

**AGENDA**  
**HENDRICKS COUNTY COUNCIL**  
Hendricks County Government Center  
355 S. Washington Street, Danville, Indiana  
**December 8, 2016**  
**2:00 PM**

CALL TO ORDER:

ADOPTION OF AGENDA:

UNFINISHED BUSINESS:

- Minutes of Budget Workshops
- Minutes of September 13, 2016 Meeting
- Minutes of November 10, 2016 Meeting
- Status of Conference Center Project
- Status of Work Release GOB Refunding

NEW BUSINESS:

- Superior Court 2 Budget - Judge Rhett Stuard & Catherine Haines
- Encumbrance Requests
- Adoption of 2017 Salary Ordinance and Wage Scale
- Human Resources - Erin McIntyre, Administrator
  - Job Descriptions for Facilities Maintenance, Planning, Probation and Auditor
- Status of Funds Report

<u>ADDITIONAL APPROPRIATIONS</u>				
<u>FUND-DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) General - Prosecutor	1001.10814.000.108	Deputy Prosecutor	\$ 3,000	_____
2) General - Election	1001.14601.000.146	Voter Board	\$ 14,850	_____
3) General - Election	1001.14602.000.146	Precinct Board Member	\$ 1,500	_____
4) General - Election	1001.14603.000.146	Canvassing Board	\$ 525	_____
5) General - Courts	1001.16099.000.160	Court Overtime	\$ 2,500	_____
6) General - Courts	1001.30702.000.160	Interpreters	\$ 5,000	_____
7) General - Courts	1001.30703.000.160	Pauper Transcripts	\$ 5,000	_____
8) Alternative Dispute Resolution	2202.31700.000.160	Service Contracts	\$ 5,000	_____
9) CCD - Facilities Maintenance	1138.41017.000.136	Misc Buildings & Renovations	\$ 31,900	_____
10) Health	1159.30200.000.214	Attorney	\$ 373	_____
11) Pre-trial Diversion Fee	2501.30500.000.108	Education	\$ 121	_____
12) EDIT or F&B	____.10001.000.102	Sick Time Payout	\$ 650,000	_____
13) Insurance Rainy Day	4702.13595.000.102	HSA Employer Contribution	\$ 450,000	_____
14) Immunization Grant	8130.18623.000.214	PH Nurse Part-Time PAT3	\$ 44,638	_____
15) Immunization Grant	8130.13590.000.214	FICA/Medicare	\$ 3,460	_____
16) Immunization Grant	8130.13591.000.214	PERF	\$ 6,420	_____
17) Immunization Grant	8130.13592.000.214	Group Insurance	\$ 15,330	_____
18) Immunization Grant	8130.13593.000.214	Unemployment Insurance	\$ 86	_____
19) Immunization Grant	8130.13594.000.214	Worker's Comp	\$ 132	_____
20) Immunization Grant	8130.20211.000.214	Field Supplies & Equipment	\$ 3,467	_____
21) Immunization Grant	8130.20212.000.214	Educational Supplies	\$ 3,760	_____
22) Immunization Grant	8130.30500.000.214	Education/Conferences	\$ 1,000	_____
23) Immunization Grant	8130.33000.000.214	Mileage/Travel	\$ 760	_____
24) Immunization Grant	8130.34500.000.214	Printing & Advertising	\$ 1,000	_____
25) Immunization Grant	8130.36600.000.214	Repairs & Maintenance	\$ 1,462	_____
26) Immunization Grant	8130.31900.000.214	Contract Services	\$ 35,488	_____
27) Immunization Grant	8130.44100.000.214	Furniture	\$ 12,150	_____

REALLOCATION OF FUNDS

<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) Highway	1176.18598.002.201	1176.18529.002.201	\$ 5,220	_____
2) Highway	1176.18598.002.201	1176.18534.002.201	\$ 12,367	_____
3) Substance Abuse Program	2504.44101.000.151	2504.30702.000.151	\$ 2,000	_____
4) General - Sheriff	1001.10564.000.105	1001.13760.000.137	\$ 146	_____
5) Community Corrections Proj Inc	4909.41145.000.154	4909.20200.000.154	\$ 40,000	_____

OTHER COUNCIL BUSINESS:

- IT Overtime - Susan Bentley, Chief Probation Officer
- Prisoner Meals Report
- Timekeeping Update

President Jay Puckett called the budget workshop to order at 8:00 a.m. on Tuesday, August 02, 2016 with the following in attendance: Caleb Brown, Larry Hesson, Jay Puckett, Michael Rogers, Dick Thompson, Eric Wathen, Brad Whicker, Auditor Cinda Kattau and Financial Administrator Tamela Mitchell. President Jay Puckett led the assembly in the Pledge of Allegiance.

Eric Wathen acknowledged receipt and approval of the maximum levy and rates for the county and other units within the county. Michael Rogers seconded the motion. Motion passed 7-0.

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As in years past, Council decided to wait to act on personal services at the end of the budget workshops. President Puckett stated \$790,500 was the budget reduction needed for General Fund. He also mentioned that Hendricks Regional Health was close to taking over Cypress Manor (formerly the County Home).

Caleb Brown discussed with Council the proposed new building proposed by Hendricks County Solid Waste on the fairgrounds property. He said it would be paid for with funds collected by HC Solid Waste. The building would be used for training and education. He went further to say they were still working on the loan and was hoping to have the county as a co- signer for a lower rate on the loan. Mr. Brown said he was willing to bring Lenn Detwiler, Executive Director, to the next council meeting to answer any questions. Mr. Brown reported the Fair Board was in favor of the building on fair property.

Kevin Cavanaugh, Facilities Manager, reported he had an employee retiring at year-end and mentioned the position may need to be transferred to the Computer Center budget. He also stated he needed additional funds for overtime. Eric Wathen moved to approve 1112.41160.000.136 for 1.3 million and 1138.41160.000.136 for 10.3 million. Brad Whicker seconded and the motion

passed 7-0. Eric Wathen moved to approve all 20000, 30000 and 40000 series appropriations to include the change to the Energy Savings Project (41160). Caleb Brown seconded. The motion passed unanimously.

President Puckett said the number of requisition requests requiring approval by the Presidents' of the Council and Commissioners was becoming a problem. President Puckett said he would no longer approve those requests until there was a change in the policy. The suggestion was for those requisitions to go to HR then before the Council.

Catherine Haines, Court Administrator, requested an increase for appropriation, 1001.13902.000.160, to \$40,313. Ms. Haines discussed CHINS, Public Defender commission, appellate fees and guardian ad litem. She invited Council to a meeting on August 18 at 4:00 p.m. with the judges group, public defenders and Board of County Commissioners. Larry Hesson moved to approve all 20000 and 30000 series appropriations in the General Fund (1001), Supplemental Defender Fee Fund (1200), Superior Adult Dispute Resolution (2202), Problem Solving Court Fees (2508). Brad Whicker seconded and the motion passed unanimously.

Susan Bentley, Probation Director, and Judge LeMay-Luken were present for questions. Ms. Bentley reevaluated her original budget and requested a few changes. She requested moving 1001.15102.000.151 and 1001.15121.000.151 to the Home Detention Fund (4922). The request also included moving 1001.15116.000.151 and 1001.15119.000.151 to Substance Abuse Fund (2504). Larry Hesson moved to approve the changes discussed by Ms. Bentley and as well as all Probation Officers salaries and the 20000, 30000, 40000 series appropriations from the General Fund (1001), Adult Probation User Fees (2005), Juvenile Probation Fees (2051), Substance Abuse Program (2504), and Home Detention (4922). Eric Wathen seconded. The motion passed 7-0.

Dr. David Stopperich, Tammy Brinkman and Julie Haan were in attendance to present for their budget. Explanations were given for the increase for Health Board Members and overtime for support staff. Ms. Brinkman reported they are working on getting accreditation with hopes of achieving that in

2017. Eric Wathen moved to approve all the 20000 and 30000 series appropriations in the Health Fund (1159). Larry Hesson seconded. The motion passed 7-0.

Caleb Brown moved to approve all 20000 and 30000 series appropriations in the Animal Shelter General Fund (1001) budget. Brad Whicker seconded the motion. Motion passed 7-0.

Larry Hesson moved to approve 20000, 30000 and 40000 series appropriations in the General Fund (1001) for the Clerk, Voter Registration, and Self Help Court. The motion also included the Clerk's Record Perpetuation Fund (1119), Elected Official Training Fund (1217-Clerk appropriation) and Clerk IV-D Incentive (8899). Dick Thompson seconded the motion. Motion passed 7-0. Ms. Hoskins requested appropriation for electronic poll books. Brad Whicker moved to approve the request from the Edit Fund (1112-Voter Registration location). Caleb Brown seconded the motion. Motion passed 7-0.

Sheriff Clark was present to answer questions regarding his budgets. After discussion, Eric Wathen moved to approve all 20000, 30000 and 40000 series appropriations in the Sheriff General Fund (1001) budget including the decrease of Fuel Oil & Lubricants (1001.20301.000.105) to \$250,000 and the Jail General Fund (1001) budget. The motion included the Edit Fund (1112) appropriation for McCreedy and Keen and the Cume Cap Development appropriations with the exception of the Computer Equipment (44600) for \$15,400. The motion included moving that appropriation to the Computer Center Cume Cap Development (1138) budget. Caleb Brown seconded and the motion passed unanimously.

Brad Whicker moved to approve the 20000 and 30000 in Weights & Measurers General Fund (1001) budget. Larry Hesson seconded. The motion passed 7-0.

Brad Whicker moved to approve the 20000 and 30000 series appropriations in Veterans Services General Fund (1001) budget. Dick Thompson seconded and the motion passed 7-0.

Eric Wathen moved to approve the 20000 and 30000 series appropriations in the Treasurer's General Fund (1001) and the Treasurer's Elected Official Training Fund (1217) appropriation. Brad Whicker seconded the motion. Motion passed 7-0.

Larry Hesson moved to approve the 20000 and 30000 series appropriations in the Soil & Water General Fund (1001) budget. Brad Whicker seconded the motion and motion passed 7-0.

Eric Wathen moved to approve TIF Guilford/Heartland (4401), TIF Collection Pittsboro (4403), TIF Collection-70 West/Kite (4404), TIR Hend Co Redev Portion (4921) budgets. Michael Rogers seconded and the motion passed 7-0.

Eric Wathen moved to approve the Recorder's 20000, 30000 and 40000 in the General Fund (1001), Identification Security (1160), Recorder's Record Perpetuation (1189), and the Recorder's appropriation in the Elected Official Training Fund (1217). Caleb Brown seconded and the motion passed unanimously.

Larry Hesson moved to approve the Planning and Building 20000 and 30000 series appropriation in the General Fund (1001). Brad Whicker seconded the motion. Motion passed 7-0.

Eric Wathen moved to approve the Human Resources 20000 and 30000 series appropriations in the General Fund (1001). Caleb Brown seconded the motion. Motion passed 7-0.

Brad Whicker moved to approve the Extension Office 20000 and 30000 series appropriations in the General Fund (1001). Dick Thompson seconded. The motion passed 7-0.

Larry Hesson moved to approve the Emergency Management 20000 and 30000 series appropriations in the General Fund (1001) and the appropriation in the Cume Cap Development Fund (1138). Brad Whicker seconded and the motion passed 7-0.

Eric Wathen moved to approve the Cypress Manor 20000 and 30000 series appropriations in the General Fund (1001). Caleb Brown seconded. The motion passed 7-0.

Eric Wathen moved to approve the Coroner 20000 and 30000 series appropriations in the General Fund (1001). Brad Whicker seconded the motion. Motion passed 7-0.

Larry Hesson moved to approve the Computer Center 20000, 30000 and 40000 series appropriations in the General Fund (1001) and Cume Cap Development Fund (1138). Eric Wathen seconded and the motion passed unanimously. Brad Whicker moved to approve the Sheriff Dept request for \$15,400 for computers in the Computer Center Cume Cap Development Fund (1138) budget. Eric Wathen seconded the motion. Motion passed 7-0.

Eric Wathen moved to approve the Clean Water 20000 and 30000 series appropriations in the General Fund (1001). Brad Whicker seconded and the motion passed 7-0.

Larry Hesson moved to approve all 20000 and 30000 series appropriations submitted by the Auditor's Office to include: General Fund (1001), Auditor's Plat Book Fund (1181), and the Auditor's appropriation in the Elected Official Training Fund (1217). Brad Whicker seconded the motion. Motion passed 7-0.

Dave Gaston, Surveyor, Gary Sowers and Maggie Ayers were present and discussed the request for a new 4-wheel drive vehicle. Eric Wathen moved to reduce the following appropriations in the Surveyor's General Fund (1001) budget: 20301(Fuel, Oil and Lubricants) to \$5,000, 20100 (Office Supplies) to \$2,000, 34500 (Printing and Advertising) to \$15,000, 39900 (Miscellaneous) to \$10,000 and 10600 (Elected Surveyor/Cornerstone and Drain Miles) to \$7,732. The motion also included the addition of \$8,800 to 10600 (Elected Surveyor/Cornerstones and Drain Miles) to the Cornerstone Fund (1202). Caleb Brown seconded the motion. Motion passed 7-0.

Jamie Bohler Smith, Executive Director HCCVB, reported minimal changes to the 2017 budget. Dick Thompson moved to acknowledge the review

of the 2017 budget and revenues. Brad Whicker seconded. The motion passed 7-0.

Jeremy Weber, Superintendent Parks and Recreation, discussed the need for an Assistant Superintendent. He also discussed the need for a new truck and ATV. Council asked Mr. Weber to come back on August 9<sup>th</sup> to continue their discussion.

Brad Whicker moved to recess until August 9<sup>th</sup> at 8:00 a.m. Michael Rogers seconded. The motion passed 7-0.

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The second day of the budget workshops began on August 09 at 8:15 a.m. with the following in attendance: Caleb Brown, Larry Hesson, Jay Puckett, Michael Rogers, Dick Thompson, Eric Wathen, Brad Whicker, Auditor Cinda Kattau and Financial Administrator Tamela Mitchell.

Eric Wathen moved to approve the Council Food & Beverage Fund (1157) appropriations to include the reduction of 39900 Miscellaneous to \$100,000. Larry Hesson seconded and the motion passed 7-0. Eric Wathen moved to approve the Rainy Day Fund (1186). Brad Whicker seconded and the motion passed 7-0. Larry Hesson moved to approve the Statewide 911 Fund (1222). Brad Whicker seconded the motion and the motion passed 7-0. Dick Thompson moved to approve all the bond funds. Michael Rogers seconded and the motion passed 7-0. Larry Hesson moved to approve the Wheel Tax Bond Fund (4608). Brad Whicker seconded and the motion passed 7-0.

Larry Scott was present for discussion on his budgets. Dick Thompson moved to approve the Assessor's' 20000 and 30000 series appropriations in the General Fund (1001). The motion also included the 20000 and 30000 series appropriations in the Sales Disclosure Fee Fund (1131) and the Reassessment Fund (1188). Caleb Brown seconded the motion. Motion passed 7-0.



Pat Baldwin, Prosecutor, and Donna Carroll were present for discussion. Eric Wathen moved to approve the Prosecutor and Child Support Office's 20000 and 30000 series appropriations in the General Fund (1001), Pre Trial Diversions (2501) and the Law Enforcement Fund (4923). Brad Whicker seconded. The motion passed 7-0. Brad Whicker moved to approve appropriation in the Prosecutor Special Fee Fund (4927). Michael Rogers seconded the motion. Motion passed 7-0. Caleb Brown moved to approve the 20000, 30000 and 40000 series appropriations in the Title IV-D Incentive Fund (8895) and the Prosecutor IV-D Incentive Fund (8897). Caleb Brown seconded the motion. Motion passed 7-0.

Brandy Perrill, Executive Director College Network, along with the College Network President and Board Members gave an overview of 2016. Dick Thompson moved to acknowledge the review of the budget presented by the College Network. Brad Whicker seconded the motion. Motion passed 7-0. President Puckett received a letter from the Commissioners' listing their recommendations for additional positions. The recommendations were as follows: Auditor's Office-one employee, Sheriff's Department-two Merit Deputies (with two vehicles) and four Jail Officers, Animal Shelter-one employee. Commissioners' made the decision to continue the ten percent annual reduction for the College Network, Sycamore Services, Senior Services, Link and CIRTA. The Commissioners' reported they were still working with Hendricks Regional Health on an agreement to take over the operations of Cypress Manor. They reported Hendricks County is working with Boone County on completing a portion of the Ronald Reagan Parkway and sharing the funding on the project. The county will not be billed again for 911 expenses. The county will always be responsible for the use equipment (radios, deputies etc.).The County is still working with Plainfield on the possibility of putting any excess funds in a non-reverting fund for capital costs at the dispatch center. Eric Wathen moved to approve the 20000, 30000, and 40000 series appropriations in the Commissioners' General Fund budget. Larry Hesson seconded. Discussion ensued. Commissioners' believes there is value in reducing the funding in an

effort to encourage the College Network to promote themselves. Eric Wathen and Larry Hesson withdrew their motions. Motion was 5-1, Larry Hesson dissenting and Caleb Brown not present for the vote, in favor of keeping the College Network appropriation as requested by the Commissioners. Brad Whicker moved to approve the EDIT Fund (1112) and Food & Beverage Fund (1157) as requested. Michael Rogers seconded and the motion passed unanimously.

Larry Hesson moved to approve the following: 20000, 30000 series appropriations for the Engineer's General Fund (1001 and Cume Bridge (1135). Also included were the 30000 series appropriations for the EDIT Fund (1112), Major Bridge (1171), Special LOIT Distribution (1229), Wheel & Surtax County Portion (4805) and SR 267 Relinquish (4941). . Also included were the 2000, 30000, and 40000 series appropriations in the Cume Cap Development Fund (1138), Local Road and Street (1169) and the Motor Vehicle Highway Fund (1176). Eric Wathen seconded and the motion passed 7-0.

The decision was made to request starting wages above midpoint to go to Council for approval instead of the President for signature.

Eric Wathen moved to recess for the day at 3:50 p.m. Brad Whicker seconded. Motion passed 7-0.

**SPECIAL MEETING OF  
HENDRICKS COUNTY COUNCIL  
SEPTEMBER 13, 2016**

The special council meeting was called to order by President Jay Puckett on September 13, 2016 to take action on the 2017 budget items that require further action. In attendance were Councilmen Jay Puckett, Larry Hesson, Mike Rogers, Dick Thompson, Eric Wathen, Auditor Cinda Kattau and Financial Administrator Tami Mitchell.

Auditor Cinda Kattau submitted a list of requests requiring action for the Council's reference.

**IN THE MATTER OF THE ANIMAL CONTROL NEW EMPLOYEE**

It was moved by Eric Wathen and seconded to approve one (1) new position in Animal Control per the recommendation of the Commissioners. Caleb Brown arrived. Motion carried 6-0.

**IN THE MATTER OF THE AUDITOR NEW EMPLOYEE**

It was moved by Eric Wathen and seconded by Mike Rogers to approve the not yet ranked, new position of Administrative Specialist/Grant Coordinator in the Auditor's Office per the recommendation of the Commissioners with the pay not to exceed \$42,497.00. Motion carried 6-0.

**IN THE MATTER OF THE CLEAN WATER/REGIONAL SEWER OVERTIME**

It was moved by Dick Thompson and seconded by Eric Wathen to increase the overtime line from \$1,000 to \$3,000 due to changes in the FLSA status exempt to hourly non-exempt. Motion carried 6-0.

**IN THE MATTER OF THE CUMULATIVE BRIDGE AND MOTOR VEHICLE HIGHWAY**

It was moved by Larry Hesson and seconded by Dick Thompson to approve the change in Cumulative Bridge benefits lines 13590 and 13594 to the Superintendent's requests. Motion carried 6-0. It was moved by Eric Wathen and seconded by Larry Hesson to approve the \$1060 increase in line 18599 Overtime for Cumulative Bridge. Motion carried 6-0. It was moved by Caleb Brown and seconded by Eric Wathen to approve the changes in Motor Vehicle Highway lines 13590 and 13594 to the Superintendent's requests. Motion carried 6-0.

**IN THE MATTER OF FACILITIES MAINTENANCE**

It was moved by Eric Wathen and seconded by Mike Rogers to approve 13699 Overtime from \$5,100 to \$8,500. Motion carried 6-0.

### **IN THE MATTER OF HEALTH DEPARTMENT**

It was moved by Eric Wathen and seconded by Caleb Brown to approve the requested change in benefits for lines 13590 and 13594. Motion carried 6-0. It was moved by Eric Wathen and seconded by Caleb Brown to approve the overtime increase of \$250 and the Board Member increase from \$5098 to \$5,628. Motion carried 6-0.

### **IN THE MATTER OF PARKS AND RECREATION**

It was moved by Dick Thompson and seconded by Larry Hesson to approve part time request from \$115,000 to \$130,000. Motion carried 6-0.

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

Human Resources Administrator, Erin Hughes stated that the position of Deputy Office Manager had been brought to her for reclassification and it did not warrant the increase requested. It was moved by Caleb Brown and seconded by Eric Wathen to deny previously approved increase of \$2,500 for line 10867 from Law Enforcement Fund 4923 and deny increase for \$1,756 for line 10806. It was noted that this position would be eligible for the same across the board increase as the other employees. Motion carried 6-0.

It was moved by Eric Wathen and seconded by Caleb Brown to deny increase in line 10828 from \$25,000 to \$30,000. Motion carried 6-0.

### **IN THE MATTER OF IV-D FUNDS**

It was moved by Larry Hesson and seconded by Mike Rogers to approve line 18412 increase from \$18,976 to \$27,410 from the IV-D Fund. Motion carried 6-0.

### **IN THE MATTER OF THE SHERIFF AND JAIL**

It was moved by Eric Wathen and seconded by Mike Rogers to approve two (2) new merit deputies per the recommendation of the Commissioners. Motion carried 6-0.

It was moved by Eric Wathen and seconded by Mike Rogers to approve overtime line 10599 from \$200,000 to \$275,000. Motion carried 5-0 (Dick Thompson out).

It was moved by Eric Wathen and seconded by Caleb Brown to approve four (4) new jail deputies per the recommendation of the Commissioners and approve overtime line 13798 from \$110,000 to \$188,376. Motion carried 6-0.

### **IN THE MATTER OF THE SURVEYOR**

It was moved by Caleb Brown and seconded by Mike Rogers to increase line 10609 from \$10,000 to \$15,000 and leave 10699 Overtime at \$15,000. Motion carried 6-0

### **IN THE MATTER OF THE VETERAN'S SERVICES**

It was moved by Larry Hesson and seconded by Caleb Brown to approve line 13401 part time from \$13,104 to \$17,309. Motion carried 6-0.

### **IN THE MATTER OF THE COUNTY COUNCIL**

It was moved by Eric Wathen and seconded by Caleb Brown that everything on the Council budget be approved with the exception of the Councilmen wages which are not eligible for the 3% across the board increase. Motion carried 6-0.

### **IN THE MATTER OF WAGES**

It was moved by Eric Wathen and seconded by Caleb Brown that a 3% increase be granted across the board with the exception of the Council and Commissioners with the hope that the performance reviews would eventually allow for performance raises. Motion carried 6-0.

It was the consensus of the Council that the 3% increase would be applied to the overtime appropriations.

It was moved by Eric Wathen and seconded by Caleb Brown that if more than one person is paid from a part-time or seasonal account, the increase is not allowed on a shared line and only applied if the person has its own line item. Motion carried 6-0.

It was moved by Dick Thompson and seconded by Larry Hesson that the Auditor recalculate the employee benefits based on the new employees and pay increases. Motion carried 6-0.

It was moved by Eric Wathen and seconded by Caleb Brown that the HSA Employer Contribution be approved at \$1,000 Single and \$2,000 Family to be paid from the Insurance Rainy Day Fund. Financial Administrator Tami Mitchell reported there is 3.2 million in the Insurance Rainy Day Fund. Motion carried 5-1 (MR)

### **OTHER BUSINESS**

It was brought to the Council's attention that the regularly scheduled October 13, 2016 meeting was during fall break and 4 members will not be attending and a quorum cannot be achieved. The meeting was rescheduled to Friday, October 7, 2016 at 8:00 a.m.

It was moved by Mike Rogers and seconded by Eric Wathen to adjourn the meeting at 10:00 a.m. on September 13, 2016. Motion carried 6-0.

The regular monthly business meeting of the Hendricks County Council was called to order by President Jay Puckett at 2:00 p.m. on Thursday November 10, 2016 with the following in attendance: Jay Puckett, Larry Hesson, Eric Wathen, Dick Thompson, Brad Whicker, Auditor Cinda Kattau and Financial Administrator Tami Mitchell. President Jay Puckett stated a quorum was present and led the assembly in the Pledge of Allegiance.

#### **IN THE MATTER OF THE AGENDA**

It was moved by Larry Hesson and seconded by Brad Whicker to adopt the agenda amending it to include the recommendation of the Benefit Committee. Motion carried 5-0.

#### **IN THE MATTER OF THE MINUTES**

It was moved by Dick Thompson and seconded by Brad Whicker to approve the minutes of the October 13, 2016 as presented. Motion carried 5-0.

#### **IN THE MATTER OF THE CONFERENCE CENTER PROJECT**

Bruce Donaldson of Barnes and Thornburg explained the development agreement and stated that the Sterling Bank of New York would be purchasing the bonds. Mr. Donaldson stated that the private financing lender will require the assignment of the collateral agreement and the document was presented to the Council for action. Mr. Donaldson further stated that there was concern that if the project was taken over by a private lender, the quality of the project would be jeopardized. Mr. Donaldson stated that language was added to the agreement that at the minimum the project would remain an Embassy Suites and approval would be required of any other venue was pursued. It was moved by Dick Thompson and seconded by Brad Whicker that the Assignment of Taxpayer Agreement be approved and executed. Motion carried 5-0.

#### **IN THE MATTER OF THE CLAYTON/LIBERTY TOWNSHIP PUBLIC LIBRARY**

Upon the recommendation of the Library Director, it was moved by Larry Hesson and seconded by Brad Whicker to appoint Hillary Fox to the Clayton/Liberty Township Public Library Board. Motion carried 5-0.

#### **IN THE MATTER OF HUMAN RESOURCES**

Erin Hughes stated the Facilities Department job descriptions had been reviewed. Ms. Hughes stated the Assistant Facilities Manager rank was increased but there was no change in pay; that one position will be moving from Facilities to IT and was not reviewed and all other job descriptions remained the same. Ms. Hughes stated the Financial Administrator position had been reviewed with no changes recommended. It was moved by Dick Thompson and seconded by Brad Whicker to approve the recommendations as presented. Motion carried 5-0.

### **IN THE MATTER OF THE STATUS OF FUNDS**

The Status of Funds Report was accepted as presented.

### **IN THE MATTER OF THE BENEFITS COMMITTEE**

President Jay Puckett stated the Benefits Committee, which include members of the Council and Commissioners, met at noon prior to today's meeting. Mr. Puckett gave a brief explanation of the county's insurance position. It was moved by Larry Hesson and seconded by Eric Wathen that the Council accept the Recommendation of the Benefit's Committee which includes renewal with Symetra with a \$250,000 specific deductible, maintain the Organ Transplant Policy, renew with Unified as the Third Party Administrator and H.J. Spier retained as the insurance consultant. Motion carried 5-0.

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

Sheriff Brett Clark presented his requests for additional appropriation number 1 in the amount of \$100,000 for Sheriff's overtime and holiday pay; number 2 in the amount of \$90,000 for Jail overtime and holiday pay; and number 3 in the amount of \$32,000 for inmate meals. It was moved by Brad Whicker and seconded by Larry Hesson to approve additional appropriation numbers one, two and three as requested. Motion carried 5-0.

It was moved by Brad Whicker and seconded by Larry Hesson to approve additional appropriation number 4 in the amount of \$8,000; number 5 in the amount of \$1,920; number 6 in the amount of \$2,000 number 7 in the amount of \$7,667; number 8 in the amount of \$7,000; number 9 in the amount of \$3,000; number 10 in the amount of \$1,600. Motion carried 5-0.

Park Superintendent Jeremy Weber presented a request for \$57,000 to purchase a new truck and Kabota and \$234,068 for the contract with ERC for wetland remediation and reallocation of funds number 7 in the amount of \$5,000. It was moved by Larry Hesson and seconded by Brad Whicker to approve additional appropriation number 11 in the amount of \$57,000; number 12 in the amount of \$234,068; number 13 in the amount of \$16,000; number 14 in the amount of \$250; number 15 in the amount of \$2,000; and number 16 in the amount of \$10,000 and reallocation of funds number 7. Motion carried 5-0.

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

It was moved by Eric Wathen and seconded by Larry Hesson to approve reallocation of funds number 1 in the amount of \$850; number 2 in the amount of \$7,900; number 3 in the amount of \$380; number 4 in the amount of \$2,000; number 5 in the amount of \$2,500; number 6 in the amount of \$2,000; number 8 in the amount of \$8,000; number 9 in the amount of \$57,00; number 10 in the amount of \$4,000; and number 11 in the amount of \$3,500. Motion carried 5-0.

**IN THE MATTER OF OTHER COUNCIL BUSINESS**

President Jay Puckett asked for comments regarding the new time and attendance system. It was reported that it is getting better and will get better as people learn the system. Facilities Manager, Kevin Cavanaugh stated the electronic clocks had been received and he will be coming back for an additional appropriation for the hardware and installation.

Auditor Elect Nancy Marsh stated she was working on the 2017 Council Calendar and asked the Council if they had any requests regarding day and time of the meetings in 2017. After discussion and compromise, it was agreed that the organizational meeting in January will be held on the second Thursday at 2:00 p.m. and will consider the first Thursday at 9:00 a.m. for the remainder of the 2017 calendar.

There being no further business to come before the Council, upon motion made by Brad Whicker and seconded by Eric Wathen, the meeting was adjourned at 2:45 p.m. on Thursday November 10, 2016.



**HENDRICKS COUNTY, INDIANA**

**Closing Report**

**for**

**HENDRICKS COUNTY, INDIANA**

**Economic Development Revenue Bonds, Series 2016  
(Conference Center Project)**

November 17, 2016



**Financial**

**Solutions**

**Group,**

**Inc.**



Financial  
Solutions  
Group,  
Inc.

2680 East Main Street  
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Email Addresses:

[greg@fsgcorp.com](mailto:greg@fsgcorp.com)

[tina@fsgcorp.com](mailto:tina@fsgcorp.com)

November 17, 2016

Ms. Cinda Kattau, *Hendricks County Auditor*  
Ms. Jaime Bohler Smith, *Hendricks Co. Tourism Commission*

VIA EMAIL: [ckattau@co.hendricks.in.us](mailto:ckattau@co.hendricks.in.us)  
[jaime@visithendrickscounty.com](mailto:jaime@visithendrickscounty.com)

**RE: Economic Development Revenue Bonds, Series 2016  
(Conference Center Project)**

Cinda and Jaime:

In connection with the closing of the \$6,215,000 Hendricks County, Indiana (the "County") Economic Development Revenue Bonds, Series 2016 (the "Bonds"), we have included information regarding the use of bond proceeds, payment of costs of issuance, funding the Debt Service Reserve Fund and the future debt service requirements.

The purchaser of the Bonds, Sterling National Bank, will wire a total of \$6,215,000 (par amount of the bonds), at closing on the Bonds, to Old National Bank as Trustee for the Bonds. Hendricks County Tourism Commission will wire \$436,200 to Old National Bank to fully fund the Debt Service Reserve Fund. Old National Bank will use the Bond proceeds to pay the costs of the project (as defined in the Trust Indenture) and to pay for costs of issuing the Bonds (as detailed in this report).

We have attached a schedule of required payments for the Bonds. The first payment is due on February 15, 2017. FSG Corp. will enter the new debt into the "Gateway" system.

We enjoyed working with you on this transaction and we look forward to working with you again in the near future. If you have any questions regarding this matter, please do not hesitate to call.

Sincerely,

*Financial Solutions Group, Inc.*

Gregory T. Guerrettaz

HENDRICKS COUNTY, INDIANA

Economic Development Revenue Bonds, Series 2016

Sources and Uses of Funds

Sources of Funds

Bond Proceeds	\$ 6,215,000.00
Cash Contribution	<u>436,200.00</u>
Total Sources of Funds	<u>\$ 6,651,200.00</u>

Uses of Funds

Project Fund	\$ 6,000,000.00
Debt Service Reserve Fund	436,200.00
Placement Agent Fee	31,075.00
Cost of Issuance and Rounding	<u>183,925.00</u>
Total Uses of Funds	<u>\$ 6,651,200.00</u>

HENDRICKS COUNTY, INDIANA

Economic Development Revenue Bonds, Series 2016

Final Debt Service Schedule

Date	Principal	Interest Rate	Interest Amount	Semi-Annual Debt Service	Annual Debt Service
11/17/2016					
2/15/2017			\$ 42,538	\$ 42,538	\$ 42,538
8/15/2017			87,010	87,010	
2/15/2018			87,010	87,010	174,020
8/15/2018	\$ 130,000	2.80%	87,010	217,010	
2/15/2019	130,000	2.80%	85,190	215,190	432,200
8/15/2019	130,000	2.80%	83,370	213,370	
2/15/2020	140,000	2.80%	81,550	221,550	434,920
8/15/2020	135,000	2.80%	79,590	214,590	
2/15/2021	140,000	2.80%	77,700	217,700	432,290
8/15/2021	140,000	2.80%	75,740	215,740	
2/15/2022	140,000	2.80%	73,780	213,780	429,520
8/15/2022	140,000	2.80%	71,820	211,820	
2/15/2023	150,000	2.80%	69,860	219,860	431,680
8/15/2023	140,000	2.80%	67,760	207,760	
2/15/2024	160,000	2.80%	65,800	225,800	433,560
8/15/2024	150,000	2.80%	63,560	213,560	
2/15/2025	160,000	2.80%	61,460	221,460	435,020
8/15/2025	160,000	2.80%	59,220	219,220	
2/15/2026	160,000	2.80%	56,980	216,980	436,200
8/15/2026	160,000	2.80%	54,740	214,740	
2/15/2027	165,000	2.80%	52,500	217,500	432,240
8/15/2027	165,000	2.80%	50,190	215,190	
2/15/2028	170,000	2.80%	47,880	217,880	433,070
8/15/2028	170,000	2.80%	45,500	215,500	
2/15/2029	175,000	2.80%	43,120	218,120	433,620
8/15/2029	175,000	2.80%	40,670	215,670	
2/15/2030	180,000	2.80%	38,220	218,220	433,890
8/15/2030	180,000	2.80%	35,700	215,700	
2/15/2031	180,000	2.80%	33,180	213,180	428,880
8/15/2031	180,000	2.80%	30,660	210,660	
2/15/2032	190,000	2.80%	28,140	218,140	428,800
8/15/2032	190,000	2.80%	25,480	215,480	
2/15/2033	190,000	2.80%	22,820	212,820	428,300
8/15/2033	195,000	2.80%	20,160	215,160	
2/15/2034	200,000	2.80%	17,430	217,430	432,590
8/15/2034	200,000	2.80%	14,630	214,630	
2/15/2035	205,000	2.80%	11,830	216,830	431,460
8/15/2035	210,000	2.80%	8,960	218,960	
2/15/2036	210,000	2.80%	6,020	216,020	434,980
8/15/2036	220,000	2.80%	3,080	223,080	223,080
	<u>\$ 6,215,000</u>		<u>\$ 2,007,858</u>	<u>\$ 8,222,858</u>	<u>\$ 8,222,858</u>

HENDRICKS COUNTY, INDIANA

Economic Development Revenue Bonds, Series 2016

Commission Payment Schedule

Date	Semi-Annual Payment	Annual Payment
1/15/2017	\$ 45,500	\$ 45,500
7/15/2017	90,000	
1/15/2018	90,000	180,000
7/15/2018	219,000	
1/15/2019	219,000	438,000
7/15/2019	220,000	
1/15/2020	220,000	440,000
7/15/2020	219,000	
1/15/2021	219,000	438,000
7/15/2021	217,500	
1/15/2022	217,500	435,000
7/15/2022	218,500	
1/15/2023	218,500	437,000
7/15/2023	219,500	
1/15/2024	219,500	439,000
7/15/2024	220,500	
1/15/2025	220,500	441,000
7/15/2025	221,000	
1/15/2026	221,000	442,000
7/15/2026	219,000	
1/15/2027	219,000	438,000
7/15/2027	219,500	
1/15/2028	219,500	439,000
7/15/2028	219,500	
1/15/2029	219,500	439,000
7/15/2029	219,500	
1/15/2030	219,500	439,000
7/15/2030	217,000	
1/15/2031	217,000	434,000
7/15/2031	217,000	
1/15/2032	217,000	434,000
7/15/2032	217,000	
1/15/2033	217,000	434,000
7/15/2033	219,000	
1/15/2034	219,000	438,000
7/15/2034	218,500	
1/15/2035	218,500	437,000
7/15/2035	220,000	
1/15/2036	220,000	440,000
7/15/2036	226,500	226,500
	<u>\$ 8,334,000</u>	<u>\$ 8,334,000</u>

HENDRICKS COUNTY, INDIANA

Economic Development Revenue Bonds, Series 2016

Final Debt Service Schedule and Payment Schedule

Date	2016 Debt Service	Trustee Fees	Semi-Annual Payment	Cash Balance
2/15/2017	\$ 42,538	\$ 1,000	\$ 45,500	\$ 1,962
8/15/2017	87,010		90,000	4,952
2/15/2018	87,010	1,000	90,000	6,942
8/15/2018	217,010		219,000	8,932
2/15/2019	215,190	1,000	219,000	11,742
8/15/2019	213,370		220,000	18,372
2/15/2020	221,550	1,000	220,000	15,822
8/15/2020	214,590		219,000	20,232
2/15/2021	217,700	1,000	219,000	20,532
8/15/2021	215,740		217,500	22,292
2/15/2022	213,780	1,000	217,500	25,012
8/15/2022	211,820		218,500	31,692
2/15/2023	219,860	1,000	218,500	29,332
8/15/2023	207,760		219,500	41,072
2/15/2024	225,800	1,000	219,500	33,772
8/15/2024	213,560		220,500	40,712
2/15/2025	221,460	1,000	220,500	38,752
8/15/2025	219,220		221,000	40,532
2/15/2026	216,980	1,000	221,000	43,552
8/15/2026	214,740		219,000	47,812
2/15/2027	217,500	1,000	219,000	48,312
8/15/2027	215,190		219,500	52,622
2/15/2028	217,880	1,000	219,500	53,242
8/15/2028	215,500		219,500	57,242
2/15/2029	218,120	1,000	219,500	57,622
8/15/2029	215,670		219,500	61,452
2/15/2030	218,220	1,000	219,500	61,732
8/15/2030	215,700		217,000	63,032
2/15/2031	213,180	1,000	217,000	65,852
8/15/2031	210,660		217,000	72,192
2/15/2032	218,140	1,000	217,000	70,052
8/15/2032	215,480		217,000	71,572
2/15/2033	212,820	1,000	217,000	74,752
8/15/2033	215,160		219,000	78,592
2/15/2034	217,430	1,000	219,000	79,162
8/15/2034	214,630		218,500	83,032
2/15/2035	216,830	1,000	218,500	83,702
8/15/2035	218,960		220,000	84,742
2/15/2036	216,020	1,000	220,000	87,722
8/15/2036	223,080	1,000	226,500	90,142
	<u>\$ 8,222,858</u>	<u>\$ 21,000</u>	<u>\$ 8,334,000</u>	

HENDRICKS COUNTY, INDIANA

Economic Development Revenue Bonds, Series 2016

Detailed Cost of Issuance

Bond Counsel	\$	90,000.00
Municipal Advisor		45,000.00
Local Counsel - Steuerwald		15,000.00
Bond Rating - S&P		16,000.00
Trustee		1,500.00
Purchaser's Counsel		4,000.00
Misc. Costs & Rounding		12,425.00
		<hr/>
	\$	183,925.00
		<hr/> <hr/>

NOTES

All amounts are estimated as of October 26, 2016.

All costs of issuance will be paid by the Trustee from Bond proceeds.

HENDRICKS COUNTY, INDIANA

Bids for

\$3,685,000

General Obligation Refunding Bonds of 2016

Date of Sale: November 29, 2016

Time of Sale: 10:00 AM EST

Par Amount: \$3,685,000

<u>Received bids from:</u>	<u>Net Interest Cost</u>	<u>Net Interest Rate</u>
JP Morgan Chase	\$ 599,864.58	2.510463%
Regions Bank	621,369.71	2.600463%
Lizton State Bank	767,428.54	3.211726%
City Securities	Declined to Bid	
Hilliard Lyons	Declined to Bid	
Key Bank	Declined to Bid	
Robert W. Baird	Declined to Bid	
Huntington Bank	Declined to Bid	

*Prepared by FSG Corp. 11/29/2016*



**HENDRICKS COUNTY, INDIANA**

General Obligation Bonds of 2007

**Refinancing Analysis  
(Chase Bank Proposal)**

November 29, 2016

Rate is locked at  
2.5% with  
anticipated closing  
12/15/16.  
Cinda



Financial

**Solutions**

Group,

Inc.

HENDRICKS COUNTY, INDIANA

General Obligation Refunding Bonds of 2016

Sources and Uses of Funds

<u>Sources of Funds</u>	<u>Bank Qualified Partial Refunding</u>
Par Amount of Proposed Bonds	\$ 3,660,000.00
Original Issue Premium	-
Cash Contribution (1/15/17 Payment)	360,871.88
<b>Total Sources of Funds</b>	<b>\$ 4,020,871.88</b>
<u>Uses of Funds</u>	
Pay Off 2007 Bonds (1)	\$ 3,955,871.88
Bank Counsel	2,500.00
Bond Counsel	25,000.00
Local Counsel	7,500.00
Municipal Advisor	25,000.00
Escrow Agent	1,500.00
Escrow Verification	2,000.00
Miscellaneous and Rounding	1,500.00
<b>Total Uses of Funds</b>	<b>\$ 4,020,871.88</b>

- (1) Assumes the 2007 Bonds are called on January 15, 2017 at 100%.  
For partial refunding, assumes 1/15/18 and 1/15/19 are not refunded.

HENDRICKS COUNTY, INDIANA

General Obligation Bonds of 2007

Actual Debt Service Schedule

Date	Principal Amount	Interest Rate	Interest Amount	Semi-Annual Debt Service	Annual Debt Service
7/15/2016					
1/15/2017	\$ 260,000.00	4.250%	\$ 100,871.88	\$ 360,871.88	\$ 360,871.88
7/15/2017			95,346.88	95,346.88	
1/15/2018	280,000.00	4.375%	95,346.88	375,346.88	470,693.75
7/15/2018			89,221.88	89,221.88	
1/15/2019	305,000.00	4.375%	89,221.88	394,221.88	483,443.75
7/15/2019			82,550.00	82,550.00	
1/15/2020	335,000.00	4.500%	82,550.00	417,550.00	500,100.00
7/15/2020			75,012.50	75,012.50	
1/15/2021	365,000.00	4.500%	75,012.50	440,012.50	515,025.00
7/15/2021			66,800.00	66,800.00	
1/15/2022	395,000.00	4.500%	66,800.00	461,800.00	528,600.00
7/15/2022			57,912.50	57,912.50	
1/15/2023	420,000.00	4.500%	57,912.50	477,912.50	535,825.00
7/15/2023			48,462.50	48,462.50	
1/15/2024	460,000.00	4.625%	48,462.50	508,462.50	556,925.00
7/15/2024			37,825.00	37,825.00	
1/15/2025	500,000.00	4.625%	37,825.00	537,825.00	575,650.00
7/15/2025			26,262.50	26,262.50	
1/15/2026	540,000.00	4.625%	26,262.50	566,262.50	592,525.00
7/15/2026			13,775.00	13,775.00	
1/15/2027	580,000.00	4.750%	13,775.00	593,775.00	607,550.00
Total	<u>\$ 4,440,000.00</u>		<u>\$ 1,287,209.38</u>	<u>\$ 5,727,209.38</u>	<u>\$ 5,727,209.38</u>

HENDRICKS COUNTY, INDIANA

General Obligation Bonds of 2007

Actual Debt Service Schedule - Partial Refunding

Date	Principal Amount	Interest Rate	Interest Amount	Semi-Annual Debt Service	Annual Debt Service
7/15/2016					
1/15/2017	\$ 260,000.00	4.250%	\$ 88,075.00	\$ 348,075.00	\$ 348,075.00
7/15/2017			82,550.00	82,550.00	
1/15/2018			82,550.00	82,550.00	165,100.00
7/15/2018			82,550.00	82,550.00	
1/15/2019			82,550.00	82,550.00	165,100.00
7/15/2019			82,550.00	82,550.00	
1/15/2020	335,000.00	4.500%	82,550.00	417,550.00	500,100.00
7/15/2020			75,012.50	75,012.50	
1/15/2021	365,000.00	4.500%	75,012.50	440,012.50	515,025.00
7/15/2021			66,800.00	66,800.00	
1/15/2022	395,000.00	4.500%	66,800.00	461,800.00	528,600.00
7/15/2022			57,912.50	57,912.50	
1/15/2023	420,000.00	4.500%	57,912.50	477,912.50	535,825.00
7/15/2023			48,462.50	48,462.50	
1/15/2024	460,000.00	4.625%	48,462.50	508,462.50	556,925.00
7/15/2024			37,825.00	37,825.00	
1/15/2025	500,000.00	4.625%	37,825.00	537,825.00	575,650.00
7/15/2025			26,262.50	26,262.50	
1/15/2026	540,000.00	4.625%	26,262.50	566,262.50	592,525.00
7/15/2026			13,775.00	13,775.00	
1/15/2027	580,000.00	4.750%	13,775.00	593,775.00	607,550.00
Total	\$ 3,855,000.00		\$ 1,235,475.00	\$ 5,090,475.00	\$ 5,090,475.00

HENDRICKS COUNTY, INDIANA

General Obligation Refunding Bonds of 2016

Debt Service Schedule - Bank Qualified - Chase Bid

<u>Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Interest Amount</u>	<u>Semi-Annual Debt Service</u>	<u>Annual Debt Service</u>
12/15/2016					
7/15/2017	\$ 20,000	2.50%	\$ 53,375	\$ 73,375	
1/15/2018	30,000	2.50%	45,500	75,500	\$ 148,875
7/15/2018	30,000	2.50%	45,125	75,125	
1/15/2019	30,000	2.50%	44,750	74,750	149,875
7/15/2019	180,000	2.50%	44,375	224,375	
1/15/2020	180,000	2.50%	42,125	222,125	446,500
7/15/2020	190,000	2.50%	39,875	229,875	
1/15/2021	190,000	2.50%	37,500	227,500	457,375
7/15/2021	200,000	2.50%	35,125	235,125	
1/15/2022	200,000	2.50%	32,625	232,625	467,750
7/15/2022	210,000	2.50%	30,125	240,125	
1/15/2023	215,000	2.50%	27,500	242,500	482,625
7/15/2023	220,000	2.50%	24,813	244,813	
1/15/2024	230,000	2.50%	22,063	252,063	496,875
7/15/2024	240,000	2.50%	19,188	259,188	
1/15/2025	240,000	2.50%	16,188	256,188	515,375
7/15/2025	255,000	2.50%	13,188	268,188	
1/15/2026	260,000	2.50%	10,000	270,000	538,188
7/15/2026	270,000	2.50%	6,750	276,750	
1/15/2027	270,000	2.50%	3,375	273,375	550,125
Total	<u>\$ 3,660,000</u>		<u>\$ 593,563</u>	<u>\$ 4,253,563</u>	<u>\$ 4,253,563</u>

HENDRICKS COUNTY, INDIANA

General Obligation Refunding Bonds of 2016

Estimated Debt Service Savings - Bank Qualified - Chase Bid

Date	2007 Bonds Debt Service	2016 Bonds Debt Service	Semi-Annual Savings	Annual Savings
11/1/2016	\$ -	\$ -	\$ -	
1/15/2017	348,075	-	348,075	\$ 348,075
7/15/2017	82,550	73,375	9,175	
1/15/2018	82,550	75,500	7,050	16,225
7/15/2018	82,550	75,125	7,425	
1/15/2019	82,550	74,750	7,800	15,225
7/15/2019	82,550	224,375	(141,825)	
1/15/2020	417,550	222,125	195,425	53,600
7/15/2020	75,013	229,875	(154,863)	
1/15/2021	440,013	227,500	212,513	57,650
7/15/2021	66,800	235,125	(168,325)	
1/15/2022	461,800	232,625	229,175	60,850
7/15/2022	57,913	240,125	(182,213)	
1/15/2023	477,913	242,500	235,413	53,200
7/15/2023	48,463	244,813	(196,350)	
1/15/2024	508,463	252,063	256,400	60,050
7/15/2024	37,825	259,188	(221,363)	
1/15/2025	537,825	256,188	281,638	60,275
7/15/2025	26,263	268,188	(241,925)	
1/15/2026	566,263	270,000	296,263	54,338
7/15/2026	13,775	276,750	(262,975)	
1/15/2027	593,775	273,375	320,400	57,425
Total	<u>\$ 5,090,475</u>	<u>\$ 4,253,563</u>	<u>\$ 836,913</u>	<u>\$ 836,913</u>
		Total Net Cash Contribution:		<u>\$ 348,075</u>
		Net Savings after Cash Contribution:		<u>\$ 488,838</u>

## FITCH AFFIRMS HENDRICKS COUNTY, IN'S GO BONDS AT 'AA+'; OUTLOOK STABLE

Fitch Ratings-New York-15 November 2016: Fitch Ratings has affirmed the following Hendricks County, IN (the county) bonds at 'AA+':

- \$4.7 million general obligation (GO) bonds, series 2007;
- Issuer Default Rating (IDR).

The Rating Outlook is Stable.

### SECURITY

GO bonds are payable from ad valorem taxes levies on all taxable property within the county.

### KEY RATING DRIVERS

The county's 'AA+' rating reflects the county's solid economic base, substantial revenue control and expenditure flexibility, strong financial management and reserve balances that are more than sufficient to offset a recessionary revenue decline.

#### Economic Resource Base

Hendricks County (population 158,192) is located immediately west of Indianapolis, and is well situated along major interstates, just outside of the I-465 loop that surrounds Indianapolis. Indianapolis airport is partially in the county, serving as a transportation hub for nearby warehouses. Danville is the county seat. The local economy is highly diverse and includes significant manufacturing, healthcare, logistics and retail components. Population growth since 1990 has been robust and extremely rapid, as county population grew by 38% between 1990 and 2000, and by 40% between 2000 and 2010.

#### Revenue Framework: 'aaa' factor assessment

Hendricks County enjoys significant revenue raising flexibility as well as solid revenue growth prospects. Revenue flexibility is based on elected leaders' independent control over the income tax rate, which remains well below the statutory cap.

#### Expenditure Framework: 'aa' factor assessment

The county maintains solid expenditure flexibility with moderate fixed charge carrying costs. Personnel cost increases are reasonable with affordable salary raises expected. County employees are not presently unionized.

#### Long-Term Liability Burden: 'aa' factor assessment

The county's long-term liability burden is moderately low, with limited direct debt and unfunded pension liabilities. Taken together with debts issued by overlapping entities, these liabilities equal roughly 10% of resident personal income. Overlapping debt could rise as demand for services such as new schools keeps pace with a rising population.

#### Operating Performance: 'aaa' factor assessment

Fitch regards the county's financial resilience as strong, as general fund reserves are supplemented by rainy day and income tax fund balances, which taken together would be more than sufficient to weather a mild downturn. Fitch views the county's gap-closing capacity as superior.

## RATING SENSITIVITIES

The rating is sensitive to shifts in fundamental credit characteristics including the county's strong operating performance. The Stable Outlook reflects Fitch's expectation that such shifts are unlikely.

## CREDIT PROFILE

The local economy benefits from its proximity to Indianapolis, with population and employment growth outpacing the MSA and the state. The county is also home to a large commercial base separate from Indianapolis and includes major employers in diverse sectors such as auto parts manufacture, healthcare, consumer products, distribution and energy. Income levels are above state and MSA levels. Main industries include distribution, healthcare, utilities, manufacturing and retail. Property assessed values were flat between 2010 and 2013, but have since grown at an accelerated pace. County officials project future assessed value (AV) growth to be around 4% annually. Population continues to grow rapidly; the American Community Survey estimates 9% growth between 2010 and 2015.

### Revenue Framework

The county's revenues mainly come from property and income taxes. The general fund is funded almost entirely with property taxes. Property taxes account for roughly 35% of major governmental fund revenues. Income taxes account for approximately 63% of major governmental fund revenues.

Average historical general fund revenue growth from 2004 through 2014 was on par with the rate of U.S. GDP growth over the same period. Fitch expects the county's natural rate of revenue growth to be in line with or above U.S. GDP, as evidenced by steady assessed value expansion, solid building permit applications, and above-GDP income tax growth.

The county has excellent revenue raising ability, despite the limitations resulting from state legislation imposing a circuit breaker on property tax revenue growth. The county enacted a local income option tax for public safety effective 2016, increasing the total income tax rate to 1.5% from 1.4%. County elected leaders can further increase the income tax rate independently to a total of 3.75%, providing significant revenue-raising flexibility.

### Expenditure Framework

The county provides a variety of public services, including public safety through the sheriff's department, as well as courts, the county jail, and the maintenance of public highways.

Total expenditures are expected to grow roughly in line with revenues. The sheriff's department is the largest expenditure item, and staffing levels are expected to increase slightly. Management projects total annual payroll increases to be around 3% based on expected salary and benefit rates.

The county has a reasonable amount of expenditure flexibility, with moderate fixed charge carrying costs accounting for 14% of total government spending in fiscal 2015. Fixed costs have moderated in recent years as debt has matured. Annual pension contributions have consumed between 3.5% and 4.5% of expenditures, which is modest. The county has no labor union contracts as all employees are non-union. During the most recent recession when faced with revenue declines, the county did not need to cut back expenditures or institute hiring freezes.

### Long-Term Liability Burden

The county's overall long-term debt and pension burden is low at approximately 10% of aggregate personal income. The bulk of the county's long-term liabilities result from debt issued by overlapping entities such as school districts, cities and towns. The county does not expect to issue significant additional debt, but it is possible that overlapping entities' debt burdens could rise,



as demand for services from a growing population prompts local governments to bond for new infrastructure.

The county contributes to the Indiana Public Employees Retirement Fund (PERF), the County Police Retirement, and the County Police Benefit plan to fund employee pensions. PERF is an agent multiple-employer plan, while the two other plans are single-employer defined benefits programs. The combined asset-to-liabilities ratio for all three plans was 78% as of Jan. 1, 2015, although increased PERF contribution rates are expected. Pension and pay-go other post-employment benefit (OPEB) contributions are currently moderate.

#### Operating Performance

The county has consistently deposited excess revenues into a rainy day fund, and is committed to maintaining a cash balance of at least \$10 million (around half of 2015 general fund spending) in this fund. This has been the case since 2010. The county also targets a minimum of a \$5 million cash balance in its Economic Development Income Tax (EDIT) fund. Together with the general fund cash balance, these represent sizeable reserves available for operations. Although the use of cash-basis accounting overstates the level of available reserves when compared to the more common GAAP-basis reports that Fitch reviews in rating local governments, Fitch believes that the reported level of balance is large enough to provide assurance that the county has a very high level of gap-closing capacity.

The county proactively and prudently manages its finances, as evidenced by the above reserve policies as well as measures such as long-term financial planning, conservative budgeting, raising local income taxes to offset property tax losses, and limiting new debt issuance. Management was able to achieve operating surpluses across its major governmental funds (i.e. general, CAGIT, CEDIT-County, CEDIT-Homestead) in five of the past seven years, and was thereby able to add significantly to fiscal reserves. General fund and income tax fund balances grew to a combined \$32 million, equal to 74% of expenditures, in fiscal 2014 and remained just below \$30 million (61% of expenditures) in 2015. The county has continued to fund statutorily required payments and infrastructure improvements during the present expansion.

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In addition to the sources of information identified in the applicable criteria specified below, this action was informed by information from Lumesis and InvestorTools.

#### Applicable Criteria

U.S. Tax-Supported Rating Criteria (pub. 18 Apr 2016)

<https://www.fitchratings.com/site/re/879478>

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## 2016 Encumbrance Requests

	Account Number	Fund	Description	Amount *	
1	1001.20100.000.143	General	Office Supplies	\$ 1,287	
2	1001.20209.000.143	General	Computer Supplies	\$ 803	
3	1001.30400.000.160	General	Indigent Defense Services	\$ 3,318	
4	1001.30405.000.160	General	Pauper Counsel	\$ 8,618	
5	1001.30702.000.160	General	Interpreters	\$ 3,478	
6	1001.30707.000.160	General	Guardian Ad Litem/CASA	\$ 648	
7	1001.31700.000.136	General	Service Contracts	\$ 14,054	
8	1001.31700.000.160	General	Service Contracts	\$ 1,050	
9	1001.33000.000.130	General	Mileage/Travel	\$ 1,069	
10	1001.34500.000.160	General	Printing & Advertising	\$ 1,193	
11	1001.37305.000.147	General	Computer Maintenance	\$ 49,466	
12	1001.37320.000.147	General	Networking	\$ 10,200	\$ 95,184
13	1110.20100.000.0109	CAGIT**	Office Supplies	\$ 174	
14	1110.21010.000.156	CAGIT**	Exhibits & Displays	\$ 5,515	
15	1110.30500.000.0109	CAGIT**	Education/Conferences	\$ 1,650	
16	1110.30201.000.156	CAGIT**	Professional Fees	\$ 25,280	
17	1110.31900.000.156	CAGIT**	Contractual Services	\$ 874	
18	1110.39200.000.0109	CAGIT**	Dues & Memberships	\$ 972	\$ 34,465
19	1112.33199.000.143	EDIT	RRP CR 300 N to 136	\$ 1,955,737	
20	1112.33220.000.143	EDIT	RRP Prelim Design	\$ 744,006	
21	1112.32613.000.143	EDIT	Raceway Rd Design Curve Correction	\$ 345,069	
22	1112.33218.000.143	EDIT	Raceway Rd Improvements	\$ 55,368	
23	1112.34385.000.143	EDIT	CR 150 N & 350 N	\$ 419,793	
24	1112.41158.000.136	EDIT	Paint Clerk's Office	\$ 25,000	
25	1112.41159.000.136	EDIT	Paint & Carpet Circuit Court	\$ 60,000	
26	1112.41160.000.136	EDIT	Energy Improvements Project	\$ 821,007	
27	1112.44550.000.135	EDIT	Vehicles	\$ 74,166	\$ 4,500,146
28	1135.34309.000.201	CUM BRIDGE	Bridge #106	\$ 28,247	
29	1135.34325.000.201	CUM BRIDGE	Bridge #43	\$ 126,050	
30	1135.34336.000.201	CUM BRIDGE	Bridge #175	\$ 205,742	
31	1135.34343.000.201	CUM BRIDGE	Bridge #79	\$ 391,042	
32	1135.34350.000.201	CUM BRIDGE	WA-044	\$ 77,245	
33	1135.34355.000.201	CUM BRIDGE	Bridge #123	\$ 169,147	
34	1135.34359.000.201	CUM BRIDGE	Deck Overlay	\$ 311,427	
35	1135.34364.000.201	CUM BRIDGE	Bridge #168	\$ 200,000	
36	1135.34368.000.201	CUM BRIDGE	WA-013	\$ 200,000	
37	1135.34369.000.201	CUM BRIDGE	Bridge #290 Dan Jones	\$ 270,393	
38	1135.34372.000.201	CUM BRIDGE	Bridge #135	\$ 200,000	
39	1135.34373.000.201	CUM BRIDGE	Bridge #192	\$ 250,000	
40	1135.34375.000.201	CUM BRIDGE	Bridge #222	\$ 200,000	\$ 2,629,293
41	1138.30301.000.136	CUM CAP DEV	Koorsen Fire Alarm	\$ 8,213	
42	1138.30308.000.136	CUM CAP DEV	Precision Preventative Maint	\$ 12,529	
43	1138.30309.000.136	CUM CAP DEV	Grounds Maintenance	\$ 35,482	
44	1138.30315.000.136	CUM CAP DEV	RF HVAC PM Contract	\$ 5,976	
45	1138.35400.000.136	CUM CAP DEV	Maint of County Buildings	\$ 35,878	
46	1138.41000.000.143	CUM CAP DEV	Hwy Right-of-Way	\$ 248,401	
47	1138.41017.000.136	CUM CAP DEV	Misc Buildings & Renovations	\$ 144,965	
48	1138.41085.000.136	CUM CAP DEV	WRF General	\$ 1,787	

49	1138.41092.000.136	CUM CAP DEV	Phone Equipment & Maintenance	\$	6,995		
50	1138.41136.000.136	CUM CAP DEV	GOC Tuck-Point & Ext Maintenance	\$	62,460		
51	1138.41140.000.136	CUM CAP DEV	CHS Replace Air Handlers	\$	50,000		
52	1138.41141.000.136	CUM CAP DEV	CHS Renovate Public Restrooms	\$	120,000		
53	1138.41143.000.136	CUM CAP DEV	All County Office Furniture & Fixtures	\$	2,320		
54	1138.41149.000.136	CUM CAP DEV	MSM Flat & Shingled Roof	\$	117,216		
55	1138.41153.000.136	CUM CAP DEV	Paint Metal Exterior	\$	30,000		
56	1138.41154.000.136	CUM CAP DEV	Exterior Cleaning	\$	50,000		
57	1138.41155.000.136	CUM CAP DEV	Paver Replacement Project	\$	30,000		
58	1138.41156.000.136	CUM CAP DEV	Interior Signage Phase 1	\$	150,000		
59	1138.42649.000.136	CUM CAP DEV	Data Room Fire Suppression	\$	25,000		
60	1138.44107.000.136	CUM CAP DEV	Elevator Control System	\$	55,098		
61	1138.44108.000.136	CUM CAP DEV	Upgrade Lighting	\$	196,421	\$	1,388,741
62	1157.41060.000.156	Food & Beverage	F & B Other Improvements	\$	275,725		
63	1157.45500.000.135	Food & Beverage	Vehicles	\$	128,479	\$	404,204
64	1169.20401.002.201	LR&S	Calcium Chloride	\$	144,709		
65	1169.20404.002.201	LR&S	Bituminous Materials	\$	110,645	\$	255,354
66	1176.34399.002.201	MVH	Curb & Sidewalks	\$	6,340		
67	1176.46300.003.201	MVH	Mobile Portable Radios	\$	3,081	\$	9,421
68	1188.31903.000.109	Reassessment	Annual Adjustment Contract	\$	4,660	\$	4,660
69	1200.30405.000.160	Supplemental PD	Pauper Counsel	\$	10,409	\$	10,409
70	4702.13595.000.102	Insurance Rainy Day	HSA Employer Contribution	\$	15,000	\$	15,000
71	4804.32613.000.201	Wheel Tax Project	Raceway Rd Design Curve Correction	\$	8,512		
72	4804.33219.000.143	Wheel Tax Project	CR 1000 N Improvements	\$	224,495		
73	4804.47001.000.143	Wheel Tax Project	Intersection Imp CR900E/CR100N	\$	6,822	\$	239,829
74	4806.44550.000.156	Park Board Innkeeper's	Vehicles	\$	57,000	\$	57,000
75	4941.31104.000.143	SR267 Relinquish	CR 625E/US36 Improvements	\$	150,000	\$	150,000
<b>TOTAL ALL ENCUMBRANCES</b>				<b>\$</b>	<b>9,793,706</b>	<b>\$</b>	<b>9,793,706</b>

\* Auditor will encumber the lesser of the 12/31 account balance or the requested amount.

\*\* Originally appropriated in 1110 CAGIT - will be encumbered to 1001 General

2017 HENDRICKS COUNTY SALARY ORDINANCE 2016-\_\_\_\_\_

Whereas, the Hendricks County Council is the fiscal body that approves the salaries paid for positions held in Hendricks County; and

Whereas, enumerated below is the listed County appropriations and the approved salaries for 2017; and

Now therefore, be it ordained by the Hendricks County Council, Hendricks County, Indiana;

Section #1: That the Hendricks County Council hereby approves the listed appropriations based upon 26 pays per year for the positions in Hendricks County, Indiana as shown on the attachments. The Hendricks County Council further approves the salaries acted on and approved through the additional appropriation process during the year 2017. Paid vacation, sick or personal days, or in the alternative Paid Time Off ("PTO"), is authorized by the County as set forth in the Hendricks County Employee Handbook. Furthermore, the County authorizes flextime as set forth in the Hendricks County Employee Handbook to allow flexibility within County operations. Additional information regarding all compensation and benefits is available in the Hendricks County Employee Handbook.

Section #2: In the event of a vacated position, the department administrator must follow policies established by the County Commissioners before refilling the position. An adequate appropriation does not give department administrators permission to determine a new employees' starting rate of pay.

Section #3: In the event of overtime (hours worked in excess of 40 hours in a week) for non-exempt employees, the rate is calculated at time and one half of the employees' hourly wage unless the County or offices of elected officials adopt compensatory overtime in lieu of paid overtime. Overtime compensation, including payouts of compensatory time, is in addition to the base wage and is paid from overtime appropriations. Authorized vacation, sick, or personal days shall not be considered hours worked for the purpose of eligibility for overtime. All overtime must be approved by the Department Head or Elected Official prior to commencement of overtime work. Compensatory time for exempt employees is not authorized unless expressly approved in writing by the applicable Department Head or Elected Official.

Section #4: Hendricks County employees, with a part time or temporary employment status will have a base wage of no less than the Federal minimum wage per hour and no more than the maximum full time wage for their grade and position.

As approved on this 8th day of December, 2016 by:

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Caleb M. Brown

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Larry R. Hesson

---

Jay R. Puckett

---

Michael C. Rogers

---

Richard A. Thompson

---

Brad Whicker

---

Eric Wathen

Attest:

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Cinda Kattau, County Auditor

**2017 HENDRICKS COUNTY SALARY ORDINANCE**

*Highlighted names are paid from more than one appropriation*

Main Distribution	Employee	Account Description	2017 Appropriation	2017 Maximum Pay Rate	Pay Type
<b>Time Location : 0101 Clerk</b>					
1001.10100.000.0101	Hoskins, Debbie M	Elected Clerk UC	62,662	2,410.10	Salary
1001.10102.000.0101	Ott, Brigitte M	Appeals/Probate/Bookkpr OSS4	29,721	16.33	Hourly
1001.10103.000.0101	Stinson, Sherry A	Notifying/Criminal Clk OSS3	32,924	18.09	Hourly
1001.10104.000.0101	Leadmon, Virginia L	Judgment Clerk OSS4	29,721	16.33	Hourly
1001.10105.000.0101	Smith, Janet S	Marriage Lic/Return Clk OSS4	29,721	16.33	Hourly
1001.10107.000.0101	Mullen, Kaylee	Child Sup/Tax Warrant OSS4	29,721	16.33	Hourly
1001.10108.000.0101	Haltom, Jessica J	First Deputy Clerk OSS3	32,924	18.09	Hourly
1001.10109.000.0101	Holtsclaw, Lesli D	Processing Clerk OSS4	29,721	16.33	Hourly
1001.10112.000.0101	Burge, Pamela A	Traffic/Foreign Jgmt OSS4	29,721	16.33	Hourly
1001.10116.000.0101	Wodtke, Jamie L	Court Records Clerk OSS4	29,721	16.33	Hourly
1001.10118.000.0101	Raleigh, Melanie A	Appeal/Probate Clk OSS4	29,721	16.33	Hourly
1001.10119.000.0101	Sharp, Krista M	Court Records Clerk OSS4	29,721	16.33	Hourly
1001.10121.000.0101	Stephenson, Jane E	Processing Clerk OSS4	29,721	16.33	Hourly
1001.10122.000.0101	Kaufman, Natasha K	Processing Clerk OSS4	29,721	16.33	Hourly
1001.10123.000.0101	Truman, Jourdan A	Notifying/Criminal Clk OSS4	29,721	16.33	Hourly
1001.10124.000.0101	Roahrig-Malloy, Kristin L	Microfilm Clk OSS4	29,721	16.33	Hourly
1001.15200.000.0101	Drennan, Julie A	Microfilm Clerk OSS4	29,721	16.33	Hourly
1001.15201.000.0101	Woodrum, Tina L	First Deputy Microfilm OSS3	32,924	18.09	Hourly
1001.15202.000.0101	Wilson, Debra L	Microfilm Clerk OSS4	29,721	16.33	Hourly
8899.10106.000.0101	Kulka, Janice E	Child Support Clerk OSS4	29,721	16.33	Hourly
1001.10101.000.0101	Pike, Marjorie A	Chief Deputy UC	48,271	1,856.60	Salary
<b>Time Location : 0146 Election</b>					
1001.14606.000.0146	Grider, Jennifer A	Election Deputy OSS4	29,721	16.33	Hourly
1001.14608.000.0146	Dooley, Tammy A	Election Deputy OSS4	29,721	16.33	Hourly
1001.14600.000.0146	Hoskins, Debbie M	Election Board Member		1,500.00	Per Election
1001.14600.000.0146	Starkey, Tyler O	Election Board Member	9,000	1,500.00	
1001.14600.000.0146	Sutherland, David A	Election Board Member		1,500.00	Per Election
1001.14610.000.0146	Hoskins, Debbie M	Clerks Per Diem	4,000	2,000.00	
1001.14605.000.0146	Herzog, Laura L	Voter's Registration Supervisor UC	48,271	1,856.60	Salary
<b>Time Location : 0102 Auditor</b>					
1001.10200.000.0102	Marsh, Nancy	Elected Auditor UC	71,070	2,733.50	Salary
1001.10202.000.0102	Kirts, Lewis D	Cartographer OSS2	37,211	20.44	Hourly
1001.10203.000.0102	Lofton, Carrie E	Payroll Deputy OSS2	36,473	20.04	Hourly

1001.10204.000.0102	Van Damme, Susan	Settlement Clerk OSS2	36,630	20.12	Hourly
1001.10205.000.0102	McCarthy, Mary J	Real Estate Clerk OSS3	32,924	18.09	Hourly
1001.10206.000.0102	Cox, Wanda L	Payables Clerk OSS3	32,924	18.09	Hourly
1001.10207.000.0102	Sandlin, Linda A	Deeds Clerk OSS4	29,721	16.33	Hourly
1001.10208.000.0102	Collins, Chelsi D	Exemption Clerk OSS4	29,721	16.33	Hourly
1001.10209.000.0102	Lofton, Britni L	Excise Clerk OSS4	29,721	16.33	Hourly
1001.10211.000.0102	Hussong, Janet S	Exemption Clerk OSS4	29,721	16.33	Hourly
1001.10214.000.0102	Jones, Melanie J	Financial/Payroll Deputy OSS3	32,924	18.09	Hourly
1001.10218.000.0102	Kattau, Cinda L	Admin Specialist/Grant Coord OSS3	42,497	TBD	Hourly
1181.10213.000.0102	Vacant	Part Time Clerk OSS4	15,146	16.33	Hourly
1001.10201.000.0102	Puckett, Jayson R	Chief Deputy UC	48,271	1,856.60	Salary

**Time Location : 0103 Treasurer**

1001.10300.000.0103	Shelley, Shawn M	Elected Treasurer UC	62,662	2,410.10	Salary
1001.10302.000.0103	Cunningham, Shawn A	Lead Tax Processing OSS3	33,052	18.16	Hourly
1001.10303.000.0103	Vacant	Office Manager OSS2	36,473	20.04	Hourly
1001.10304.000.0103	Clark, Ranita A	Mortgage Clerk OSS4	29,721	16.33	Hourly
1001.10306.000.0103	Tewes, Susan R	Clerk OSS4	29,721	16.33	Hourly
1001.10307.000.0103	Summerlot-Hanner, Tammara L	Part Time Clerk OSS4	5,150	16.33	Hourly
1001.10301.000.0103	Mason, Dawn R	Chief Deputy UC	48,271	1,856.60	Salary

**Time Location : 0104 Recorder**

1001.10400.000.0104	Lynch, Theresa D	Elected Recorder UC	62,662	2,410.10	Salary
1189.10402.000.0104	Nicholl, Theresa A	Clerk OSS4	29,721	16.33	Hourly
1189.10403.000.0104	May, Cheryl S	1st Deputy Clerk OSS3	32,924	18.09	Hourly
1189.10404.000.0104	Cloud, Christine A	Clerk OSS4	29,721	16.33	Hourly
1189.10405.000.0104	Turpen, Jane A	Clerk OSS4	29,721	16.33	Hourly
1189.10406.000.0104	Mitchell, Amy L	Clerk OSS4	29,721	16.33	Hourly
1001.10401.000.0104	Alexander, Shirley A	Chief Deputy UC	48,271	1,856.60	Salary

**Time Location : 0105 Sheriff**

1001.10500.000.0105	Clark, Brett A	Elected Sheriff	129,725	4,989.43	Salary
1001.10503.000.0105	Stevens, Audra N	Accts Pay/Keeper 1820 Hr OSS3	32,924	18.09	Hourly
1001.10504.000.0105	Petree, Juli A	Records Clerk 1820 Hours OSS4	29,721	16.33	Hourly
1001.10505.000.0105	Green, Rosemary	Tax Clerk 1820 Hours OSS4	33,052	18.16	Hourly
1001.10506.000.0105	Watson, Nancy J	Warrant Clerk 1820 Hours OSS4	33,052	18.16	Hourly
1001.10507.000.0105	Bopp, L Michelle'	Transcriber 1820 Hours OSS3	33,052	18.16	Hourly
1001.10508.000.0105	Thompson, Caleb N	Process Server 1820 Hrs POLE3	35,672	19.60	Hourly
1001.10509.000.0105	Masterson, Mark E	Gov't Ctr Sec 2080 Hrs POLE3	40,768	19.60	Hourly
1001.10510.000.0105	Adams, James R	Process Server 1820 Hrs POLE3	35,672	19.60	Hourly
1001.10553.000.0105	VanVlymen-Smith, Janet L	Crt House Sec 2080 Hrs POLE3	40,768	19.60	Hourly
1001.10554.000.0105	Stinson, Jeffrey S	Crt House Sec Sgt 2080 POLE2	51,688	24.85	Hourly
1001.10555.000.0105	Meloy, Christopher E	Crt House Sec 2080 Hrs POLE3	40,768	19.60	Hourly



1001.10563.000.0105	Parrott, Daniel J	Process Server 1820 Hrs POLE3	35,672	19.60	Hourly
1001.10564.000.0105	Hale, Starla A	Civil Admin 1820 Hrs OSS3	33,052	18.16	Hourly
1001.10565.000.0105	Deckard, Larry R	Evidence Tech Lt 2080 Hrs SAM6	52,479	25.23	Hourly
1001.10566.000.0105	Wagner, Dawn R	Crt House Sec 2080 Hrs POLE3	40,768	19.60	Hourly
1001.10567.000.0105	Hancock, John H	Crt House Sec 2080 Hrs POLE3	40,768	19.60	Hourly
1001.10568.000.0105	Wodtke, Derek A	Crt House Sec 2080 Hrs POLE3	40,768	19.60	Hourly
1001.10569.000.0105	Collisi, Sarah M	Civil Process Clerk 1820 OSS3	32,924	18.09	Hourly
1001.10581.000.0105	Richardson, David M	Investigator 1924 hrs SAM6	48,543	25.23	Hourly
1001.10582.000.0105	Cummings, Ray A	Mechanic 1820 hrs LTC1	40,404	22.20	Hourly
1001.13725.000.0137	Miller, James J	Jail Dep/Tran 2080 Hrs POLE3	40,768	19.60	Hourly
1001.10512.000.0105	Hughes, Craig E	Merit Sergeant 2080 hrs	60,890	2,341.92	Salary
1001.10513.000.0105	Judy, Terry A	Merit Captain 1820 HRS	68,046	2,617.15	Salary
1001.10514.000.0105	Petree, Brian R	Merit Deputy 1820 hrs	52,533	2,020.48	Salary
1001.10515.000.0105	Brown, Johnathon W	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10516.000.0105	Vacant	Merit Sergeant 1820 hrs	60,890	2,341.92	Salary
1001.10517.000.0105	Warner, Kevin M	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10518.000.0105	Wright, Jason A	Merit Sergeant 2080 hrs	60,890	2,341.92	Salary
1001.10519.000.0105	Larsen, Scott A	Merit Lieutenant 1820 hrs	64,464	2,479.38	Salary
1001.10520.000.0105	Stoneking, James B	Merit Sergeant 2080 hrs	60,890	2,341.92	Salary
1001.10521.000.0105	Fulwider, Jesse E	Merit Sergeant/Det 1820 h	60,890	2,341.92	Salary
1001.10522.000.0105	Tyree, Charles B	Merit Corporal 2080 hrs	57,309	2,204.16	Salary
1001.10523.000.0105	Parsons, Charles R	Merit Lieutenant 1820 hrs	64,464	2,479.38	Salary
1001.10524.000.0105	Faith, Joshua D	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10525.000.0105	Neville, Scott W	Merit Corporal 2080 hrs	57,309	2,204.16	Salary
1001.10526.000.0105	Morefield, Charles A	Merit Sergeant 1820 hrs	60,890	2,341.92	Salary
1001.10527.000.0105	Hughes, Jeffrey A	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10528.000.0105	Chandler, Samuel A	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10529.000.0105	Shaw II, Lindsay Alan	Merit Corporal 2080 hrs	57,309	2,204.16	Salary
1001.10530.000.0105	Sadler III, Henry L	Merit Captain 1820 hrs	68,046	2,617.15	Salary
1001.10531.000.0105	Sanchez, Dennis M	Merit Deputy 2080 hrs	50,145	1,928.64	Salary
1001.10532.000.0105	Noel, Kyle D	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10533.000.0105	Miles, Robert K	Merit Sergeant 2080 hrs	60,890	2,341.92	Salary
1001.10534.000.0105	Yetter, James C	Merit Lieutenant 1820 hrs	64,464	2,479.38	Salary
1001.10535.000.0105	Schaefer, Kyle C	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10536.000.0105	Caffee, Shaun A	Merit Deputy 2080 hrs	50,145	1,928.64	Salary
1001.10537.000.0105	Smith, Matthew F	Merit Deputy 2080 hrs	47,757	1,836.80	Salary
1001.10538.000.0105	Goings, Amanda L	Merit Captain 1820 hrs	68,046	2,617.15	Salary
1001.10539.000.0105	Johnson, Brent M	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10540.000.0105	Butterfield, Robert E	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10541.000.0105	Payne, Aaron K	Merit Sergeant 1820 hrs	60,890	2,341.92	Salary

1001.10542.000.0105	Dorrell, Alexa L	Merit Deputy 2080 hrs	47,757	1,836.80	Salary
1001.10543.000.0105	Call, Roger N	Merit Chief Deputy 1820 h	75,208	2,892.62	Salary
1001.10544.000.0105	Pionke, John M	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10545.000.0105	Lenover, Robert R	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10546.000.0105	Woodard, Gerald L	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10547.000.0105	Nohren, Joshua D	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10548.000.0105	Pitts, Tyler C	Merit Deputy 2080 hrs	47,757	1,836.80	Salary
1001.10549.000.0105	Love, Christopher E	Merit Corporal 2080 hrs	57,308	2,204.16	Salary
1001.10550.000.0105	Hibschman, Nathan R	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10557.000.0105	Goodpaster, Anthony K	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10558.000.0105	Donaldson, Donald M	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10559.000.0105	Adams, Brandon T	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10560.000.0105	Korpal, Nicholas M	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10561.000.0105	Hillman, Johnathan J	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10562.000.0105	Jones, Charles E	Merit Deputy 2080 hrs	52,533	2,020.48	Salary
1001.10571.000.0105	Smith, Garrett S	Merit Deputy 2080 hrs	50,145	1,928.64	Salary
1001.10572.000.0105	Arnes, Justin L	Merit Deputy 2080 hrs	47,757	1,836.80	Salary
1001.10573.000.0105	Thomas, Andrew J	Merit Deputy 2080 hrs	47,757	1,836.80	Salary
1001.10574.000.0105	Parr, Spencer L	Merit Deputy 2080 hrs	47,757	1,836.80	Salary
1001.10583.000.0105	Vacant	Merit Deputy 2080 hrs - NEW	42,982	1,653.12	Hourly
1001.10584.000.0105	Vacant	Merit Deputy 2080 hrs - NEW	42,982	1,653.12	Hourly

**Time Location : 0106 Surveyor**

1001.10600.000.0106	Gaston, David I	Elected Surveyor UC	66,264	2,548.62	Salary
1001.10600.127.0106	Gaston, David I	Elected Surveyor UC - Cornerstone	7,732	297.39	Salary
1202.10600.127.0106	Gaston, David I	Elected Surveyor UC - Cornerstone	8,800	338.46	Salary
1001.10603.000.0106	Surber, Jeffrey B	Survey Technician OSS2	36,473	20.04	Hourly
1001.10604.000.0106	Scott, Robert O	GIS/GPS Admin & Arch OSS2	37,529	20.62	Hourly
1001.10606.000.0106	Heath, Andre N	Drainage Inspector OSS2	36,473	20.04	Hourly
1001.10610.000.0106	Ayers, Maggie A	Office Mgr/Auto Cad Tech	37,529	20.62	Hourly
1001.10612.000.0106	Dalton, Tiffany M	Drainage Inspector OSS2	36,473	20.04	Hourly
1001.16106.000.0106	Sowers II, Gary W	Fin Admin/Drainage Bd OSS	36,473	20.04	Hourly
1001.10601.000.0106	Gehring, Cory M	Chief Deputy	48,271	1,856.60	Salary
1001.10609.000.0106	Vacant	Part Time Assistant OSS6	15,000	13.30	Hourly

**Time Location : 0107 Coroner**

1001.10700.000.0107	Morphew, Rick J	Elected Coroner	28,258	1,086.85	Salary
1001.10701.000.0107	Matthews, Steven S	Chief Deputy	13,645	524.80	Salary
1001.10702.000.0107	Patterson, Christi L	Deputy Coroners		18.11	Hourly
1001.10702.000.0107	Drake, Thomas R	Deputy Coroners		18.11	Hourly
1001.10702.000.0107	Alexander, Michael	Deputy Coroners		18.11	Hourly
1001.10702.000.0107	Nichols, Erica M	Deputy Coroners		18.11	Hourly

1001.10702.000.0107	Matthews, Jason C	Deputy Coroners	19,479	18.11	Hourly
1001.10702.000.0107	Chubb, Daniel	Deputy Coroners		18.11	Hourly
1001.10702.000.0107	Mott, Wendell M	Deputy Coroners		18.11	Hourly
1001.10702.000.0107	Barkley, David L	Deputy Coroners		18.11	Hourly
1001.10702.000.0107	Chamberlain, Patrick R	Deputy Coroners		18.11	Hourly
1001.10703.000.0107	Matthews, Karen L	Part Time Clerical	9,110	14.24	Hourly

**Time Location : 0108 Prosecutor**

1001.10804.000.0108	Hasty, Tamatha	Victim's Assist Coordin PAT3	24,469	24.48	Hourly
8100.10804.000.0108	Hasty, Tamatha	Victim's Assist Coordin PAT3	20,085		Hourly
1001.10805.000.0108	Carroll, Madonna J	Office Manager SAM6	45,919	25.23	Hourly
1001.10806.000.0108	Kennedy, Lara L	Deputy Office Manager OSS2	34,653	20.04	Hourly
1001.10807.000.0108	Truran, Deborah A	Legal Assistant OSS3	33,052	18.09	Hourly
1001.10808.000.0108	Paris, Jennifer A	Legal Assistant OSS3	33,052	18.09	Hourly
1001.10809.000.0108	Allen, Susan D	Legal Assistant OSS3	32,924	18.09	Hourly
1001.10811.000.0108	Truran, Allyson N	Legal Assistant OSS3	32,924	18.09	Hourly
1001.10813.000.0108	Renner, Deborah A	Secretary/Receptionist OSS4	29,721	16.33	Hourly
1001.10820.000.0108	Waterman, Jeanette L	Paralegal PAT4	42,989	20.64	Hourly
1001.10821.000.0108	Harness, Patricia	Legal Assistant OSS3	32,924	18.09	Hourly
1001.10822.000.0108	Creveston, Katherine J	Legal Secretary OSS3	32,924	18.09	Hourly
1001.10853.000.0108	Swalley, Carin M	UDTF Office Manager OSS2	37,820	20.78	Hourly
4923.10867.000.0108	Swalley, Carin M	Office Manager Supplemental (Per Pay)	2,500	96.15	Salary
1001.10856.000.0108	Reynolds, Yvonne J	Victims Admin Asst OSS3	7,987	18.42	Hourly
8100.10856.000.0108	Reynolds, Yvonne J	Victims Admin Asst OSS3	32,924		Hourly
1001.10810.000.0108	Steele, Chelsea C	Legal Intern PAT4		20.64	Hourly
1001.10810.000.0108	Satterfield, Ashlee K	Legal Intern PAT4	41,200	20.64	Hourly
1001.10810.000.0108	Bewley, Heidi L	Legal Intern PAT4		20.64	Hourly
1001.10810.000.0108	Arffa, Andrea N	Legal Intern PAT4		20.64	Hourly
2501.10810.000.0108	Vacant	Legal Intern PAT4	18,643	20.64	Hourly
2501.10828.000.0108	Roahrig, Robin L	File Clerks PT OSS4		16.33	Hourly
2501.10828.000.0108	Tucker, Joan M	File Clerks PT OSS4		16.33	Hourly
2501.10828.000.0108	Bryan, Nathan E	File Clerks PT OSS4	30,900	16.33	Hourly
2501.10828.000.0108	Hearon, Helen M	File Clerks PT OSS4		16.33	Hourly
2501.10828.000.0108	Hearon, Hannah R	File Clerks PT OSS4		16.33	Hourly
2501.10829.000.0108	Vacant	PT Investigator's Asst PAT3	31,518	24.48	Hourly
1001.10800.000.0108	Dowell, Ilisha D	Deputy Prosecutor PAT1	65,879	2,533.81	Salary
1001.10801.000.0108	Myers, Stephanie R	Deputy Prosecutor PAT1	65,879	2,533.81	Salary
1001.10802.000.0108	Pillar, Kellie E	Deputy Pros (Stop Grant)PAT1	44,991	2,533.81	Salary
8102.10802.000.0108	Pillar, Kellie E	Deputy Pros (Stop Grant)PAT1	20,888		Salary
1001.10803.000.0108	Carroll, Stephen M	Investigator PAT3	55,628	2,139.51	Salary
1001.10812.000.0108	Bryan, James D	Deputy Prosecutor PAT1	65,879	2,533.81	Salary

1001.10814.000.0108	Kritzer, Kristopher M	Deputy Prosecutor PAT1	65,879	2,533.81	Salary
1001.10816.000.0108	Casselman, Bradford S	Deputy Prosecutor PAT1	65,879	2,533.81	Salary
1001.10817.000.0108	Havens, Rebecca S	Deputy Prosecutor PAT1	65,879	2,533.81	Salary
1001.10818.000.0108	Woodard, Brian N	Deputy Prosecutor PAT1	65,879	2,533.81	Salary
4923.10866.000.0108	Woodard, Brian N	UDTF Dep Pros Supplemental	5,000	192.31	Salary
1001.10819.000.0108	Alosinac, Kristin E	Deputy Prosecutor PAT1	65,879	2,533.81	Salary
1001.10824.000.0108	Walker, Lindsey R	Supervisory Differential	5,000	192.31	Per Pay
1001.10825.000.0108	Trulock, James R	Supervisory Differential	5,000	192.31	Per Pay
1001.10849.000.0108	Champine, Adrienne R	Supervisory Differential	5,000	192.30	Per Pay
1001.10861.000.0108	Adair, Joshua D	Deputy Prosecutor PAT1	65,879	2,533.81	Salary
1001.10862.000.0108	TBD	Supervisory Differential	3,000	115.39	Per Pay
2501.10800.000.0108	Delp, Loren P	Deputy Prosecutor PAT1	5,000	192.31	Salary
2501.10851.000.0108	Bryan, James E	Supervisory Differential	10,000	384.62	Per Pay
1001.10854.000.0108	Bryan, James E	UDTF Coordinator	5,000	192.31	Per Pay
4923.10854.000.0108	Bryan, James E	UDTF Coordinator	20,500	788.46	Per Pay

**Time Location : 0109 Assessor**

1001.10900.000.0109	Scott, Larry R	Elected Assessor UC	62,662	2,410.10	Salary
1001.10900.129.0109	Scott, Larry R	Level 2 (Supplemental)	1,000	38.46	Per Pay
1001.10900.130.0109	Scott, Larry R	Level 3 (Supplemental )	1,500	57.69	Per Pay
1001.10903.000.0109	Butler, Tina M	Commercial Assessor OSS2	36,473	20.04	Hourly
1001.10903.129.0109	Butler, Tina M	Level 2 (Supplemental)	500	19.23	Per Pay
1001.10904.000.0109	Lynch, Lindsey M	Assmt Deputy OSS3	32,924	18.09	Hourly
1001.10904.129.0109	Lynch, Lindsey M	Level 2 (Supplemental)	500	19.23	Per Pay
1001.10905.000.0109	Leach, Theresa A	Assmt Deputy OSS3	32,924	18.09	Hourly
1001.10905.129.0109	Leach, Theresa A	Level 2 (Supplemental)	500	19.23	Per Pay
1001.10906.000.0109	Smeaton, Jean M	Assmt Clerk/Inheritance OSS3	32,954	18.09	Hourly
1001.10906.129.0109	Smeaton, Jean M	Level 2 (Supplemental)	500	19.23	Per Pay
1001.11100.000.0109	Gonzalez, Anamaria	Personal Property Sup OSS2	36,473	20.04	Hourly
1001.11100.129.0109	Gonzalez, Anamaria	Level 2 (Supplemental)	500	19.23	Per Pay
1001.11101.000.0109	Vacant	Clerical Assistant OSS4	10,716	16.33	Hourly
1001.11101.129.0109	Vacant	Level 2 (Supplemental)	500	19.23	Per Pay
1001.11300.000.0109	Ford, Nathan J	Res Field Assr/Supervisor OSS2	36,473	20.04	Hourly
1001.11300.129.0109	Ford, Nathan J	Level 2 (Supplemental)	500	19.23	Per Pay
1001.11400.000.0109	Vacant	Res Field Assessor OSS3	23,022	18.09	Hourly
1001.11400.129.0109	Vacant	Level 2 (Supplemental)	500	19.23	Per Pay
1188.18901.000.0109	Nesbitt, Barbara J	Deputy OSS4	29,721	16.33	Hourly
1188.18902.000.0109	Robinson Whiteley, Deborah K	Deputy OSS3	32,924	18.09	Hourly
1188.18902.129.0109	Robinson Whiteley, Deborah K	Level 2 (Supplemental)	500	19.23	Per Pay
1188.18903.000.0109	Grider, Lisa L	Deputy OSS2	36,473	20.04	Hourly
1188.18903.129.0109	Grider, Lisa L	Level 2 (Supplemental)	500	19.23	Per Pay

1188.18904.000.0109	Vacant	Deputy OSS3	32,924	18.09	Hourly
1188.18904.129.0109	Vacant	Level 2 (Supplemental)	500	19.23	Per Pay
1188.18905.000.0109	Aubrey, Jennifer S	Deputy OSS3	32,924	18.09	Hourly
1188.18905.129.0109	Aubrey, Jennifer S	Level 2 (Supplemental)	500	19.23	Per Pay
1188.18906.000.0109	Harger, Julie M	Deputy OSS2	36,473	20.04	Hourly
1188.18906.129.0109	Harger, Julie M	Level 2 (Supplemental)	500	19.23	Per Pay
1188.18909.000.0109	Vacant	Deputy OSS3	32,924	18.09	Hourly
1188.18909.129.0109	Vacant	Level 2 (Supplemental)	500	19.23	Per Pay
1001.11301.000.0109	House, Heidi L	Part Time Clerk OSS4	10,716	16.33	Hourly
1131.18998.000.0109	Allen, Beverly A	Extra Help	24,100	14.59	Hourly
1131.18998.000.0109	Graves, Myra F	Extra Help		14.59	Hourly
1188.18998.000.0109	Kenyon, Connie S	Extra Help	35,020	14.69	Hourly
1188.18998.000.0109	Scott, Ronald K	Extra Help		14.69	Hourly
1001.10901.000.0109	Lawson, Nicole D	Chief Deputy UC	48,271	1,856.60	Salary
1001.10901.129.0109	Lawson, Nicole D	Level 2 (Supplemental)	500	19.23	Salary

**Time Location : 0130 Extension Agent**

1001.13000.000.0130	Pearson, Carol L	Extension Office Manager OSS2	37,174	20.42	Hourly
1001.13001.000.0130	Cunningham, Janet R	Administrative Assistant OSS3	33,050	18.15	Hourly
1001.13002.000.0130	Knoy, Cara L	Technology Coordinator PAT4	37,565	20.64	Hourly
1001.13003.000.0130	Smith, Karla J	Program Assistant PAT3	44,554	24.48	Hourly
1001.13004.000.0130	Parkins, Patricia A	Admin Asst PT OSS5	2,689	14.74	Hourly

**Time Location : 0131 Planning & Building**

1001.13101.000.0131	Dombrosky, Timothy L	Senior Planner PAT3	44,554	24.48	Hourly
1001.13103.000.0131	Smith, Timothy	Zoning Inspector PAT3	44,554	24.48	Hourly
1001.13104.000.0131	Alverson, Michael J	Chief Building Inspector OSS1	43,140	23.70	Hourly
1001.13109.000.0131	Hufford, Nicholas J	Planner PAT4	44,554	20.64	Hourly
1001.13105.000.0131	Cottrell, Tonya A	Permit/Flood/CRS Coord OSS1	44,554	24.48	Hourly
1001.13106.000.0131	Verwold, Suzanne K	Office Manager OSS2	36,473	20.04	Hourly
1001.13107.000.0131	Riffey, Michael A	Building Inspector OSS2	38,224	21.00	Hourly
1001.13108.000.0131	Butrum, Scott L	Building & Zoning Insp OSS2	36,637	20.13	Hourly
1001.13111.000.0131	Bowman, Kim	Addressing Coordinator OSS2	36,637	20.13	Hourly
1001.13113.000.0131	Salsman, Roger E	Engineering Inspector OSS2	36,637	20.13	Hourly
1001.13114.000.0131	Garcia, Joanne I	Planning Secretary OSS4	29,939	16.45	Hourly
1001.13115.000.0131	Ford, Deborah S	Building Secretary OSS4	29,939	16.45	Hourly
1001.13116.000.0131	Cearnal, Kimberly P	Zoning Secretary OSS4	29,721	16.33	Hourly
1001.13100.000.0131	Reitz, Don F	Planning & Bldg Director SAM2	80,534	3,097.45	Salary

**Time Location : 0134 Veterans Services**

1001.13400.000.0134	Turpin, Lori A	Vet Service Officer PT PAT4	34,697	23.84	Hourly
1001.13401.000.0134	Navara, Jennifer S	Assistant (Part Time) OSS4	17,309	16.33	Hourly

**Time Location : 0135 Commissioners**

1001.13502.000.0135	Gentry, Robert L	Elected Commissioner UC	41,000	1,576.92	Salary
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1001.13300.000.0133	Gentry, Robert L	Drainage Board	5,000	90.00	Per Meeting
1001.13117.128.0131	Gentry, Robert L	Planning Board		90.00	Per Meeting
1001.13503.000.0135	Whetstone, Matthew D	Elected Commissioner UC	41,000	1,576.92	Salary
1001.13301.000.0133	Whetstone, Matthew D	Drainage Board	5,000	90.00	Per Meeting
1001.13504.000.0135	Palmer, Phyllis A	Elected Commissioner UC	41,000	1,576.92	Salary
1001.13302.000.0133	Palmer, Phyllis A	Drainage Board	5,000	90.00	Per Meeting
1001.13506.000.0135	President (elected in January)	President Supplemental	1,500	1,500.00	1X Per Year
1001.13500.000.0135	Wyeth, Judith A	Commissioners Secretary OSS2	39,499	21.70	Hourly
1001.13508.000.0135	McCormack, Robert T	Executive Director SAM2	77,634	2,985.93	Salary
1001.14803.000.0148	Hughes, Melinda E	HR Administrator PAT2	52,853	2,032.81	Salary

**Time Location : 0136 Facilities Maintenance**

1001.13601.000.0136	Brown, Frederick C	Custodian LTC5	26,827	14.74	Hourly
1001.13602.000.0136	Holmes, Mary H	Custodian LTC5	26,827	14.74	Hourly
1001.13603.000.0136	Brown, John C	Groundskeeper LTC5	26,827	14.74	Hourly
1001.13604.000.0136	Epperson, Christy D	Custodian LTC5	26,827	14.74	Hourly
1001.13605.000.0136	Covalt, David C	Custodian LTC5	26,827	14.74	Hourly
1001.14306.000.0136	Alverson, Leanna J	Asst Facilities Manager PAT3	45,865	25.20	Hourly
1001.14307.000.0136	Belcher, Duane H	Asst Bldg Proj Manager OSS1	40,404	22.20	Hourly
1001.14312.000.0136	Weddle, Paul B	Bldg Maintenance Super LTC2	36,473	20.04	Hourly
1001.14316.000.0136	Clark, Christopher B	Maintenance Tech LTC3	32,924	18.09	Hourly
1001.13606.000.0136	Holmes, Cassondra L	Part Time Custodian LTC5	30,806	14.74	Hourly
1001.13606.000.0136	Holmes, Durwin G	Part Time Custodian LTC5		14.74	Hourly
1001.13600.000.0136	Cavanaugh, Kevin J	Facilities Manager SAM2	74,051	2,848.12	Salary

**Time Location : 0137 Jail**

1001.13701.000.0137	Watts, Joshua	Jail Sergeant 1924 Hrs SAM7	43,936	22.84	Hourly
1001.13703.000.0137	Caldwell, Kelly	Jail Lt 2080 Hrs SAM6	52,478	25.23	Hourly
1001.13704.000.0137	Pennington, Todd M	Jail Lt 2080 Hrs SAM6	52,478	25.23	Hourly
1001.13718.000.0137	Stroup, Amy J	Inmate Acct Clk 1820 Hrs OSS4	29,721	16.33	Hourly
1001.13719.000.0137	Deckard, Kellene F	Inmate Acct Clk 1820 Hrs OSS4	29,721	16.33	Hourly
1001.13720.000.0137	Davis, Joseph M	Jail Sgt 1924 Hrs SAM7	43,944	22.84	Hourly
1001.13721.000.0137	Hooker, James	Jail Lt 2080 Hours SAM6	52,478	25.23	Hourly
1001.13722.000.0137	Burton, Jason G	Jail Sgt 1924 Hrs SAM7	43,944	22.84	Hourly
1001.13723.000.0137	Haak, James A	Jail Deputy 1924 Hrs POLE 3	37,711	19.60	Hourly
1001.13724.000.0137	VACANT	Jail Deputy 1924 Hrs POLE 3	37,711	19.60	Hourly
1001.13726.000.0137	Chmielewski, Mark R	Jail Deputy 1924 Hrs POLE 3	37,711	19.60	Hourly
1001.13727.000.0137	Fogle, Brian W	Jail Corporal 1924 Hrs SAM8	39,808	20.69	Hourly
1001.13728.000.0137	VACANT	Jail Deputy 1924 Hrs POLE 3	37,711	19.60	Hourly
1001.13729.000.0137	Pilkin, Quentin D	Jail Corporal 1924 Hrs SAM8	39,808	20.69	Hourly
1001.13730.000.0137	Reagin, Katherine M	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13731.000.0137	Little, Austin M	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly

1001.13732.000.0137	Scherrer, Jenny L	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13733.000.0137	Hayn, Jacob A	Jail Sgt 1924 Hrs SAM7	43,944	22.84	Hourly
1001.13734.000.0137	DeMougin, Laura K	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13735.000.0137	Marsh, William B	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13736.000.0137	Epling, William S	Jail Dep/Trans 2080 Hrs POLE3	40,768	19.60	Hourly
1001.13737.000.0137	Delay, Ryan J	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13738.000.0137	Groth, Jonathon H	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13739.000.0137	Receveur, Kellen R	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13740.000.0137	Bennett, Toni L	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13741.000.0137	Popcheff, Stephen V	Jail Corporal 1924 Hours SAM8	39,808	20.69	Hourly
1001.13742.000.0137	Schuh, Donald C	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13743.000.0137	Purdy, Daniel T	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13744.000.0137	Grace, Mark	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13745.000.0137	Jackson, Clinton M	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13747.000.0137	Clevenger, Delbert K	Custodian 1820 Hours LTC2	39,185	21.53	Hourly
1001.13748.000.0137	Suddarth, Thomas N	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13749.000.0137	Snider, Cameron T	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13750.000.0137	Laforet, Jordan D	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13752.000.0137	Book, Angela S	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13753.000.0137	Phillips, Nathan D	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13754.000.0137	Vermillion, William E	Jail Deputy 1924 Hours POLE3	37,711	19.60	Hourly
1001.13755.000.0137	Vacant	Jail Deputy 1924 Hours POLE3 - NEW	37,711	19.60	Hourly
1001.13756.000.0137	Vacant	Jail Deputy 1924 Hours POLE3 - NEW	37,711	19.60	Hourly
1001.13757.000.0137	Vacant	Jail Deputy 1924 Hours POLE3 - NEW	37,711	19.60	Hourly
1001.13758.000.0137	Miller, Jo D	Jail Dep/Trans 2080 Hrs POLE3	40,768	19.60	Hourly
1001.13760.000.0137	Broyles, Tonya M	IDACS Coordinator 1820 Hr OSS1	40,404	22.20	Hourly
1001.13761.000.0137	Lairmore, Douglas B	Jail Transport 2080 Hrs POLE3	40,768	19.60	Hourly
1001.13762.000.0137	Frazer, Ronald J	Jail Transport 2080 Hrs POLE3	40,768	19.60	Hourly
1001.13764.000.0137	Maxwell, Daniel W	Jail Dep 1st Shf 1924 hr POLE3	37,711	19.60	Hourly
1001.13765.000.0137	Greeson, Nicholas A	Jail Dep 2nd Shf 1924 hr POLE3	37,711	19.60	Hourly
1001.13766.000.0137	Vacant	Jail Deputy 1924 Hours POLE3 - NEW	37,711	19.60	Hourly
1001.13759.000.0137	Leonard, Janice M	Part Time Jail (4) No Ben	54,174	19.60	Hourly
1001.13771.000.0137	Coffey, Amber N	Jail Custodian 1456 hrs LTC5	21,462	14.74	Hourly
1001.13700.000.0137	Elliott, Ronda F	Jail Matron 1820 Hours SA	50,687	1,949.50	Salary
1001.13702.000.0137	Morgan, Megen A	Jail Commander 1820 Hours	61,789	2,376.50	Salary

**Time Location : 0138 Cypress Manor**

1001.13801.000.0138	Cotton, Patricia A	Resident Assistant OSS4	29,721	16.33	Hourly
1001.13802.000.0138	McKinney, Jessica E	Resident Assistant OSS4	29,721	16.33	Hourly
1001.13803.000.0138	Hawkins, Regina M	Resident Assistant OSS4	29,721	16.33	Hourly
1001.13804.000.0138	Holtsclaw, Dawn A	Resident Assistant OSS4	29,721	16.33	Hourly

1001.13805.000.0138	Mottau, Tamara L	Resident Assistant OSS4	29,721	16.33	Hourly
1001.13807.000.0138	Cline, Amanda S	Resident Assistant OSS4	29,721	16.33	Hourly
1001.13814.000.0138	McKinney, Jennifer	Care Team Coordinator SAM8	37,656	20.69	Hourly
1001.13810.000.0138	Gibson, Linda S	Resident Assistant - Part	12,875	16.33	Hourly
1001.13800.000.0138	McBryant II, James W	County Home Administrator SAM4	64,352	2,475.07	Salary
<b>Time Location : 0139 Circuit Court</b>					
1001.10113.000.0160	Kroll, Lisa G	Clerk	32,357	17.77	Hourly
1001.13900.000.0160	Shrewsbury, William R	Bailiff	41,523	22.81	Hourly
1001.13901.000.0160	Clark, Mari L	Court Reporter	41,523	22.81	Hourly
1001.13903.000.0160	Myers, Beverly K	Office Mgr/Chief Ct Repor	48,271	26.52	Hourly
1001.13902.000.0160	Daniels, Chassity A	Part Time Reporter	40,304	22.81	Hourly
1001.13902.000.0160	Mosley, Marchelle R	Part Time Reporter		22.81	Hourly
<b>Time Location : 0140 Superior Court 1</b>					
1001.14000.000.0160	Daugherty, Maribeth	Office Mgr/Chief Ct Repor	48,271	26.52	Hourly
1001.14001.000.0160	Angi, Nicole E	Court Reporter	41,523	22.81	Hourly
1001.14002.000.0160	Tailon, Scott	Bailiff	41,523	22.81	Hourly
1001.14003.000.0160	Clark, Julie L	Bailiff	41,523	22.81	Hourly
<b>Time Location : 0141 Superior Court 2</b>					
1001.10111.000.0160	Allen, Deborah K	Clerk	32,357	17.77	Hourly
1001.14101.000.0160	Cope, Margaret T	Bailiff	41,523	22.81	Hourly
1001.14102.000.0160	Hardin, Janie L	Office Mgr/Chief Ct Repor	48,271	26.52	Hourly
1001.14104.000.0160	Richardson, Sharon S	Court Reporter	43,116	23.69	Hourly
1001.14105.000.0160	Worden, R. Shirley	Court Reporter	43,116	23.69	Hourly
<b>Time Location : 0142 Emergency Management</b>					
1001.14201.000.0142	Crouch, Lise' K	Clerk OSS4	29,721	16.33	Hourly
1001.14200.000.0142	Warren, David W	EM Director PAT3	28,645	19.68	Hourly
1001.14203.000.0142	Vacant	EM Deputy Director PAT5	3,232	T8D	Hourly
<b>Time Location : 0143 Engineer</b>					
1001.14309.000.0136	Larose, Mila M	Engineer Office Manager OSS2	18,236	20.04	Hourly
1001.14309.000.0143	Larose, Mila M	Engineer Office Manager OSS2	18,237		
1135.14308.000.0201	Robinson, Vickey R	GIS Technician OSS3	20,199	22.20	Hourly
1001.14308.000.0143	Robinson, Vickey R	GIS Technician OSS3	20,199		
1135.14310.000.0201	Haltom, Steven R	Hwy & Traffic Safety Tech OSS2	38,300	21.04	Hourly
1001.14304.000.0143	Stoutenour, Clinton W	GIS Administrator PAT2	26,423	2,032.51	Salary
1135.14304.001.0201	Stoutenour, Clinton W	GIS Administrator PAT2	26,427		
1135.14300.000.0201	Ayers, John E	County Engineer SAM2	65,776	3,162.31	Salary
1001.14300.000.0143	Ayers, John E	County Engineer SAM2	16,444		
1135.14301.000.0201	Andrews Jr, James H	Asst County Engineer SAM3	62,051	2,386.56	Salary
1135.14303.000.0201	Harvey, Bart A	Hwy & Bridge Proj Manager PAT2	52,853	2,032.80	Salary
<b>Time Location : 0144 Animal Shelter</b>					
1001.14402.000.0144	Tate, Angela M	Kennel Attendant POLE 4	30,303	16.65	Hourly
1001.14403.000.0144	Keisker, Brandon M	AC Officer Supervisor POLE2	45,277	24.85	Hourly



1001.14404.000.0144	Manns, Kelly N	Animal Control Officer POLE3	35,672	19.60	Hourly
1001.14405.000.0144	Payne, Shawn K	Animal Control Officer POLE3	35,672	19.60	Hourly
1001.14407.000.0144	Bolen, Ann M	Clerk/Kennel Attendant POLE4	30,303	16.65	Hourly
1001.14409.000.0144	Flaherty, Teri D	Kennel Attendant POLE4	30,303	16.65	Hourly
1001.14411.000.0144	Denny, Mary E	Kennel Attendant POLE4	30,295	16.23	Hourly
1001.14413.000.0144	Burger, Amber N	Kennel Attendant POLE4	28,138	15.46	Hourly
1001.14401.000.0144	Hughes, LaDonna L	Animal Shelter Supervisor SAM4	55,965	2,152.50	Salary

**Time Location : 0145 Weights & Measures**

1001.14500.000.0145	Davis, Joie K	Inspector OSS3	17,378	18.09	Hourly
1001.14501.000.0145	Bullard, Justice W	Inspector OSS3	13,972	18.09	Hourly

**Time Location : 0147 Computer Center**

1001.14703.000.0147	Duty, Patrick L	Support Specialist OSS2	45,479	24.99	Hourly
1001.14706.000.0147	Gramling, John M	Support Specialist OSS2	36,473	20.04	Hourly
1001.14798.000.0147	Janik, Carolyn L	Part Time Bookeye	25,750	14.59	Hourly
1001.14700.000.0147	Morris, Douglas R	IT Director SAM3	73,521	2,827.71	Salary
1001.14701.000.0147	Adams, John M	Network Administrator PAT2	63,437	2,439.88	Salary
1001.16002.000.0147	Higbie, Daniel B	Support Specialist OSS2	58,104	2,234.74	Salary

**Time Location : 0149 Council**

1001.14900.000.0149	Brown, Caleb M	Councilman	19,000	730.77	Salary
1001.14901.000.0149	Wathen, Eric L	Councilman	19,000	730.77	Salary
1001.14902.000.0149	Hesson, Larry R	Councilman	19,000	730.77	Salary
1001.14903.000.0149	Whicker, Bradley S	Councilman	19,000	730.77	Salary
1001.14904.000.0149	Wyeth, David	Councilman	19,000	730.77	Salary
1001.14905.000.0149	Puckett, Jay R	Councilman	19,000	730.77	Salary
1001.14906.000.0149	Rogers, Michael C	Councilman	19,000	730.77	Salary
1001.14907.000.0149	President (Elected in January)	President Supplemental	1,000	1,000.00	1X Per Year
1001.14908.000.0149	Mitchell, Tamela D	Financial Administrator PAT2	55,842	2,147.75	Salary

**Time Location : 0151 Probation**

1001.15101.000.0151	Lenahan, Bridget P	Probation Officer	60,904	33.46	Hourly
4922.15102.000.0151	Vacant	Probation Officer	36,024	TBD	Hourly
2005.15102.000.0151	Vacant	Probation Officer	8,291		
1001.15103.000.0151	Miller, Timothy A	Probation Officer	63,200	34.72	Hourly
1001.15104.000.0151	McCleese, Kevin E	Probation Officer	55,369	30.42	Hourly
1001.15105.000.0151	McCormack, Carrie L	Probation Officer	60,904	33.46	Hourly
1001.15106.000.0151	Culp, Justin E	Probation Officer	35,387	27.65	Hourly
2005.15106.000.0151	Culp, Justin E	Probation Officer	14,948		
1001.15107.000.0151	Clampitt, Sandra	Secretary OSS4	29,721	16.33	Hourly
1001.15108.000.0151	Schuler, Elizabeth A	Probation Officer	63,949	35.13	Hourly
1001.15109.000.0151	Stodghill, Brittany N	Probation Officer	32,148	17.66	Hourly
2005.15110.000.0151	Tucker, Jesse	Probation Officer	50,335	27.65	Hourly
1001.15111.000.0151	Koch, Cheryl L	Probation Officer	43,671	30.42	Hourly

2005.15111.000.0151	Koch, Cheryl L	Probation Officer	11,698	27.65	Hourly
1001.15112.000.0151	Lillpop, Andrew C	Probation Officer	42,843	27.65	Hourly
2005.15112.000.0151	Lillpop, Andrew C	Probation Officer	7,492		
1001.15114.000.0151	McDaniel, Cassie L	Probation Officer	42,455	27.65	Hourly
2051.15114.000.0151	McDaniel, Cassie L	Probation Officer	7,880		
1001.15115.000.0151	Sears, Melody A	Probation Officer	40,589	33.46	Hourly
2005.15115.000.0151	Sears, Melody A	Probation Officer	20,315		
2005.15116.000.0151	Neureiter, Benjamin P	Probation Officer	25,992	29.03	Hourly
2504.15116.000.0151	Neureiter, Benjamin P	Probation Officer	26,860		
1001.15118.000.0151	Lawson, Savannah R	Support Staff OSS4	29,721	16.33	Hourly
2504.15119.000.0151	Wilburn, Kimberly A	Probation Officer	16,469	27.65	Hourly
2051.15119.000.0151	Wilburn, Kimberly A	Probation Officer	33,866		
1001.15120.000.0151	Tracey, Lori A	Support Staff OSS4	29,721	16.33	Hourly
2005.15121.000.0151	Stevenson, Dwight P	Probation Officer	37,522	33.46	Hourly
4922.15121.000.0151	Stevenson, Dwight P	Probation Officer	23,382		
2005.15122.000.0151	TBD	Theft Class Supplemental	9,000	750.00	Per Class
2504.19401.000.0151	Vacant	Secretary OSS4	29,721	16.33	Hourly
4922.19400.000.0151	Summers, Courtney E	Home Detention Officer	56,256	30.90	Hourly
4922.19402.000.0151	Vacant	Part Time Officer	13,000	TBD	Hourly
4922.19404.000.0151	Green, Gwyn L	Probation Officer	60,904	33.46	Hourly
9123.15113.000.0151	Roberts, Stephen G	Assistant Director	55,947	37.98	Hourly
1001.15113.000.0151	Roberts, Stephen G	Assistant Director	13,183		
9123.15117.000.0151	Koebcke, Chad E	Probation Officer	38,720	27.65	Hourly
2005.15117.000.0151	Koebcke, Chad E	Probation Officer	11,615		
2005.15100.000.0151	Bentley, Susan M	Probation Director	75,000	2,884.62	Salary

**Time Location : 0153 Superior Court 3**

1001.10115.000.0160	Bullard, Donna E	Clerk	32,357	17.77	Hourly
1001.15300.000.0160	Stout, Jennifer J	Office Mgr/Chief Ct Repor	48,271	26.52	Hourly
9119.15308.000.0160	Stout, Jennifer J	JDAI Coordinator	25,000	OT Rate	Hourly
1001.15301.000.0160	Donovan, Judy E	Court Reporter	41,523	22.81	Hourly
1001.15302.000.0160	Cooley, Shelly K	Court Reporter	41,523	22.81	Hourly
1001.15304.000.0160	Hicks, Stephanie L	Court Reporter	41,523	22.81	Hourly
1001.16004.000.0160	Haines, Catherine A	Court Administrator	75,324	2,897.08	Salary

**Time Location : 0154 Work Release**

1122.15403.000.0154	Tibbs, David M	Work Release Sergeant SAM7	39,077	22.84	Hourly
4909.15403.000.0154	Tibbs, David M	Work Release Sergeant SAM7	7,037		
1122.15404.000.0154	Butler, Adam M	Work Release Sergeant SAM7	39,077	22.84	Hourly
4909.15404.000.0154	Butler, Adam M	Work Release Sergeant SAM7	7,037		
1122.15405.000.0154	Baran, Donna K	Work Release Sergeant SAM7	39,077	22.84	Hourly
4909.15405.000.0154	Baran, Donna K	Work Release Sergeant SAM7	7,037		

1122.15406.000.0154	Vacant	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15406.000.0154	Vacant	Work Release Officer POLE3	7,962		
1122.15407.000.0154	McHaney, Kimberly E	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15407.000.0154	McHaney, Kimberly E	Work Release Officer POLE3	7,962		
1122.15408.000.0154	Hutchens, Tracy G	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15408.000.0154	Hutchens, Tracy G	Work Release Officer POLE3	7,962		
1122.15409.000.0154	Zwiefelhofer, Timothy J	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15409.000.0154	Zwiefelhofer, Timothy J	Work Release Officer POLE3	7,962		
1122.15410.000.0154	Lopez, Mario M	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15410.000.0154	Lopez, Mario M	Work Release Officer POLE3	7,962		
1122.15411.000.0154	Carrethers, Ryan O	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15411.000.0154	Carrethers, Ryan O	Work Release Officer POLE3	7,962		
1122.15415.000.0154	Woods, WaQuanza L	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15415.000.0154	Woods, WaQuanza L	Work Release Officer POLE3	7,962		
1122.15416.000.0154	Watson, Dwight O	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15416.000.0154	Watson, Dwight O	Work Release Officer POLE3	7,962		
1122.15417.000.0154	Phillips, David W	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15417.000.0154	Phillips, David W	Work Release Officer POLE3	7,962		
1122.15419.000.0154	Woodruff, Craig A	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15419.000.0154	Woodruff, Craig A	Work Release Officer POLE3	7,962		
1122.15420.000.0154	Gilliam, James M	Work Release Officer POLE3	31,600	19.60	Hourly
4909.15420.000.0154	Gilliam, James M	Work Release Officer POLE3	7,962		
1122.15424.000.0154	Vacant	Work Release Officer POLE3	35,000	19.60	Hourly
4909.15424.000.0154	Vacant	Work Release Officer POLE3	4,562		
1122.15425.000.0154	Vacant	Work Release Officer POLE3	35,000	19.60	Hourly
4909.15425.000.0154	Vacant	Work Release Officer POLE3	4,562		
4909.15401.000.0154	Phillips, Christina M	Administrative Assistant OSS4	31,959	18.09	Hourly
4909.15402.000.0154	Bennett, Justin L	Case Manager PAT3	39,221	24.48	Hourly
1122.15406.000.0154	Collins, Bridgette M	Work Release Director SAM2	66,234	2,624.30	Salary

**Time Location : 0155 Soil & Water**

1001.15501.000.0155	Ollier, Brianna K	Conservationist-Cty Match PAT4	32,565	20.64	Hourly
9104.15501.000.0155	Ollier, Brianna K	Conservationist-Cty Match	5,000		
1001.15502.000.0155	Raisor, Marlene R	Administrative Assistant OSS2	37,568	20.64	Hourly

**Time Location : 0156 Park & Recreation**

1001.15606.000.0156	Wolf, Sarah C	Naturalist PAT4	37,565	20.64	Hourly
1001.15600.000.0156	Brunner, Linda L	Part Time LTC5 or OSS4			
1001.15600.000.0156	Tremper, Jordan A	Part Time LTC5 or OSS4			
1001.15600.000.0156	McGinnis, Chelsea A	Part Time LTC5 or OSS4			
1001.15600.000.0156	Lembo, Joseph A	Part Time LTC5 or OSS4			
1001.15600.000.0156	Fox Sr, Ronald E	Part Time LTC5 or OSS4	133,900	Max for LTC5 = \$14.74 hr Max for OSS4 =	Hourly

1001.15600.000.0156	McNabb, Lucas A	Part Time LTC5 or OSS4		\$16.33	
1001.15600.000.0156	Rosemary, Jeffrey A	Part Time LTC5 or OSS4			
1001.15600.000.0156	Ivie, Eric R	Part Time LTC5 or OSS4			
1001.15605.000.0156	Arney, Hannah B	Seasonal LTC5 or OSS4	15,450		
1001.15603.000.0156	Weber, Jeremy S	Superintendent SAM2	73,898	2,841.98	Salary
1001.15604.000.0156	Holtsclaw, James C	Park Manager SAM6	51,161	1,967.73	Salary
<b>Time Location : 0160 Court Admin</b>					
1001.14100.000.0160	Adair, Debbie	Court Reporter	41,523	22.81	Hourly
1001.15305.000.0160	Skidmore, Michelle C	Court Reporter	41,523	22.81	Hourly
1001.16007.000.0160	Payne, Stephani L	Admin Assistant PT OSS4	33,475	16.33	Hourly
<b>Time Location : 0161 Clean Water</b>					
1001.16102.000.0161	Fuehrer, Karla J	Admin Asst/Office Coord OSS3	33,482	18.39	Hourly
1001.16110.000.0161	Donaldson, Candi	Public Ed/MS4 Admin Asst PAT4	43,166	23.71	Hourly
1001.16105.000.0161	Mardis Jr, James O	Reg Sewer Dir/MS4 Coord PAT3	37,875		Salary
4938.99999.000.0161	Mardis Jr, James O	Unappropriated	37,875	2,913.40	
<b>Time Location : 0162 Superior Court 4</b>					
1001.10117.000.0160	Lawson, Tracy L	Court Reporter	41,523	22.81	Hourly
1001.16200.000.0160	Holsclaw, Sharla S	Office Mgr/Chief Ct Repor	48,271	26.52	Hourly
1001.16201.000.0160	Thomas, Leanna	Court Reporter	41,523	22.81	Hourly
1001.16202.000.0160	Mosson, Tami L	Bailiff	41,523	22.81	Hourly
1001.16203.000.0160	Smith, Lawana L	Clerk	32,357	17.77	Hourly
<b>Time Location : 0163 Superior Court 5</b>					
1001.10110.000.0160	Clifford , Tabitha J	Bailiff	41,523	22.81	Hourly
1001.16300.000.0160	Albrechtsen, Haley	Office Mgr/Chief Ct Repor	48,271	26.52	Hourly
1001.16301.000.0160	Masterson, Nicole A	Court Reporter	41,523	22.81	Hourly
1001.16302.000.0160	Bowman, Cheryl A	Clerk	32,357	17.77	Hourly
1001.16303.000.0160	Calloway, Lindsey R	Court Reporter	41,523	22.81	Hourly
<b>Time Location : 0184 Child Support</b>					
1001.18402.000.0184	Archer, Melinda M	Office Administrator OSS2	38,374	21.08	Hourly
1001.18403.000.0184	Shoffner, Teresa E	Legal Asst/Caseworker OSS3	32,924	18.09	Hourly
1001.18404.000.0184	Schuhler, Carol M	Legal Asst/Caseworker OSS3	32,924	18.09	Hourly
1001.18405.000.0184	Brookshire, Diana L	Child Support Clerk OSS4	29,721	16.33	Hourly
8895.18407.000.0184	Nichols, Cheryl A	Legal Asst/Caseworker OSS3	32,924	18.09	Hourly
8897.18406.000.0184	Marlnee, Kaytlin E	Legal Asst/Caseworker OSS3	32,924	18.09	Hourly
8897.18413.000.0184	Marckel, Sherry L	Legal Asst/Caseworker OSS3	32,924	18.09	Hourly
8897.18412.000.0184	Wolfe, Sheri R	PT Deputy Prosecutor PAT1	28,233	36.20	Hourly
1001.18401.000.0184	Shoemaker, Melissa B	Deputy Prosecutor PAT1	65,879	2,533.81	Salary
1001.18409.000.0184	Shoemaker, Melissa B	Supervisor Differential	5,000	192.31	Per Pay
<b>Time Location : 0201 Highway</b>					
1135.18580.000.0201	Pearcy III, William J	Road Crew Leader LTC1	46,176	22.20	Hourly
1135.18581.000.0201	Johnson, William S	Road Crew Worker LTC3	38,917	18.71	Hourly
1135.18582.000.0201	Vacant	Equipment Operator LTC2	41,684	20.04	Hourly

1135.18583.000.0201	Appleby, David	Bridge Worker LTC3	38,917	18.71	Hourly
1176.18502.001.0201	Burkert, Cathy A	Office Manager OSS2	36,582	20.10	Hourly
1176.18510.002.0201	Guernsey, Ethan L	Heavy Equipment Operator LTC2	41,683	20.04	Hourly
1176.18511.002.0201	Johnson, Kasey R	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18512.002.0201	Bullock, James V	Heavy Equipment Operator LTC2	41,683	20.04	Hourly
1176.18513.002.0201	Garland, Lev A	Heavy Equipment Operator LTC2	41,683	20.04	Hourly
1176.18514.002.0201	Endres, Edward D	Road Crew Leader LTC1	46,176	22.20	Hourly
1176.18515.002.0201	Riddle, Loren Bradley	Road Crew Leader LTC1	46,176	22.20	Hourly
1176.18516.002.0201	Money, Paul M	Road Crew Leader LTC1	46,176	22.20	Hourly
1176.18517.002.0201	Vacant	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18518.002.0201	Snow, Jacob A	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18519.002.0201	Butler, Jacob A	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18520.002.0201	Smith, Timothy J	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18521.002.0201	Guernsey, Ricky L	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18522.002.0201	Springman, Jarod D	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18523.002.0201	Lewis, Roland	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18524.002.0201	Baumunk, John L	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18525.002.0201	Cassity, Lonnie R	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18526.002.0201	Thrasher, David A	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18527.002.0201	Dugan, James E	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18528.002.0201	Pearcy Jr, William J	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18529.002.0201	Rhoden, Paul E	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18530.002.0201	Shannon, Christopher C	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18532.002.0201	Wright, Stephen J	Heavy Equipment Operator LTC2	41,683	20.04	Hourly
1176.18533.002.0201	Grider II, Paul W	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18534.002.0201	Pearcy, Glenn E	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18535.002.0201	English, Albert L	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18536.002.0201	Giles, Joseph L	Road Crew Worker LTC3	38,917	18.71	Hourly
1176.18550.003.0201	Vacant	Head Mechanic LTC1	46,176	22.20	Hourly
1176.18551.003.0201	Miller, Michael D	Garage Mechanic LTC2	41,683	20.04	Hourly
1176.18503.001.0201	Broughton, Veronica M	Part Time Clerk OSS4	14,050	16.33	Hourly
1176.18500.001.0201	Higginbotham, Curt A	Highway Superintendent SA	70,611	2,715.81	Salary
1176.18501.001.0201	Sparks, Jerry J	Asst Superintendent SAM4	63,950	2,459.62	Salary
1135.14315.002.0201	Vacant	Seasonal	8,272	16.33	Hourly
1176.18537.002.0201	Wills, Gary W	Seasonal LTC4		16.33	Hourly
1176.18537.002.0201	Sale, William A	Seasonal LTC4	56,650	16.33	Hourly
1176.18537.002.0201	Drennan III, Richard D	Seasonal LTC4		16.33	Hourly

**Time Location : 0214 Health**

1159.18607.000.0214	Krupka, Teresa M	PH Nurse PAT3	44,554	24.48	Hourly
1159.18608.000.0214	Portwood, Brian S	Environmental Hlth Spec PAT3	44,554	24.48	Hourly

1159.18609.000.0214	Dallas, Sarah B	Environmental Hlth Spec PAT3	44,554	24.48	Hourly
1159.18610.000.0214	Oppy, Sarah N	PH Nurse PAT3	45,992	25.27	Hourly
1159.18611.000.0214	Mayer, Sharon L	Environmental Hlth Spec PAT3	44,554	24.48	Hourly
1159.18613.000.0214	Campbell, Ricki J	Vital Records Registrar OSS3	32,924	18.09	Hourly
1159.18614.000.0214	Green, Darcie A	Secretary Environ Food OSS4	29,721	16.33	Hourly
1159.18615.000.0214	Moore, Roxanne M	Admin Asst/Billing Spec OSS3	32,924	18.09	Hourly
1159.18616.000.0214	Doub, Dixie K	Secretary Environ Onsite OSS4	29,721	16.33	Hourly
1159.18620.000.0214	Skinner, Sherene	PH Nurse PAT3	45,992	25.27	Hourly
1159.18624.000.0214	Brennan, John D	Environmental Hlth Spec PAT3	44,554	24.48	Hourly
1159.18621.000.0214	Reyes, Robin E	Environmental Hlth Spec PAT3	22,520	24.48	Hourly
1168.18621.000.0214	Reyes, Robin E	Environmental Hlth Spec PAT3	24,684		
8115.18619.000.0214	Smith, Tracy M	Public Hlth Prep Coord'r PAT3	19,132		
8116.18619.000.0214	Smith, Tracy M	Public Hlth Prep Coord'r PAT3	13,402	24.48	Hourly
8148.18619.000.0214	Smith, Tracy M	Public Hlth Prep Coord'r PAT3	10,710		
1206.18625.000.0214	Fogleman, Rachel B	PH Education Specialist PAT3	43,244	24.48	Hourly
9102.18690.105.0214	Lothe, Anna K	PH Ed Spec-Spec Proj Coord PAT4	21,591	20.64	Hourly
1159.18600.000.0214	Stopperich, David M	Health Officer SO	37,514	1,442.85	Salary
1168.18629.000.0214	Meadows, Jenna C	PT PH Education Spec PAT4	26,989	20.64	Hourly
8130.18623.000.0214	Evans, Marilee A	PH Nurse Part-Time PAT3	43,380	25.27	Hourly
1159.18617.000.0214	Vacant	Seasonal Technician OSS4	10,325	16.33	Hourly
1159.18603.000.0214	Brinkman, Tamera L	Director PH Nursing SAM3	61,789	2,376.50	Salary
1159.18604.000.0214	Haan, Julie A	Environ Health Director SAM3	61,789	2,376.50	Salary
1159.18605.000.0214	Harrington, Ginger L	Env Hlth Team Lead Septic PAT2	52,853	2,032.80	Salary
1159.18606.000.0214	Chandler, Lisa R	Env Hlth Team Lead Food PAT2	52,853	2,032.80	Salary
1159.18612.000.0214	Jamison, Kandi	Asst Director PH Nursing PAT2	52,853	2,032.80	Salary

**Time Location : 0257 Local Law Enforcement**

4923.10857.000.0108	Confidential	Officer	18,000	OT Rate	Hourly
4923.10858.000.0108	Confidential	Officer	18,000	OT Rate	Hourly
4923.10859.000.0108	Confidential	Officer	18,000	OT Rate	Hourly
4923.10860.000.0108	Confidential	Officer	18,000	OT Rate	Hourly

**Time Location : 0516 Healthy Families**

8149.18701.096.0214	Walker, Nicole D	Part Time FSS PAT5	16,328	17.40	Hourly
8149.18702.096.0214	Robinson, Rebecca M	PT Program Supervisor SAM7	20,280	22.84	Hourly
8149.18704.096.0214	Campbell, Timothy R	Part Time FSS PAT5	16,328	17.40	Hourly
8149.18705.096.0214	Lowe, Jennie L	Part Time FSS PAT5	16,328	17.40	Hourly
8149.18708.096.0214	Parker, Amy L	Part Time FRS PAT5	16,328	17.40	Hourly
8149.18709.096.0214	Rewerts, Jennifer R	Part Time FSS PAT5	16,328	17.40	Hourly
9103.18703.095.0214	Truitt, Leanna	Program Manager SAMS	47,476	1,949.50	Salary

**2017 HENDRICKS COUNTY GOVERNMENT WAGE SCALE**

Adopted \_\_\_DRAFT\_\_\_

JOB CLASSIFICATION	MINIMUM			MIDPOINT			MAXIMUM		
	2017 ANNUAL	SALARIED	HOURLY	2017 ANNUAL	SALARIED	HOURLY	2017 ANNUAL	SALARIED	HOURLY
		2017 Biweekly	2017 Per Hour		2017 Biweekly	2017 Per Hour		2017 Biweekly	2017 Per Hour
SAM 1	\$ 74,875	\$ 2,879.80	\$ 41.14	\$ 83,193	\$ 3,199.70	\$ 45.71	\$ 99,827	\$ 3,839.50	\$ 54.85
SAM 2	\$ 61,425	\$ 2,362.50	\$ 33.75	\$ 68,232	\$ 2,624.30	\$ 37.49	\$ 81,882	\$ 3,149.30	\$ 44.99
SAM 3	\$ 55,620	\$ 2,139.20	\$ 30.56	\$ 61,789	\$ 2,376.50	\$ 33.95	\$ 74,147	\$ 2,851.80	\$ 40.74
SAM 4	\$ 50,378	\$ 1,937.60	\$ 27.68	\$ 55,965	\$ 2,152.50	\$ 30.75	\$ 67,158	\$ 2,583.00	\$ 36.90
SAM 5	\$ 45,610	\$ 1,754.20	\$ 25.06	\$ 50,687	\$ 1,949.50	\$ 27.85	\$ 60,825	\$ 2,339.40	\$ 33.42
SAM 6	\$ 41,314	\$ 1,589.00	\$ 22.70	\$ 45,919	\$ 1,766.10	\$ 25.23	\$ 55,110	\$ 2,119.60	\$ 30.28
SAM 7	\$ 37,438	\$ 1,439.90	\$ 20.57	\$ 41,569	\$ 1,598.80	\$ 22.84	\$ 49,887	\$ 1,918.70	\$ 27.41
SAM 8	\$ 33,889	\$ 1,303.40	\$ 18.62	\$ 37,656	\$ 1,448.30	\$ 20.69	\$ 45,191	\$ 1,738.10	\$ 24.83
PAT 1	\$ 56,420	\$ 2,170.00	\$ 31.00	\$ 62,681	\$ 2,410.80	\$ 34.44	\$ 75,221	\$ 2,893.10	\$ 41.33
PAT 2	\$ 47,557	\$ 1,829.10	\$ 26.13	\$ 52,853	\$ 2,032.80	\$ 29.04	\$ 63,409	\$ 2,438.80	\$ 34.84
PAT 3	\$ 40,113	\$ 1,542.80	\$ 22.04	\$ 44,554	\$ 1,713.60	\$ 24.48	\$ 53,472	\$ 2,056.60	\$ 29.38
PAT 4	\$ 33,798	\$ 1,299.90	\$ 18.57	\$ 37,565	\$ 1,444.80	\$ 20.64	\$ 45,064	\$ 1,733.20	\$ 24.76
PAT 5	\$ 28,502	\$ 1,096.20	\$ 15.66	\$ 31,668	\$ 1,218.00	\$ 17.40	\$ 38,002	\$ 1,461.60	\$ 20.88
PAT 6	\$ 24,024	\$ 924.00	\$ 13.20	\$ 26,700	\$ 1,026.90	\$ 14.67	\$ 32,032	\$ 1,232.00	\$ 17.60
OSS 1	\$ 36,364	\$ 1,398.60	\$ 19.98	\$ 40,404	\$ 1,554.00	\$ 22.20	\$ 48,485	\$ 1,864.80	\$ 26.64
OSS 2	\$ 32,817	\$ 1,262.20	\$ 18.03	\$ 36,473	\$ 1,402.80	\$ 20.04	\$ 43,790	\$ 1,684.20	\$ 24.06
OSS 3	\$ 29,630	\$ 1,139.60	\$ 16.28	\$ 32,924	\$ 1,266.30	\$ 18.09	\$ 39,513	\$ 1,519.70	\$ 21.71
OSS 4	\$ 26,736	\$ 1,028.30	\$ 14.69	\$ 29,721	\$ 1,143.10	\$ 16.33	\$ 35,672	\$ 1,372.00	\$ 19.60
OSS 5	\$ 24,134	\$ 928.20	\$ 13.26	\$ 26,827	\$ 1,031.80	\$ 14.74	\$ 32,196	\$ 1,238.30	\$ 17.69
OSS 6	\$ 21,786	\$ 837.90	\$ 11.97	\$ 24,206	\$ 931.00	\$ 13.30	\$ 29,066	\$ 1,117.90	\$ 15.97
POLE 1	\$ 51,616	\$ 1,985.20	\$ 28.36	\$ 57,349	\$ 2,205.70	\$ 31.51	\$ 68,796	\$ 2,646.00	\$ 37.80
POLE 2	\$ 40,714	\$ 1,565.90	\$ 22.37	\$ 45,227	\$ 1,739.50	\$ 24.85	\$ 54,255	\$ 2,086.70	\$ 29.81
POLE 3	\$ 32,105	\$ 1,234.80	\$ 17.64	\$ 35,672	\$ 1,372.00	\$ 19.60	\$ 42,807	\$ 1,646.40	\$ 23.52
POLE 4	\$ 25,335	\$ 974.40	\$ 13.92	\$ 28,138	\$ 1,082.20	\$ 15.46	\$ 33,761	\$ 1,298.50	\$ 18.55
POLE 5	\$ 19,966	\$ 767.90	\$ 10.97	\$ 22,186	\$ 853.30	\$ 12.19	\$ 26,627	\$ 1,024.10	\$ 14.63
POLE 6	\$ 15,853	\$ 609.70	\$ 8.71	\$ 17,491	\$ 672.70	\$ 9.61	\$ 21,003	\$ 807.80	\$ 11.54
LTC 1	\$ 36,364	\$ 1,398.60	\$ 19.98	\$ 40,404	\$ 1,554.00	\$ 22.20	\$ 48,485	\$ 1,864.80	\$ 26.64
LTC 2	\$ 32,833	\$ 1,262.80	\$ 18.04	\$ 36,473	\$ 1,402.80	\$ 20.04	\$ 43,790	\$ 1,684.20	\$ 24.06
LTC 3	\$ 29,630	\$ 1,139.60	\$ 16.28	\$ 32,924	\$ 1,266.30	\$ 18.09	\$ 39,513	\$ 1,519.70	\$ 21.71
LTC 4	\$ 26,736	\$ 1,028.30	\$ 14.69	\$ 29,721	\$ 1,143.10	\$ 16.33	\$ 35,672	\$ 1,372.00	\$ 19.60
LTC 5	\$ 24,134	\$ 928.20	\$ 13.26	\$ 26,827	\$ 1,031.80	\$ 14.74	\$ 32,196	\$ 1,238.30	\$ 17.69
LTC 6	\$ 21,786	\$ 837.90	\$ 11.97	\$ 24,206	\$ 931.00	\$ 13.30	\$ 29,066	\$ 1,117.90	\$ 15.97

Notes: Salaried amounts shown are based upon an average 35 hour work week.

# Memo

**To:** Hendricks County Council

**From:** Erin Hughes, Human Resources

**Date:** December 3, 2016

**Re:** Job Descriptions

Items for discussion at your meeting Thursday:

1. The Facilities Department job descriptions were approved last month. I made an error and listed the Facilities Manager when it is actually titled the Assistant Facilities Manager. I would like to correct the name to Assistant Facilities Manager.
  - Assistant Facilities Manager **Rank:** PAT 3 **FLSA:** Non-Exempt  
Previously PAT 4 Budget Number- 14306
2. The Planning and Building Department job descriptions were approved in January. I made an error on the January memo. The Planner should be a PAT 4 not a PAT 3. The Planner has been compensated as a PAT 4.
3. The Probation Department has updated their job descriptions. I have reviewed the following job descriptions and recommend the classifications below:
  - Support Staff/Clerical **Rank:** OSS 4 **FLSA:** Non-Exempt  
No change in rank Budget Number-15118, 15120,
  - Juvenile Probation Officer **Rank:** PAT 3 **FLSA:** Non-Exempt  
No change in rank Budget Number-15121, 15114, 15119,
  - Probation Officer **Rank:** PAT 3 **FLSA:** Non-Exempt  
No change in rank Budget Number-19404, 15111, 15112, 15104, 15103,  
15116, 15115, 15109, 15110
  - Chief Probation Officer **Rank:** SAM 4 **FLSA:** Exempt  
In the past, this has not been ranked Budget Number- 15100
  - Assistant Chief Probation Officer **Rank:** SAM 5 **FLSA:** Exempt  
Had been ranked a SAM 2 Budget Number- 15113



- Pre-Sentence Investigations Writer **Rank:** PAT 4 **FLSA:** Exempt  
In the past, this has not been ranked Budget Number-15101
- Support Staff, Home Detention **Rank:** OSS 4 **FLSA:** Non-Exempt  
Budget Number- 15107
- Drug Court Coordinator **Rank:** PAT 3 **FLSA:** Non-Exempt  
In the past, this has not been ranked Budget Number- 15108
- Home Detention Officer **Rank:** PAT 3 **FLSA:** Non-Exempt  
In the past, this has not been ranked Budget Number- 15117, 15106
- Release Coordinator **Rank:** PAT 3 **FLSA:** Non-Exempt  
In the past, this has not been ranked Budget Number- 15105
- Home Detention Coordinator **Rank:** PAT 3 **FLSA:** Non-Exempt  
In the past, this has not been ranked Budget Number- 19400

4. The Auditor has created one job description. I have reviewed the following job description and recommend the classification below:

- Administrative Specialist/Grant Coordinator **Rank:** OSS 3 **FLSA:** Non-Exempt  
New position Budget Number-

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

**Title:** Chief Probation Officer

**FLSA Status:** Exempt

**Department:** Probation Department

**Pay Band:** SAM 4

**Supervisor:** County Judges/Supervising Judge

**Date Prepared:** 09-14-2016

**Date Approved:**

**Hours of Work:**

**PURPOSE OF POSITION:**

Direct and supervise the day to day operation of the County Probation Department, the County Alcohol and Drug Intervention Program, and the County Home Detention Program. This includes developing and maintaining policies and procedures consistent with the effective and efficient operation of these divisions.

**ESSENTIAL FUNCTIONS:**

- Put into action the policies and procedures approved by the Board of Judges.
- Assist in hiring, development and discipline of Department personnel.
- Evaluation of Departmental personnel performance and the keeping of personnel records.
- Develop, write, and maintain policies and procedures needed to effectively and efficiently run a Probation Department and/or those directed by the Board of Judges.
- Maintain and comply with all regulations of the Indiana Judicial Center for Probation Departments, Court Based Alcohol and Drug Programs, and Home Detention Programs.
- Maintain and comply with all regulations of Community Corrections where applicable.
- Maintain and comply with all regulation of the Indiana State Board of Accounts.
- Provide assistance to the Work Release Facility.
- Prepare budgets consistent with the various funds used by the Probation Department and financially manage the Department.
- Prepare and/or approve all Departmental claims.
- Membership on various Boards and Agencies.
- Be the liaison between the Department and the County Council, County Commissioners, and other County Agencies or Departments.
- Prepare all statistical, quarterly, and year end reports as required.
- Participate in and/or direct monthly Staff Meetings and Judges/Probation Meetings.
- Proficiency of Odyssey Case Management System.
- Obtain and/or maintain C.S.A.M.S. certification or professional status for Court Based Alcohol and Drug Programs through the Indiana Judicial Center.

- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer and Court Based Alcohol and Drug Programs.
- Complete Indiana Risk Assessment Management Systems training and comply with all requirements of INcite.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

#### **NON-ESSENTIAL FUNCTIONS:**

- Carrying a handgun, taser, and/or chemical spray, and qualify consistent with Sheriff Department guidelines.
- Operate County vehicles in accordance with the laws of Indiana.
- Conduct criminal record checks through I.D.A.C.S.
- Performs other duties as assigned.

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

- Minimum of a Bachelor's Degree from an accredited University, in the Social Sciences, with a Master's Degree preferred.
- Strong ability to work with little direct supervision and to be able to understand difficult, complex, and rapidly changing circumstances.
- Leadership skills.
- Probation Officer Certification from the Indiana Judicial Center.
- C.S.A.M.S. or Professional Status certification from the Indiana Judicial Center.
- I.R.A.S certification from the Indiana Judicial Center and INcite compliance.
- I.D.A.C.S certification from the Indiana State Police (optional).
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing and interrogation skills.
- Ability to understand Indiana Statutes
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to supervise and control irate, intoxicated, mentally ill, and violent offenders placed on probation.

#### **RESPONSIBILITY:**

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard

in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties. Work has strong impact on upon major polices and goals of the jurisdiction. Work is guided by locally developed policies and discussed with Judges for overall efficiency and effectiveness of the Department. The Chief Probation Officer will determine his/her own priorities and accomplish duties and assignments according to accepted schedules that require extensive time management skills.

**WORKING RELATIONSHIPS:**

In addition to daily interaction with fellow Probation Officers and staff, a working relationship must be maintained with various governmental and judicial agencies, law enforcement agencies, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. The Chief Probation Officer will have an active and ongoing relationship with the Supervising Judge of Probation and the other Judges for the County. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in an office environment, the Court, and/or the field as required. The nature of the work carries the risk of serious physical injury and death caused by people and/or animals. Working and receiving phone calls after normal business hours is to be expected and required.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

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

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name

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

**Title:** Pre-Sentence Investigations Writer

**FLSA Status:** Exempt

**Department:** Probation Department

**Pay Band:** PAT 4

**Supervisor:** 1) Assistant Chief Probation Officer  
2) Chief Probation Officer

**Date Prepared:** 09-14-2016

**Date Approved:**

**Hours of Work:**

**PURPOSE OF POSITION:**

Provide the Courts and other authorized agencies with statutorily required information necessary for the sentencing of offenders. These duties are pursuant to statutes pertaining to Presentence Investigations and the orders of the Hendricks County Courts.

**ESSENTIAL FUNCTIONS:**

- Prepare all Presentence Investigations in a timely and efficient manner in accordance with State standards.
- Contact and consult with Probation Officers where applicable for the Presentence Investigation
- Contact and consult with victims of crimes where applicable for the Presentence Investigation.
- Attend Sentencing Hearings as required by the Courts.
- Proficiency of Odyssey Case Management System.
- Comply with Indiana Judicial Center requirements for a Court Based Alcohol and Drug Program including C.S.A.M.S. certification or professional status.
- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer and Court Based Alcohol and Drug Program.
- Complete training and comply with all requirements of Presentence preparation through INcite.
- Complete Indiana Risk Assessment Management Systems and comply with all requirements of INcite.
- Adhere to all policy and procedure manuals of the Hendricks County Probation Department.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.
- Assist and cooperate with Hendricks County Home Detention, Hendricks County Work Release, Hendricks County Courts, and all other County agencies when requested.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

**NON-ESSENTIAL FUNCTIONS:**

- Operate County vehicles in accordance with the laws of Indiana.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Minimum of a Bachelor's Degree from an accredited University, preferably in the Social Sciences.
- Excellent time management and organizational skills.
- Probation Officer Certification from the Indiana Judicial Center.
- C.S.A.M.S. or Professional Status certification from the Indiana Judicial Center.
- I.R.A.S certification from the Indiana Judicial Center and INcite compliance.
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing and interrogation skills.
- Ability to understand Indiana Statutes
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to work with little to no supervision.

**RESPONSIBILITY:**

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties. Presentence Writers determine their own priorities and accomplish duties and assignments according to accepted schedules

**WORKING RELATIONSHIPS:**

In addition to interaction with fellow Probation Officers and staff, a working relationship must be maintained with various governmental and judicial agencies, law enforcement agencies, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is primarily performed in the home or in an office. This position is given the option of being allowed to write the reports from home. Work will also be required in an office, the Court, and the Jail. As the position allows for working from home, no sick or vacation time are provided as benefits, if the option of working from home is accepted. This position is to provide all Presentence Reports required and is independent of any given or specific work hours, if working from home.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

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

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name

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

**Title:** Drug Court Coordinator

**FLSA Status:** Non-Exempt

**Department:** Probation Department

**Pay Band:** PAT 3

**Supervisor:** 1) Assistant Chief Probation Officer  
2) Chief Probation Officer

**Date Prepared:** 09-26-2016

**Date Approved:**

**Hours of Work:**

**PURPOSE OF POSITION:**

To supervise and coordinate the day to day functions and personnel of the Hendricks County Drug Court Program, including direct supervision of Drug Court clients, with the goals of community protection and reduced recidivism. These duties are pursuant to the Orders of the Hendricks County Judges.

**ESSENTIAL FUNCTIONS:**

- Collect and gather statistical information for State required reports.
- Conduct random and/or requested home visits/field contacts of offenders placed on Drug Court supervision.
- Report to the Court and/or Chief Probation Officer specific information pertaining to any violations of Drug Court supervision and the response taken to deal with the violations.
- Supervision duties include, but are not limited to, all activities necessary for monitoring of activity, substance abuse referrals, urine screens paperwork, record keeping, fee collection, receiving and responding in a timely manner to all telephone, mail, and electronic mail correspondence and contacts, of offenders placed on probation. Supervision duties also include but are not limited to statutorily prescribed duties and requirements in the Indiana Code
- Court duties include, but are not limited to, all activities necessary for the performance of the Probation Officer in sentencing, revocation, and intake.
- Field duties include, but are not limited to home visits, home and vehicle searches, employment verification, and assisting law enforcement agencies as required.
- Conduct criminal record checks through I.D.A.C.S.
- Proficiency of Odyssey Case Management System.
- Comply with Indiana Judicial Center requirements for a Court Based Alcohol and Drug Program including C.S.A.M.S. certification or professional status.
- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer and Court Based Alcohol and Drug Program.
- Complete Indiana Risk Assessment Management Systems and comply with all requirements of INcite.



- Adhere to all policy and procedure manuals of the Hendricks County Probation Department.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.
- Assist and cooperate with Hendricks County Home Detention, Hendricks County Work Release, Hendricks County Courts, and all other County agencies when requested.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

**NON-ESSENTIAL FUNCTIONS:**

- Carrying a handgun, taser, and/or chemical spray, and qualify consistent with Sheriff Department guidelines.
- Operate County vehicles in accordance with the laws of Indiana.  
Performs other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Minimum of a Bachelor's Degree from an accredited University, preferably in the Social Sciences.
- Probation Officer Certification from the Indiana Judicial Center.
- C.S.A.M.S. or Professional Status certification from the Indiana Judicial Center.
- I.R.A.S certification from the Indiana Judicial Center and INCite compliance.
- I.D.A.C.S certification from the Indiana State Police.
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing and interrogation skills.
- Ability to understand Indiana Statutes
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to supervise and control irate, intoxicated, mentally ill, and violent offenders placed on probation.

**RESPONSIBILITY:**

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties. Probation Officers determine their own priorities and accomplish duties and assignments according to accepted schedules

**WORKING RELATIONSHIPS:**

In addition to daily interaction with fellow Probation Officers and staff, a working relationship must be maintained with various governmental and judicial agencies, law enforcement agencies, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in an office environment, the Court, and/or the field as required. The nature of the work carries the risk of serious physical injury and death caused by people and/or animals. Working and receiving phone calls after normal business hours is to be expected and required.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

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

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name

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

**Title:** Home Detention Officer

**FLSA Status:** Non-Exempt

**Department:** Probation Department

**Pay Band:** PAT 3

**Supervisor:** 1) Assistant Chief Probation Officer  
2) Chief Probation Officer

**Date Prepared:** 09-26-2016

**Date Approved:**

**Hours of Work:**

**PURPOSE OF POSITION:**

To provide supervision, surveillance, and response coverage of offenders placed on Home Detention, with the goals of community protection and reduced recidivism. These duties are pursuant to the Orders of the Hendricks County Judges.

**ESSENTIAL FUNCTIONS:**

- Carry a cell phone and appropriately respond to notification of potential violations of Home Detention.
- Conduct random and/or requested home visits/field contacts of offenders placed on Home Detention.
- Report to the Court and/or Chief Probation Officer specific information pertaining to any violations of Home Detention and the response taken to deal with the violations.
- Supervision duties include, but are not limited to, all activities necessary for monitoring of activity, substance abuse referrals, urine screens paperwork, record keeping, fee collection, receiving and responding in a timely manner to all telephone, mail, and electronic mail correspondence and contacts, of offenders placed on probation. Supervision duties also include but are not limited to statutorily prescribed duties and requirements in the Indiana Code
- Court duties include, but are not limited to, all activities necessary for the performance of the Probation Officer in sentencing, revocation, and intake.
- Field duties include, but are not limited to home visits, home and vehicle searches, employment verification, and assisting law enforcement agencies as required.
- Conduct criminal record checks through I.D.A.C.S.
- Proficiency of Odyssey Case Management System.
- Comply with Indiana Judicial Center requirements for a Court Based Alcohol and Drug Program including C.S.A.M.S. certification or professional status.
- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer and Court Based Alcohol and Drug Program.
- Complete Indiana Risk Assessment Management Systems and comply with all requirements of INcite.

- Adhere to all policy and procedure manuals of the Hendricks County Probation Department.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.
- Assist and cooperate with Hendricks County Home Detention, Hendricks County Work Release, Hendricks County Courts, and all other County agencies when requested.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

#### **NON-ESSENTIAL FUNCTIONS:**

- Carrying a handgun, taser, and/or chemical spray, and qualify consistent with Sheriff Department guidelines.
- Operate County vehicles in accordance with the laws of Indiana.
- Performs other duties as assigned.

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

- Minimum of a Bachelor's Degree from an accredited University, preferably in the Social Sciences.
- Probation Officer Certification from the Indiana Judicial Center.
- C.S.A.M.S. or Professional Status certification from the Indiana Judicial Center.
- I.R.A.S certification from the Indiana Judicial Center and INcite compliance.
- I.D.A.C.S certification from the Indiana State Police.
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing and interrogation skills.
- Ability to understand Indiana Statutes
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to supervise and control irate, intoxicated, mentally ill, and violent offenders placed on probation.

#### **RESPONSIBILITY:**

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties. Probation Officers determine their own priorities and accomplish duties and assignments according to accepted schedules

**WORKING RELATIONSHIPS:**

In addition to daily interaction with fellow Probation Officers and staff, a working relationship must be maintained with various governmental and judicial agencies, law enforcement agencies, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in an office environment, the Court, and/or the field as required. The nature of the work carries the risk of serious physical injury and death caused by people and/or animals. Working and receiving phone calls after normal business hours is to be expected and required.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

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

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name

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

**Title:** Release Coordinator

**FLSA Status:** Non-Exempt

**Department:** Probation Department

**Pay Band:** PAT 3

**Supervisor:** 1) Assistant Chief Probation Officer  
2) Chief Probation Officer

**Date Prepared:** 09-14-2016

**Date Approved:**

**Hours of Work:**

**PURPOSE OF POSITION:**

Coordinate pertinent offender information, including prior criminal record and appropriate risk assessments, for inmates at the Hendricks County Jail and prepare and provide an evaluation to the Courts for the purpose of facilitating appropriate release decisions.

**ESSENTIAL FUNCTIONS:**

- Evaluate inmates in the Hendricks County Jail using an appropriate risk assessment tool, personal interview, and interview with Jail personnel, for the purpose of assisting the Court with appropriate release considerations. Field duties include, but are not limited to home visits, home and vehicle searches, employment verification, bar checks, and assisting law enforcement agencies as required.
- Verify: residency, type of residency; length of residency; employment; type of employment; length of employment; minor children in local schools; other contacts within the county; and serious medical conditions or needs.
- Use this information to prepare evaluations of inmates in a concise and timely manner for the Courts.
- Conduct criminal record checks through I.D.A.C.S.
- Complete Indiana Risk Assessment Management Systems and comply with all requirements of INcite.
- Be present at the Initial Hearings to assist the Courts with questions or concerns regarding bond or other release decisions.
- Coordinate with Probation Officers regarding recommendations for bond on probation violations.
- Create and maintain a list of offenders in Jail by the Court in which the offender's case is pending.
- Proficiency of Odyssey Case Management System.
- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer.
- Adhere to all policy and procedure manuals of the Hendricks County Probation Department.

- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.
- Assist and cooperate with Hendricks County Home Detention, Hendricks County Work Release, Hendricks County Courts, and all other County agencies when requested.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

### **NON-ESSENTIAL FUNCTIONS:**

- Operate County vehicles in accordance with the laws of Indiana.
- Performs other duties as assigned.

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

- Minimum of a Bachelor's Degree from an accredited University, preferably in the Social Sciences.
- Probation Officer Certification from the Indiana Judicial Center.
- I.R.A.S certification from the Indiana Judicial Center and INcite compliance.
- I.D.A.C.S certification from the Indiana State Police.
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing and interrogation skills.
- Ability to understand Indiana Statutes
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to supervise and control irate, intoxicated, mentally ill, and violent offenders placed on probation.

### **RESPONSIBILITY:**

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties.

### **WORKING RELATIONSHIPS:**

In addition to daily interaction with fellow Probation Officers and staff, a working relationship must be maintained with the Hendricks County Jail, various governmental and judicial agencies,

law enforcement agencies, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in an office environment, the Court, and at the Hendricks County Jail. The nature of the work carries the risk of serious physical injury and death caused by people. Hours of work as early as 6:00 a.m. will be required due to Court scheduling.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name



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

**Title:** Home Detention Coordinator

**FLSA Status:** Non-Exempt

**Department:** Probation Department

**Pay Band:** PAT 3

**Supervisor:** 1) Assistant Chief Probation Officer  
2) Chief Probation Officer

**Date Prepared:** 09-26-2016

**Date Approved:**

**Hours of Work:**

**PURPOSE OF POSITION:**

To supervise and coordinate the day to day functions and personnel of the Hendricks County Home Detention Program, including indirect supervision of additional Home Detention Staff. To provide supervision, surveillance, and response coverage of offenders placed on Home Detention, with the goals of community protection and reduced recidivism. These duties are pursuant to the Orders of the Hendricks County Judges.

**ESSENTIAL FUNCTIONS:**

- Collect and gather statistical information for State required reports.
- Inventory, arrange service and repair, and adequately maintain all electronic monitoring equipment.
- Carry a cell phone and appropriately respond to notification of potential violations of Home Detention.
- Conduct random and/or requested home visits/field contacts of offenders placed on Home Detention.
- Report to the Court and/or Chief Probation Officer specific information pertaining to any violations of Home Detention and the response taken to deal with the violations.
- Supervision duties include, but are not limited to, all activities necessary for monitoring of activity, substance abuse referrals, urine screens paperwork, record keeping, fee collection, receiving and responding in a timely manner to all telephone, mail, and electronic mail correspondence and contacts, of offenders placed on probation. Supervision duties also include but are not limited to statutorily prescribed duties and requirements in the Indiana Code
- Court duties include, but are not limited to, all activities necessary for the performance of the Probation Officer in sentencing, revocation, and intake.
- Field duties include, but are not limited to home visits, home and vehicle searches, employment verification, and assisting law enforcement agencies as required.
- Conduct criminal record checks through I.D.A.C.S.
- Proficiency of Odyssey Case Management System.
- Comply with Indiana Judicial Center requirements for a Court Based Alcohol and Drug Program including C.S.A.M.S. certification or professional status.

- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer and Court Based Alcohol and Drug Program.
- Complete Indiana Risk Assessment Management Systems and comply with all requirements of INcite.
- Adhere to all policy and procedure manuals of the Hendricks County Probation Department.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.
- Assist and cooperate with Hendricks County Home Detention, Hendricks County Work Release, Hendricks County Courts, and all other County agencies when requested.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

**NON-ESSENTIAL FUNCTIONS:**

- Carrying a handgun, taser, and/or chemical spray, and qualify consistent with Sheriff Department guidelines.
- Operate County vehicles in accordance with the laws of Indiana.  
Performs other duties as assigned

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Minimum of a Bachelor's Degree from an accredited University, preferably in the Social Sciences.
- Probation Officer Certification from the Indiana Judicial Center.
- C.S.A.M.S. or Professional Status certification from the Indiana Judicial Center.
- I.R.A.S certification from the Indiana Judicial Center and INcite compliance.
- I.D.A.C.S certification from the Indiana State Police.
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing and interrogation skills.
- Ability to understand Indiana Statutes
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to supervise and control irate, intoxicated, mentally ill, and violent offenders placed on probation.

**RESPONSIBILITY:**

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard

in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties. Probation Officers determine their own priorities and accomplish duties and assignments according to accepted schedules

**WORKING RELATIONSHIPS:**

In addition to daily interaction with fellow Probation Officers and staff, a working relationship must be maintained with various governmental and judicial agencies, law enforcement agencies, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in an office environment, the Court, and/or the field as required. The nature of the work carries the risk of serious physical injury and death caused by people and/or animals. Working and receiving phone calls after normal business hours is to be expected and required.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

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

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name

# EMPLOYEE REQUISITION

PLEASE CHECK ONE:  STARTING AT MINIMUM (COMPLETE SECTION 1)  
 REQUEST > MINIMUM < MIDPOINT (COMPLETE SECTIONS 1 & 2)  
 REQUEST ABOVE MIDPOINT (COMPLETE SECTIONS 1 & 2)

## POSITION INFORMATION

### SECTION 1

NAME OF APPLICANT: Cinda Kattau  
POSITION/TITLE: Adm Specialist Grant Coordinator DATE: 1-Jan-17  
DEPARTMENT: Auditor  
DEPARTMENT HEAD: Nancy Marsh  
REASON VACATED: New Position

Nancy Marsh:  
Incoming Auditor  
recommends OSS2  
HR recommends OSS3

JOB CLASSIFICATION: HR OSS3 AUDITOR OSS2  
PLEASE CIRCLE ONE: HOURLY SALARY AMOUNT REQUESTED 42,497  
SALARY RANGE OSS2 \$32,817 \$36,473 \$42,497  
MINIMUM: OSS3 \$29,630 MIDPOINT: \$32,924 MAXIMUM: \$39,513  
BUDGET ACCOUNT CODE: 1001-10218-000-0102 ANNUAL APPROPRIATION: \$42,497

### SECTION 2

#### RATIONAL FOR HIRING ABOVE STARTING RANGE: (PLEASE ATTACH ANY DOCUMENTS USED FOR JUSTIFICATION)

The person entering this position is the current Auditor so her experience and knowledge are well above normal and she will require no training and be an invaluable resource to the office and the Auditor. There are currently three positions ranked OSS2 in the Auditor's Office and this new position is qualified to work in all three OSS2 positions.

## THIS SECTION TO BE COMPLETED BY HUMAN RESOURCES

APPROVED: DENIED:

STARTING DATE:

STARTING PAY:

ADDITIONAL INFORMATION:

## APPROVALS

ADMINISTRATOR : DATE:

HUMAN RESOURCES\*\*: DATE:

COUNTY ADMINISTRATOR\*\*: DATE:

AUDITOR\*\*: DATE:

FINANCIAL ADMINISTRATOR\*\*: DATE:

SIGNATURE REQUIRED FROM ADMINISTRATOR AND HUMAN RESOURCES FOR SECTION 1

\*\* SIGNATURE REQUIRED FROM TWO OF FOUR FOR SECTION 2

COMMENTS:

**Hendricks County**

**Job Description**

**Title:** Grant Coordinator Administrative Specialist **FLSA Status:** Non-Exempt

**Department:** Auditor

**Pay Band:** OSS 3

**Supervisor:** Auditor

**Date Prepared:** 07/21/2016

**Date Approved:**

**PURPOSE OF POSITION:**

Incumbent serves as Grant Coordinator and Administrative Specialist to the Auditor, responsible for monitoring County grants and performing a variety of clerical functions.

**ESSENTIAL FUNCTIONS:**

- Monitors all County grants assuring compliance with granting agency requirements which includes:
  - verifying use of funds is in accordance with prescribed laws and grant agreements
  - tracking of grant appropriations
  - monitoring cash draws for proper amount and timing
  - verify claim vouchers sent to state for reimbursement are indeed reimbursed timely
- Confers with Auditor, Board of Commissioners, and County Council when programs are not in compliance with granting agency requirements.
- Prepares and distributes financial reports for grants to grantee department officials, assists with reconciling as needed.
- Provides information and instruction of financial accounting requirements as needed for State Board of Accounts audit.
- Prepares SEFA (Schedule of Expenditures of Federal Awards) to be included in County Annual Report.
- Maintains organized permanent records (paper and electronic) for bids, contracts, ordinances, resolutions, agreements, MOU's, and bonds: making documents available timely for county employees and the public.
- Submission of required contracts through state's GATEWAY portal.
- Works with Auditor to develop internal control processes.

**NON-ESSENTIAL FUNCTIONS:**

- Maintain Tax Sale Surplus and Tax Sale Redemption ledgers separate from the financial system, reconciling to cash balances.
- Maintain Surplus Tax ledger separate from the financial system, reconciling to cash balance.
- Assist Auditor's staff answering telephones, filing of deductions and public information requests.
- Performs related duties as assigned by Auditor.

**EDUCATION AND OUALIFICATION REQUIREMENTS:**

- Working knowledge of grant reporting and grant monitoring procedures.
- Must take initiative in planning of work, requiring analysis, adaptive thinking, problem solving and considerable judgment.
- High school diploma; business training or office experience required
- Ability to create and use Excel spreadsheets with formulas.
- Advanced knowledge of appropriations and the budgeting process.
- Knowledge of bookkeeping practices, particularly fund accounting.
- Advanced knowledge of the functions of the Auditor's Office and its relationship to other county offices.
- Ability to effectively and tactfully deal with taxpayers, vendors, and county employees.
- Ability to communicate well, both verbally and in writing.
- Proficient knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Ability to operate basic office equipment.
- Good organizational skills.
- Attention to detail.

**RESPONSIBILITY:**

Incumbent works under general guidelines and procedures but must make choices and decisions concerning complicated, non-standardized, non-routine tasks. Position requires problem-solving abilities for researching errors posting of grant receipts and disbursements. Errors in work can result in substantial cost and legal repercussions to the county and other taxing units, and cause serious embarrassment to the department. Employee must take initiative in planning of work, requiring analysis, adaptive thinking and considerable judgment developing office procedures.

**WORKING RELATIONSHIPS:**

Working relationships are with Auditor, associates in same department, other county departments, governmental agencies, taxing units and the general public for the purpose of communicating factual or procedural information. Work relationships are person to person where cooperative problem solving is involved or where gaining concurrence or cooperation is required through discussions and persuasion is required.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Financial Administrator in the Auditors 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

**STATUS OF FUNDS REPORT**

**Hendricks County**

Date of Publication: Oct 27, 2016 Republican  
 Oct 29, 2016 Hendricks County Flyer

Date of Public Hearing Nov 10, 2016  
 Date of Resolution Nov 10, 2016

2016 Property Tax Rate if applicable	.1744		.0493	.0320		.0026	.0123		.0037					
COUNTY FUND NUMBER	1001	1110	1112	1135	1138	1157	1158	1159	1169	1176	1186	1188	4701	4702
DLGF FUND NUMBER	0101	0254	2411	0790	2391	9501	0905	0801	0706	0702	0061	0124		
FUND NAME:	General (A)	CAGIT Certified Shares (B)	EDIT Project	Cume Bridge	CCD	Food & Beverage	Drain Improvement	Health	Local Road & Street	Highway	Rainy Day	Reassessment	Insurance Claims	Insurance Rainy Day
APPROPRIATION REQUEST:	248,587							4,600						
AMOUNT BY REDUCTION:														
AMOUNT BY SURPLUS:														
1. Property Tax Levy (Line 16)	14,146,379	-	-	3,998,948	2,595,666	-	210,898	997,709	-	-	-	300,124	-	-
2. Circuit Breaker Impact	1,286,793			363,755	236,109			90,754				27,300		
3. PTRC from CAGIT (Line 13)	1,783,113			-	-			-				-		
4. Misc. Revenue Estimate (line 8B)	4,883,408	10,281,850	4,227,365	409,343	194,300	1,800,000	46,787	347,184	1,004,903	4,863,222		22,466		
5. January 1 Cash Balance including investments	6,227,404	3,256,521	16,136,413	12,472,923	4,838,190	3,845,605	1,333,622	600,348	1,410,966	3,534,866	10,478,141	442,818	5,820,247	3,278,527
6. Total Funds Available (1-2+3+4+5)	25,753,511	13,538,371	20,363,778	16,517,459	7,392,047	5,645,605	1,591,307	1,854,487	2,415,869	8,398,088	10,478,141	738,108	5,820,247	3,278,527
7. Original Budget	21,962,652	10,458,018	3,826,991	2,549,364	3,385,208	1,947,569	500,000	1,370,967	1,184,000	5,018,219	500,000	358,485		
8. Encumbered Appropriations	116,907	21,398	3,885,883	4,813,110	1,259,157	355,819	-	-	84,986	-	-	76,580		
9. Total Beginning Appropriations (7+8)	22,079,559	10,479,416	7,712,874	7,362,474	4,644,365	2,303,388	500,000	1,370,967	1,268,986	5,018,219	500,000	435,065		
10. Surplus Funds (6-9)	3,673,952	3,058,955	12,650,904	9,154,985	2,747,682	3,342,217	1,091,307	483,520	1,146,883	3,379,869	9,978,141	303,043	5,820,247	3,278,527 Usually Not Appropriated
11. Amount Appropriated Since January 1st less any reductions in appropriations	(1,380,644)		2,439,663	858,631	302,059			26,305		75,640		112,000	Not Appropriated	
12. Amount Transferred to Rainy Day	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13. Surplus Funds Remaining (10-11)	5,054,596	3,058,955	10,211,241	8,296,354	2,445,623	3,342,217	1,091,307	457,215	1,146,883	3,304,229	9,978,141	191,043	na	3,203,349
<b>CASH BALANCE AS OF NOV 1, 2016</b>	<b>751,272</b>	<b>3,311,312</b>	<b>16,961,531</b>	<b>16,821,058</b>	<b>3,615,617</b>	<b>4,697,232</b>	<b>1,151,526</b>	<b>624,202</b>	<b>1,615,604</b>	<b>4,377,147</b>	<b>10,478,141</b>	<b>210,792</b>	<b>(21,050)</b>	<b>3,276,277</b>
<b>Established minimum balance</b>	<b>5,000,000</b>	<b>1,000,000</b>	<b>5,000,000</b>		<b>750,000</b>	<b>2,000,000</b>				<b>700,000</b>	<b>10,000,000</b>	<b>50,000</b>		<b>3,500,000</b>
<b>SUMMARY OF TEN MAJOR FUNDS</b>	<b>1/1/2016</b>	<b>2/1/2016</b>	<b>3/1/2016</b>	<b>4/1/2016</b>	<b>5/1/2016</b>	<b>6/1/2016</b>	<b>7/1/2016</b>	<b>8/1/2016</b>	<b>9/1/2016</b>	<b>10/1/2016</b>	<b>11/1/2016</b>	<b>12/1/2015</b>		<b>AVG</b>
Surplus (equals unappropriated)	54,308,497	54,304,988	54,217,221	53,726,471	49,521,092	49,312,897	48,965,073	48,857,205	50,118,987	50,056,987	50,041,588	44,797,752		
<b>Actual Cash Balance</b>	<b>65,479,556</b>	<b>63,292,273</b>	<b>60,610,315</b>	<b>58,183,830</b>	<b>57,251,899</b>	<b>62,416,919</b>	<b>66,822,516</b>	<b>65,833,466</b>	<b>65,072,976</b>	<b>67,755,882</b>	<b>65,905,191</b>	<b>67,755,882</b>		<b>63,865,059</b>
Prior Year Cash Balance	64,599,797	61,570,791	59,279,743	61,890,750	56,198,295	58,183,830	65,624,411	62,643,596	64,017,693	63,670,633	59,515,928	55,521,124		61,059,716

**Food & Beverage Revenue:**

2016: Jan \$93,095 Feb \$135,667 Mar \$261,654 Apr \$381,776 May \$300,047 Jun \$326,983 Jul \$195,711 Aug \$92,358 Sep \$175,319 Oct \$110,179  
 2015: Jan \$155,033 Feb \$120,101 Mar \$206,350 Apr \$206,882 May \$214,299 Jun \$248,657 Jul \$196,629 Aug \$147,030 Sept \$135,037 Oct \$200,637 Nov \$124,321 Dec \$123,010  
 2014: Jan \$100,440 Feb \$116,289 Mar \$84,135 Apr \$205,154 May \$175,802 Jun \$274,065 Jul \$121,047 Aug \$189,365 Sep \$114,861 Oct \$127,952 Nov \$145,104 Dec \$120,101



**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) General - Prosecutor	1001.10814.000.108	Deputy Prosecutor	\$ 3,000	_____
2) General - Election	1001.14601.000.146	Voter Board	\$ 14,850	_____
3) General - Election	1001.14602.000.146	Precinct Board Member	\$ 1,500	_____
4) General - Election	1001.14603.000.146	Canvassing Board	\$ 525	_____
5) General - Courts	1001.16099.000.160	Court Overtime	\$ 2,500	_____
6) General - Courts	1001.30702.000.160	Interpreters	\$ 5,000	_____
7) General - Courts	1001.30703.000.160	Pauper Transcripts	\$ 5,000	_____
8) Alternative Dispute Resolution	2202.31700.000.160	Service Contracts	\$ 5,000	_____
9) CCD - Facilities Maintenance	1138.41017.000.136	Misc Buildings & Renovations	\$ 31,900	_____
10) Health	1159.30200.000.214	Attorney	\$ 373	_____
11) Pre-trial Diversion Fee	2501.30500.000.108	Education	\$ 121	_____
12) EDIT or F&B	____.10001.000.102	Sick Time Payout	\$ 650,000	_____
13) Insurance Rainy Day	4702.13595.000.102	HSA Employer Contribution	\$ 450,000	_____
14) Immunization Grant	8130.18623.000.214	PH Nurse Part-Time PAT3	\$ 44,638	_____
15) Immunization Grant	8130.13590.000.214	FICA/Medicare	\$ 3,460	_____
16) Immunization Grant	8130.13591.000.214	PERF	\$ 6,420	_____
17) Immunization Grant	8130.13592.000.214	Group Insurance	\$ 15,330	_____
18) Immunization Grant	8130.13593.000.214	Unemployment Insurance	\$ 86	_____
19) Immunization Grant	8130.13594.000.214	Worker's Comp	\$ 132	_____
20) Immunization Grant	8130.20211.000.214	Field Supplies & Equipment	\$ 3,467	_____
21) Immunization Grant	8130.20212.000.214	Educational Supplies	\$ 3,760	_____
22) Immunization Grant	8130.30500.000.214	Education/Conferences	\$ 1,000	_____
23) Immunization Grant	8130.33000.000.214	Mileage/Travel	\$ 760	_____
24) Immunization Grant	8130.34500.000.214	Printing & Advertising	\$ 1,000	_____
25) Immunization Grant	8130.36600.000.214	Repairs & Maintenance	\$ 1,462	_____
26) Immunization Grant	8130.31900.000.214	Contract Services	\$ 35,488	_____
27) Immunization Grant	8130.44100.000.214	Furniture	\$ 12,150	_____

Adopted this 8th day of December, 2016 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

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Richard A. Thompson

---

Richard A. Thompson

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Eric Wathen

---

Eric Wathen

---

Brad Whicker

---

Brad Whicker

Attest:

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Cinda Kattau, Auditor

REQUEST FOR EMERGENCY APPROPRIATION

Date: 11-9-16

**FILED**

NOV 09 2016

*Cinda Kattan*  
AUDITOR HENDRICKS COUNTY

Amount: ~~\$7,380.40~~ *\$3000 needed*

Fund Name: COUNTY GENERAL FUND

(Example - County General)

*Add #1*

Account Name: PAYROLL-KRISTOPHER KRITZER

(Example - Supplies)

Account Number: 1001-10814-000-0108

Explanation of Request:

MONEY IS NEED TO FINISH OUT THE 2016 YEAR  
PAYROLL FOR KRISTOPHER KRITZER.

I will be attending the Council meeting.

I will not be attending the Council meeting.

*P. Bala*  
\_\_\_\_\_  
Authorized Signature

Auditor's Notes:

*Short because of vacation pay out for prior  
employee - Addl of \$1,920 done @ November  
meeting but line is still short.*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 11/15/2016

Amount: \$14,850.00  
(whole dollars only)

*Add #2*

Fund Name: County General  
(Example - County General)

Account Name: Voter Board (Absentee/Satellite Workers)  
(Example - Supplies)

Account Number: 1001.14601.000.0146

Explanation of Request:

Election Board added an extra week to Satellite locations due to volume of voters in the primary. Had to call in 2 more absentee board members to keep up with mail and oversea ballot requests.

  X   I will be attending the Council meeting.

       I will not be attending the Council meeting.

*Debbie Hoskins*

Authorized Signature

Auditor's Notes:

*Original appropriation \$30,000  
Current balance - 8,280 before all fall election  
claims entered.*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 11/15/2016

Amount: \$1500.00  
(whole dollars only)

*Add # 3*

Fund Name: County General  
(Example - County General)

Account Name: Precinct Board Member  
(Example - Supplies)

Account Number: 1001.14602.000.0146

Explanation of Request:

I only budget for 103 precincts, we added an extra precinct in the spring. Requesting \$1500 to pay pollworkers that worked the additional precinct.

I will be attending the Council meeting.

I will not be attending the Council meeting.

*Debbie Hobbs*  
Authorized Signature  
Auditor's Notes:

*Original appropriation \$130,000  
Current balance \$ 68,110 Before fall election  
claims entered.*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 11/15/2016

Amount: \$525.00  
(whole dollars only)

*Add #4*

Fund Name: County General  
(Example - County General)

Account Name: Canvassing Board  
(Example - Supplies)

Account Number: 1001.14603.000.0146

Explanation of Request:

Added additional canvasser's due to volume of mail in ballots received.

I will be attending the Council meeting.

I will not be attending the Council meeting.

*Dustin Hopkins*

Authorized Signature

Auditor's Notes:

*Original appropriation \$4800  
Current balance \$2,575 before fall  
election claims entered*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 11/1/16

*Add # 5*

Amount: \$2,500

Fund Name: County General  
(Example - County General)

Account Name: Overtime  
(Example - Supplies)

Account Number: 1001 16099 000 0160  
Example -            Fund #      Account #      Object #      Location #  
                                 100            20100            000            102

Explanation of Request:

I expect the courts to incur some add'l overtime before year-end as  
several jury trials are expected to go in December.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

s/Catherine Haines  
Authorized Signature

Auditor's Notes:

*Original appropriation \$9,500  
Current balance (\$376)*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 10/31/16

Amount: \$5,000

*Add # 6*

Fund Name: County General

(Example - County General)

Account Name: Interpreters

(Example - Supplies)

Account Number: 1001 . 30702 . 000 . 0160

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

Explanation of Request:

In September we incurred several thousand in non-refundable interpreter expenses for a jury trial that was reset to October. During jury selection in September, the Prosecutor and defense attorney were unable to seat 14 jurors, hence, the trial was reset for October.

I will be attending the Council meeting.

I will not be attending the Council meeting.

s/Catherine Haines

Authorized Signature

Auditor's Notes:

Original appropriation	\$ 7,500
Transfer 5/25	2,000
Add 6/16	25,000
Transfer 11/15	2,000
	<u>\$ 36,500</u>

Current Bal \$ 6,393



# REQUEST FOR EMERGENCY APPROPRIATION

Date: 10/27/16

Amount: \$5,000

*Add # 7*

Fund Name: County General

(Example - County General)

Account Name: Pauper Transcripts

(Example - Supplies)

Account Number: 1001 . 30703 . 000 . 0160

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

## Explanation of Request:

In the last month, I received nearly \$7,000 in pauper transcript invoices.

I have asked the courts to provide me with estimated expenses for the remainder of this year.

I will be attending the Council meeting.

I will not be attending the Council meeting.

s/Catherine Haines

Authorized Signature

### Auditor's Notes:

*Original appropriation \$ 40,000*  
*Transfers 9/14                      2,000*  
*Additional 10/1                      10,000*  
*Transfer 10/31                      4,000*  

---

*\$ 56,000*

*Current balance \$ 2,763*

REQUEST FOR EMERGENCY APPROPRIATION

Date: 10/31/16

Amount: \$5,000

*Add # 8*

Fund Name: Alternative Dispute Resolution Fees  
(Example - County General)

Account Name: Service Contracts  
(Example - Supplies)

Account Number:	<u>2202</u>	<u>31700</u>	<u>000</u>	<u>0160</u>
	Fund #	Account #	Object #	Location #
Example -	100	20100	000	102

Explanation of Request:

Earlier this year, the judges increased Ann Thrasher's salary to \$60,000/year.  
 When I requested an add'l appropriation from Fund 2202 in July 2016,  
 I miscalculated, and only requested an add'l \$20,000 when I should have  
 requested an add'l \$25,000. Apologies!  
 The Fund has a cash balance of approximately \$90,000 and receipts of  
 at least \$6,000/month, so it can support this request.

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

s/Catherine Haines

Authorized Signature

Auditor's Notes:

<i>Original appropriation</i>	<i>35,000</i>
<i>Additional 7/14</i>	<i>20,000</i>
	<hr/>
	<i>\$ 55,000</i>

*Current balance -- 0 --*

REQUEST FOR EMERGENCY APPROPRIATION

Date: November 16, 2016

Amount: \$31,900.00

Fund Name: Cumulative Capital Development  
(Example – County General)

*Add #9*

Account Name: Misc. Buildings & Renovations  
(Example – Supplies)

Account Number: 1138.41017.000.0136  
Fund # Account # Object # Location #

Explanation of Request: I am requesting additional funds to cover the cost of the purchase and installation of time clocks. \$13,200.00 to cover the cost of the purchase of the time clocks and \$18,700.00 to cover the cost of the installation of the time clocks.

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

*Kevin J. Cavanaugh*  
Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 11/10/16

Amount: \$373.00

*Add # 10*

Fund Name: Health  
(Example - County General)

**FILED**

NOV 10 2016

Account Name: Attorney  
(Example - Supplies)

*Cinda Kattan*  
AUDITOR HENDRICKS COUNTY

Account Number: 1159.30200.000.0214

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

Explanation of Request:

Additional bill received due to continued issues and  
working towards a resolution of malpractice insurance for  
the health officer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*Original approp \$ 7,500*  
*Additional 11/16 1,600*  
*\$ 9,100*  
  
*Current balance \$2,917*

*Dinger Hawington*  
\_\_\_\_\_  
Authorized Signature

REQUEST FOR EMERGENCY APPROPRIATION

Date: 11-17-16

*Add # 11*

Amount: \$ ~~120.76~~ *121*

Fund Name: PRE-TRIAL DIVERSION FEE FUND  
(Example - County General)

Account Name: EDUCATION (2501-30500-000-108)  
(Example - Supplies)

Account Number: 2501-99999-000-108

Explanation of Request:

MONEY IS NEEDED TO FINISH OUT THE 2016 YEAR CLAIMS.

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

*Patricia Ann Balhuni / MSC*

Authorized Signature

Auditor's Notes:

*Original appropriation \$ 10,500  
Current balance (\$ 121)*

**FILED**

NOV 17 2016

*Cinda Kattan*  
AUDITOR HENDRICKS COUNTY

REQUEST FOR EMERGENCY APPROPRIATION

Date: 12/2/16

*Add # 12*

Amount: \$650,000  
(whole dollars only)

Fund Name: EDIT or Food & Beverage  
(Example – County General)

Account Name: Sick Time Payout  
(Example – Supplies)

Account Number: xxxx.10001.000.102

Explanation of Request:

**The actual amount needed will be available for the meeting.**

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

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

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 12/2/16

Amount: \$450,000  
(whole dollars only)

*Add #13*

Fund Name: Insurance Rainy Day  
(Example – County General)

Account Name: HSA Employer Contribution  
(Example – Supplies)

Account Number: 4702.13595.000.102

Explanation of Request:

**The actual amount needed will be available for the meeting.**

       I will be attending the Council meeting.

       I will not be attending the Council meeting.

*CLB*

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

Auditor's Notes:

ID YEAR CO TYPE KEY

BUDGET ESTIMATE FOR

**Immunization Grant 8130**

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

**0214 Health**

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

**Hendricks**

(If County Budget, Enter County Name)

For Calendar Year 2017

*Orders #14-27*

		Items	Total Estimate	Approved
<b>1</b>	<b>PERSONAL SERVICES</b>			
	Salaries and Wages			
	18823 Public Health Nurse/Public Health Education Spec.	44,638.00		
			44,638.00	
	Employee Benefits			
	13590 FICA/Medicare	3,460.00		
	13591 PERF	6,420.00		
	13592 Group Insurance	15,330.00		
	13593 Unemployment Insurance	88.00		
	13594 Worker's Compensation	132.00	25,428.00	
	Other Personal Services			
			0.00	
	<b>Total Personal Services</b>		<b>70,066.00</b>	
<b>2</b>	<b>SUPPLIES</b>			
	Office Supplies			
	20100 Office Supplies	<del>1,027.00</del>		
			<del>1,027.00</del>	
	Operating Supplies			
			0.00	
	Repair and Maintenance Supplies			
			0.00	
	Other Supplies			
	20211 Field Supplies & Equipment	3,467.00		
	20212 Educational Supplies	3,760.00		
	<b>Total Supplies</b>		<b>7,227.00</b>	



	Items	Total Estimate	Approved
<b>3 OTHER SERVICES AND CHARGES</b>			
Professional Services			
30500 Education/Conferences	1,000.00		
		1,000.00	
Communication and Transportation			
33000 Mileage/Travel	760.00		
		760.00	
Printing and Advertising			
34500 Printing and Advertising	1,000.00		
		1,000.00	
Insurance			
		0.00	
Utility Services			
		0.00	
Repairs and Maintenance			
38800 Repairs and Maintenance	1,462.00		
		1,462.00	
Rentals			
		0.00	
Debt Service			
		0.00	
Other Services and Charges			
31900 Contract Services	35,488.00		
		35,488.00	
		39,710.00	
Total Other Services and Charges		39,710.00	

	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			
44100 Furniture	12,150.00		
		12,150.00	
Total Capital Outlays		12,150.00	0.00
<b>TOTAL BUDGET ESTIMATE</b>		<b>129,163.00</b>	<b>0.00</b>

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

Health Department Immunization Grant Fund

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

for the calendar year 2017 for the purposes therein specified.

Dated this 18 day of November, 2016.

*D. Delaney MD / TLB*  
 \_\_\_\_\_  
 Health Officer

\_\_\_\_\_  
 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.

<b><u>TRANSFERS</u></b>					
<b><u>DEPARTMENT</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>	<b><u>AMOUNT</u></b>	<b><u>Y/N</u></b>	
1) Highway	1176.18598.002.201	1176.18529.002.201	\$ 5,220		_____
2) Highway	1176.18598.002.201	1176.18534.002.201	\$ 12,367		_____
3) Substance Abuse Program	2504.44101.000.151	2504.30702.000.151	\$ 2,000		_____
4) General - Sheriff	1001.10564.000.105	1001.13760.000.137	\$ 146		_____
5) Community Corrections Proj Inc	4909.41145.000.154	4909.20200.000.154	\$ 40,000		_____

Adopted this 8th day of December, 2016 by the following vote:

**AYE**

**NAY**

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Richard A. Thompson

\_\_\_\_\_  
Richard A. Thompson

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

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

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

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

Attest:

\_\_\_\_\_  
Cinda Kattau, Auditor

REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

*Transfer #1*

DATE: 11-14-16

FROM: 1176-18598-002-201  
Full Account Number

Highway Overtime  
Account Description

TO: 1176-18529-002-201  
Full Account Number

Highway Worker LTC 3  
Account Description

AMOUNT: \$5,220.00

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:

Payment of Retiree

       I will be attending the Council meeting.

N/A I will not be attending the Council meeting.

*Curt Haggerty*  
Authorized Signature

Auditor's Notes:

REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: 11-14-16

*Transfer #2*

FROM: 1176-18598-002-201  
Full Account Number

Highway Overtime  
Account Description

TO: 1176-18534-002-201  
Full Account Number

Highway Worker LTC 3  
Account Description

AMOUNT: \$12,367.00

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

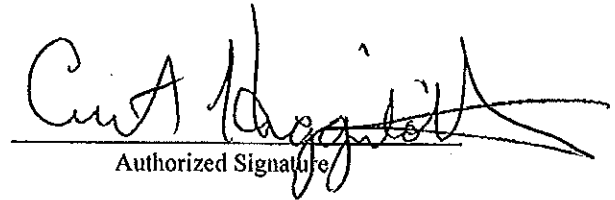
Budget Classifications:  
10000 Personal Services  
20000 Supplies  
30000 Other Services & Charges  
40000 Capital Outlays

Explanation of Request:

Payout of Retiree

       I will be attending the Council meeting.

N/A I will not be attending the Council meeting.

  
Authorized Signature

Auditor's Notes:

# REQUEST FOR TRANSFER OF FUNDS

(Transfer must be within the same fund and department)

DATE: November 15, 2016

FROM: 2504.44101.000.151      SCRAM Monitoring Equipment  
Full Account Number      Account Description

TO: 2504.30702.000.151      Interpreters  
Full Account Number      Account Description

*Transfer #3*

AMOUNT: \$2,000

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

  
Authorized Signature

Auditor's Notes:

REQUEST FOR TRANSFER OF FUNDS

DATE: 11/29/16

*Transfer # 4*

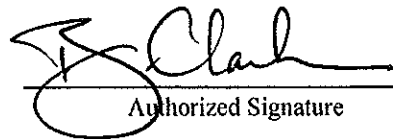
FROM:	1001.10564.000.0105	Civil Admin
	Full Account Number	Account Description
TO:	1001.13760.000.0137	IDACS Coordinator
	Full Account Number	Account Description

AMOUNT: \$145.24

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

Explanation of Request: Short fall in appropriation, due to retirement.

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

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

Auditor's Notes:

**FILED**

NOV 28 2016

*Cinda Kattan*  
AUDITOR HENDRICKS COUNTY

**REQUEST FOR TRANSFER OF FUNDS**

(Transfer must be within the same fund and department)

DATE: \_\_\_10/27/16

FROM: 4909.41145.000.0154  
Full Account Number

Security Upgrades  
Account Description

*Transfer #5*

TO: 4909.20200.000.0154  
Full Account Number

Operating Supplies  
Account Description

AMOUNT: \$40000.00

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:

The Operating Budget is almost depleted for the fiscal year due to the increase in expenditures.

\_\_\_\_\_ I will be attending the Council meeting.

X I will not be attending the Council meeting.

*Bridgette MCL*  
Authorized Signature

Auditor's Notes:



# CIRCUIT AND SUPERIOR COURTS OF HENDRICKS COUNTY

November 28, 2016

**Via Electronic Mail**

HENDRICKS COUNTY COMMISSIONERS  
C/o Todd McCormack  
HENDRICKS COUNTY COUNCIL  
C/o Jay Puckett, Council President

**Re: Overtime pay for County IT personnel**

Dear Jay and Todd,

On November 18, 2016, The Hendricks County Home Detention Officers experienced technical difficulties with receiving alerts for clients who were on Home Detention per the Court. Specifically, for a period of approximately five hours, alerts were not being sent via email or text message to Home Detention Officers. The Hendricks County Home Detention Coordinator contacted Hendricks County IT personnel when the issue was discovered, as well as the electronic monitoring company used; BI inc. BI inc. Staff and Hendricks County IT personnel worked together to resolve the issue and alerts were once again received by the evening of November 18, 2016.

In dealing with this issue, the question did arise as to the responsibility of Hendricks County IT personnel to be responsive outside of standard work hours; Monday-Friday from 8am to 4:30pm. The Probation Department is seeking clarification on this issue should future issues arise.

Sincerely,

s/Susan Bentley  
Chief Probation Officer

cc: Judge Daniel Zielinski  
Judge Robert Freese  
Judge Rhett Stuard  
Judge Karen Love  
Judge Mark Smith  
Judge Stephenie LeMay-Luken



# HENDRICKS COUNTY SHERIFF'S OFFICE

925 E MAIN STREET · PO BOX 87  
DANVILLE, IN 46122

BRETT CLARK · SHERIFF

Cinda Kattau  
Auditor of Hendricks County  
November 14, 2016

Cinda,

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 January 2016 to June 2016. Please let me know if you have any questions or need additional information.

**Meals served to inmates: 138,705**

**Cost of these meals@ \$1.4057129 = \$194,979.41**

**\*For 2016 we elected to use a sliding scale system based on daily populations for the per meal price. This allowed us to get the lower number. The previous amount was set at \$1.46.**

Sincerely,

Brett A. Clark, Sheriff

DISPATCH  
317 -839-8700

ADMINISTRATION  
317 -745-6269

FAX  
317 -745-9276

JAIL  
317 -745-9332