

AGENDA
HENDRICKS COUNTY COUNCIL
Hendricks County Government Center
355 South Washington Street, Danville, Indiana
May 1, 2018
9:00 A.M.

CALL TO ORDER

ADOPTION OF AGENDA

MINUTES OF APRIL 3, 2018

UNFINISHED BUSINESS:

Susan Bentley - Home Detention Coordinator

Susan Bentley - Edit to Probation Policy Manual

NEW BUSINESS:

Appointment to Pittsboro Economic Development Commission

Erin Hughes - Human Resources

Child Contact Specialist (Add'l #7)

Case Assessment & Triage Coordinator (Add'l #8)

Ordinance to amend Ordinance 2000-007

EMERGENCY ADDITIONAL APPROPRIATIONS

REALLOCATIONS OF FUNDS

OTHER COUNCIL BUSINESS

Status of Funds

**HENDRICKS COUNTY COUNCIL
APRIL 3, 2018**

The regular meeting of the Hendricks County Council was called to order by President Eric Wathen on Tuesday April 3, 2018 with the following in attendance: Caleb Brown, Larry Hesson, Jay Puckett, Eric Wathen, Brad Whicker, David Wyeth, Financial Administrator Tami Mitchell, and Auditor Nancy Marsh. The Pledge of Allegiance was led by President Eric Wathen.

IN THE MATTER OF THE AGENDA

It was moved by Brad Whicker and seconded by David Wyeth to adopt the agenda as presented. Motion carried 6-0.

IN THE MATTER OF THE MARCH 6, 2018 MINUTES

It was moved by Jay Puckett and seconded by Brad Whicker that the minutes be approved as presented. Motion carried 5-0-1 (LH)

**IN THE MATTER OF AN EROSION PROBLEM
ON WHITE LICK CREEK WITHIN THE TOWN OF BROWNSBURG**

Commissioner Matt Whetstone discussed, as an FYI, that there is a property, in the Town of Brownsburg, that is about to have a catastrophic loss of the home due to erosion along White Lick Creek. Mr. Whetstone stated the Commissioners may want to participate with Brownsburg with a resolution to the problem and notified the Council they may be requesting funding.

IN THE MATTER OF THE HENDRICKS COUNTY PARK BOARD

Commissioner Matt Whetstone, representing the Commissioners, requested the Council look favorably to amend Ordinance 2000-007 creating the Hendricks County Park Board, to rewire the Ordinance and leave the board and employees in place and cede administrative executive authority to the Hendricks County Commissioners. Mr. Whetstone said the subject has been discussed for a year and a half. Mr. Whetstone recognized the good work of the Park Director, his staff, and the Park Board but stated there have been some administrative problems on the park side that the Commissioners would like to see changed. Mr. Whetstone pointed to the lease signed by the former Park Director for Sodalis Nature Parks and the drainage problem connected to the Vandalia Trail. Commissioner Whetstone stated the Park Board did not seek any guidance from the Commissioners, Drainage Board or Engineer before they signed contracts. Mr. Whetstone stated that the Town of Plainfield has purchased the property from the Airport Authority and wants out of the lease with the Park Board. Mr. Whetstone stated the Commissioners were unified on this subject. Mr. Whetstone stated the current allows no mechanism to recover money expended in the park. Mr. Whetstone, stated that personally he believed Parks and Fire need to think consolidation.

Mr. Whetstone stated there was some proposed language presented during the last legislative session and the executive branches around the state were looking around for a resolution to certain issues.

Mr. Whetstone stated that County Attorney Greg Steuerwald was working on language to amend the original ordinance. Mr. Whetstone stated as soon as he receives the language from Mr. Steuerwald, he will share the language with the Council for comments and concerns.

Councilman Larry Hesson stated he was involved at the outset and doesn't see that the system is broken. Mr. Hesson acknowledged that there had been a communication problem in the past but that had been resolved. Mr. Hesson stated there are several reasons the Park Board was created, and he has not observed any problem with the Park Board. Mr. Hesson stated the legislation presented in the last session dealt with counties creating a new Park Board. Mr. Hesson stated that he has spoken to David Bottorff of the Association of Indiana Counties and Mr. Bottorff has advised that other counties with a Park Board have had no issues.

Councilman Jay Puckett asked Mr. Whetstone if he is suggesting the parks be a department of the county. Mr. Whetstone stated he wants to rewire the administration segment of the ordinance which would include oversight and approval of contracts.

Councilman David Wyeth asked what other counties are doing about executive oversight. Mr. Whetstone stated there are approximately 33 counties that operate under the Park Board system. Mr. Whetstone stated he has discussed this subject with his peers across the state and the Foundation and they agree that the executive administration should be under the Commissioners.

Jeremy Weber, Park Director stated he appreciated Larry Hesson's comments and pointed out that some of the issues mentioned were agreed to before Jeremy was hired. Mr. Weber stated the Park Board has made an extraordinary effort to be open and forthright and be open to accepting suggestions.

Mr. Weber stated the Sodalís Park issue with Plainfield and the Airport Authority was troubling and the Park Board is actively working on ways to negotiate some recovery of funds now that Plainfield owns the land.

Mr. Weber stated that he is always willing to discuss any situation and stated that no one has ever contacted him about the subject.

Councilman Brad Whicker stated that it was presented to him that it would be discussed at this meeting with no intention of action being taken.

Park Board Member Paul Miner stated they became aware that legislation had been added to a vehicle bill late in the session and the association unanimously opposed the legislation.

Park Board Member Bill Harrington stated that the devil is in the detail and it would be helpful to see the language and then have meaningful discussion. Mr. Harrington pointed out that it is common practice if you are a tenant that your improvements belong to the land owner. Mr. Harrington stated he had prepared a packet containing Council Ordinance 2000-007; Indiana Code 36-10-3-3 Creation of Department of Parks and Recreation – Establishment of Board; a letter from David Bottorff, Executive Director of the Association of Indiana Counties recommending park departments/boards be established by County Commissioners rather than the Fiscal body; and testimony representing the members of the Indiana Park and Recreation Association in Opposition to an amendment to Senate Bill 392.

It was a consensus of the Council, recognizing that it is not an emergency, that the ordinance be heard at the May 1 Council meeting.

IN THE MATTER OF THE PUBLIC DEFENDER

Jeremy Gooch, Chief Probation Officer was present to request four additional public defender contracts and presented a thorough explanation of the need and the requirements necessary to qualify for the 40% reimbursement process. Mr. Gooch stated that the contract pay was established by the Public Defender Commission and the amount we pay is at the minimum of the scale. Mr. Gooch stated Hendricks County pays \$30,000 for misdemeanor public defenders and \$45,000 for felony public defenders. Councilman Caleb Brown stated it seems to be a broken process and noted that Hendricks County numbers were much higher than other surrounding counties. Councilman Larry Hesson stated that while we have a higher per capita, it makes us a target for criminals coming from another county.

Mr. Gooch stated that they want to provide the best quality representation while stopping the bleeding of funds. Councilman Larry Hesson stated there will be legislation proposing a 50% reimbursement and include misdemeanors for reimbursement.

IN THE MATTER OF THE CLEMENS/GEODIS INCENTIVE GRANT

Mr. Jeff Pipkin informed the Council that Clemens/Geodis needed more space which was not available in the Town of Plainfield. Having prior consent, Council President Eric Wathen and Commissioner President Matt Whetstone had agreed to offer them an incentive to relocate to the Gordman's building in Liberty Township I-70 West Commerce Park and the Commissioners had approved the request at the March 27, 2018 meeting agreed to request an additional appropriation in the amount of \$75,000 from EDIT. Auditor Nancy Marsh stated she had spoken to Greg Guerrettaz of Financial Solutions Group and he said the incentive could qualify as a loan to be reimbursed from the TIF revenue. Auditor Marsh stated the Hendricks County Redevelopment Commission had unanimously approved the loan from EDIT with repayment from the I-70 West Commerce Park TIF. It was the consensus of the Council to pursue the loan agreement for repayment from the TIF.

IN THE MATTER OF THE PROBATION DEPARTMENT

Susan Bentley, Probation Director presented a request to hire the Home Detention Coordinator at the same rate of pay as the employee that is being replaced. Ms. Bentley stated that this person has 10 years of experience at a private home detention service (Trout Group) and his pay should be commensurate with his experience. Councilman Jay Puckett asked if being a probation officer is required to be a home detention officer. Ms. Bentley stated that the position traditionally held by a probation officer, but this candidate was not a probation officer and it is not required statewide. Ms. Bentley stated that it is impossible to hire a person with case management, collections, and supervision experience at the beginning salary from the probation scale of \$33,907, versus the current salary of \$64,683. Discussion was held on whether it was appropriate to approve the higher rate of pay when ten years of experience is replacing 20 years of experience. Larry Hesson asked if the job description of the Home Detention Coordinator include the requirement of being a probation officer. Ms. Bentley stated yes, the job description did have that requirement. Larry Hesson stated there would be cases where the Council would need to look at the local market to dictate the salary. Councilman Puckett asked what was required to earn a probation officer designation. Ms. Bentley stated there is an orientation process and an exam.

Ms. Bentley was asked if an offer had been made at the higher rate. Ms. Bentley stated the candidate was made aware that the salary was contingent on the County Council's approval.

It was moved by Jay Puckett and seconded by Brad Whicker to approve the starting salary from the probation scale for 10 year's experience at \$51,392 plus \$2,500 for management pay for a total of \$53,892. Motion carried 5-1 (DW).

Ms. Bentley asked if the Council would look favorably to remove the requirement of being a probation officer from the job description of the Home Detention Coordinator. Mr. Puckett stated he was agreeable to that change if it is required to open the position to more talent but not changed for that candidate.

IN THE MATTER OF HUMAN RESOURCES

Erin Hughes, Human Resources presented a request for approval for one part-time job descriptions for Voter Registration Clerk (Park-Time) FLSA: Non-Exempt; Pay Band OSS 5 and the Coroner's updated job description for the Part Time Administrative Deputy Coroner FLSA: Non-Exempt; Pay Band OSS3. It was moved by Jay Puckett and seconded by Brad Whicker to approve the request as presented. Motion carried 5-0 (CB Out).

IN THE MATTER OF THE TIF ANNUAL REPORTS TO FISCAL BODY

The Council acknowledged receipt and approved the following 2018 TIF Annual Reports.

- 70/39 Commerce Park
- Westpoint Business Park
- Pittsboro Economic Development

- Heartland Crossing
- 70 West Commerce Park
- Ronald Reagan North

IN THE MATTER OF THE EMERGENCY ADDITIONAL APPROPRIATIONS

It was moved by Brad Whicker and seconded by Larry Hesson to approve Chief Public Defender #2 in the amount of \$180,000.00; EDIT number 3 in the amount of \$75,000.00; Health numbers 4 in the amount of \$45,883.00; number 5 in the amount of \$1,225.00; number 6 in the amount of \$9,974.00; number 7 in the amount of \$13,032.00; number 8 in the amount of \$16,553; number 9 in the amount of \$237.00; number 10 in the amount of \$1,334.00; Drug Task Force number 11 in the amount of \$25,000.00; and Community Corrections Project Income number 12 in the amount of \$6,022.00. Motion carried 6-0. Emergency Additional Appropriation request number 1 from the Auditor was discussed. Auditor Nancy Marsh explained the intricacies of the job. It was moved by Larry Hesson and seconded by Brad Whicker to approve Auditor's number 1. Discussion followed about the process of how to reward a high producing employee through the Oliver Minimum/Midpoint/Maximum system. Auditor Marsh stated there is no mechanism to get above Midpoint. Motion failed 1 (LH) to 5. Councilman Jay Puckett stated that the Council has an established system for appeals to follow and it would be his preference to follow the process.

It was moved by Jay Puckett and seconded by Larry Hesson to send the appeal of the job description to Kent Irwin for grading. Motion carried 6-0.

It was moved by Brad Whicker and seconded by Caleb Brown to deny Auditor's additional request number 1. Motion carried 6-0.

REALLOCATION OF FUNDS

It was moved by Larry Hesson and seconded by Caleb Brown to approve EDIT/Election number 1 in the amount of \$16,000.00; Immunization Grant number 2 in the amount of \$3,813.00; number 3 in the amount of \$215.00; Probation Community Corrections number 4 in the amount of \$11,000.00 and number 5 in the amount of \$6,000.00. Motion carried 6-0.

OTHER COUNCIL BUSINESS

Receipt of the Status of Funds was acknowledged. Auditor Nancy Marsh noted the Food and Beverage revenue of \$277,329 was received in April.

Discussion was held on the request tabled from the March agenda from PTABOA member Robert Cheek to establish their own PTABOA budget. Assessor Larry Scott stated that he had suggested to Mr. Cheek that he should ask the Council for a budget in General Fund. Auditor Nancy Marsh referred the council to IC 6-1.1-28-3 County Property Tax Assessment Board of Appeals; Compensation of Members and stated that is the exact process the county

follows. It was the consensus of the Council that no change be made, and the process will be governed by IC 6-1.1-28-3.

Receipt of the 2017 Annual Hendricks County Health Report was acknowledged.

Receipt was acknowledged of the report from the Park Board regarding the design problems at the Vandalia Trail and recouping the increased costs from the Errors and Omissions policy from the civil engineer.

Councilman Larry Hesson, President of the Association of Indiana Counties, invited the Council to attend the West District AIC meeting which is being held tonight at Greencastle.

There being no further business to come before the Council, upon motion made by David Wyeth and seconded by Larry Hesson, the meeting was adjourned at 11:18 a.m. Motion carried 6-0.

HENDRICKS COUNTY COUNCIL

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Michael C. Rogers

Eric Wathen

Brad Whicker

David Wyeth

ATTEST:

Nancy L. Marsh, Auditor

Nancy Marsh

From: Susan Bentley <sbentley@co.hendricks.in.us>
Sent: Friday, April 20, 2018 12:51 PM
To: Nancy Marsh
Subject: RE: Council agenda for 5/1/18
Attachments: Probation Employee manual 3 8 18 revisions proposed (RMS).docx

Follow Up Flag: FollowUp
Flag Status: Flagged

Yes! I'm sorry Nancy! Thank you!

From: Nancy Marsh
Sent: Friday, April 20, 2018 11:59 AM
To: Susan Bentley <sbentley@co.hendricks.in.us>; Tamela D. Mitchell <tmitchell@co.hendricks.in.us>
Subject: Re: Council agenda for 5/1/18

Yes, I will add it. I don't think I have anything from you about handbook editing. Do you have a hand out for them to review in advance.

Thanks!

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Susan Bentley <sbentley@co.hendricks.in.us>
Date: 4/20/18 10:57 AM (GMT-05:00)
To: Nancy Marsh <nmarsh@co.hendricks.in.us>
Cc: "Tamela D. Mitchell" <tmitchell@co.hendricks.in.us>
Subject: RE: Council agenda for 5/1/18

Hi Nancy!

I'm already on the agenda for the May Council meeting for the below issue. I thought I had asked to be on for a Handbook edit approval as well, but now I can't find an email confirming that. Can I be added for this as well?

From: Susan Bentley
Sent: Thursday, April 5, 2018 2:17 PM
To: Nancy Marsh <nmarsh@co.hendricks.in.us>
Cc: Tamela D. Mitchell <tmitchell@co.hendricks.in.us>; Erin Hughes <ehughes@co.hendricks.in.us>
Subject: Council agenda for 5/1/18

Hi Nancy!

Can I get on the council agenda for May 1st to request a salary approval for Dwight Stevenson as the HD Coordinator at the current po salary scale plus 5200 for coordinator pay?

[Blue is NEW and red is DELETED]

2.10 RESIGNATIONS

All employees for their entire time of employment are employees at will. An employee may resign at any time. The Department requests that an employee give a minimum of two (2) weeks advance written notice of his or her intent to resign. Regardless of notice given, upon resignation, the Department shall pay for personal time which has accrued, not exceeding 252 hours.

Additionally, if at the time of leaving employment the employee has used paid leave that has not yet been earned, an amount equal to such unearned paid leave shall be deducted from the employee's final paycheck. If the amount owed by the employee is greater than any pay due the employee, the Department may, in its discretion, demand a refund and pursue all available legal remedies.

Part-time employees who leave the employment of the Department may be entitled to payment for personal leave time, promotionally rated based upon the number of hours worked per week.

3.01 PERSONAL TIME OFF LEAVE

Unless another agreement has been reached in writing prior to a full time employee's commencement of employment, personal time off leave is accrued on the following schedule:

:

- 1st year thru 9th year of full time service – 2 days per month (168 hours per year)
- 10th thru 15th year of full time service - 2 ½ day per month (210 hours per year)
- 16th and more year of full time service –3 days per month (252 hours per year)

An employee's first year of paid time off leave is pro-rated based upon when the employee begins employment.

At the Department's sole discretion, the employee may, however, be credited for any prior "service or portion thereof" he or she may have worked for the county or other judicial office in previous years.

Paid time off leave is accrued on a per pay period basis. The amount of paid time off leave accrued per pay period is calculated as follows: total # of hours for the year/26 pay periods. This amount is then added to the employee's accrued paid time off leave value for each pay period the employee works.

Upon written request from an employee, the Director, may grant permission to an employee to use paid time off leave prior to its having been earned under the following guidelines:

1. the employee does not have a prior record of excessive absenteeism or disproportionate use of paid time off leave;
2. such requests from the employee are rare;
3. special previously unforeseeable circumstances exist;
4. the amount of time requested is reasonable; and
5. the leave will not burden office staffing or Department operations.

The Department encourages all employees to use paid time off leave during the year in which it accrues. Accordingly, no employee shall be permitted to carry over more than the amount earned in one year based on length of employment (i.e. 168, 210, 252) thirty-six (36) days, two hundred and fifty two hours (252) paid time off leave from one year into the next year. The Director may, at his or her discretion, grant an exception to this carry over policy under unusual circumstances, including, but not limited to, Family or Medical Leave. If such an exception is granted, it is granted for a single year and in no way is to be construed as a grant of any future exceptions.

Any employee who resigns for any reason will be granted pay for accrued but unused personal time off leave up to 70252 hours.

Upon termination no accrued paid time off shall be paid.

Accrued PTO will be paid out upon retirement or disability retirement to eligible employees. Eligible employees under this payout provision must, at the time of retirement from the County, qualify to receive retirement benefits under the Indiana Public Retirement System. Merely being vested only in retirement benefits is insufficient to qualify for payout of accrued PTO under this provision.

TOWN OF PITTSBORO

80 N. MERIDIAN STREET

P.O. BOX 185

PITTSBORO, IN 46167

P: (317) 892-3326

April 25, 2018

Hendricks County Council
355 S. Washington Street
Danville, IN 46122

Dear Council Members,

I am writing to request a recommendation for Paulina Loeffler who lives at 320 W. Main Street, Pittsboro, IN 46167 to become a board member of the Pittsboro Economic Development Committee.

Yours truly,

Jason Love
Pittsboro Town Manager

Memo

To: Hendricks County Council

From: Erin Hughes, Human Resources

Date: April 23, 2018

Re: Job Descriptions

Item for discussion at your meeting Tuesday:

1. Court Administration has created two contract job descriptions for your approval. Both CASA positions are part-time and partial grant funded.

- Case Assessment & Triage Coordinator FLSA: Non-Exempt Pay Band: Contract
Budget Number: Addl # 8
- Child Contact Specialist FLSA: Non-Exempt Pay Band: Contract
Budget Number: Addl # 7

Hendricks County
Job Description

Title: Child Contact Specialist

FLSA: Non-Exempt

Department: Court Administration

Pay Band: Contract (12 months)
\$800/month

Supervisor: CASA Program Director

Date Prepared: March 19, 2018

Date Approved:

PURPOSE OF POSITION:

A trained advocate who conducts regular, in-person visits with children who have been adjudicated CHINS in order to represent and advocate for those children's best interests.

ESSENTIAL FUNCTIONS:

- Have regular, in-person contact with the child sufficient to have in-depth knowledge of the case and make fact-based recommendations to the court.
- Investigate the child's circumstances, provide fact-based information, and make recommendations to the court while becoming a source of support for the child.
- Conduct an independent investigation, including, but not limited to:
 - Review all relevant documents, including case records and DCS' case file.
 - Conduct direct interviews with the child, parents, social workers, relatives, school personnel, and others with knowledge of relevant facts.
 - Maintain complete written records about the case, including a log of appointments, interviews, and information gathered about the child, records reviewed, and time spent on the case.
 - Report any incidents of child abuse or neglect to the appropriate authorities and then to CASA Program Director ("Program Director") immediately.
 - Advocate for the best interest of the child. Utilize as many factors as possible in making this recommendation, including the child's
 - current age and sense of time;
 - level of maturity;
 - culture and ethnicity;
 - degree of attachment to family members, including siblings; and
 - sense of belonging and identity.
 - Monitor the case by in-person contact with the child at least once every 30 days, sufficient to have in-depth knowledge of the case and make fact-based recommendations to the court.
- Be a representative for the child, including, but not limited to:
 - Represent the child's best interests throughout the case;
 - Use Optima to log all case-related activities;
 - Help the child understand the legal process;
 - Provide monthly reports of information gathered to Program Director; and
 - Have face-to-face contact with the child, sufficient to supply fact-based information to the court regarding the child's wishes and best interests.

- Remain actively involved in the case until formally discharged by the court. Once a case terminates and/or a CASA is no longer assigned to it, all notes and other associated paperwork must be returned to Program Director immediately.
- Abide by all laws and regulations governing activities; conduct all CASA Program-related business in an honest, fair, and professional manner.
- Respect the right to privacy when conducting interviews by keeping information that would identify parties involved in CASA cases confidential.
- Work closely with the court, DCS, counsel, and other professionals involved in a child's case.

NON-ESSENTIAL FUNCTIONS:

- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Be 21 years of age.
- Successfully pass screening requirements, including a written application, criminal record and Child Abuse Registry checks, personal interview, and 4 reference checks.
- Successfully complete 30 hours of initial training provided by the CASA Program. Any sessions missed must be made up by the applicant before being appointed to a case.
- Be accepted as a volunteer by Program Director and sworn in as an officer of the court.
- Observe 4 hours of CHINS/TPR proceedings.
- Successfully complete 12 hours of additional training annually.
- Accept supervision by Program Director.
- Maintain the confidentiality of information.
- Immediately report any past, present, or pending criminal charges to Program Director.

RESPONSIBILITY:

Have regular, in-person contact with children sufficient to have in-depth knowledge of the case and make fact-based recommendations to the court. Incumbent shall be assigned up to 10 children at any given time.

WORKING RELATIONSHIPS:

Incumbent works with children, parents, family members, foster parents, court staff, DCS, counsel, Program Director, other CASA volunteers, and other professionals involved in a child's case.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbent will travel widely within Hendricks County in order to have regular, in-person contact with children and investigate the children's circumstances. Incumbent must have valid Indiana driver's license and reliable transportation.

Hendricks County

Job Description

Title: Case Assessment & Triage Coordinator

FLSA: Non-Exempt

Department: Court Administration

Pay Band: Contract (12 months)
\$1,833/month

Supervisor: CASA Program Director

Date Prepared: March 19, 2018

Date Approved:

PURPOSE OF POSITION:

A trained advocate who conducts regular, evidence-based assessments of Children In Need of Services (CHINS) in order to reduce the number of children waiting for a CASA volunteer by better prioritizing limited resources, including the time and focus of CASA program staff and volunteers.

ESSENTIAL FUNCTIONS:

- Utilize the Triage Case Assessment Tool (T-CAT) to determine the presence of various risk factors in a CHINS case based on factors such as the age of the child, whether it is a dual status case, whether the parents are incarcerated, whether it is a repeat maltreatment case, and others.
- Periodically administer the T-CAT and obtain a score, which will place the child in a low, medium, or high risk category. The category that the child falls into will then determine the level of intervention, time, and focus that the cases in each level will receive.
- Participate in regular case staffing with CASA Program Director ("Program Director").
- Assist Program Director with compliance with established policies and procedures as well as with national and state CASA standards.
- Serve as an advocate for those children awaiting a CASA volunteer or assignment to the Child Contact Specialist by having regular, in-person contact with the child sufficient to have in-depth knowledge of the case and make fact-based recommendations to the court.
- Attend Child Family Team Meetings and provider meetings.
- Use Optima to log all case-related activities and submit written reports.
- Communicate with service providers including, but not limited to, DCS and educational providers.
- Attend and testify at court hearings.
- Submit written recommendations to the court concerning the child's treatment and permanency plan and assist CASA volunteers in submitting similar reports to the court.
- Assist Program Director with any reporting requirements.
- Serve as an officer of the juvenile court.

NON-ESSENTIAL FUNCTIONS:

- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Be 21 years of age.
- Have college degree or equivalent experience.
- Have proficient computer skills.
- Successfully pass screening requirements, including a written application, criminal record and Child Abuse Registry checks, personal interview, and reference checks.
- Successfully complete 30 hours of initial training provided by the CASA Program. Any sessions missed must be made up by the applicant before being appointed to a case.
- Observe 4 hours of CHINS/TPR proceedings.
- Successfully complete 12 hours of additional training annually.
- Work independently and with minimal supervision.
- Work flexible hours, including evenings and weekends.
- Work with children, parents, family members, foster parents, court staff, DCS, counsel, Program Director, other CASA Program staff, volunteers, and other professionals involved in a child's case.
- Maintain the confidentiality of information.
- Immediately report any past, present, or pending criminal charges to Program Director.

RESPONSIBILITY:

Have regular, in-person contact with children sufficient to have in-depth knowledge of the case and make fact-based recommendations to the court.

WORKING RELATIONSHIPS:

Incumbent works with children, parents, family members, foster parents, court staff, DCS, counsel, Program Director, other CASA Program staff, volunteers, and other professionals involved in a child's case.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbent may travel widely within Hendricks County in order to have regular, in-person contact with children and investigate the children's circumstances. Incumbent must have valid Indiana driver's license and reliable transportation.

AMENDMENT TO ORDINANCE 2000-007

ORDINANCE NO. _____

The County Council, having considered the provisions of Ordinance 2000-007, does hereby amend said Ordinance as follows:

Section V shall be amended to read as follows:

The Board shall have the duties listed in I.C. §36-10-3-10 and shall perform all acts necessary to maintain facilities and to conduct such programs as are generally understood to be park and recreation functions, except the Board shall obtain the county commissioners' consent prior to executing contracts:

- (1) For the lease or purchase of real property; and
- (2) Involving any other unit of government

The Board shall not have all the powers of eminent domain, levying a tax, or issuing bonds without prior consent of the Hendricks County Council.

This Amended to Ordinance 2000-007 shall be in full force and effect from and after passage, and approval, according to the laws of the State of Indiana.

Passed by the County Council of
Hendricks County, Indiana
This ____ day of _____, 2018.

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Michael C. Rogers

Eric Wathen

Brad Whicker

David Wyeth

EMERGENCY APPROPRIATION RESOLUTION

Whereas, certain extraordinary emergencies have developed since the adoption of the existing budget, so that it is necessary to appropriate more money than was appropriated in the annual budget; therefore, to meet such extraordinary emergencies;

Be it resolved by the County Council of Hendricks County, Indiana, that for the expense of said County the following additional sums of money are hereby appropriated and ordered set apart out of the several funds as herein and for the purpose herein specified, subject to the laws governing the same.

| | DEPARTMENT | ACCOUNT | DESCRIPTION | AMOUNT | APPROVED |
|-----|-------------------------|---------------------|-----------------------|-------------|----------|
| 1. | Food & Beverage | 1157.10000.000.0102 | Stipend | \$4,000 | |
| 2. | Local Road & Street | 1169.44010.003.0201 | Lease/Purchase | \$463,272 | |
| 3. | MVH | 1176.36602.002.0201 | Repairs & Maintenance | \$1,000,000 | |
| 4. | MVH | 1176.31900.002.0201 | Contract Services | \$78,832 | |
| 5. | Recorder's Perpetuation | 1189.10403.000.0104 | Correction | \$3,000 | |
| 6. | Supplemental PD | 1200.30400.000.0160 | Indigent Defense | \$50,000 | |
| 7. | CASA | 1212.xxxxx.000.0160 | Personal Services | \$10,000 | |
| 8. | CASA | 1212.xxxxx.000.0160 | Personal Services | \$22,000 | |
| 9. | Work Release PI | 4909.20200.000.0154 | Operating Supplies | \$30,000 | |
| 10. | Home Detention | 4922.19400.000.0151 | Personal Services | \$7,487 | |
| 11. | Immunization Grant | 8130.31900.000.0214 | Contracts | \$1,599 | |

Adopted this 1st day of May, 2018 by the following vote:

AYE

NAY

Caleb M. Brown

Caleb M. Brown

Larry R. Hesson

Larry R. Hesson

Jay R. Puckett

Jay R. Puckett

Michael C. Rogers

Michael C. Rogers

Eric Wathen

Eric Wathen

Brad Whicker

Brad Whicker

David Wyeth

David Wyeth

ATTEST:

Nancy L. Marsh, Auditor

REQUEST FOR EMERGENCY APPROPRIATION

#1

Date: 03/26/18

Amount: \$ 4,000

Fund Name: FOOD & BEVERAGE

(Example – County General)

Account Name: STIPEND

(Example – Supplies)

Account Number: 1157 10000 000 102

Example -

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

NEED APPROPRIATION FOR STIPEND CHECKS GIVEN TO
ELECTED OFFICIALS.

X I will be attending the Council meeting.

 I will not be attending the Council meeting.

Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

2

Date: 04/06/18

Amount: \$ 463,272

Fund Name: Local Road & Street

(Example – County General)

Account Name: Truck Lease Purchase

(Example – Supplies)

Account Number: 1169 . 44010 . 003 . 201

Example -

Fund #
100

Account #
20100

Object #
000

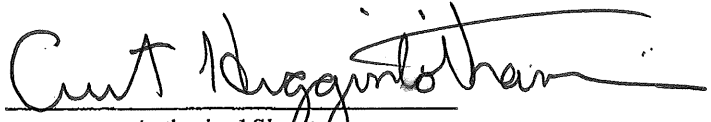
Location #
102

Explanation of Request:

For the purchase of (2) Tandem Dump Trucks & (1) Grapple Truck

X I will be attending the Council meeting.

 I will not be attending the Council meeting.


Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

3

Date: 04/06/18

Amount: \$ 1,000,000

Fund Name: MVH

(Example – County General)

Account Name: Repairs & Maintenance

(Example – Supplies)

| | | | | |
|-----------------|-------------|--------------|------------|------------|
| Account Number: | <u>1176</u> | <u>36602</u> | <u>002</u> | <u>201</u> |
| | Fund # | Account # | Object # | Location # |
| Example - | 100 | 20100 | 000 | 102 |

Explanation of Request:

For Paving

☒ I will be attending the Council meeting.

☐ I will not be attending the Council meeting.

Curt Huggins
Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

#4

Date: 04/02/18

Amount: \$ 78,832

Fund Name: MVH (1176)

(Example – County General)

Account Name: Contract Services

(Example – Supplies)

Account Number: 1176 31900 002 201

Example -

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

To pay invoice #3272018 to Hendricks County Surveyor's Office
for work done in Rolling Hills

 I will be attending the Council meeting.

 X I will not be attending the Council meeting.



Authorized Signature

Auditor's Notes:

Please return a copy of this invoice with payment

REQUEST FOR EMERGENCY APPROPRIATION

5

Date: 03/26/18

Amount: \$ 3,000

Fund Name: RECORDER'S PERPETUATION

(Example – County General)

Account Name: FIRST DEPUTY RECORDER

(Example – Supplies)

Account Number: 1189 . 10403 . 000 . 104

| | Fund # | Account # | Object # | Location # |
|-----------|--------|-----------|----------|------------|
| Example - | 100 | 20100 | 000 | 102 |

Explanation of Request:

APPROPRIATION BUDGETED FOR 2018 WAS SHORT \$3,000.

THIS WAS AN ERROR OF THE AUDITOR'S.

X I will be attending the Council meeting.

 I will not be attending the Council meeting.

Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

#6

Date: 4/9/18

Amount: \$50,000

Fund Name: Supplemental PD

(Example – County General)

Account Name: Indigent Defense Services

(Example – Supplies)

Account Number: 1200 30400 000 0160

| | Fund # | Account # | Object # | Location # |
|-----------|--------|-----------|----------|------------|
| Example - | 100 | 20100 | 000 | 102 |

Explanation of Request:

We are respectfully requesting add'l funds from the Supplemental PD
Fund in order to pay for hours worked pursuant to indigent appointments
made before the adoption of the Hendricks Co. PD Board Comprehensive
Plan.

X I will be attending the Council meeting.

 I will not be attending the Council meeting.

s/Catherine Haines

Authorized Signature

Auditor's Notes:

Balance 4/23/18 106,806.99

REQUEST FOR EMERGENCY APPROPRIATION

#7

Date: 3/22/18

Amount: \$10,000

Fund Name: CASA

(Example – County General)

Account Name: Child Contact Specialist

(Example – Supplies)

Account Number: 1212 . 000 . 0160

| Example - | Fund # | Account # | Object # | Location # |
|-----------|--------|-----------|----------|------------|
| | 100 | 20100 | 000 | 102 |

Explanation of Request:

We are respectfully requesting appropriation of these grant monies
to fund the position of Child Contact Specialist for the CASA Program.

This would be a part-time contract position. A proposed job description
is attached.

X I will be attending the Council meeting.

 I will not be attending the Council meeting.

s/Catherine Haines

Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

#8

Date: 3/28/18

Amount: \$22,000

Fund Name: CASA

(Example – County General)

Account Name: Case Assessment & Triage Coordinator

(Example – Supplies)

Account Number: 1212 . 000 . 0160

| | Fund # | Account # | Object # | Location # |
|-----------|--------|-----------|----------|------------|
| Example - | 100 | 20100 | 000 | 102 |

Explanation of Request:

We are respectfully requesting appropriation of these monies to fund the position of Case Assessment & Triage Coordinator for the CASA Program

This would be a part-time contract position. A proposed job description is attached.

X I will be attending the Council meeting.

 I will not be attending the Council meeting.

s/Catherine Haines

Authorized Signature

Auditor's Notes:

#9

REQUEST FOR EMERGENCY APPROPRIATION

Date: 04/05/18

Amount: \$ 30,000

Fund Name: Work Release - PI
(Example - County General)

Account Name: Operating Supplies
(Example - Supplies)

Account Number: 4909.20200.000.0154
Example -
Fund # Account # Object # Location #
100 20100 000 102

Explanation of Request:

Population doubled in 2017 + has consistently
remained at or near 100 residents daily. INCREASE
in addictions require more drug testing. INCREASE in
use of daily items.

☒ I will be attending the Council meeting.

☐ I will not be attending the Council meeting.

Bridgette McIL

Authorized Signature

Auditor's Notes:

FILED

APR 05 2018

Nancy A. Marsh
AUDITOR HENDRICKS COUNTY

REQUEST FOR EMERGENCY APPROPRIATION

10

Date: 04/11/18

Amount: \$ 7,487

Fund Name: Home Detention

(Example – County General)

Account Name: Home Detention Coordinator

(Example – Supplies)

Account Number: 4922 19400 000 151

Example -

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

An error was made in the 2018 budget. The request approved was from the
2017 schedule. The shortage is \$2,287 and the difference is a request
being made from the Probation Dept. for \$5,200.

☐ I will be attending the Council meeting.

☐ I will not be attending the Council meeting.

Authorized Signature

Auditor's Notes:

FILED

APR 11 2018

Nancy G. Marsh
AUDITOR HENDRICKS COUNTY

REQUEST FOR EMERGENCY APPROPRIATION

#11

Date: 03/21/18

Amount: \$ 1,599

Fund Name: Immunization Grant

(Example – County General)

Account Name: Contracts

(Example – Supplies)

Account Number: 8130 . 31900 . 000 . 0214

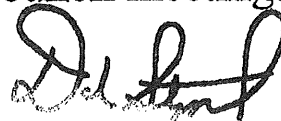
| | Fund # | Account # | Object # | Location # |
|-----------|--------|-----------|----------|------------|
| Example - | 100 | 20100 | 000 | 102 |

Explanation of Request:

Appropriation of additional carryover funds from the Immunization Grant.

X I will be attending the Council meeting.

 I will not be attending the Council meeting.

 MO / TCB

Authorized Signature

Auditor's Notes:

REALLOCATION OF FUNDS RESOLUTION

Be it resolved by the County Council of Hendricks County, Indiana, that for the expenses of the unit of Government of Hendricks County, the following sums of money previously appropriated for expenditures from a detailed account within a major classification, are hereby reallocated to another detailed account within a different classification as originally appropriated, all as hereinafter specified.

| <u>TRANSFERS</u> | | | | |
|-----------------------|---------------------|---------------------|---------------|------------|
| <u>DEPARTMENT</u> | <u>FROM</u> | <u>TO</u> | <u>AMOUNT</u> | <u>Y/N</u> |
| 1) Treasurer | 1001.10301.000.0103 | 1001.10307.000.0103 | \$4,000.00 | _____ |
| 2) Parks & Recreation | 1001.15601.000.0156 | 1001.15600.000.0156 | \$14,321.00 | _____ |
| 3) Parks & Recreation | 1001.15600.000.0156 | 1001.15601.000.0156 | \$3,215.00 | _____ |
| 4) Health | 8116.18619.000.0214 | 8116.20211.000.0214 | \$2,000.00 | _____ |
| 5) Health | 8149.18705.000.0214 | 8149.18703.000.0214 | \$1,881.00 | _____ |
| 6) Health | 8149.18705.000.0214 | 8149.18701.000.0214 | \$1,218.00 | _____ |
| 7) Health | 8149.18705.000.0214 | 8149.18708.000.0214 | \$350.00 | _____ |

Adopted this 1st day of May, 2018 by the following vote:

AYE

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Michael C. Rogers

Eric Wathen

Bradley Whicker

David Wyeth

Attest:

Nancy Marsh, Auditor

NAY

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Michael C. Rogers

Eric Wathen

Bradley Whicker

David Wyeth

REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 04/27/18

FROM: 1001 10301 000 0103 Bankruptcy Deputy
Full Account Number Account Description

TO: 1001 10307 000 0103 Part Time Deputy
Full Account Number Account Description

AMOUNT: \$ 4,000

Example - 100.20100.000.102 Office Supplies
Fund # Account # Object # Location # Account Description

All transfers within Personal services accounts must be presented to the County Council as well as transfers from one budget classification to another.

Budget Classifications:
10000 Personal Services
20000 Supplies
30000 Other Services & Charges
40000 Capital Outlays

Explanation of Request:
Funds needed for Part time employee.

☒ I will be attending the Council meeting.
☐ I will not be attending the Council meeting.

Auditor's Notes:

FILED

APR 27 2018

Nancy A. Marsh
AUDITOR HENDRICKS COUNTY

Shawn Shelly
Authorized Signature

REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 04/19/18

FROM: 1001 15601 000 156
Full Account Number

Asst. Naturalist
Account Description

TO: 1001 15600 000 156
Full Account Number

Seasonal
Account Description

AMOUNT: \$ 14,321

Example - 100.20100.000.102
Fund # Account # Object # Location #

Office Supplies
Account Description

All transfers within Personal services accounts must be presented to the County Council as well as transfers from one budget classification to another.

Budget Classifications:
10000 Personal Services
20000 Supplies
30000 Other Services & Charges
40000 Capital Outlays

Explanation of Request:
This transfer was done twice in error.

____ I will be attending the Council meeting.
____ I will not be attending the Council meeting.

FILED

APR 19 2018

Auditor's Notes:

Nancy A. Marsh
AUDITOR HENDRICKS COUNTY

Authorized Signature

REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 04/19/18

FROM: 1001 15600 000 156 Seasonal
Full Account Number Account Description

TO: 1001 15601 000 156 Asst. Naturalist
Full Account Number Account Description

AMOUNT: \$ 3,215

Example - 100.20100.000.102 Office Supplies
Fund # Account # Object # Location # Account Description

All transfers within Personal services accounts must be presented to the County Council as well as transfers from one budget classification to another.

Budget Classifications:

- 10000 Personal Services
- 20000 Supplies
- 30000 Other Services & Charges
- 40000 Capital Outlays

Explanation of Request:

The Parks department created a full time Asst. Naturalist and in doing so did away with

a Part Time and Seasonal Naturalist. The request was made to reduce the seasonal

appropriation by the amount of wages for 2017 for the Part Time and Seasonal Naturalist.

The appropriation has been created and a transfer completed for the Part Time wages. This transfer

is the wages for the Part Time Naturalist. This was discussed at both the January and February meetings.

_____ I will be attending the Council meeting.

_____ I will not be attending the Council meeting.

Auditor's Notes:

FILED

APR 19 2018

Nancy A. Marsh
AUDITOR HENDRICKS COUNTY

Authorized Signature

REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 04/05/18

| | | |
|-------|----------------------------|---|
| FROM: | <u>8116 18619 000 0214</u> | <u>Public Health Preparedness Coordinator</u> |
| | Full Account Number | Account Description |
| TO: | <u>8116 20211 000 0214</u> | <u>Field Supplies and Equipment</u> |
| | Full Account Number | Account Description |

AMOUNT: \$ 2,000

| | | |
|-----------|--------------------------------------|------------------------|
| Example - | <u>100.20100.000.102</u> | <u>Office Supplies</u> |
| | Fund # Account # Object # Location # | Account Description |

All transfers within Personal services accounts must be presented to the County Council as well as transfers from one budget classification to another.

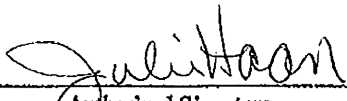
Budget Classifications:
10000 Personal Services
20000 Supplies
30000 Other Services & Charges
40000 Capital Outlays

Explanation of Request:

Move money from salary to purchase computer tablet and incident command vests for PODs

☒ I will be attending the Council meeting.
☐ I will not be attending the Council meeting.

Auditor's Notes:


Authorized Signature

Nancy Marsh

From: Tamera Brinkman <tbrinkman@co.hendricks.in.us>
Sent: Monday, April 23, 2018 2:35 PM
To: Tamela D. Mitchell
Cc: Cinda Kattau; Nancy Marsh; Kandi Jamison; Leanna Truitt
Subject: Healthy Families appropriation shortage for 27th pay

Tami,
8149 Healthy Families Federal will be short in the personnel appropriations because of 27 pays in the grant period September 1, 2017 - August 31, 2018.

We would like to move money from one employee to three others.

From:
8149.18705.000.0214 Audrie Conner \$3449.00
To:
8149.18703.000.0214 Leanna Truitt \$1881.00
8149.18701.000.0214 Holland Kline \$1218.00
8149.18708.000.0214 Amy Parker \$350.00

I believe this does not have to go before the County Council, correct?
Thank you.

Tammy Brinkman, BSN, RN
Director of Public Health Nursing

Hendricks County Health Department
Healthy Families Hendricks County
355 S. Washington Street, #211
Danville, IN 46122-1759
Direct Phone: (317) 745-9213
Main Nursing Phone: (317) 745-9222
Main Healthy Families Phone: (317) 745-9426
Fax: (317) 745-9383
TBrinkman@co.hendricks.in.us
www.co.hendricks.in.us/health



Public Health
Prevent Promote Protect

Hendricks County Health Department



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