Department Head initiating the review

1. Describe why this new position/added employee/classification review is necessary.
Increase demand in resident/landowner requests for environmental conservation assistance/guidance on their land.

We have seen a tripled amount, in the past 10 years, of private and public landowners/residents (particularly in the Urban Areas) that are seeking one on one guidance in the areas of

water quality concerns, flooding issues, invasive species control, soil health for sustainable growing and additional general areas or conservation.

2. Have you previously requested this new position/added employee/reclassification of this existing position? yes no

If yes, describe date and outcome of that request:

3. If this is a request for classification review of an existing position, review the current job description and make any revisions that are necessary to describe the job being performed. Attach a copy of the existing job description with your revisions marked with **Bold Red** for additions and **Strikethrough** for deletions.

Do these revisions constitute *additional* duties and responsibilities since the adoption of the existing job description? yes no

If not, explain why the existing description is no longer accurate:

Questions 4 through 8 to be completed by Elected Official/Department Head

4. Are the job functions described on this form currently being performed by your office/department? yes no If yes, name those job title(s) and classifications:

Job title District Manager *Classification PAT

Job title Resource Conservation Specialist *Classification State Grant

Job title _____ *Classification _____

** Current classification of position may be impacted by the creation of or reclassification of another position.*

5. Is this request a result of new legislation, a mandate, or litigation? yes no
If yes, specify statute citation and/or case:

6. Is this request based on increased volume of work? yes no If yes, please explain:

There is a growing demand/interest by individual landowners/residents to become more environmentally conservation

focused and they are looking for recommendations and support from a county or local source. We do not have staff to support this growing need.

7. If you answered *yes*, to question 6, are there existing technologies that could lessen the volume for this or related positions? yes no If *yes*, please describe, including estimated costs:

8. State specifically how creation of a new position/added employee/reclassification of this position would benefit the County:

Providing a one on one, face to face contact with residents/customers aids them in feeling they are being heard

by the county regarding their environment conservation concerns. It service as a positive face for encouraging and promoting conservation at a local level.

AUTHORIZATION BY EMPLOYEE:

Signature of employee(s) assigned to the position being considered for reclassification.

I understand that this request in no way jeopardizes my employment, and that if the reclassification review proceeds, it may result in the position being upgraded, downgraded, or remaining classified the same.

Employee signature

Date

Employee signature

Date

Employee signature

Date

Employee signature

Date

AUTHORIZATION BY APPOINTING AUTHORITY:

Signature required by Elected Official/Department Head

I have reviewed this reclassification request with the employee(s), and agree disagree.
If *disagree*, please comment:

I understand this request is subject to an organizational assessment of my office/department employment operations, and that I will be available to personally participate and provide requested information to the County Council, Personnel Administration Committee, and consultants of the Council.

01/11/2024

Signature of Elected Official/Department Head

Date

Martha Miller

Digitally signed by Martha Miller
DN: cn=Martha Miller, o=Monroe Co Soil & Water Conservation
District, ou, email=mmiller@co.monroe.in.us, c=US
Date: 2024.01.11 10:14:55 -05'00'

Name typed or printed

Martha Miller

UPDATES ON JFAC RECOMMENDATIONS- MAY 2024

COMPLETED RECOMMENDATIONS:

- 10. Fulfill the Sheriff Department's request to create the Re-Entry Case Manager / Discharge Planner position in the Jail's medical contract.
- 26. Add a third Qualified Mental Health Professional in the Jail.
- 30. Ensure at least one former JFAC voting member is on the Functional Programming Team for the new jail.
- 31. Once the Functional Program is set, Council should play a supporting role in setting the Jail Space Program.
- 32. Continue to work toward establishing Departmental Gross Square Feet (DGSF) calculations for the Justice Campus, which will give Council the ability to accurately appropriate funds.
- 34. Determine the fiscal impact of co-locating the Courts with a Justice Complex, and at what point during the transition to a new facility that co-location would be most cost effective.

Recommendations with an Immediate Time Allocation:

- 7. Engage in formal mapping process of Sequential Intercept Model through National Alliance of Mental Illness (NAMI). [A formal request has been made to NAMI. This will be facilitated in 2025.](#)

Recommendations with a Short-Term Time Allocation:

- 8. Fund the promotion of and ensure funding continues for local crisis services including but not limited to the Stride Center, Mobile Crisis Teams, HealthNet, and promoting 988 by engaging County, City, and existing local partners. [Mobile Crisis Team and Stride Center are fully staffed. JFAC members should encourage members to use these services.](#)
- 11. Implement the Integrated Re-Entry and Correctional Support (IRACS) program in Monroe County, including establishing a Certified Recovery Organization (RCO). Ensure the position collaborates with the Courts. [An IRACS meeting was held on 02-26-2024.](#)
- 27. Add a Substance Use Disorder Counselor in the Jail, where preference is given to hire those in recovery as peer support is shown to have positive benefits. [Council has funded the medical contract through which this position will be hired. The position is anticipated to be in place mid-June 2024.](#)

Recommendations with a Long-Term Time Allocation:

- 17. Work with Heading Home and their partners to fund incentives for landlords to rent recently released inmates and/or treatment patients. [Heading Home is currently providing incentives.](#)
- 18. Invest in Community Corrections case managers to reduce caseloads. [Probation Officers state set Cost of Living Increase for 2024 was set at 7.8%. County Council approved an increase for the Probation Officers COLA at 8.5%.](#)

UPDATES ON JFAC RECOMMENDATIONS- FEBRUARY 2024

Recommendations with an Immediate Time Allocation:

5. Fund new supportive, transitional, and affordable housing as there is agreement that too few beds exist. [Monroe County is currently working with Centerstone.](#)
7. Engage in formal mapping process of Sequential Intercept Model through National Alliance of Mental Illness (NAMI). [Melanie Vehslage, the Purdue Extension office, and NAMI are currently working/ collaborating on this recommendation.](#)
22. Locate the justice complex as close to downtown services and bus lines as possible. [No update.](#)

Recommendations with a Short-Term Time Allocation:

1. Moving from Needs Assessment to the pre-Architectural phases, the Council should not renew the JFAC. In its place, JFAC voting members should work with the Commissioners, Judges, Sheriff, Architect, and others to form the Functional Program Team (PONI, Phase 03). These meetings should be open to the public. [On 1/23/24 Council will vote on extending the JFAC through the end of 2024 in order to allow for quarterly updates from JFAC to full Council.](#)
2. To not lose progress on non-architectural recommendations from this report, former JFAC voting members should bring quarterly updates to public meetings of the Monroe County Council, until such time as the President of that body considers the updates to be superfluous. In the future, this work could be taken on by the Office of Justice Policy and Programs (OJPP), see recommendation 16. [JFAC will provide its first update to Council at the Council meeting on February 13, 2024.](#)
3. Council should establish a working group that should identify what data is needed for an interdepartmental Justice Dashboard by working with Monroe County Technical Services Department and user groups to address the Key Critical Issue #1 in the Ken Ray Study (https://www.co.monroe.in.us/egov/documents/1644610443_05163.pdf, p. 13). [A meeting with stakeholders of a possible dashboard \(i.e., Prosecutor's office, PD office, Sheriff's office, Board of Judges, Probation\) could be held to gauge support and to ensure no duplication of data would be gathered.](#)
8. Fund the promotion of and ensure funding continues for local crisis services including but not limited to the Stride Center, Mobile Crisis Teams, HealthNet, and promoting 9-8-8, by engaging County, City, and existing local partners. [This recommendation is currently being done.](#)
10. Fulfill the Sheriff Department's request to create the Re-Entry Case Manager position in the Jail's Medical contract. Ensure this position collaborates with the Courts. (Sheriff Marté's Seven Point Plan of Actionable Items) [ACH position- "Discharge Planner"](#)
26. Add a third Qualified Mental Health Professional in the Jail (Sheriff Marté's Seven Point Plan of Actionable Items). [Sheriff's office was considering adding 20-40hrs/ week to the existing position.](#)
27. Add a Substance Use Disorder Counselor in the Jail, where preference is given to hire those in recovery as peer support is shown to have positive benefits. (Sheriff Marté's Seven Point Plan of Actionable Items).
[10, 26 & 27: These positions were removed from the ACH contract. Sheriff's office has not reached back out at this point.](#)
11. Implement the Integrated Reentry and Correctional Support (IRACS) program in Monroe County, /including establishing a certified Recovery Community Organization (RCO). Ensure this position collaborates with the Courts. [A meeting could be scheduled with Judge Diekhoff to gauge her support on moving forward with this.](#)
14. Work with Centerstone to identify needs and ensure funding continues to exist for a Forensic Assertive Community Treatment (FACT) team. [This recommendation is currently being done.](#)

21. Create a fund to reimburse or subsidize non-statutory fees to zero in coordination with the Board of Judges. (Reducing Revocations Challenge Strategies). [The Opioid Settlement Working Group has identified ways that Opioid Settlement Funds could be used towards this recommendation.](#)

32. Continue to work toward establishing Departmental Gross Square Feet (DGSF) and Building Gross Square Feet (GSF) calculations for the Justice Campus, which will give the Council the ability to accurately appropriate funds. [Encourage updates from the Sheriff's office and/ or designate a Council representative to attend meetings regarding this matter.](#)

**QUARTERLY UPDATE
MAY 2024**

JUSTICE FISCAL ADVISORY COMMITTEE (JFAC)

JFAC Recommendations 10, 26, and 27

Transition Team

- Transition Team Director
- Six positions have been added to the Correctional Center to support a Transition Team.

Advanced Correctional Health Contract (ACH) Positions

- Council approved funding for three ACH positions.
 - Discharge Planner- Hired
 - Additional Qualified Mental Health Professional- Hired
 - Substance Abuse Counselor- Anticipated to be hired by mid-June.

PERSONNEL

Programming Kickoff Meeting

May 2, 2024

A meeting was held with representatives of the following bodies:
County Council, Board of Commissioners, Maintenance, Sheriff's Office, Courts, Prosecutor's Office, Public Defender's Office, Clerk of Courts, and DLZ.

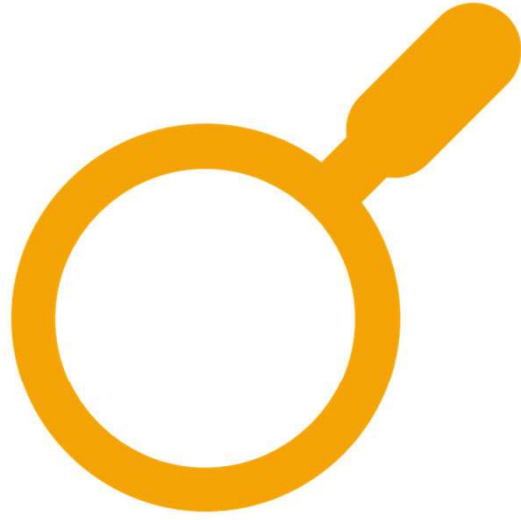
JFAC Recommendations 30, 31, and 32

- ▶ Pre-Design Phase: Programming (not site-specific), Conceptual Design, and Master Planning. At the completion of this phase, there will be a presentation including expected cost.
- ▶ A Construction Manager, WAG, has been recommended to the Board of Commissioners.
- ▶ Departments have completed a worksheet detailing their space needs. DLZ is in the process of going over worksheets and touring existing department spaces.
- ▶ Another meeting of the full group will be held once preliminary space needs have been discussed with all departments.

Programming
JFAC Recommendations 7 & 8

Formal mapping
of Sequential
Intercept Model is
set to be facilitated
in 2025.

Mobile Crisis Teams
and Stride Center
are fully staffed.



Find the complete list of JFAC recommendations and further details on the Monroe County Website under the JFAC webpage.

WWW.CO.MONROE.IN.US



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Prosecutor Presenter: Levi Minnick

REQUESTED Meeting Date: 5/28/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

Creation of New Account Line(s) (pg. 2)

Additional Appropriation(s) (pg.2)

Category Transfer(s) (pg.3)

Fund to Fund Transfer (pg.4)

De-Appropriation of Account Line(s) (pg.5)

Salary Ordinance Amendment(s) (pg.6 and/or 7)

Other (Specify): _____

Was the Council Liaison notified prior to submitting the agenda request? No

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

As the High Tech Crime Unit moves its function to the Ellettsville Police Department, the HTCUC Director will need a vehicle for travel between the 11 counties for which is responsible. Due to unspent funds brought forward in 2022 and 2023, there is sufficient balance in the HTCUC fund to cover this expense.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Jail/Correctional Center Presenter: R Marte/ P Parker/ J Miller

REQUESTED Meeting Date: 5/14/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

Creation of New Account Line(s) (pg. 2)

Additional Appropriation(s) (pg.2)

Category Transfer(s) (pg.3)

Fund to Fund Transfer (pg.4)

De-Appropriation of Account Line(s) (pg.5)

Salary Ordinance Amendment(s) (pg.6 and/or 7)

Other (Specify): Amend Salary Ordinance per the Fund approved by Council

Was the Council Liaison notified prior to submitting the agenda request? Yes

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? No

NARRATIVE: (Provide a detailed summary explanation for the request.)

On May 2nd the Council had an executive session to discuss security system needs. Based on information received during the session, the Department is requesting:

For May 14th Meeting = the creation of additional account lines in a budget determined by Council and to amend the salary ordinance according to that decision. In order to give the Council flexibility in how best to budget for these positions. A request is being made in each of the funding options:

- 1) General Fund-Jail, 1000-0380
- 2) Public Safety LIT-Jail, 1170-0380
- 3) Correctional LIT-Jail, 1233-0000

ADD: (Four) Corrections Officer JAIL-CO \$25.67 Hourly 41.25 Hours Non-Exempt

For the May 28th Meeting = a request for additional appropriations for the four added Corrections Officers. Council will need to determine which fund an additional appropriation request is being made for each fund in the amount. Using the pay period beginning 5/19/2024 the cost to add one Officer is \$46,088 which includes Salary, FICA, PERF, Insurance, and Uniform. The total fiscal impact for remainder of 2024 is \$184,352.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Sheriff Presenter: Jamie Jahnke

REQUESTED Meeting Date: 5/14/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|--|--|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input checked="" type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? No

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

Correcting CHIRP expenses into the CHIRP grant.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:
COUNCILREQUESTS@CO.MONROE.IN.US

Department: Sheriff Presenter: Jamie Jahnke

REQUESTED Meeting Date: 5/14/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|---|--|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input checked="" type="checkbox"/> Additional Appropriation(s) (pg.2) |
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| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? No

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

Correcting CHIRP expenses into the CHIRP grant.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Sheriff Presenter: Jamie Jahnke/Phil Parker

REQUESTED Meeting Date: 5/28/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input checked="" type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? **Yes**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **Yes**

NARRATIVE: (Provide a detailed summary explanation for the request.)

We have 11 Administrative Coordinator positions. Five are 40-hour positions, and the other six are 35-hour positions. The 35-hour positions are consistently working 35 hours a week. In addition, there are two part-time positions that we are requesting to combine into a one full-time 40-hour position. After discussions with the Sheriff, to help with efficiency, we would like to move all positions to 40-hour positions. Only the positions in the General Fund would need to be amended. Additional appropriation of funds is not needed, at this time. Time-sheets are available if need be. Request to Amend the 2024 Salary Ordinance General Fund- Sheriff, 1000-0005

FROM:

15161 Administrative Coordinator 35 hours COMOT C Non-Exempt
 15162 Administrative Coordinator 35 hours COMOT C Non-Exempt
 15163 Administrative Coordinator 35 hours COMOT C Non-Exempt
 15166 Administrative Coordinator 35 hours COMOT C Non-Exempt
 15167 Administrative Coordinator 35 hours COMOT C Non-Exempt
 15181 Administrative Coordinator 35 hours COMOT C Non-Exempt
 17801 Part-Time

TO:

15161 Administrative Coordinator 40 hours COMOT C Non-Exempt
 15162 Administrative Coordinator 40 hours COMOT C Non-Exempt
 15163 Administrative Coordinator 40 hours COMOT C Non-Exempt
 15166 Administrative Coordinator 40 hours COMOT C Non-Exempt
 15167 Administrative Coordinator 40 hours COMOT C Non-Exempt
 15181 Administrative Coordinator 40 hours COMOT C Non-Exempt

ADD:

15159 (New) Administrative Coordinator 40 hours COMOT C Non-Exempt (new account)

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

REQUEST FOR A SALARY ORDINANCE AMENDMENT – AMEND EXISTING POSITION(S)

Please contact the Council office to:

- Confirm if there is need for your request to be considered by the Personnel Administration Committee first
- Obtain a fiscal impact report
- Ensure accuracy of your Department’s Organizational Chart

Department: Sheriff **Requested Effective Date:** 5/19/2024

Position 1:

Current Position Information:

Will this position’s salary be split between two funds? No

Fund Name: General Account Line: 17801

Fund Number: 1000 Location Number: 0005

Job Title: Office Administrator Part-Time Hours per week: 28

Classification: Part-Time Level: Part-Time Step increase level: Minimum

Requested Amendments: (Complete all that apply.)

Job Title: Office Administrator Hours per week: 40

Classification: COMOT Level: C Step increase level: 1-Year

Position 2:

Current Position Information:

Will this position’s salary be split between two funds? No

Fund Name: General Account Line: 15181

Fund Number: 1000 Location Number: 0005

Job Title: Office Administrator Hours per week: 35

Classification: COMOT Level: C Step increase level: Minimum

Requested Amendments: (Complete all that apply.)

Job Title: Office Administrator Hours per week: 40

Classification: COMOT Level: C Step increase level: 8-Year

If you are requesting amendments to additional positions, please attach a document including all information requested above.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Sheriff Presenter: Jamie Jahnke/Phil Parker

REQUESTED Meeting Date: 5/28/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|---|---|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input checked="" type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? **Yes**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **Yes**

NARRATIVE: (Provide a detailed summary explanation for the request.)

Page 2
 In addition to the Administrative Coordinator position, we are requesting that the Civil Process Server positions move from 35 hours to 40 hours. Those positions would be the only 35 hour positions within the Department if the Administrative Coordinator are approved. The open position has not received many applications, which we believe is partially due to the number of work hours advertised. Moving the positions to 40 hours will help improve our candidate list as well.

Request to Amend the 2024 Salary Ordinance

General Fund-Sheriff, 1000-0005

From:

15110 Civil Process Server	35 hours	Civil Pole B	Non-Exempt
15120 Civil Process Server	35 hours	Civil Pole B	Non-Exempt

To:

15110 Civil Process Server	40 hours	Civil Pole B	Non-Exempt
15120 Civil Process Server	40 hours	Civil Pole B	Non-Exempt

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Highway Presenter: Lisa Ridge

REQUESTED Meeting Date: 6/11/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|--|--|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
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| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? No

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

The department is requesting to De-Appropriate account lines that will not be utilized anymore due to the completion of the project.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Highway Presenter: Lisa Ridge

REQUESTED Meeting Date: 6/11/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|--|--|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
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| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? No

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

The department is requesting to De-Appropriate account lines that will not be utilized anymore due to the completion of the project.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Highway Presenter: Lisa Ridge

REQUESTED Meeting Date: 6/11/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

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| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
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| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? No

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

The department is requesting to De-Appropriate the Project Consultant and the Utilities account line due to the project being completed.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

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

Please reach out to the Council Office [PRIOR](#) to submitting this request to confirm all steps involved.

Department: Highway

Fund Name: Hunters Creek Road, Phase II & III

Fund Number: 8163 Location Number: 0000

Account Number:	Account Description:	Amount Requested:
<u>36003</u>	<u>Utilities</u>	<u>\$ 16,022.20</u>
<u>37417</u>	<u>Project Consultant</u>	<u>\$ 311,027.42</u>
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TOTAL REQUEST AMOUNT: **\$ 327,049.62**



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Highway Presenter: Lisa Ridge

REQUESTED Meeting Date: 6/11/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

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|--|--|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input checked="" type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? Yes

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

The department is needing to De-Appropriate the Project Consultant account line due to the project being completed and there will be no more invoices for this service.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Highway Presenter: Lisa Ridge

REQUESTED Meeting Date: 6/11/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

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|-------------------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> | Additional Appropriation(s) (pg.2) |
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| <input type="checkbox"/> | Other (Specify): _____ | | |

Was the Council Liaison notified prior to submitting the agenda request? Yes

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

The department is requesting to De-Appropriate the account lines in this project. Construction costs have been invoiced and paid and the Project Consultant is not reimbursed and will be paid from the 2021 GO Bond (47149 Trail Connector-Liberty/Karst account line).

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

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

Please reach out to the Council Office PRIOR to submitting this request to confirm all steps involved.

Department: Highway

Fund Name: Liberty Drive to Karst Trail Connector

Fund Number: 8172 Location Number: 0000

Account Number:	Account Description:	Amount Requested:
<u>37411</u>	<u>Construction</u>	<u>\$ 1,805,555.20</u>
<u>37417</u>	<u>Project Consultant</u>	<u>\$ 250,000.00</u>
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TOTAL REQUEST AMOUNT: \$ 2,055,555.20



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Highway Presenter: Lisa Ridge

REQUESTED Meeting Date: 6/11/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|---|--|
| <input type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input checked="" type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? No

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? Yes

NARRATIVE: (Provide a detailed summary explanation for the request.)

The department is requesting to do a Cash to Cash Transfer for the completion of the project.

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

REQUEST FOR A FUND-TO-FUND TRANSFER OF CASH

Please reach out to the Council Office PRIOR to submitting this request to confirm all steps involved.

Department: Highway

TRANSFER FROM:

Fund Name: Curry Pike, Woodyard, Smith Fund Number: 8164 Location Number: 0000

Account Number:	Account Description:	Amount Requested:
60100	Transfer-out	\$ 36,148.22
60100	Transfer-out	_____
60100	Transfer-out	_____

GRAND TOTALS MUST MATCH.

GRAND TOTAL: \$ 36,148.22

TRANSFER TO:

Fund Name: Westside TIF Fund Number: 4920 Location Number: 0000

Account Number:	Account Description:	Amount Requested:
00992	Transfer-in	\$ 36,148.22
00992	Transfer-in	_____
00992	Transfer-in	_____

GRAND TOTALS MUST MATCH.

GRAND TOTAL: \$ 36,148.22

Council staff will forward the approved Fund-to-Fund Request to Auditor's Office for completion.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Auditor MEETING DATE REQUESTED (Tentative): 5/28/24
Request Presenter(s): Brianne Gregory Phone: 812-349-2515

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: Economic Development - LIT

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 Auditor's Office is requesting additional appropriation of the Economic Development - LIT fund to cover the anticipated \$225,750.00 interest payment that will be due on July 15, 2024. The January 15, 2024 payment was appropriated and payment was issued. However, appropriation for the second payment was inadvertently omitted during the budget sessions.

Complete ALL corresponding agenda information on subsequent tabs.

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

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



MONROE COUNTY COUNCIL AGENDA REQUEST FORM

Forward request and corresponding documentation/information to:

COUNCILREQUESTS@CO.MONROE.IN.US

Department: Auditor Presenter: Brianne Gregory

REQUESTED Meeting Date: 5/28/2024

PURPOSE: (Mark all applicable boxes, then complete the corresponding request page.)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Creation of New Account Line(s) (pg. 2) | <input type="checkbox"/> Additional Appropriation(s) (pg.2) |
| <input type="checkbox"/> Category Transfer(s) (pg.3) | <input type="checkbox"/> Fund to Fund Transfer (pg.4) |
| <input type="checkbox"/> De-Appropriation of Account Line(s) (pg.5) | <input checked="" type="checkbox"/> Salary Ordinance Amendment(s) (pg.6 and/or 7) |
| <input type="checkbox"/> Other (Specify): _____ | |

Was the Council Liaison notified prior to submitting the agenda request? **Yes**

Per [Resolution 2024-14](#), do you approve the request being placed in the Consent Agenda Section? **No**

NARRATIVE: (Provide a detailed summary explanation for the request.)

The Internal Auditor position is currently a 35-hour position. Due to the extensive amount of work required of this position, the Auditor's Office would like for this position to be moved from 35 to 40 hours weekly effective 8/11/2024. Aside from the Chief Deputy, all other Auditor positions are currently at the 40-hour rate.

The individual currently holding this position has notified the Auditor's Office that they will be attending law school in the fall. Therefore, the Auditor's Office will need to hire an individual to fill the position starting 8/11/2024. The Auditor's Office is requesting the creation of a training line for up to four weeks prior to the exit of the current Internal Auditor (7/14/2024-8/10/2024). Both employees will be paid at the 35-hour rate for the training period.

The Auditor's Office does not foresee the need for additional appropriations for this item and intends to utilize funding that has already been appropriated to cover the additional expenses. Below is a calculation of the base salary fiscal impact for the remainder of 2024. These are calculated at the mid-point hire rate.

Increase from 35 to 40 hours: 5 hours x 18 weeks x \$28.88/hour = \$2,599.20
Training line: 35 hours x 4 weeks x \$28.88/hours = \$4,043.20

COMPLETE ALL CORRESPONDING REQUEST INFORMATION ON SUBSEQUENT PAGES.

REQUEST FOR A SALARY ORDINANCE AMENDMENT – AMEND EXISTING POSITION(S)

Please contact the Council office to:

- Confirm if there is need for your request to be considered by the Personnel Administration Committee first
- Obtain a fiscal impact report
- Ensure accuracy of your Department’s Organizational Chart

Department: Auditor **Requested Effective Date:** 8/11/2024

Position 1:

Current Position Information:

Will this position’s salary be split between two funds? No

Fund Name: County General Account Line: 10044

Fund Number: 1000 Location Number: 0002

Job Title: Internal Auditor Hours per week: 35

Classification: PAT Level: B Step increase level: 1-Year

Requested Amendments: (Complete all that apply.)

Job Title: Internal Auditor Hours per week: 40

Classification: PAT Level: B Step increase level: 1-Year

Position 2:

Current Position Information:

Will this position’s salary be split between two funds? Yes

Fund Name: _____ Account Line: _____

Fund Number: _____ Location Number: _____

Job Title: _____ Hours per week: _____

Classification: Part-Time Level: Part-Time Step increase level: 1-Year

Requested Amendments: (Complete all that apply.)

Job Title: _____ Hours per week: _____

Classification: PAT Level: B Step increase level: Part-Time

If you are requesting amendments to additional positions, please attach a document including all information requested above.