

**AGENDA**  
**HENDRICKS COUNTY COUNCIL**  
**Hendricks County Government Center**  
**355 South Washington Street, Danville, Indiana**  
**February 6, 2018**  
**9:00 A.M.**

CALL TO ORDER

ADOPTION OF AGENDA

MINUTES OF JANUARY 2, 2018

UNFINISHED BUSINESS

Judge Freese & Susan Bentley - New Probation Officer Request  
Judge Love - JDAI Status Update

NEW BUSINESS:

Appointment to Clayton-Liberty Township Library Board  
Treasurer Shawn Shelley and Auditor Nancy Marsh - Resolution  
Erin Hughes - Human Resources

EMERGENCY ADDITIONAL APPROPRIATIONS

REALLOCATIONS OF FUNDS

OTHER COUNCIL BUSINESS

Acknowledge Sheriff's Commisary Fund Report - 7/1/17 to 12/31/17  
Acknowledge Sheriff's Meal Expense Report - 7/1/17 to 12/31/17  
Acknowledge Sheriff's Annual Jail Report - 2017  
Acknowledge Receipt of 1782  
Status of Funds

**HENDRICKS COUNTY COUNCIL  
JANUARY 2, 2018**

The Organization meeting of the Hendricks County Council was called to order by President Eric Wathen on Tuesday January 2, 2018 with the following in attendance: Caleb Brown, Larry Hesson, Jay Puckett, Mike Rogers, Eric Wathen, 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 Larry Hesson and seconded by David Wyeth to adopt the agenda as presented. Motion carried 6-0.

**IN THE MATTER OF THE ELECTION OF 2018 OFFICERS**

It was moved by Jay Puckett and seconded by Caleb Brown to nominate Eric Wathen as the 2018 Council President. Motion carried 6-0. It was moved by Larry Hesson and seconded by Caleb Brown to nominate David Wyeth as the 2018 Council Vice President. Motion carried 6-0.

**IN THE MATTER OF THE DECEMBER 5, 2017 MINUTES**

It was moved by Larry Hesson and seconded by Jay Puckett that the minutes be approved as corrected. Motion carried 6-0

**IN THE MATTER OF THE COUNCIL APPOINTMENTS**

It was moved by Brad Whicker and seconded by Jay Puckett and carried 6-0 to make the following 2018 Council Appointments:

<b><u>BOARD</u></b>	<b><u>NAME</u></b>	<b><u>TERM EXPIRES</u></b>
Area Plan Commission	Brad Whicker	12/31/18
Emergency Management Advisory	Jay Puckett	12/31/18
Fair Board	David Wyeth	12/31/18
HCEDP	Eric Wathen	12/31/18
Health Board Liaison	Larry Hesson	12/31/18
Senior Services	Mike Rogers	12/31/18
Solid Waste	Brad Whicker	12/31/18
Solid Waste	Caleb Brown	12/31/18
Alcoholic Beverage Commission	Eugene Trapp	12/31/18 (Council 1 Year Appt. 1/2/17)
HC Redevelopment Com.	Jud Wolf	12/31/18 (Council 1 Year Appt. 1/2/17)
HC Redevelopment Commission	Linda Watson Stansbury	12/31/18 (Council 1 Year Appt. 1/2/17)
EDC Avon	Marland V. Villanueva	2/1/18 (Nomination IC 36-7-12-6 (1 Year))
EDC Brownsburg	Joe Dunbar	2/1/18 (Nomination IC 36-7-12-6 (1 Year))
EDC Danville	Greg Van Laere	2/1/18 (Nomination IC 36-7-12-6 (1 Year))
EDC Plainfield	Steve Craney	2/1/18 (Nomination IC 36-7-12-6 (1 Year))

**IN THE MATTER OF THE 2018 HENDRICKS COUNTY COUNCIL CALENDAR**  
**REGULAR MONTHLY MEETINGS**

January 2, 2018 - 9:00 A.M.  
February 6, 2018 - 9:00 A.M.  
March 6, 2018 - 9:00 A.M.  
April 3, 2018 - 9:00 A.M.  
May 1, 2018 - 9:00 A.M.  
June 5, 2018 - 9:00 A.M.  
July 3, 2018 - 9:00 A.M.  
August 7, 2018 - 9:00 A.M.  
September 4, 2018 - 9:00 A.M.  
October 2, 2018 - 9:00 A.M.  
November 7, 2018 - 9:00 A.M.  
December 4, 2018 - 9:00 A.M.  
January 2, 2019 - 9:00 A.M.

**COUNTY COUNCIL BUDGET WORKSHOPS**

Meeting Room 3

August 21, 2018 - 1:00 P.M.  
August 22, 2018 - 9:00 A.M.  
August 28, 2018 - 9:00 A.M.

**BENEFIT COMMITTEE**

Meeting Room 3

February 27, 2018 (Following Commissioners)  
May 1, 2018 (Following Council)  
July 24, 2018 (Following Commissioners)  
November 7, 2018 - (Following Council)

Auditor Nancy Marsh presented the proposed 2018 Council Meeting, Benefit Committee, and Budget Calendar. It was moved by Mike Rogers and seconded by Caleb Brown to adopt the 2018 calendar as presented and advertise accordingly. Motion carried 6-0.

**IN THE MATTER OF PTO CARRY OVER BALANCES**

Judge Karen Love presented a request for Council to ratify the Commissioners action of December 12, 2017 allowing the Probation Department, as well as all other departments in the county to have until September 1, 2018 to carry over their PTO hours they were scheduled to lose on December 31, 2017. Judge Love stated they had met with Court, Commissioners and Council representatives on at least two different occasions.

Judge Love stated at the time of the second meeting they were not made aware of any troublesome portions of their policy manuals.

Councilman Jay Puckett stated it is troublesome to him that different policy manuals exists and there should not be financial decisions made through policy which are under the purview of the fiscal body, the County Council. Judge Love stated there will always be some exceptions and they are a separate branch of the government and not governed by statute but by the Constitution.

Larry Hesson stated he was not happy with the changes in the new Hendricks County Policy Manual and it appeared that that language was attempting to usurp authority of the Council. Councilman Puckett stated he was firm on not having different policy manuals.

Councilman David Wyeth asked Judge Love what is the definition of a county employee. Judge Love stated that she could only say that the court employees are employees of a state office and the real problem is that the state does not fund the courts and probations.

Judge Love stated that for morale purposes and certainty, the employees need an answer. Councilman Larry Hesson stated that his preference is that the courts and probation follow the County Policy. Mr. Hesson acknowledged that because of the language on page "i" of the policy manual, he is willing to give the judges the benefit of the doubt recognizing that the courts might have a different view.

Council President Eric Wathen stated that if employees were having that much trouble using their time, maybe the county is giving too much time and gave an example of time earned in the private sector.

Prosecutor Pat Baldwin stated that there is a separation of powers and the judicial branch is separate from the executive and fiscal branch. Prosecutor Baldwin stated the County's benefits were not out of line and we should be careful making comparisons.

Judge Love emphasized the public safety aspect potential workforce shortages using up time and respects that the Council is the fiscal body.

Councilman Mike Rogers asked Judge Love if there is any motivation for the judges to get together and work under one policy. Judge Love stated, yes, but it is difficult to get everyone to agree. Councilman Hesson stated that the Council has come a long way in the Council's relationship with the judges and appreciates the steps the Judges have taken.

Judge Stephanie Lemay-Luken stated four of the courts have identical policy manuals and believed that Judge Love's policy manual was nearly identical. Judge Lemay-Luken stated the courts did not feel they had received notice of this particular policy difference. Council President Eric Wathen stated that there had been meetings with the Commissioners, Courts, and Council facilitated through their appointed representative to discuss the goal of achieving one policy manual.

It was moved by Larry Hesson and seconded by Mike Rogers that, based on the fiscal impact, the subject be tabled until the Council has a better ideal of the fiscal impact. Motion failed for lack of majority 3 (LH/MR/DW) - 3 (CB/JP/EW).

It was moved by Larry Hesson and seconded by Jay Puckett to request the Commissioners to either delete or modify the last paragraph on page "i" of the new Hendricks County Policy Manual to make clear that other policy manuals do not apply to fiscal issues. Motion carried 6-0.

Councilman Wyeth asked if the issue is to get down to the 252-hour maximum carryover. Councilman Wathen stated that almost every other employee, outside of the judicial employees, had followed the County Policy Manual. Councilman Brown stated he agreed with Mr. Puckett and does not like the different policy manuals. Judge Love gave the example of paid 15-minute breaks and different offices having different needs.

Councilman Hesson stated that the Commissioners had agreed to extend the time to use the 2017 Carryover PTO to September 1, 2018. It was moved by Jay Puckett and seconded by Mike Rogers to acknowledge and agree that there was a miscommunication and expressed his disappointment that the judicial branch and the County Council were not on the same page and agreed that the December 31, 2017 carryover PTO must be used by September 1, 2018, or lost. Mr. Puckett further stated that if anyone is eligible for a retirement or disability payout, they would only receive the maximum tiered payout eligible under the Hendricks County Policy Manual. Motion carried 6-0.

Councilman Puckett stated the desire of the County Council is that the judicial branch is on board with money matters as they relate to the policy manuals. Judge Love stated that they are clearly on notice and Judge Lemay-Luken stated she will pass on the request. Councilman Hesson stated there is a policy manual review meeting, following the Commissioners meeting, on January 23, 2018 at 11:00 a.m. Auditor Marsh asked for a red line revision be provided to the department heads and elected officials. Todd McCormack stated the document has revised in red and blue and will be sent out.

#### **IN THE MATTER OF PROSECUTOR**

Prosecutor Pat Baldwin explained IV-D Incentive and stated each the Prosecutor, Clerk and IV-D General receive IV-D funds from the federal government. Ms. Baldwin stated at the 2016 budget cycle she was advised to use the IV-D Incentive first. Ms. Baldwin stated she did exactly that and now needs to use money from the IV-D General. Ms. Baldwin stated she has worked closely with the Auditor's Office. Auditor Marsh stated there is still some fine tuning required but the Prosecutor will bring request an additional appropriation at the February meeting. It was moved by Jay Puckett and seconded by David Wyeth to approve Prosecutor's request number 6 in the amount of \$15,000.00. Motion carried 6-0.

#### **IN THE MATTER OF PARKS**

Jeremy Weber, Park Director, was present to request reallocating funds between General Fund and Park's Innkeeper's Share Fund. Financial Administrator Tami Mitchell presented a spreadsheet showing the reallocation. It was moved by Jay Puckett and seconded by Caleb Brown to approve the request. Motion carried 6-0.

#### **IN THE MATTER OF THE POLICE RESERVE OFFICER INSURANCE**

Erin Hughes stated that statute had changed regarding coverage for Reserve Deputy Officers. Ms. Hughes stated that the additional premium will be \$4,376.00. It was moved by Larry Hesson and seconded by Mike Rogers to pay the additional premium. Motion carried 6-0. Auditor Marsh stated the claim can be paid from the Worker's Compensation line item.

#### **IN THE MATTER OF THE EMERGENCY ADDITIONAL APPROPRIATIONS**

County Engineer John Ayers presented a request for right-of-way purchase for the Ronald Reagan Parkway. Mr. Ayers stated it is planned in two phases with Phase 1A acreage of 74 acres and Phase 1B acreage of 103 acres. Mr. Ayers stated the appraised value range was \$12,000 to \$94,000 per acre. It was moved by Larry

Hesson and seconded by Mike Rogers to approve EDIT request number 2 in the amount of \$3,500,000.00. Motion carried 6-0.

It was moved by Larry Hesson and seconded by Jay Puckett to approve MVH number 3 in the amount of \$670,000.00; MVH number 4 in the amount of \$48,840.00; and Local Road & Bridge Match number 5 in the amount of \$1,340,000.00. Motion carried 6-0.

Sheriff Clark was present to complete the request for an improved video system at the jail. Sheriff Clark stated he had completed the bid process, the Commissioner's had signed the contract, and is now requesting the final funding. It was moved by Mike Rogers and seconded by Caleb Brown to approve the Sheriff's request from Food and beverage in the amount of \$349,140.00. Motion carried 6-0

It was moved by Jay Puckett and seconded by David Wyeth to approve Drug Free Community number 7 in the amount of \$16,200.00 and number 8 in the amount of \$85,940.00; Drug Task Force number 9 in the amount of \$20,500.00; number 10 in the amount of \$18,000.00; number 11 in the amount of \$18,000.00; number 12 in the amount of \$18,000.00; number 13 in the amount of \$18,000.00; number 14 in the amount of \$5,000.00; number 15 in the amount of \$18,000.00; and number 16 in the amount of \$15,450.00; and Immunization Grant number 17 in the amount of \$9,856.00; number 18 in the amount of \$16,526.00; number 19 in the amount of \$12,209.00; number 20 in the amount of \$2,953.00; number 21 in the amount of \$99.00; number 22 in the amount of \$110.00; number 23 in the amount of \$114.00; and number 24 in the amount of \$6,978.00. Motion carried 6-0.

It was moved by Caleb Brown and seconded by Mike Rogers to approve Park Innkeepers Reduction number 1 in the amount of (\$8,081.00) and number 2 in the amount of (\$11,430.00). Motion carried 6-0.

#### **IN THE MATTER OF THE REALLOCATION OF FUNDS RESOLUTION**

It was moved by Larry Hesson and seconded by Mike Rogers to approve Community Correction Project Income number 1 in the amount of \$17,000.00; Park number 2 in the amount of \$14,321.00; and Park number 3 in the amount of \$14,843.00. Motion carried 6-0.

#### **IN THE MATTER OF OTHER COUNCIL BUSINESS**

Auditor Nancy Marsh stated that until we get our approved budget, the Status of Funds report would not be accurate. This report contains budgets as submitted to the DLGF but not yet approved but all other numbers are current.

Auditor Marsh gave the Final Encumbrances from 2017 to 2018 in the amount of \$7,546,140.47.

Auditor Marsh presented a list of year-end adjustments and corrections made by the Auditor's Office to close the books.

The AIC Legislative Conference is January 30 & 31, 2018 at the Hyatt Regency in Indianapolis. AIC President, Larry Hesson, encouraged everyone to attend.

Curt Higginbotham asked the Council about clarification on the PTO time. Mr. Higginbotham stated he was concerned for his employees and wanted to give them guidance. Auditor Nancy Marsh stated that their PTO decision didn't affect most of his employees who would have until December 31, 2018 to bring their carry over down to maximum allowances.

Councilman David Wyeth stated that winter is here and complimented the Highway Department for doing a great job.

Mike Rogers commended the Commissioners for referring fiscal matters back to the Council and saw no effort of the Commissioners to take away the Council's authority.

Hendricks County Commissioner Phyllis Palmer stated she appreciated the discussion on the PTO and felt each body has worked to bring about consensus between the Council, Commissioners and Judicial.

There being no further business to come before the Council, upon motion made by Larry Hesson and seconded by Caleb Brown, the meeting was adjourned at 11:15 a.m.

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Caleb M. Brown

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Larry R. Hesson

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Jay R. Puckett

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Michael C. Rogers

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Eric Wathen

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Brad Whicker

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David Wyeth

ATTEST:

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Nancy L. Marsh, Auditor



December 26, 2017

Hendricks County Council  
Government Center  
355 South Washington Street  
Danville, IN 46122

Dear Council Members:

On behalf of the Library Board of Trustees, I'm writing to request a place on your meeting agenda for the purpose of re-appointing Ms. Hilary Fox to our board. She successfully completed her first term and we would like to continue to rely on her talents. Ms. Fox is a young member of the community and will lend a fresh perspective to our future growth.

I'm enclosing the necessary documentation and await your pleasure.

Yours truly,  
  
Jonnie Wallis-Halberstadt  
Director

Enc.

*cltpl@tds.net*



Affected Code Section: Ind. Code § 6-1.1-37-15 (addition)

Effective Date: July 1, 2017

Enacted By: House Bill 1450 § 21

Explanation: Allows a county treasurer and the county auditor to implement a policy to waive, negotiate, or settle penalties that have accrued on delinquent property taxes, if the fiscal body of the county approves the policy.

**IC 6-1.1-37-15 Penalties; waiver, negotiation, or settlement**

Sec. 15. (a) The county treasurer and the county auditor may implement a policy to waive, negotiate, or settle penalties that have accrued on delinquent property taxes imposed in the county, if the policy is approved by the fiscal body (as defined in [IC 36-1-2-6](#)) of the county.

(b) A negotiated agreement or a settlement agreement under this section must be an agreement in writing among the county auditor, the county treasurer, and the taxpayer or the taxpayer's authorized representative. After concluding the agreement, the county auditor shall provide a copy of the agreement to the taxpayer or the taxpayer's authorized representative.

(c) A county auditor who waives, negotiates, or settles penalties under this section shall document the action in the manner prescribed by the department.

(d) A county auditor shall provide all documentation related to a waiver, negotiation, or settlement of penalties under this section to the state board of accounts upon request.

*As added by P.L.255-2017, SEC.21.*

**COUNTY COUNCIL RESOLUTION 2018 –  
AUTHORIZING AND APPROVING FOR WAIVER, NEGOTIATE, OR SETTLE PENALTIES ON  
DELINQUENT PROPERTY TAX**

**WHEREAS**, I.C. 6-1.1-37-15 Authorizes the County Treasurer and the County Auditor to waive, negotiate or settle penalties that have accrued on delinquent property taxes imposed in the county.

**WHEREAS**, a negotiated agreement or settlement agreement must be an agreement in writing among the County Auditor, the County Treasurer, and the taxpayer or the taxpayer's authorized representative.

**WHEREAS**, the County Auditor who waives, negotiates, or settles penalties shall document the action in the manner described by the department.

**WHEREAS**, the County Auditor shall provide all documentation related to a waiver, negotiation, or settlement of penalties to the State Board of Accounts upon request.

**BE IT SO RESOLVED BY THE HENDRICKS COUNTY COUNCIL** that the Hendricks County Auditor and Hendricks County Treasurer are hereby authorized to waive, negotiate or settle penalties that have accrued on delinquent property taxes imposed by the county.

The foregoing was passed by the County Council this 6<sup>th</sup> day of February, 2018.

**AYE**

**NAY**

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Caleb M. Brown

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Caleb M. Brown

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Larry R. Hesson

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Larry R. Hesson

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Jay R. Puckett

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Jay R. Puckett

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Michael C. Rogers

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Michael C. Rogers

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Eric Wathen

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Eric Wathen

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Brad Whicker

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Brad Whicker

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David Wyeth

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David Wyeth

ATTEST:

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Nancy L. Marsh, Auditor

# **Memo**

**To:** Hendricks County Council

**From:** Erin Hughes, Human Resources

**Date:** January 31, 2018

**Re:** Job Descriptions

Items for discussion at your meeting Tuesday:

1. The Work Release Department has created one full-time job description. Todd and I have reviewed the following job description and recommend the classification below:
  - Intake Officer FLSA: Non-Exempt Pay Band: POLE 3  
Budget Number:
2. The Computer Department has created one full-time job description. Todd and I have reviewed the following job description and recommend the classification below:
  - Computer Center Office Admin/Scan Tech FLSA: Non-Exempt  
Pay Band: OSS 3 Budget Number:
3. The Sheriff's Department has updated one job description. Waggoner, Irwin, and Scheele have reviewed the following job description and recommend the classification below:
  - Tax Clerk FLSA: Non-Exempt Pay Band: OSS 3  
Budget Number: 10505

**HENDRICKS COUNTY**  
**JOB DESCRIPTION**

**Title:** Intake Officer

**FLSA:** Non-Exempt

**Department:** Work Release

**Pay Band:** POLE 3

**Supervisor:** Director

**Date Prepared:** 12/05/2017

**Date Approved:**

**PURPOSE OF POSITION:**

Incumbent is responsible for data entry, maintaining confidentiality of records of offenders as well as supervision of offenders in a work release environment utilizing prescribed policies and procedures, ensures a secure, safe and humane environment for incarcerated persons.

**ESSENTIAL FUNCTIONS:**

- Responsible for clerical duties associated with offender intake.
- Maintains offender files.
- Completes weekly statistical information to IDOC.
- Receives, opens, screens and distributes mail.
- Answers telephone, determines nature of business to respond or forward to appropriate person.
- Handles intake processing of offenders as well as release process and disposition of records.
- Data entry to Informer Case Management System.
- Maintain personal composure and tactfully handle difficult situations.
- Field Training Officer for administrative procedures with all new staff.
- Supervises offenders.
- Receives and processes all new offenders.
- Completes release processes.
- Maintains control log of all activities during duty hours.
- Provides personal supervision/observation of each offender.
- Security checks of facility and grounds.
- Reports any damage of work release property to supervisor.
- Makes requests for supplies needed to maintain facility in a safe, clean and humane manner.
- Completion of all offender records.
- Review of control log daily.
- Understand the incorporation of the Indiana Risk Assessment System (IRAS) with offender treatment.
- Participate in Conduct Adjustment Board hearings as well as level system reviews.
- Trained in Cognitive Behavioral Change techniques.
- Conducts searches and shakedown.

- Conducts searches of all offenders upon entering of facility.
- Supervises all offender movement within the facility.
- Controls all access to facility and maintain records of persons entering and leaving.
- Provides surveillance via direct supervision, video and audio systems.
- Controls and monitors emergency alert system.
- Controls all work release access doors, lighting and water systems.
- Create and maintain clear, definite boundaries with offenders.
- Monitors offender telephone and television use.
- Writes offender disciplinary conduct reports.
- Completes all warrant processes.
- Utilize cognitive behavioral change techniques during interactions.
- Perform urinalysis testing for Drug Court/Probation/Home Detention and Parole as needed.
- Use of Handle with Care when necessary.
- Application of restraints: handcuffs, belly chains, leg/ankle restraints and black box.
- Follow policies and procedures as set by the agency; and,
- Follow dress code uniform standards.
- Other duties as assigned.

#### **EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High School Graduate or equivalent
- Valid Driver's License
- At least 21 years old
- US Citizen
- No Felony Convictions
- Must pass urinalysis test
- Must have moderate computer skills

#### **RESPONSIBILITY:**

Incumbent must have a clear understanding of the expectations associated with County and Facility Policies and Procedures. Numerous safeguards and precautions exist to help maintain control of offender's; however, the probability of injury or death is faced daily. Controls exist to minimize errors, however, in this position; errors in judgment dealing with offenders or in performance of duties could result in a liability to the Work Release Officer, the Agency and the County. Additionally, the inability to interact effectively with the public, courts or other agencies may have an adverse effect of the efficiency of this position. Incumbent supervises offenders and reports directly to the Director. Incumbent may be required to work evening/night hours, overtime, holidays and changing shifts/hours.

#### **WORKING RELATIONSHIPS:**

Work relationships are with offenders, immediate supervisor, co-workers, staff from other agencies, employers, family members, officers of the courts and the public in general.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Incumbent will be required to stand and/or walk for extended periods of time in order to provide staff and offender supervision or sit for an extended period of time. A variety of physical abilities will be required in order to supervise and participate in custody functions. Keen observation and hearing skills are necessary in order to ensure the safety and security of the facility. The incumbent will be required to stoop, kneel, crouch and/or crawl. In addition, the incumbent may be required to climb stairs and/or ladders and walk on uneven ground. Physical effort may include restraining offenders, driving, running and lifting and carrying up to 100lbs. The incumbent must be able to work up to fourteen (14) hours. Workplace environmental conditions may include: continuous noise conditions; heat—high temperatures that may result in body discomfort; cold—low temperatures that may result in body discomfort. Infectious disease exposure may be possible. Incumbent may be required to use restraint techniques as per agency policy and procedure.

Exposure to persons who may fall under one or all of the following conditions requiring the use of physical force:

- Alcohol
- Narcotics
- Mental illness
- Violence
- Emotionally disturbed

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Hendricks County**  
**Job Description**

**Title:** Computer Center Office Admin/Scan Tech

**FLSA Status:** Non-Exempt

**Department:** Computer Center

**Pay Band:** OSS 3

**Supervisor:** Information Technology Director

**Date Prepared:** 07/31/2017

**Date Approved:**

**PURPOSE OF POSITION:**

The Office Admin/Scan Tech provides support to the IT Director and Computer Center Department. Incumbent also manages department archival and scanning functions using the Hendricks County Government Center as base.

**ESSENTIAL FUNCTIONS:**

- Manage archival scanning project
- Digitize records, documents, and objects to computer formats as needed
- Create and maintain accessible, retrievable computer archives utilizing databases and existing electronic information storage technology
- Responsible for tracking Computer Center fund balances, expenditures and preparing budget claims for review
- Prepares Computer Center payroll for review
- Assist in reviewing or updating Archival web page content or links using appropriate tools
- Provide level one help desk support as needed
- Assist as needed by entering, tracking, and monitoring trouble tickets into the helpdesk system
- Receives telephone calls and visitors, answer questions or refers to the appropriate person.
- Assist on monitoring all warranty, software license, and maintenance renewals
- Assist in maintaining computer assets inventory

**NON-ESSENTIAL FUNCTIONS:**

- Other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Highschool grad or GED
- CompTIA A+ certified or equivalent associate degree preferred
- Graduate of appropriate training courses beneficial
- Must have strong problem-solving, analytical, and communications skills
- Strong verbal and written communication skills
- Leadership skills as utilized in training and support sessions
- Knowledge and understanding of current computer information, hardware, software, and techniques

**RESPONSIBILITY:**

Incumbent is responsible for assisting administrative tasks in the office including payroll and accounting. Scanning all material relevant to Computer Center projects and documenting those scans. Responsibilities are broad in scope and complex and are not repetitious in nature. Incumbent works independently and judgments are made upon their discretion but major decisions will be referred to the IT Director. Work is reviewed by the superior on a periodic basis by supervisor. Numerous safeguards and safety procedures exist to help maintain control of sensitive information.

**WORKING RELATIONSHIPS:**

Contact is with all County personnel, including Court Officials, Deputies, Medical personnel, and jail inmates in the Sheriff's Department, and the Public. The purpose of this contact is to receive and supply information to those individuals who have a need and/or a right to know. Explaining particular procedures and policies is also a purpose for contact.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Incumbent has exposure to electronic equipment with all the associated hazards. Majority of work is inside in an administrative office convenient to computer operations to insure the accessibility of information to those who demonstrate a legitimate need for such information. Movement and lifting of heavy historical documents more than 50 lbs. may be required.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Office Admin/Scan Tech in the Computer Center Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

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

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



**Waggoner • Irwin • Scheele**

**& Associates INC**

**MEMORANDUM**

**DATE:** January 31, 2018  
**TO:** Erin Hughes, Human Resources  
**FROM:** Addie Rooker and Lori Seelen  
**SUBJECT:** Classification Review - Sheriff

As requested, Waggoner, Irwin, Scheele, and Associates, reviewed the following job classification request for the Sheriff's Department.

**Tax Clerk (Sheriff)**

This position is currently classified at OSS 4, and was last reviewed in September 2014. The job description has been revised and the Tax Clerk is now responsible for reviewing, processing, maintaining, and updating tax warrants and performing general bookkeeping for interdepartmental accounts.

Added job duties include: Receiving, reviewing, and overseeing accuracy and completeness of tax warrants; Maintaining accessible tax warrant filing system; Coordinating with IRS in continual audit of records; Maintaining cash book for sale proceeds, refunds, amount to go to IDOR, and sex offender registry; and Preparing disbursements of all monies received through Sheriff's account.

Job requirements for the position have been updated to include: High school diploma or GED; strong bookkeeping skills and math aptitude; basic computer skills in Microsoft Office; familiarity with legal terminology; thorough knowledge of Tax Warrant laws and procedures; and proficient knowledge of general office practices.

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

### **Recommendation**

We factored the position at 410 OSS factor points. Therefore, it is recommended that the Tax Clerk position be reclassified at OSS 3. Our factor points for the position are listed below:

Factor I:	Job Requirements & Difficulty of Work	2Bb	160
Factor II:	Responsibility (a)	5E	100
Factor II:	Responsibility (b)	8K	100
Factor III:	Personal Relationships	10R	45
Factor IV:	Physical Effort & Work Environment	13S	<u>5</u>
			410 – OSS 3

**Hendricks County**  
**Job Description**

**Title:** Tax Clerk

**FLSA Status:** Non-Exempt

**Department:** Sheriff

**Pay Band:** OSS 3

**Supervisor:** Matron

**Date Prepared:** 8/29/17

**PURPOSE OF POSITION:**

Review, process, maintains, updates tax warrants and performs general bookkeeping for interdepartmental accounts.

**ESSENTIAL FUNCTIONS:**

- Receive, review, oversees the accuracy and completeness of the tax warrants.
- Manages the tax warrant process, including sending individual notices and entering warrants in computer system.
- Maintains an accessible tax warrant filing system.
- Maintains tax warrant payment system, enters payments paid, balances and reconciles the checkbook, report of collections, deposits, bank statements and monthly reconciliation form and yearly documents for SBOA in accordance with state and federal guidelines.
- Prepares daily deposits to be deposited at the bank, making sure all transactions balance from the previous day transactions.
- Coordinates with the IRS in a continual audit of records.
- Collects fees and submits them to the Auditor's Office.
- Maintains the cash book in accordance with procedural guidelines for the Sheriff's sale fee, publication costs, cancellation cost, sale proceeds, refunds, tax fees, amount to go to IDOR, civil fees, incident, accident, criminal history, firearms, death benefit funds, sex offender registry, photography charges, direct sales, workforce taxes and fees.
- Prepares and issues checks as needed with appropriate documents.
- Prepares disbursements of all monies received through Sheriff's account.
- Maintains all tax files on individual basis.
- Tracks DBF fee, and all cash bonds in accordance with guidelines set forth by the County Clerk.
- Sets dates, prepares files and conducts the Sheriff's sale upon the receipt of praecipe, judgment and notice of sale.
- Prepares notices and advertisement of Sheriff's sale
- Processes cancellations, bids, deeds and Clerk's returns, checks for proceeds, refunds.

**NON-ESSENTIAL FUNCTIONS:**

- Backup to the Records Clerk.
- Performs other duties as assigned.

**EDUCATION & QUALIFICATION REQUIREMENTS:**

- High school diploma or GED.
- Basic computer skills in Microsoft Office.
- Familiarity with legal terminology.
- Must have working knowledge and comprehension of the legal documents process by the Sheriff's office.
- Must have problem solving abilities to balance accounts and prepare Sheriff's sales.
- Confidentiality is crucial.
- Ability to maintain a high degree of confidentiality.
- Attention to detail and accuracy.
- Ability to effectively and tactfully deal with other people.
- Good organization and prioritizing skills.
- Ability to communicate well, both verbally and in writing.
- Strong bookkeeping skills.
- Ability to operate and maintain various office machines, such as computer, printers, copier, telephone with voice mail and fax.
- Knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Strong math aptitude.
- Ability to learn job specific software programs.
- Ability to train and attend continuing education in laws and record keeping requirements.
- Ability to be a notary public.
- Ability to multi task and work with interruptions.
- Ability to successfully complete CPR/First Aid certification.

**RESPONSIBILITY:**

Incumbent works independently under established guidelines and procedures and with other personnel and public to accomplish the Tax Clerk functions. A thorough knowledge of the Tax Warrant laws and procedures are needed. Errors in judgment or failure to perform duties may result in the possibility of litigation and embarrassment to the agency. Errors in work can result in substantial inconvenience to the Public, moderate financial problems and loss of time to the department and the Public, which could result in a lawsuit.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates within and outside the department, the general public, other county departments, attorneys, investors, State Board of Accounts for the purpose of communicating factual or procedural information.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work is performed in a facility which houses convicted Felons. Although contact with inmates is strictly controlled and monitored, hazards are always present within the jail environment, including the risk of severe injury. Exposure to persons who may possess any or all of the following conditions: Intoxicated, under the influence of drugs, suffering from mental illnesses, violent, suicidal or extremely hostile and unruly behavior; suffering from AIDS, Hepatitis, or any other of a number of deadly or contagious diseases, exposure to bodily fluids; Exposure to handguns and other weapons.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Tax Clerk at the Hendricks County Sheriff's Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions.

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

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

### 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.

#### ADDITIONAL APPROPRIATIONS

	<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1	Local Health Maintenance	1168.18621.000.0214	Environmental Health Specialist	\$23,370.62	
2	Local Health Maintenance	1168.18690.000.0214	PT Health Education Specialist	\$9,178.04	
3	Local Health Maintenance	1168.13590.000.0214	FICA/Medicare	\$4,212.75	
4	Local Health Maintenance	1168.13591.000.0214	PERF	\$6,516.47	
5	Local Health Maintenance	1168.13592.000.0214	Group Insurance	\$32,535.21	
6	Local Health Maintenance	1168.13593.000.0214	Unemployment Insurance	\$132.00	
7	Local Health Maintenance	1168.13594.000.0214	Worker's Compensation	\$1,077.17	
8	Local Health Maintenance	1168.20100.000.0214	Office Supplies	\$300.00	
9	Local Health Maintenance	1168.30500.000.0214	Education & Conferences	\$750.00	
10	Local Health Maintenance	1168.33000.000.0214	Mileage/Trave	\$2,220.00	
11	Local Health Maintenance	1168.34500.000.0214	Printing & Advertising	\$500.00	
12	Local Health Department Trust	1206.18625.000.0214	Public Health Education Specialist	\$45,890.62	
13	Local Health Department Trust	1206.13590.000.0214	FICA/Medicare	\$3,587.13	
14	Local Health Department Trust	1206.13591.000.0214	PERF	\$6,658.47	
15	Local Health Department Trust	1206.13592.000.0214	Group Insurance	\$550.79	
16	Local Health Department Trust	1206.13593.000.0214	Unemployment Insurance	\$66.00	
17	Local Health Department Trust	1206.13594.000.0214	Worker's Compensation	\$124.75	
18	Local Health Department Trust	1206.18699.000.0214	Overtime	\$1,000.00	
19	Local Health Department Trust	1206.20100.000.0214	Office Supplies	\$700.00	
20	Local Health Department Trust	1206..0500.000.0214	Education & Conferences	\$500.00	

Adopted this 6th day of February, 2018 by the following vote:

#### AYE

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Michael C. Rogers

\_\_\_\_\_  
Eric Wathen

\_\_\_\_\_  
Brad Whicker

\_\_\_\_\_  
David Wyeth

Attest:

\_\_\_\_\_  
Nancy Marsh, Auditor

#### NAY

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Michael C. Rogers

\_\_\_\_\_  
Eric Wathen

\_\_\_\_\_  
Brad Whicker

\_\_\_\_\_  
David Wyeth

#1-11

ID YEAR CO TYPE KEY

BUDGET ESTIMATE FOR

**1168 Local Health Maintenance**

(Office, Board, Commission, Department, Institution or Fund)

**Hendricks**

(If City, Town or Fire Protection District Budget, Enter Name)

(If County Budget, Enter County Name)

For Calendar Year **2018**

	Items	Total Estimate	Approved
<b>1 PERSONAL SERVICES</b>			
Salaries and Wages			
18621 Environmental Health Specialist	23,370.62		
18690 PT Health Education Specialist	9,178.04		
		32,548.66	
Employee Benefits			
13590 FICA/Medicare	4,212.75		
13591 PERF	6,516.47		
13592 Group Insurance	32,535.21		
13593 Unemployment Insurance	132.00		
13594 Workman's Comp	1,077.17	44,473.60	
Other Personal Services			
		0.00	
<b>Total Personal Services</b>		<b>77,022.26</b>	
<b>2 SUPPLIES</b>			
Office Supplies			
20100 Office Supplies	300.00		
		300.00	
Operating Supplies			
		0.00	
Repair and Maintenance Supplies			
		0.00	
Other Supplies			
		0.00	
<b>Total Supplies</b>		<b>300.00</b>	

		Items	Total Estimate	Approved
<b>3 OTHER SERVICES AND CHARGES</b>				
Professional Services				
<u>30500</u>	<u>30500</u>	750.00		
			750.00	
Communication and Transportation				
<u>33000</u>	<u>Mileage/Travel</u>	2,220.00		
			2,220.00	
Printing and Advertising				
<u>34500</u>		500.00		
			500.00	
Insurance				
			0.00	
Utility Services				
			0.00	
Repairs and Maintenance				
			0.00	
Rentals				
			0.00	
Debt Service				
			0.00	
Other Services and Charges				
			0.00	
Total Other Services and Charges			3,470.00	



4 CAPITAL OUTLAYS	Items		Total Estimate	Approved
Land				
			0.00	
Buildings				
			0.00	
Improvements Other Than Building				
			0.00	
Machinery and Equipment				
			0.00	
Other Capital Outlays				
			0.00	
Total Capital Outlays			0.00	0.00
TOTAL BUDGET ESTIMATE			80,792.26	0.00

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the \_\_\_\_\_

(Name of Office, Board, Commission, Department, Institution or Fund)

for the calendar year 2018 for the purposes therein specified.

Dated this 3 day of January, 2018

Juliuslaan  
Environmental Health Director

Signature and Title of Officer(s) or Department Head

ID YEAR CO TYPE KEY

#12-20

BUDGET ESTIMATE FOR

1206 Local Health Department Trust Account

(Office, Board, Commission, Department, Institution or Fund)

Hendricks

(If City, Town or Fire Protection District Budget, Enter Name)

(If County Budget, Enter County Name)

For Calendar Year 2018

	Items	Total Estimate	Approved
<b>1 PERSONAL SERVICES</b>			
Salaries and Wages			
18625 Public Health Education Specialist (Prihoda)	45,890.62		
		45,890.62	
Employee Benefits			
13590 FICA/Medicare	3,587.13		
13591 PERF	6,658.47		
13592 Group Insurance	550.79		
13593 Unemployment Insurance	68.00		
13594 Workman's Comp	124.75	10,987.14	
Other Personal Services			
18699 Overtime	1,000.00		
		1,000.00	
Total Personal Services		57,877.76	
<b>2 SUPPLIES</b>			
Office Supplies			
20100 Office Supplies	700.00		
		700.00	
Operating Supplies			
		0.00	
Repair and Maintenance Supplies			
		0.00	
Other Supplies			
		0.00	
Total Supplies		700.00	

		Items	Total Estimate	Approved
3	OTHER SERVICES AND CHARGES			
	Professional Services			
30500	Education and Conferences	500.00		
			500.00	
	Communication and Transportation			
			0.00	
	Printing and Advertising			
			0.00	
	Insurance			
			0.00	
	Utility Services			
			0.00	
	Repairs and Maintenance			
			0.00	
	Rentals			
			0.00	
	Debt Service			
			0.00	
	Other Services and Charges			
			0.00	
	Total Other Services and Charges		500.00	

		Items	Total Estimate	Approved
<b>4 CAPITAL OUTLAYS</b>				
Land				
			0.00	
Buildings				
			0.00	
Improvements Other Than Building				
			0.00	
Machinery and Equipment				
			0.00	
Other Capital Outlays				
			0.00	
Total Capital Outlays			0.00	0.00
TOTAL BUDGET ESTIMATE			59,077.76	0.00

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the \_\_\_\_\_

(Name of Office, Board, Commission, Department, Institution or Fund)

for the calendar year 2018 for the purposes therein specified.

Dated this 3 day of January, 2018

[Signature]  
Environmental Health Director

Signature and Title of Officer(s) or Department Head

# 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.

## TRANSFERS

	DEPARTMENT	FROM	TO	AMOUNT	Y/N
1	Park	1001.15600.000.0156	1001.15601.000.0156	\$14,321.00	_____
2	Probation	1001.15199.000.0151	1001.13590.000.0149	\$1,300.00	_____
3	Probation	1001.15199.000.0151	1001.13591.000.0149	\$2,500.00	_____
4	Probation	1001.15199.000.0151	1001.13592.000.0149	\$8,500.00	_____
5	Probation	1001.15199.000.0151	1001.13593.000.0149	\$50.00	_____
6	Probation	1001.15199.000.0151	1001.13594.000.0149	\$500.00	_____
7	Home Detention	4922.39400.000.0151	4922.15424.000.0151	\$17,000.00	_____
8	Court Administration	1001.20100.000.0160	1001.44000.000.0160	\$2,000.00	_____

Adopted this 6th day of February 2018.

YEA

NAY

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Caleb M. Brown

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Larry R. Hesson

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Jay R. Puckett

\_\_\_\_\_  
Mike Rogers

\_\_\_\_\_  
Mike Rogers

\_\_\_\_\_  
Eric Wathen

\_\_\_\_\_  
Eric Wathen

\_\_\_\_\_  
Bradley Whicker

\_\_\_\_\_  
Bradley Whicker

\_\_\_\_\_  
David Wyeth

\_\_\_\_\_  
David Wyeth

Attest:

\_\_\_\_\_  
Nancy Marsh, Auditor

## REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: \_\_\_\_\_

FROM:	<u>1001 . 15600 . 000 . 156</u>	<u>Part Time</u>
	Full Account Number	Account Description
TO:	<u>1001 . 15601 . 000 . 156</u>	<u>Asst. Naturalist</u>
	Full Account Number	Account Description

AMOUNT: \$ 14,321

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:

Approved at January meeting to appropriate last year's wages earned

in General Fund 1001 and difference from Parks innkeepers Fund 4806

\_\_\_\_\_ I will be attending the Council meeting.  
\_\_\_\_\_ I will not be attending the Council meeting.

\_\_\_\_\_  
Authorized Signature

Auditor's Notes:

## **Nancy Marsh**

---

**From:** Catherine Haines  
**Sent:** Wednesday, January 24, 2018 3:03 PM  
**To:** Nancy Marsh  
**Cc:** Tamela D. Mitchell; Robert Freese  
**Subject:** Probation: Requests for Reallocation of Funds  
**Attachments:** Request for Transfer re PO Wages.pdf; Request for Transfer re Insurance.pdf; Request for Transfer re PO FICA\_Medicare.pdf; Request for Transfer re PO PERF.pdf; Request for Transfer re PO Unemployment.pdf

Hi Nancy and Tami,

Pls find attached several requests for reallocation of funds within Probation's approved budgets. If granted, these funds would be used to fund 6 months of Faith Oliver's wages and fringe benefits. If these transfers are approved, it is imperative that this position be reclassified from a "HD Officer" to a "Probation Officer."

Judge Freese will present this request to the Council on 2/6.

Thanks,  
Catherine

**Catherine Haines**  
Court Administrator  
HENDRICKS COUNTY COURTS  
51 W. Main St. # 101  
Danville, IN 46122  
(317) 718-6185

## REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 1/24/18

FROM:	<u>1001 . 15199 . 000 . 0151</u>	<u>Overtime</u>
	Full Account Number	Account Description
TO:	<u>1001 . 13590 . 000 . 0151</u>	<u>Probation Officer - FICA/Medicare</u>
	Full Account Number	Account Description
AMOUNT:	<u>\$1,300.00</u>	

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:

We are respectfully requesting reallocation of these funds to fund 6 months of FICA/Medicare for a Probation Officer.

☒ 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 TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 1/24/18

FROM: 1001 . 15199 . 000 . 0151  
Full Account Number

Overtime

Account Description

TO: 1001 . 13591 . 000 . 0151  
Full Account Number

Probation Officer - PERF

Account Description

AMOUNT: \$2,500.00

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:

We are respectfully requesting reallocation of these funds to fund 6 months  
of PERF for a Probation Officer.

☒ 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 TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 1/24/18

FROM:	<u>1001 . 15199 . 000 . 0151</u>	<u>Overtime</u>
	Full Account Number	Account Description
TO:	<u>1001 . 13592 . 000 . 0151</u>	<u>Insurance (Annual)</u>
	Full Account Number	Account Description
AMOUNT:	<u>\$8,500.00</u>	

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:

We are respectfully requesting transfer of these funds to fund 6 months of  
Annual Insurance for a Probation Officer.

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 TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 1/24/18

FROM:	<u>1001 . 15199 . 000 . 0151</u>	<u>Overtime</u>
	Full Account Number	Account Description
TO:	<u>1001 . 13593 . 000 . 0151</u>	<u>Probation Officer - Unemployment</u>
	Full Account Number	Account Description
AMOUNT:	<u>\$50.00</u>	

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:

We are respectfully requesting reallocation of these funds to fund 6 months of Unemployment for a Probation Officer.

☒ 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 TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 1/24/18

FROM:	<u>1001 15199 000 0151</u>	<u>Overtime</u>
	Full Account Number	Account Description
TO:	<u>1001 13594 000 0151</u>	<u>Probation Officer - Workers' Comp</u>
	Full Account Number	Account Description
AMOUNT:	<u>\$500.00</u>	

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:

We are respectfully requesting reallocation of these funds to fund 6 months  
of Workers' Compensation for a Probation Officer.

☒ 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 TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 1/24/18

FROM:	<u>4922 39400 000 0151</u>	<u>Urinalysis Fees</u>
	Full Account Number	Account Description
TO:	<u>4922 15424 000 0151</u>	<u>Probation Officer</u>
	Full Account Number	Account Description
AMOUNT:	<u>\$17,000.00</u>	

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:

We are respectfully requesting reallocation of these funds to fund 6 months  
of wages for a Probation Officer.

☒ 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 TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 1/19/18

FROM:	<u>1001 . 20100 . 000 . 0160</u>	<u>Office Supplies</u>
	Full Account Number	Account Description
TO:	<u>1001 . 44000 . 000 . 0160</u>	<u>Equipment</u>
	Full Account Number	Account Description
AMOUNT:	<u>\$2,000</u>	

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:

I am respectfully requesting transfer of funds from Office Supplies to Equipment in order to purchase 2 scanners - one for Circuit Court and another for a new position in Hearing Room A. I have spoken with Doug, and he has no objection to purchasing these scanners, assuming you approve the transfer.

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

s/Catherine Haines

Authorized Signature

Auditor's Notes:

Nancy Marsh  
Auditor of Hendricks County  
January 4, 2017

Nancy,

The terms of my compensatory contract with the county require that I send you an "accounting of expenditures for feeding prisoners on the first Monday of January and the first Monday of July each year." This language is taken from the Indiana statute regulating the salary contracts of county Sheriffs. (36-2-13-2.5)

I have listed the expenditures and meal counts for our facility as provided to me by Aramark, our food service provider. The numbers cover the period from July 2017 to December 2017.

We served less meals in the second half of 2017 which (per our sliding scale based on population) caused a slight increase in our per meal price but our costs have remained fairly consistent over the last three years. Our average daily population numbers declined over the second half of 2017.

**Meals served to inmates: 141,749 (includes sack lunches prepared for work release)**

**Cost of these meals = \$201,737.28 Average cost per meal = \$1.42**

July 2017:	23,648 meals	(23,047 meals + 601 sack lunches)	Total paid: \$32,499.33
August 2017:	22,029 meals	(21,584 meals + 445 sack lunches)	Total paid: \$31,019.67
September 2017:	28,240 meals	(27,130 meals + 1110 sack lunches)	Total paid: \$39,830.60
October 2017:	22,074 meals	(21,419 meals + 655 sack lunches)	Total paid: \$31,078.47
November 2017:	20,360 meals	(19,812 meals + 548 sack lunches)	Total paid: \$30,038.55
December 2017:	25,397 meals	(24,879 meals + 518 sack lunches)	Total paid: \$37,270.66

Sincerely,

Brett A. Clark, Sheriff

County Sheriff's Report of Receipts and  
Disbursements of the Commissary Fund

For the Period of July 1, 2017 thru December 31, 2017

Pursuant to IC 36-8-10-21, I, Brett A Clark, County Sheriff, certify that the following report is a true and accurate record of the receipts and disbursements of the Sheriff's Commissary Fund for the above listed period.

Balance ending June 30, 2017 \$104,484.39

Receipts for Period:

Commissary Commissions	\$ 38,289.11
Donation	\$ 10,484.00
Inmate Phone & Video Visitation	\$110,371.04
Inmate Reimbursements	\$ 1,047.15
Inmate E-cigs	\$ 33,598.86
Cell Phone Reimbursements	\$ 249.99
Miscellaneous	\$ 1,618.28
(Outstanding checks 2 years or older Approved to be cleared per SBOA)	

Total Receipts for the Period: \$195,658.43

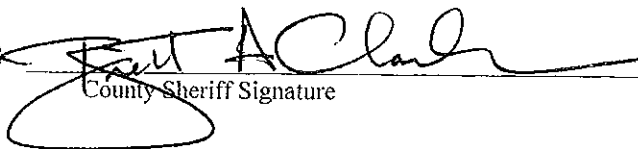
Area of Benefit:

Donation	\$ 10,484.00
Equipment	\$ 11,237.74
Inmate Expense	\$ 38,311.33
Printing & Advertising	\$ 167.50
Office Supplies	\$ 138.01
Repairs to Jail	\$ 21,201.10
Contract Services	\$ 30,117.73
Training	\$ 4,253.89
Uniforms	\$ 482.00
Software License	\$ 63.64
Activity to Prevent Crime	\$ 100.00
Miscellaneous	\$ 1,095.74
(Bank Fees, New Hire Testing)	

Total Disbursements for the period \$117,652.68

Balance December 31, 2017 \$182,490.14

Date: January 9, 2018

  
County Sheriff Signature



# Hendricks County Sheriff's Office Annual Jail Report | 2017

36-2-13-12. Reports; persons confined in county jail; condition of county jail;

*(b) The sheriff shall file with the county executive an annual report of the condition of the county jail and any recommended improvements in its maintenance and operation. The report shall also be filed with the county auditor and maintained as a public record.*

## BED SPACE/POPULATION

The rated bed capacity is 252 and provides space for 212 males and forty females. When the jail exceeds the rated capacity, the use of ten portable metal double bunk beds, fifteen plastic single portable bunks, and temporary holding cells, provide space for a total of 304 inmates. The jail has eight beds designated as Level 1 Maximum Security located away from general population for high risk (violent/escape risk/disciplinary) inmates or inmates requiring medical segregation.

## STAFF BREAKDOWN

The jail division has a total of forty-four correctional officers and includes the following:

One jail commander (Captain), three shift Lieutenants, Four shift Sergeants (one assigned to transport squad), three shift Corporals, four officers assigned to the transport squad, and twenty-nine correction officers.

## BOOKING STATISTICS/INFORMATION

There were over 5000 people processed into the jail in 2017.

The average daily inmate population was 254. (212 males/42 females)

The total inmate population on the date of completion of this report was 240 (1-30-2018).

There were no in custody deaths. There were no escapes.

The general population breakdown for 2017 was approximately 75% pre-trial, 25% sentenced.

Approximately 24% were Level 6 felons serving sentences.

On a recent inquiry, it was discovered that approximately 45% of the jail's population were Hendricks County residents.

The average length of stay was approximately twenty-five days.

The average length of stay for felons was forty-one days. The average length of stay for misdemeanants was 14 days.

# Hendricks County Sheriff's Office Annual Jail Report | 2017

## THE TOP TEN IDENTIFIED OFFENSE TYPES FOR THE YEAR

- 1- Probation Violation
- 2- Failure to appear- misdemeanor
- 3- Theft
- 4- Failure to appear- felony
- 5- Hold- other agency, no local charges
- 6- Possession of a hypodermic syringe or needle
- 7- Operating while Intoxicated
- 8- Possession of Paraphernalia
- 9- Court ordered commitment
- 10- Possession of Meth

## AVAILABLE PROGRAM OPTIONS:

- AA meetings.
- Gideon's group makes weekly visits.
- Commissary is offered twice weekly. Inmates have a variety of items available for purchase.
- On site contract medical services are provided by Advanced Correctional Healthcare and include medical, dental, and mental health options.
- Chaplains provide a weekly service and are available for fellowship and counseling upon request.
- No contact visitation is offered weekly and conducted via a video monitor in each block. This system allows visitors to conduct video visits from a viewing area at the jail for free and via the internet from any location for a user fee.
- Special order "hot cart" food items are available through the commissary system on Fridays.
- Inmates in the jail for more than thirty days are signed up for Medicaid or HIP 2.0.
- \*Inmate worker program. Inmates who qualify can volunteer to participate in the work program. They assist with various duties including cleaning and food preparation.
- Inmates have access to TV and telephone.
- \*The inmate worker program has evolved into a therapeutic community group. Each of the participants is screened into the program and participates in the Recovery Works program with two weekly counseling sessions for addictions (both alcohol and drugs). They live in the same block, work together, and participate in the programming together to foster support.

# Hendricks County Sheriff's Office Annual Jail Report | 2017

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## 2017 JAIL RELATED ACCOMPLISHMENTS

A jail feasibility study was completed by DLZ with options for moving forward.

The pre-trial screening work and new bond schedule began in October as part of a state wide pre-trial initiative that Hendricks County is piloting along with several other jurisdictions.

LED lighting was added to the newer side of the jail to comply with state lighting standards. LED lights were also added in our office sections as well as the majority of the jail parking lot.

A painting project was completed on both sides of the jail with fresh paint in all the blocks.

Our commissary program continues but the orders are pre-packaged off site instead of in-house. This has resulted in a more streamlined program with less need for inmate workers. This also allowed us to use the space previously dedicated to the commissary for additional storage of jail supplies, moving this into one centralized location.

In the 2014 addition, a two-man cell was added near the laundry room to allow the laundry workers to use the space for living quarters but was never opened. In 2017 we finished this space and opened it, adding two new approved beds.

During severe rain events, water would leak into the inmate living areas via the support lentils for the windows on the newer side of the jail. We contracted to have the surfaces cleaned, prepped, caulked, and painted which stopped the leaks. This work should be good for at least another five to seven years of protection.

Roof leaks were fixed on the old side of the jail along with some needed periodic maintenance on the roof surface.

We have completed projects related to plumbing near the investigations offices, increased accessibility with a new ramp/wider side walk for our handicapped parking spots, replaced the failing wood retention walls around the building with poured concrete, updated much of the climate control system in the front office area to try and lower the humidity levels in the office, and placed a concrete pad near the kitchen doors for the storage of equipment that had been sitting in the yard. The boiler system experienced issues during the sub-zero temperatures in December. Our contractors addressed those problems with assistance from Vectren energy in an effort to regulate the heat in the building.

## CONDITIONS, ISSUES, AND PLANS

The showers need resurfaced as indicated in the previous report. We have bids on this project and expect to complete this work in 2018 on the new side of the jail. The older side of the jail has stainless steel showers that would benefit from a commercial clean which we will research.

# Hendricks County Sheriff's Office Annual Jail Report | 2017

The jail camera system project was bid out and recently approved by the commissioners and council. This project will get underway in January or February.

The records room space has been cleared and was used as an overflow meeting room for attorneys, group sessions, and counseling this year. This space has been reviewed and will be adequate for housing a body scanning instrument that is in our capital improvement plan.

Climate control continues to be a challenge. We have been working closely with our service provider to address the issues related to the boilers, chillers, and the humidity levels in the summer. It appears that most of the issues center around the aging pneumatic controls that are starting to fail. In 2018 we will look at these controls and the related systems in an effort to get them functioning properly.

Last year we committed to an inventory of our jail toilets. We have a total count of 119 units. Since 2014 we have purchased approximately thirty-seven of the sink/toilet combination units and are finally to a point where all of the units are in service and functioning. We also have units in reserve so that if one does fail, we can replace it immediately and avoid the multi-week turn around time that is involved with ordering a new unit.

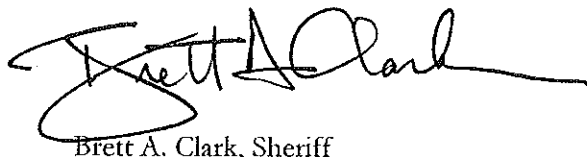
We are looking at adding a restroom facility to the indoor recreation area in the jail. This will allow us to move inmates into that area for the purposes of building maintenance and in situations where we have overflow in one of the blocks. Currently we are limited by the lack of facilities in the space.

We were selected to be a pilot jail for the Indiana Recovery Works program. We started this with our inmate workers so they could keep busy with their work, reside in the same block, and act as a support group for each other while going through the program.

For 2018 we will continue with the Recovery Works efforts and intend to partner with the Work Release staff and the Judges/Probation in an effort to ensure that the participants have sufficient time to complete the program prior to release. We also hope to expand the program in some measure to include our female inmates.

We are in discussion with the Indiana Sheriffs Association and the Volunteers of America related to the possibility of the TANF program working with our inmates to provide services and assistance to their families and children during their period of incarceration. Our goal here, as with the other programming, is to increase community safety by reducing recidivism.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brett A. Clark", with a stylized, looping flourish at the end.

Brett A. Clark, Sheriff

January 2018