

AGENDA
HENDRICKS COUNTY COUNCIL
Hendricks County Government Center
355 S. Washington Street, Danville, Indiana
April 4, 2017
9:00 A.M.

CALL TO ORDER:

ADOPTION OF AGENDA:

UNFINISHED BUSINESS:

Minutes of March 7, 2017

NEW BUSINESS:

Judge Mark Smith/Catherine Haines/Bridgette Collins - New Job Description (Add'l # 24)
Bruce Donaldson - Barnes & Thornburg Ordinance - Crossroads Commerce Park Holdings
Melissa Shoemaker - Rate of Pay Part Time Deputy Prosecutor Above Midpoint
Resolution on Starting Salaries - Replacing 2015-01; 2015-09; 2016-25
Julie Hahn Request to go to Midpoint - Health Education Specialist
Human Resources Administrator - Erin Hughes
Jeremy Weber - Parks - Future Staffing Planning

ADDITIONAL APPROPRIATIONS

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) Commissioners	1001.13500.000.0135	Adm & Public Affairs	\$5,000.00	
2) Coroner	1001.10702.000.0107	Deputy Coroners	\$25,000.00	
3) Coroner	1001.10703.000.0107	Part Time Clerical	\$8,800.00	
4) Edit Project Fund	1112.33220.000.0143	RR Pkwy Preliminary Design	\$980,000.00	
5) Cumulative Capital Dev	1138.41141.000.0136	CHS Public Restroom Renovations	\$150,000.00	
6) Local Emergency Planning	1152.10000.000.0142	Stipend	\$208.98	
7) Local Emergency Planning	1152.2217.000.0142	Response Equipment	\$4,500.00	
8) Local Emergency Planning	1152.30317.000.0142	Administrative Communications	\$600.00	
9) Local Emergency Planning	1152.30500.000.0142	Training	\$3,500.00	
10) Local Emergency Planning	1152.34406.000.0142	Special Projects	\$1,500.00	
11) Local Emergency Planning	1152.35710.000.0142	Planning	\$1,500.00	
12) Local Emergency Planning	1152.35711.000.0142	Information Mgmt	\$600.00	
13) Local Emergency Planning	1152.36600.000.0142	Equipment Maintenance	\$5,500.00	
14) CASA	1212.20100.000.0160	Office Supplies	\$3,041.00	
15) CASA	1212.30510.000.0160	Training	\$4,000.00	
16) CASA	1212.31900.000.0160	Contract Services	\$45,000.00	
17) CASA	1212.34500.000.0160	Printing and Advertising	\$5,500.00	
18) CASA	1212.39200.000.0160	Dues & Fees	\$500.00	
19) CASA	1212.39900.000.0160	Miscellaneous	\$750.00	
20) CASA	1212.44000.000.0160	Machinery & Equipment	\$1,500.00	
21) Pittsboro TIF	4403.90102.000.0165	Repay EDIT	\$800,000.00	
22) Pittsboro TIF	4403.34801.000.0165	Administration Fees	\$1,600.00	
23) Wheel Tax Project Fund	4808.47001.000.0143	Intersection Improvement 200E/100N	\$600,000.00	
24) Probation	9123.15123.000.0151	PT Officer	\$23,400.00	
25) Probation	9123.20200.000.0151	Drug Testing	\$9,100.00	

REALLOCATION OF FUNDS

<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) Cumulative Capital Development	1138.41127.000.0136	1138.30201.000.0136	\$17,000	
2) Community Corrections	1122.30500.000.0154	1122.20100.000.0154	\$5,000	

OTHER COUNCIL BUSINESS:

2017 TIF ANNUAL REPORTS TO FISCAL BODY
STATUS OF FUNDS

The regular meeting of the Hendricks County Council was called to order by President Eric Wathen on Tuesday, March 7, 2017 with the following in attendance: Caleb Brown, Larry Hesson, Jay Puckett, Mike Rogers, Eric Wathen, David Wyeth, Brad Whicker, Financial Administrator Tami Mitchell, and Auditor Nancy Marsh. The Pledge of Allegiance was led by President Eric Wathen.

IN THE MATTER OF THE AGENDA

It was moved by Brad Whicker and seconded by Jay Puckett to adopt the agenda as presented. Motion carried 7-0.

IN THE MATTER OF THE FEBRUARY 9, 2017 MINUTES

It was moved by Jay Puckett and seconded by Larry Hesson that the minutes be approved as submitted. Motion carried 7-0.

IN THE MATTER OF THE LIT TAX ALLOCATION

Superintendent of Avon Schools, Dr. Hoernemann, speaking on behalf of the Hendricks County taxing units, asked for cooperation, collaboration and agreement regarding the income tax allocation in Hendricks County. Councilman Jay Puckett stated that the Council always looks toward fairness and appreciates the solidarity of the taxing units making this request. Councilman Larry Hesson stated that we are fortunate to have, and appreciates the units' support and would continue to be fair. Council President Eric Wathen stated there are no plans or scenarios envisioned that would allocate the income tax differently.

IN THE MATTER OF HUMAN RESOURCES JOB RECOMMENDATIONS

Human Resources Administrator Erin Hughes stated she had reviewed and updated Sheriff's Department Accounts Payable Clerk, Civil Administrator, Investigative Administration Assistant, Part-Time Custodian, Building Maintenance Supervisor, Court Security Deputy, Jail Deputy, Transport/Court Deputy, Mechanic, Jail Matron, Jail Commander, Evidence Tech, Investigator, Chief Deputy, Detective, and Merit Deputy resulting in no change in rank. Ms. Hughes stated she had also reviewed the updated job description of the Animal Control Officer resulting in no change in ranking. It was moved by Caleb Brown and seconded by Brad Whicker to approve the job descriptions as presented. Ms. Hughes stated that once the reviews are complete she envisioned a review only when the position vacates or upon request as needed.

IN THE MATTER OF THE EMERGENCY ADDITIONAL APPROPRIATIONS

It was moved by Jay Puckett and seconded by Larry Hesson to approve emergency additional appropriations number 1 through 7 which were necessary to replace the appropriations from the 1782 budget cuts. Motion carried 7-0.

Jeremy Weber was present to request an additional in the amount of \$234,068 which had been previously appropriated in 2016 but was not encumbered into 2017. It was moved by Brad Whicker and seconded by Mike Rogers to approve emergency additional appropriation number 8. Motion carried 7-0.

IN THE MATTER OF THE FOOD AND BEVERAGE REVENUE

Auditor Nancy Marsh presented a Food and Beverage Revenue Fund Report from September 2005 to February 2017 for the Council's review.

IN THE MATTER OF THE STATUS OF FUNDS

Auditor Nancy Marsh presented the Status of Funds report for the Council's review. Councilman Wathen noted the increase in the nine funds noted.

IN THE MATTER OF THE COUNTY HOME

Councilman Mike Rogers asked about the status of the County Home management transfer to Hendricks Regional Hospital. Todd McCormack, County Executive stated the contract was on Commissioner Whetstone's desk for signature.

IN THE MATTER OF THE ENERGY SAVINGS PROGRAM

Facilities Manager Kevin Cavanaugh was asked about the Energy Savings program being implemented in the county. Mr. Cavanaugh reported that it is moving along and the unseasonably warm weather had been a small issue.

IN THE MATTER OF THE PUBLIC DEFENDER BOARD

Councilman David Wyeth requested a workshop to help educate the Council on the Public Defender Board. Todd McCormack suggested that the Council members attend the next Public Defender Board meeting and he would email the Council the date of the next meeting along with the most recent analysis. It was noted, as a precaution, that the meeting be posted if there might be a quorum of Council at the meeting.

President Eric Wathen stated that he had been told it would take about a year to figure out the savings, if any. Mr. McCormack stated that he was not certain there would be savings but there would be an improved level of service. Mr. McCormack stated that even if we break even, we are headed in the right direction. Councilman Larry Hesson stated that the analysis reflected the reimbursement level as of today and there is now an effort to increase the reimbursement from 40% to 50%. Mr. McCormack stated there are four bills in the legislature offering financial improvements.

IN THE MATTER OF ADJOURNMENT

There being no further business to come before the Council, upon motion made by Larry Hesson and seconded by Brad Whicker, the meeting was adjourned Tuesday, March 7, 2017 at 9:25 a.m.

Submitted,

Nancy L. Marsh
Hendricks County Auditor

ORDINANCE NO. 2017-09

AN ORDINANCE OF THE HENDRICKS COUNTY COUNCIL AUTHORIZING THE ISSUANCE OF THE HENDRICKS COUNTY, INDIANA TAXABLE ECONOMIC DEVELOPMENT REVENUE BONDS, SERIES 2017 (CROSSROADS COMMERCE PARK PROJECT), AND THE LENDING OF THE PROCEEDS THEREOF TO CROSSROADS COMMERCE PARK HOLDINGS, LLC, OR AN AFFILIATE THEREOF, AUTHORIZING EXPENDITURES OF COUNTY EDIT FUNDS ON THE PROJECT, APPROVING A REIMBURSEMENT AGREEMENT WITH THE COUNTY REDEVELOPMENT COMMISSION, AND AUTHORIZING AND APPROVING OTHER ACTIONS IN RESPECT THERETO

WHEREAS, Hendricks County, Indiana (the "County"), is a municipal corporation and political subdivision of the State of Indiana and by virtue of I.C. 36-7-11.9 and I.C. 36-7-12 (collectively, the "Act"), is authorized and empowered to adopt this ordinance (this "Bond Ordinance") and to carry out its provisions;

WHEREAS, Crossroads Commerce Park Holdings, LLC, or an affiliate thereof (the "Borrower"), desires to finance the design and construction of certain public improvements described in Exhibit A hereto which are located in or directly serve and benefit the 70/39 Commerce Park Economic Development Area (collectively, the "Projects");

WHEREAS, the Borrower will complete the Projects for use in connection with its mixed use development in or directly serving and benefiting the 70/39 Commerce Park Allocation Area (the "Facilities");

WHEREAS, the Borrower has advised the Hendricks County Economic Development Commission (the "Commission") and the County that it proposes that the County issue its Taxable Economic Development Revenue Bonds, Series 2017 (Crossroads Commerce Park Project) in an amount not to exceed Six Million Five Hundred Thousand Dollars (\$6,500,000) (the "Bonds"), under the Act and loan the proceeds of such Bonds to the Borrower for the purpose of financing the Projects;

WHEREAS, the completion of the Projects results in the diversification of industry, the creation of new jobs and the creation of business opportunities in the County;

WHEREAS, pursuant to I.C. § 36-7-12-24, the Commission published notice of a public hearing (the "Public Hearing") on the proposed issuance of the Bonds to finance the Projects;

WHEREAS, on the date specified in the notice of the Public Hearing, the Commission held the Public Hearing on the Projects;

WHEREAS, the Commission has performed all actions required of it by the Act preliminary to the adoption of this Bond Ordinance and has approved and forwarded to the Hendricks County Council (the "Council") the forms of: (1) a Loan Agreement between the

County and the Borrower (including a form of Note) (the "Loan Agreement"); (2) a Trust Indenture between the County and a trustee to be selected by the Auditor of the County (the "Trustee") (the "Indenture"); (3) the Bonds; and (4) this Bond Ordinance (the Loan Agreement, the Indenture, the Bonds, and this Bond Ordinance, collectively, the "Financing Agreements"); and

WHEREAS, the County desires to contribute \$1,000,000 from its economic development local income tax distribution ("EDIT Funds") to fund infrastructure improvements that will support the Projects (the "Supporting Projects"), in exchange for the agreement of the Hendricks County Redevelopment Commission (the "Redevelopment Commission") to reimburse the County in accordance with the terms of the Reimbursement Agreement presented to this meeting (the "Reimbursement Agreement");

NOW, THEREFORE, BE IT ORDAINED BY THE HENDRICKS COUNTY COUNCIL, THAT:

Section 1. Findings; Public Benefits. The Council hereby finds and determines that the Projects involve the acquisition, construction and equipping of an "economic development facility" as that phrase is used in the Act; that the Projects will increase employment opportunities and increase diversification of economic development in the County, will improve and promote the economic stability, development and welfare in the County, will encourage and promote the expansion of industry, trade and commerce in the County and the location of other new industries in the County; that the public benefits to be accomplished by this Bond Ordinance, in tending to overcome insufficient employment opportunities and insufficient diversification of industry, are greater than the cost of public services (as that phrase is used in the Act) which will be required by the Project; and, therefore, that the financing of the Projects by the issue of the Bonds under the Act: (i) will be of benefit to the health and general welfare of the County; and (ii) complies with the Act.

Section 2. Approval of Financing. The proposed financing of the Projects by the issuance of the Bonds under the Act, in the form that such financing was approved by the Hendricks County Economic Development Commission, is hereby approved.

Section 3. Authorization of the Bonds. The issuance of the Bonds, payable solely from revenues and receipts derived from the Financing Agreements, is hereby authorized.

Section 4. Terms of the Bonds. (a) The Bonds, in the aggregate principal amount not to exceed Six Million Five Hundred Thousand Dollars (\$6,500,000), shall (i) be executed at or prior to the closing date by the manual or facsimile signatures of the Board of Commissioners of the County and the Auditor of the County; (ii) be dated as of the date of their delivery; (iii) mature on a date not later than twenty-one (21) years after the date on which the first series of the Bonds is issued; (iv) bear interest at such rates as determined with the purchaser thereof (the "Purchaser"); (v) be issuable in such denominations as set forth in the Financing Agreements; (vi) be issuable only in fully registered form; (vii) be subject to registration on the bond register as provided in the

Indenture; (viii) be payable in lawful money of the United States of America; (ix) be payable at an office of the Trustee as provided in the Indenture; (x) be subject to optional redemption prior to maturity and subject to redemption as otherwise provided in the Financing Agreements; (xi) be issued in one or more series; and (xii) contain such other terms and provisions as may be provided in the Financing Agreements.

(b) The Bonds and the interest thereon do not and shall never constitute an indebtedness of, or a charge against the general credit or taxing power of, the County, but shall be special and limited obligations of the County, payable solely from revenues and other amounts derived from the Financing Agreements. Forms of the Financing Agreements are before this meeting and are by this reference incorporated in this Bond Ordinance, and the Auditor of the County is hereby directed, in the name and on behalf of the County, to insert them into the minutes of the Council and to keep them on file.

Section 5. Sale of the Bonds. The Board of Commissioners and the Auditor of the County are hereby authorized and directed, in the name and on behalf of the County, to sell the Bonds to the Purchaser at such prices as are determined on the date of sale and approved by the Board of Commissioners and the Auditor of the County.

Section 6. Execution and Delivery of Financing Agreements. The Board of Commissioners and the Auditor of the County are hereby authorized and directed, in the name and on behalf of the County, to execute or endorse and deliver the Loan Agreement, the Note from the Borrower to the County, the Indenture, and the Bonds, submitted to the Common Council, which are hereby approved in all respects.

Section 7. Changes in Financing Agreements. The Board of Commissioners and the Auditor of the County are hereby authorized, in the name and on behalf of the County, without further approval of the Council or the Commission, to approve such changes in the Financing Agreements as may be permitted by Act, such approval to be conclusively evidenced by their execution thereof.

Section 8. Reimbursement Agreement. The County Council hereby authorizes the expenditure of up to \$1,000,000 from County EDIT Funds to fund the Supporting Projects, on the condition that the County and the Redevelopment Commission enter into the Reimbursement Agreement substantially in the form presented to this meeting. The Board of Commissioners of the County are hereby authorized to finalize and execute the Reimbursement Agreement on behalf of the County.

Section 9. General. The Board of Commissioners and the Auditor of the County, and each of them, are hereby authorized and directed, in the name and on behalf of the County, to execute or endorse any and all agreements, documents and instruments, perform any and all acts, approve any and all matters, and do any and all other things deemed by them, or either of them, to be necessary or desirable in order to carry out and comply with the intent, conditions and purposes of this Bond Ordinance (including the preambles hereto and the documents mentioned herein), the Projects, the issuance and sale of the Bonds, the securing of the Bonds under the Financing Agreements, and the transactions contemplated by the Reimbursement Agreement, and any such execution,

endorsement, performance or doing of other things heretofore effected be, and hereby is, ratified and approved.

Section 10. Binding Effect. The provisions of this Bond Ordinance and the Financing Agreements shall constitute a binding contract between the County and the holders of the Bonds, and after issuance of the Bonds this Bond Ordinance shall not be repealed or amended in any respect which would adversely affect the rights of the holders of the Bonds as long as the Bonds or interest thereon remains unpaid.

Section 11. Repeal. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 12. Effective Date. This Bond Ordinance shall be in full force and effect immediately upon adoption.

Section 13. Copies of Financing Agreements on File. Two copies of the Financing Agreements incorporated into this Bond Ordinance were duly filed in the office of the Auditor of the County, and are available for public inspection in accordance with I.C. § 36-1-5-4.

PASSED and adopted by the Hendricks County Council, this ____ day of _____, 2017.

HENDRICKS COUNTY COUNCIL

ATTEST:

Hendricks County Auditor

EXHIBIT A

Eligible Projects to be Funded

The design and construction of, and acquisition of land and right-of-way for: roads, sanitary sewer lines, water mains, fire service, electrical service, and other infrastructure to be located in or directly serving and benefiting the 70/39 Commerce Park Economic Development Area (the "Area") created by the Hendricks County Redevelopment Commission, together with related costs for construction management, traffic studies, geotechnical investigations, surveys, permitting and zoning fees, environmental work, legal and professional services and other miscellaneous related costs.



55th Judicial Circuit

HENDRICKS COUNTY PROSECUTOR

CHILD SUPPORT DIVISION

147 West Main Street
Danville, Indiana 46122
Telephone (317) 745-9838
FAX (317) 745-9612

PATRICIA ANN BALDWIN
Prosecuting Attorney

MELISSA B. SHOEMAKER
IV-D Deputy Prosecutor

Business Hours
8:30 am to 3:30 pm
Closed 12pm to 1pm
Monday thru Friday

March 13, 2017

Nancy Marsh
c/o county interoffice mail

Re: approval of pay rate for PT deputy prosecutor (PAT 1)

Dear Mrs. Marsh:

I respectfully request that the above matter be placed on the agenda for April 4, 2017.

I am requesting approval to pay Travis Bauman-Crane \$36.20 per hour in order that he be compensated with what I understand is the current rate for other deputies.

Sincerely,

Melissa B. Shoemaker
Title IV-D Deputy Prosecutor
Hendricks Child Support Division

2897. 18412. 000. 0184

Didn't ask for add'l,

RESOLUTION NO 2017-

RESOLUTION ESTABLISHING THE POLICY FOR STARTING SALARIES

WHEREAS, the County Council has determined that there is a need to establish a policy for determining the starting salary for Hendricks County government positions and to provide guidelines to Hendricks County Administrators who make the determination about hiring employees to meet the statutory obligations and to perform the work necessary in service to the Hendricks County community.

WHEREAS, the determination of a Hendricks County employee's salary is under the authority of the County Council as established by IC 36-2-5-3

NOW THEREFORE, be it resolved by the County Council of Hendricks County, Indiana that:

Section 1: Definitions

The following definitions shall apply in the interpretation and enforcement of this policy:

Administrator (Department Head) – An individual elected or appointed who supervises employees and is responsible for the operation of the office for which he or she is elected or appointed and, in the case of a department head, a supervisory employee appointed or employed by the Board of Commissioners or other governing body to direct and supervise an office or activity.

Formal Starting Salary – The official written salary offer authorized and sent to the applicant by the Human Resources Department after an Administrator is consulted and a determination is made on the starting salary.

Hendricks County Government Wage Scale – The official wage scale adopted by the County Council of Hendricks County which contains three salary amounts for each job classification and these amounts are contained under the categories of Minimum, Midpoint, and Maximum; *used to determine starting salary.*

Comment [NM1]: Suggested clarification

Informal Starting Salary – A salary amount that may be discussed with a job applicant by an Administrator during a job interview process, which amount complies with the salary guidelines established by this policy.

Salary – The wages either calculated at per hour rate for non-exempt employees or the annual dollar amount for exempt employee.

Applicant – *A new hire eligible for employment from inside the Hendricks County Government organization or outside of the Hendricks County Government organization.*

Comment [NM2]: Allowing new hire to be from in house or out of house

Section 2: Salary Determination Process

An Administrator may discuss with an applicant an informal starting salary at minimum of the wage scale. Any informal salary offer is the decision of the Administrator. Before a formal salary offer is made, the Administrator must notify the Human Resources Department and receive the approval of the new hire and the starting salary. The Administrator is to use the requisition form from the Human Resources Department to obtain the acknowledgement. The formal written salary offer to an applicant must be done by the Human Resources Department.

An Administrator ~~may~~ *should* not discuss a starting salary offer above the minimum up to midpoint of the wage scale, without first securing the approval of the Human Resources Department. The Administrator will need to provide a written explanation to the Human Resources Department demonstrating the applicant has either experience and/or education above the minimum required by the job description for consideration of a starting salary above the minimum. The Administrator will use the appropriate Human Resources Department Form to make the request. The education and experience criteria will be used as a guide for approval of the requested starting pay.

Comment [NM3]: Confusing

Comment [NM4]: Form name or sample

~~The formal written salary offer to applicant must be done by the Human Resources Department.~~

Comment [NM5]: Duplicated below

An Administrator ~~may~~ *shall* not extend any salary offer to an applicant above midpoint of the salary range without first securing the approval of Human Resources and of the full County Council. The Administrator will need to provide written justification using the appropriate form. The criteria for making a determination will be the applicant's experience and/or education attainment above the minimum required for the position. Requesting an offer above midpoint should be infrequent, and any Administrator making a request will have to present a strong case. **Consideration for approving an offer above the midpoint will require more time to process and an additional appropriation. It is the responsibility of the Administrator to request the necessary additional appropriation from the County Council which meets monthly.**

Comment [NM6]: Form name or sample

Comment [NM7]: Defines who asks for Additional Appropriation

Any formal written salary offer to an applicant must be done by the Human Resources Department.

Section 3: Exemptions

Hendricks County Government has a number of departments that are managed by elected officials. These departments may have a position(s) with the title of Chief Deputy or other similar job title, and the person in the position is strictly appointed by and serves at the pleasure of the elected official making the appointment. By adoption of this policy, these positions are classified as Special Occupations. The Special Occupation classification is intentionally not shown as a job category on the Hendricks County Wage Scale. Because these appointees serve directly at the will and pleasure of an elected official and because most of these positions are established by state statute, the following exception is made. The salary for any position which is directly appointed by an elected official and serves at the will and the pleasure of an elected official shall be paid at the budgeted salary amount and is not subject to starting salary procedures established by this policy.

Section 4: Administration

The implementation of this policy requires cooperation between the Administrators and the Human Resources Department. Administrators are encouraged to contact the Human Resources Department when consideration is being given to fill a vacant position. The decision to hire an applicant to fill a vacant position is the function of an Administrator and is not a function of the County Council; however the determination of a starting salary is the function of the County Council. Any formal written salary offer to an applicant will be made by the County Council through the Human Resources Department. Any salary offer that does not comply with the provisions of this policy will not be recognized and the applicant will not be employed by Hendricks County.

Section 5: Repeal

Resolution 2015-01 dated January 13, 2015 Resolution Establishing the Policy for Starting Salaries; Resolution 15-09 Resolution Establishing the Policy for Determining Salaries for Promotions and Resolution 2016-25 Resolution Amending the Policy for Starting Salaries are hereby repealed and replaced by Resolution 2017-

Comment [NM8]: Repeal and Replace

Adopted this 4th day of April, 2017.

RESOLUTION NO 2017-

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WHEREAS, the determination of a Hendricks County employee's salary is under the authority of the County Council as established by IC 36-2-5-3

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Formal Starting Salary – The official written salary offer authorized and sent to the applicant by the Human Resources Department after an Administrator is consulted and a determination is made on the starting salary.

Hendricks County Government Wage Scale – The official wage scale adopted by the County Council of Hendricks County which contains three salary amounts for each job classification and these amounts are contained under the categories of Minimum, Midpoint, and Maximum; **used to determine starting salary.**

Informal Starting Salary – A salary amount that may be discussed with a job applicant by an Administrator during a job interview process, which amount complies with the salary guidelines established by this policy.

Salary – The wages either calculated at per hour rate for non-exempt employees or the annual dollar amount for exempt employee.

Applicant – A new hire eligible for employment from inside the Hendricks County Government organization or outside of the Hendricks County Government organization.

Section 2: Salary Determination Process

An Administrator may discuss with an applicant an informal starting salary at minimum of the wage scale. Any informal salary offer is the decision of the Administrator. Before a formal salary offer is made, the Administrator must notify the Human Resources Department and receive the

approval of the new hire and the starting salary. The Administrator is to use the requisition form from the Human Resources Department to obtain the acknowledgement. The formal written salary offer to an applicant must be done by the Human Resources Department.

An Administrator should not discuss a starting salary offer above the minimum of the wage scale, without first securing the approval of the Human Resources Department. The Administrator will need to provide a written explanation to the Human Resources Department demonstrating the applicant has either experience and/or education above the minimum required by the job description for consideration of a starting salary above the minimum. The Administrator will use the Employee Requisition Form from the Human Resources Department to make the request. The education and experience criteria will be used as a guide for approval of the requested starting pay.

An Administrator shall not extend any salary offer to an applicant above midpoint of the salary range without first securing the approval of Human Resources and of the full County Council. The Administrator will need to provide written justification using the Employee Requisition Form. The criteria for making a determination will be the applicant's experience and/or education attainment above the minimum required for the position. Requesting an offer above midpoint should be infrequent, and any Administrator making a request will have to present a strong case. Consideration for approving an offer above the midpoint will require more time to process and an additional appropriation. It is the responsibility of the Administrator to request the necessary additional appropriation from the County Council which meets monthly.

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Hendricks County Government has a number of departments that are managed by elected officials. These departments may have a position(s) with the title of Chief Deputy or other similar job title, and the person in the position is strictly appointed by and serves at the pleasure of the elected official making the appointment. By adoption of this policy, these positions are classified as Special Occupations. The Special Occupation classification is intentionally not shown as a job category on the Hendricks County Wage Scale. Because these appointees serve directly at the will and pleasure of an elected official and because most of these positions are established by state statute, the following exception is made. The salary for any position which is directly appointed by an elected official and serves at the will and the pleasure of an elected official shall be paid at the budgeted salary amount and is not subject to starting salary procedures established by this policy.

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through the Human Resources Department. Any salary offer that does not comply with the provisions of this policy will not be recognized and the applicant will not be employed by Hendricks County.

Section 5: Repeal

Resolution 2015-01 dated January 13, 2015 Resolution Establishing the Policy for Starting Salaries; Resolution 15-09 Resolution Establishing the Policy for Determining Salaries for Promotions and Resolution 2016-25 Resolution Amending the Policy for Starting Salaries are hereby repealed and replaced by Resolution 2017-

Adopted this 4th day of April, 2017.

AYE

NAY

Eric Wathen, President

Eric Wathen, President

Caleb Brown, Vice President

Caleb Brown, Vice President

Larry R. Hesson, Member

Larry R. Hesson, Member

Jay R. Puckett, Member

Jay R. Puckett, Member

Michael C. Rogers, Member

Michael C. Rogers, Member

Brad Whicker, Member

Brad Whicker, Member

David Wyeth, Member

David Wyeth, Member

Attest:

Nancy L. Marsh
Hendricks County Auditor

Nancy Marsh

From: Julie Haan
Sent: Friday, March 17, 2017 8:40 AM
To: Nancy Marsh
Subject: Council Agenda April 4th
Attachments: EMPLOYEE REQUISITION FORM Jenna Meadows FT.xlsx; Jenna Res_LOI.pdf

Good morning Nancy,

Would you please put this on the Council agenda for April 4th. Our full-time health Education Specialist is leaving and our part time Health Education Specialist is interested in the position. We would like to hire her at midpoint pay, since she is very familiar with the duties. Erin is not sure whether we can do that without going to the Council, so just as a precaution we want it on the agenda. Erin said to put it on the agenda with her stuff. Thanks so much and have a wonderful weekend!

Julie Haan, REHS

Director of Environmental Health
Hendricks County Health Department
355 South Washington Street #210
Danville, Indiana 46122
(317) 718-6008 *office*
(317) 745-9218 *fax*
jhaan@co.hendricks.in.us
www.co.hendricks.in.us/health



Public Health
Prevent. Promote. Protect.

Hendricks County Health Department

Memo

To: Hendricks County Council

From: Erin Hughes, Human Resources

Date: March 31, 2017

Re: Job Description

Items for discussion at your meeting Tuesday:

1. The Sheriff's Department has updated one job description. This was previously listed as an OSS 4. I have reviewed the following job description and recommend the classification below:

- Jail Administrator FLSA: Non-Exempt Pay Band: OSS 3
Budget Number: 13718 & 13719 Previously titled Inmate Account Clerk

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.

<u>ADDITIONAL APPROPRIATIONS</u>				
<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>DESCRIPTION</u>	<u>REQUESTED</u>	<u>APPROVED</u>
1) Commissioners	1001.13500.000.0135	Adm & Public Affairs	\$5,000.00	_____
2) Coroner	1001.10702.000.0107	Deputy Coroners	\$25,000.00	_____
3) Coroner	1001.10703.000.0107	Part Time Clerical	\$8,800.00	_____
4) Edit Project Fund	1112.33220.000.0143	RR Pkwy Preliminary Design	\$980,000.00	_____
5) Cumulative Capital Dev	1138.41141.000.0136	CHS Public Restroom Renovations	\$150,000.00	_____
6) Local Emergency Planning	1152.10000.000.0142	Stipend	\$208.98	_____
7) Local Emergency Planning	1152.2217.000.0142	Response Equipment	\$4,500.00	_____
8) Local Emergency Planning	1152.30317.000.0142	Administrative Communications	\$600.00	_____
9) Local Emergency Planning	1152.30500.000.0142	Training	\$3,500.00	_____
10) Local Emergency Planning	1152.34406.000.0142	Special Projects	\$1,500.00	_____
11) Local Emergency Planning	1152.35710.000.0142	Planning	\$1,500.00	_____
12) Local Emergency Planning	1152.35711.000.0142	Information Mgmt	\$600.00	_____
13) Local Emergency Planning	1152.36600.000.0142	Equipment Maintenance	\$5,500.00	_____
14) CASA	1212.20100.000.0160	Office Supplies	\$3,041.00	_____
15) CASA	1212.30510.000.0160	Training	\$4,000.00	_____
16) CASA	1212.31900.000.0160	Contract Services	\$45,000.00	_____
17) CASA	1212.34500.000.0160	Printing and Advertising	\$5,500.00	_____
18) CASA	1212.39200.000.0160	Dues & Fees	\$500.00	_____
19) CASA	1212.39900.000.0160	Miscellaneous	\$750.00	_____
20) CASA	1212.44000.000.0160	Machinery & Equipment	\$1,500.00	_____
21) Pittsboro TIF	4403.90102.000.0165	Repay EDIT	\$800,000.00	_____
22) Pittsboro TIF	4403.34801.000.0165	Administration Fees	\$1,600.00	_____
23) Wheel Tax Project Fund	4808.47001.000.0143	Intersection Improvement 200E/100N	\$600,000.00	_____
24) Probation	9123.15123.000.0151	PT Officer	\$23,400.00	_____
25) Probation	9123.20200.000.0151	Drug Testing	\$9,100.00	_____

Adopted this 4th day of April 2017 by the following vote:

AYE

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Michael C. Rogers

Eric Wathen

Brad Whicker

David Wyeth

Attest:

Nancy Marsh, Auditor

NAY

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Michael C. Rogers

Eric Wathen

Brad Whicker

David Wyeth

Nancy Marsh

From: Erin Hughes
Sent: Friday, March 03, 2017 8:32 AM
To: Nancy Marsh
Subject: Council Meeting-additional April

Nancy,

Good morning. The additional amount for the new Administration & Public Affairs should be \$5,000.00.

Erin Hughes
Hendricks County Government
Human Resources Department
355 S. Washington St. #217
Danville, IN 46122
317-718-6120
317-745-9619 (fax)
ehughes@co.hendricks.in.us

1

1001, 13500.000, 0135

REQUEST FOR EMERGENCY APPROPRIATION

Date: 03/15/17

~~2~~ 2

Amount: \$ 25,000

FILED

MAR 16 2017

Fund Name: County General

(Example -- County General)

Nancy A. Marsh
AUDITOR HENDRICKS COUNTY

Account Name: Deputy Coroners

(Example -- Supplies)

Account Number: 1001 . 10702 . 000 . 0107

Example -

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

Explanation of Request:

Initial appropriation granted during the budget period of 2016 did not allow for on call van coverage in the amount of an additional \$13,000 for 24 hour on call van coverage. This allows response to a death scene within 30 minutes per the manual (4th paragraph section "D"). Our case load increased 100% the 1st 60 days of 2017 along with the 160 hours of state mandated training for 4 new deputies put a huge stress on this appropriation. Additional appropriation needed to keep the p/t hourly staff coverage afloat, state mandated training (16 hours every 2 years to maintain MDI certification), that hopefully will get us through to January 1, 2018

☒ I will be attending the Council meeting.

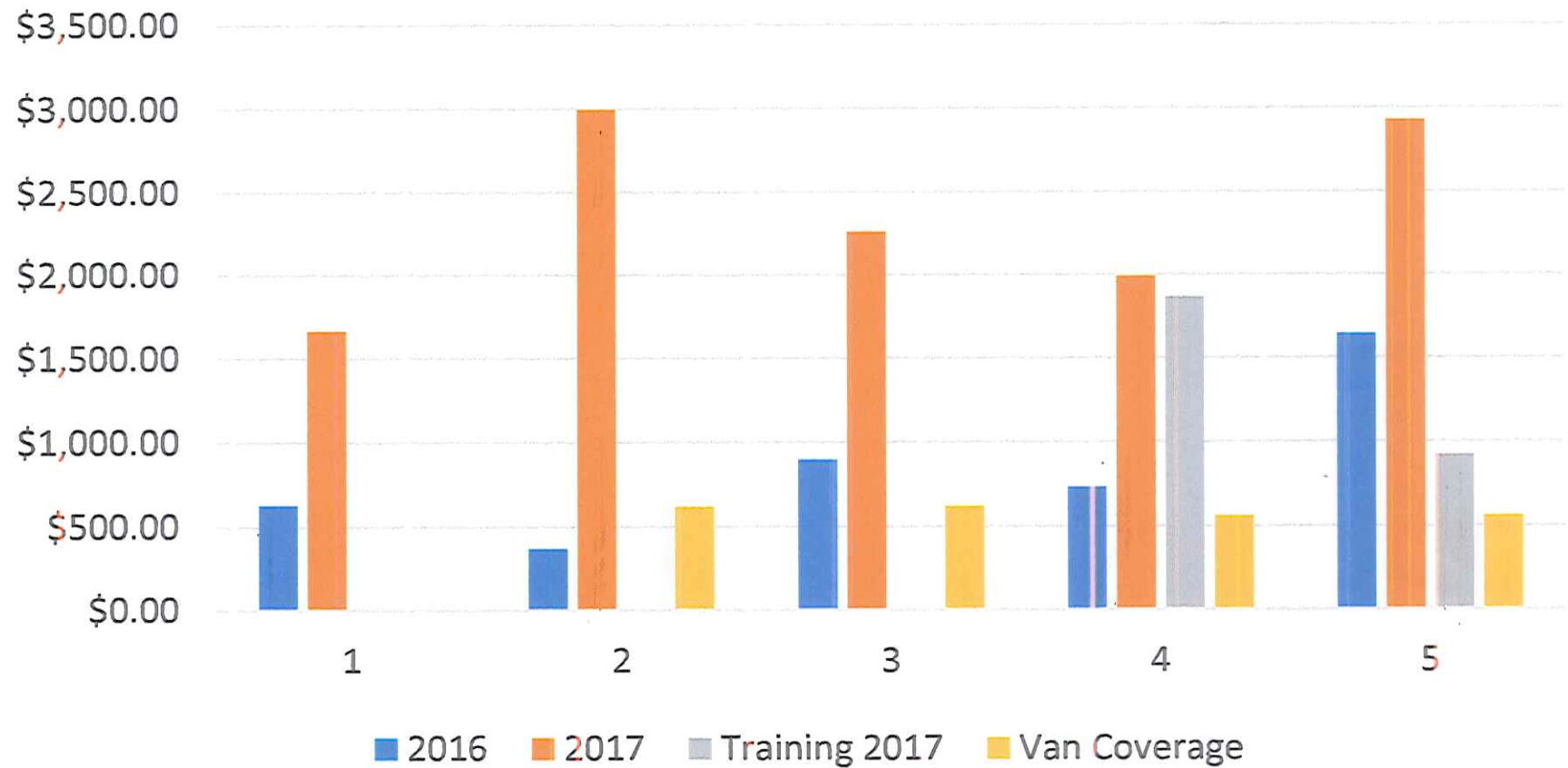
☐ I will not be attending the Council meeting.

[Signature]
3/15/17

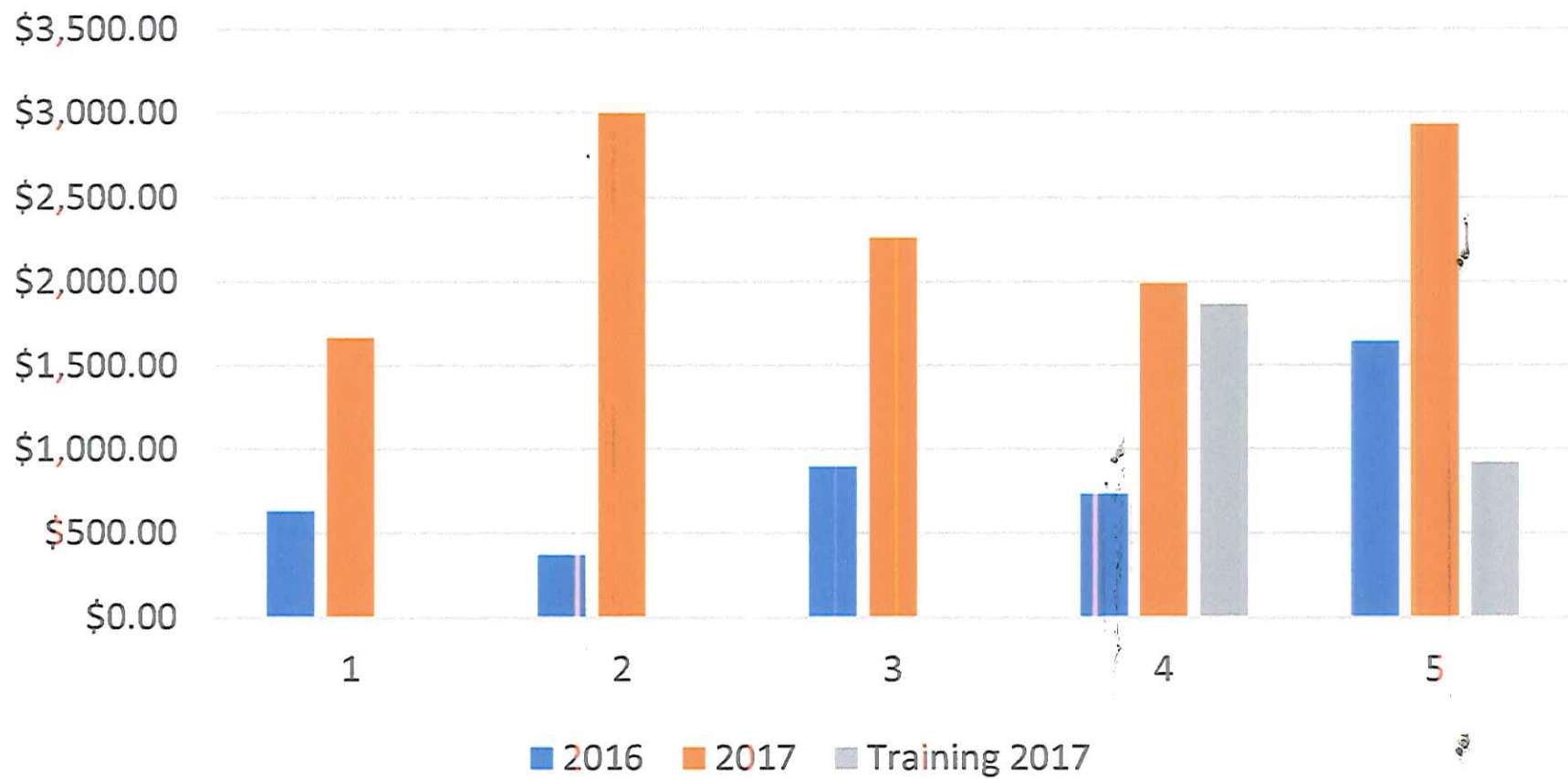
Authorized Signature

Auditor's Notes:

Deputy Coroner Payroll Jan / Feb



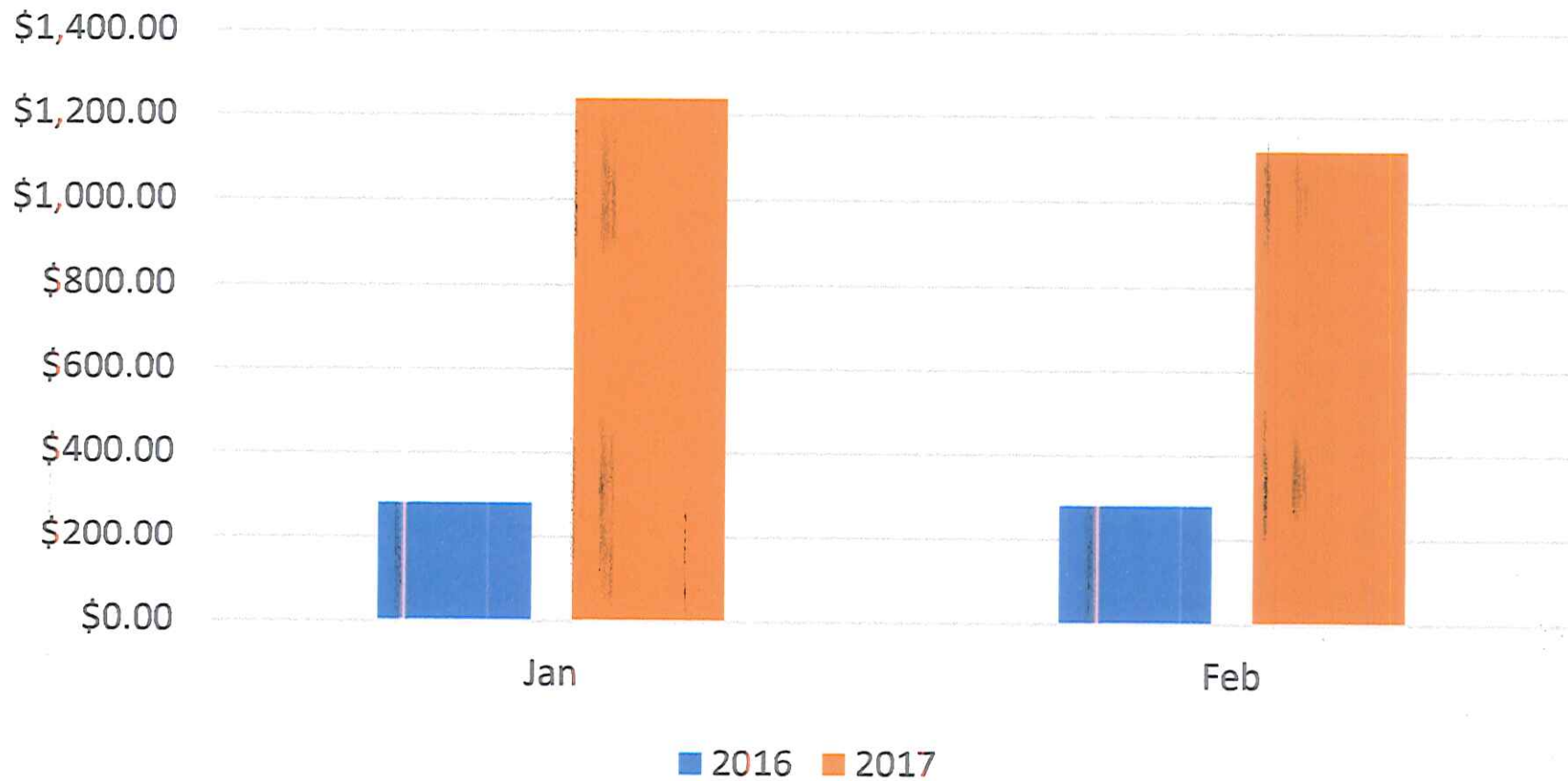
Deputy Coroner Payroll Jan / Feb



Coroner Cases



Van Coverage comparison



REQUEST FOR EMERGENCY APPROPRIATION

Date: 03/15/17

*³

Amount: \$ 8,800

Fund Name: County General

(Example - County General)

Account Name: 1001-10703-000-0107 Part Time Clerical

(Example - Supplies)

FILED

MAR 16 2017

Nancy A. Marsh
AUDITOR HENDRICKS COUNTY

Account Number: 1001 . 10703 . 000 . 0107

Example -

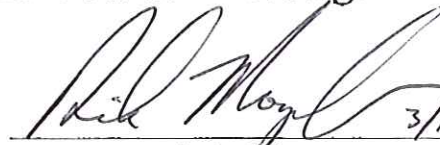
Fund #	Account #	Object #	Location #
100	20100	000	102

Explanation of Request:

Additional appropriation needed to fund p/t clerical position. The moving of our from Matthews Mortuary, along with nearly 100% increase in our case load the first 60 days of 2017 requires that we have our p/t clerical a minimum of 4 hours daily. It is also my intent to have public accessible office hours 4 hours daily. While this does not meet the guideline set forth in section "D" of the county handbook, it will allow the public some daily access to our office other than contacting me when do not have access to case files. Office hours/number will be accessible on the county web site.

☒ I will be attending the Council meeting.

☐ I will not be attending the Council meeting.


3/15/17
Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

#4
Date: 03/16/17

Amount: \$ 980,000

Fund Name: EDIT Project Fund

(Example – County General)

Account Name: RR Pkway Prelim Design

(Example – Supplies)

Account Number: 1112 33220 000 0143
 Fund # Account # Object # Location #
 Example - 100 20100 000 102

Explanation of Request:

I am requesting funds to cover the projected costs associated with the
continuation of this project; Phase 1A Final Design.

☒ 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: 03/15/17

#5
Amount: \$ 150,000

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

Account Name: CHS Public Restroom Renovations
(Example – Supplies)

Account Number: 1138 41141 000 0136
Example - Fund # Account # Object # Location #
 100 20100 000 102

Explanation of Request:

I am requesting this appropriation to replace the funds that we could not
encumber from 2016, in order to proceed with this project at the Courthouse.

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

Karen J. Cavanaugh
Authorized Signature

Auditor's Notes:

Nancy Marsh

From: Lise` K. Crouch
Sent: Friday, March 17, 2017 12:30 PM
To: Nancy Marsh
Subject: LEPC Funds Appropriations
Attachments: 2017 LEPC appropriations approved submitted to HCCouncil.doc

Good afternoon Nancy. The Hendricks County Local Emergency Planning Committee met yesterday. The approval of the 2017 funds appropriation was on the agenda. The committee members approved the attached for presentation to the Council for approval. This number was based upon the 2017 beginning balance. Let me know if there are any problems or if you have any questions. Thank you.
Lisé

*Lisé Crouch, AEM, PEM
Coordinator
Hendricks County Emergency Management
office-317-745-9436
cell-317-459-2472*



*see
attached
6-13*

LEPC

Alan Pike, Chairman

Kathi Mortensen, Vice Chair

Lisé Crouch, Treasurer/Secretary

Re: Appropriations Fund 1152-00005-000-0142 Submitted for approval

March 17, 2017

The Hendricks County Local Emergency Planning Commission in compliance with IC 6-6-10-7(b) and IC 6-6-10-7 (d) has approved following appropriations;

#7	1152-20217-000-0142 Response Equipment.....	\$4,500.00
#8	1152-30317-000-0142 Administrative Communications.....	\$600.00
#9	1152-30500-000-0142 Training.....	\$3,500.00
#10	1152-34406-000-0142 Special Projects.....	\$1,500.00
#1	1152-35710-000-0142 Planning.....	\$1,500.00
#12	1152-35711-000-0142 Information Mgt.....	\$600.00
#13	1152-36600-000-0142 Equipment Maintenance.....	\$5,500.00
	10000	
#6	1152-?-000-0142 Stipend.....	\$208.98
	TOTAL.....	\$17,908.98

NOTE: Stipend Fund needs number assigned.

Presented to LEPC 3-16-2017

Approved by LEPC Members

Prepared by

Lisé Crouch, AEM, PEM

LEPC Treasurer/Secretary

Cc; Ian Ewusi, IERC

Cc; Hendricks County Council

Cc; Hendricks County Auditor

ID YEAR CO TYPE KEY

BUDGET ESTIMATE FOR

1212 CASA

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

0160 Court Administration

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

Hendricks

(If County Budget, Enter County Name)

For Calendar Year **2017**

		Items	Total Estimate	Approved
1 PERSONAL SERVICES	Salaries and Wages			
			0.00	
	Employee Benefits			
			0.00	
	Other Personal Services			
			0.00	
Total Personal Services			0.00	
2 SUPPLIES	Office Supplies			
	20100 Office Suplies # 14		3,041.00	
			3,041.00	
	Operating Supplies			
			0.00	
	Repair and Maintenance Supplies			
			0.00	
	Other Supplies			
			0.00	
Total Supplies			3,041.00	

		Items	Total Estimate	Approved
3	OTHER SERVICES AND CHARGES			
	Professional Services			
	30510	Training #15	4,000.00	
	31900	Contract Services #16	45,000.00	
			49,000.00	
	Communication and Transportation			
			0.00	
	Printing and Advertising			
	34500	Printing & Advertising #17	5,500.01	
			5,500.01	
	Insurance			
			0.00	
	Utility Services			
			0.00	
	Repairs and Maintenance			
			0.00	
	Rentals			
			0.00	
	Debt Service			
			0.00	
	Other Services and Charges			
	39200	Dues & Fees #18	500.00	
	39900	Miscellaneous #19	750.00	
			1,250.00	
	Total Other Services and Charges		55,750.01	

		Items	Total Estimate	Approved
4 CAPITAL OUTLAYS				
Land				
			0.00	
Buildings				
			0.00	
Improvements Other Than Building				
			0.00	
Machinery and Equipment				
44000	Machinery & Equipment #20		1,500.00	
			1,500.00	
Other Capital Outlays				
			0.00	
Total Capital Outlays			1,500.00	0.00
TOTAL BUDGET ESTIMATE			60,291.01	0.00

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

1212 CASA

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

for the calendar year 2017 for the purposes therein specified.

Dated this 3rd day of February, 2017

s/Catherine Haines

Court Administrator

Signature and Title of Officer(s) or Department Head

PITTSBORO TIF - REPAYMENT TO 1112 EDIT FUND

Pymt Date	Check #	Amount	Running Balance Owed
			\$ 9,180,953 As Established 6/30/16
9/14/2016	279216	\$ 1,500,000	\$ 7,680,953
			\$ 7,680,953
			\$ 7,680,953
			\$ 7,680,953
			\$ 7,680,953
			\$ 7,680,953
			\$ 7,680,953

Pay claims from 4403.90102.000.165 Quietus into 1112.00102.000.165

1/1/17 Cash Balance \$ 2,949,524
 Reserve 3 installments \$ 1,643,500
 Available to Repay EDIT \$ 1,306,024

Lease Rental payments that also need to be paid from 4403:

Due Date Amount

7/15/2017 543,000
 1/15/2018 543,000
 7/15/2018 557,500
 1/15/2019 557,500
 7/15/2019 546,000
 1/15/2020 546,000
 7/15/2020 510,000
 1/15/2021 510,000
 7/15/2021 499,000
 1/15/2022 499,000
 7/15/2022 513,500
 1/15/2023 513,500

\$500,000 Approp for 2017
 Approp after \$800,000 ?
 to pay 1,300,000

21

4403.90102.000.0165

REQUEST FOR EMERGENCY APPROPRIATION

Date: March 07, 2017

Amount: \$1600.00

22

Fund Name: TIF Collections-Pittsboro

(Example – County General)

Account Name: Administration Fees

(Example – Supplies)

Account Number: 4403 34801 000 165

Example -

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

Appropriation needed to pay invoice for Administration and Redemption Notice Fees.

X I will be attending the Council meeting.

 I will not be attending the Council meeting.

Authorized Signature

Auditor's Notes:

REQUEST FOR EMERGENCY APPROPRIATION

Date: 03/16/17

23

Amount: \$ 600,000

Fund Name: Wheel Tax Project Fund

(Example – County General)

Account Name: Intersection Imp CR900E/CR100N

(Example – Supplies)

Account Number: 4804 . 47001 . 000 . 0143

Example -

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

I am requesting funds to cover the projected costs associated with the
this project. This will cover our local match for construction plus construction
inspection.

☒ 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: 3/13/17

Amount: ^{#24} \$23,400

Fund Name: Probation Grant

(Example – County General)

Account Name: _____

(Example – Supplies)

Account Number: 9123 .15123 .000 .0151

Example –

Fund #
100

Account #
20100

Object #
000

Location #
102

Explanation of Request:

Judge Smith respectfully requests appropriation of these grant funds in order to pay field officer(s) who will work PRN for \$30/hour.

A proposed job description is attached.

☒ I will be attending the Council meeting.

☐ I will not be attending the Council meeting.

s/Catherine Haines

Authorized Signature

Auditor's Notes:

Cinda Kattau

From: Cinda Kattau
Sent: Monday, February 27, 2017 8:19 AM
To: Bridgette M. Collins
Subject: RE: Hendricks Amended Contract

Thanks bc, just let me know.

From: Bridgette M. Collins
Sent: Saturday, February 25, 2017 11:28 AM
To: Cinda Kattau
Subject: RE: Hendricks Amended Contract

I am getting clarification from IDOC before you the breakdown of work release funding. I requested more than just a case manager, drug testing and willow center. They granted me 100% of what I asked for plus additional that I didn't. I want to make sure that I can spend it how I requested it and not just the way the contract reads. I have attached what was submitted so you can see what I'm talking about.

Probations portion will break down as

\$23,400 for the Part time Officer 9123.15123.000.151
\$9,100 for drug testing 9123.20200.000.151
Total of \$32,500

24

25

We are solidifying the job description for this position. Hope to have it to you by next week.

*Bridgette M. Collins, Director
Hendricks County Work Release
200 East Campus Blvd
Danville, In 46122
(317) 718-6183 ph
(317) 745-8732 fax*

Nancy Marsh

From: Catherine Haines
Sent: Thursday, March 09, 2017 12:08 PM
To: Nancy Marsh
Cc: Erin Hughes
Subject: FW: PRN Field Officer Job Description
Attachments: Field Officer Job Description.doc

*Judge Smith
Catherine &
Bridgette*

Hi Nancy,

Mind adding approval of this job description to the April Council Agenda? Erin and I spoke last week regarding this position, and we agreed that I (along with either Bridgette Collins or Judge Smith) will take the lead on presenting this one, since it's kind of an odd one. Not a new position, and it's PRN.

With any luck, I'll be able to speak more intelligently on this topic by the time the meeting rolls around. Ha!

Thanks,
Catherine

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

From: Erin Hughes
Sent: Thursday, March 02, 2017 3:07 PM
To: Catherine Haines
Subject: FW: PRN Field Officer Job Description

Catherine,

I just received this today to get put in the packet tomorrow morning. I have a few questions with this position. 1) Is this a new position 2) If the position pays \$30.00 per hour would Judge Smith mind bringing it before the Council since they will ask questions and I am not familiar with this position/wage request 3) If I rank it, it could come up as more or less than the \$30.00 per hour. Should it follow our ranking or are these State Paid positions. Please let me know. I am sorry for the last minute but I received it today.

Erin Hughes
Hendricks County Government
Human Resources Department
355 S. Washington St. #217
Danville, IN 46122
317-718-6120
317-745-9619 (fax)
ehughes@co.hendricks.in.us

**Job Description Community Corrections
PRN Field Officer**

Title: PRN Probation Field Officer

FSLA Status: Non-exempt

Supervisor: Judge, Chief Probation Officer

Date Revised: 3/2/17

Status: PRN (\$30.00 per hour)

Purpose of Position: Incumbent serves as Community Corrections PRN Field Officer for the Hendricks Superior Court 4 Drug court, Probation and Home Detention, responsible for field supervision of offenders participating in the specified criminal justice component.

DUTIES:

Conducts random phone checks, home visits, employment contacts, treatment visits, and other verification procedures to assess participant compliance with program rules and regulations. Administers alcohol and drug testing and evaluates participant progress toward completing terms of Probation, Home Detention and Drug Court Programs.

Notifies probation officers and supervisors of program violations and/or inability to contact clients, taking appropriate action to locate them.

Assists with disseminating information to the specified criminal justice components coordinator or officer.

Composes detailed notes to document direct contact with clients, family members, victims, witnesses, other relevant persons, and all other case activities, entering information into case management database and updating individual files for each participant as required.

Testifies in legal proceedings/court as required.

Follows up on participants who "fail to appear" (FTA) for various appointments, and assists with monitoring participants as needed.

Participates in reasonable searches of offender residences/vehicles according to departmental guidelines to monitor compliance with program rules and laws, and to ensure safety and welfare of officer and offender.

Attends staff meetings as needed to discuss caseloads, consult on unusual cases/problems, review and resolve conflicts and share professional information as appropriate. Meets individually with coordinators or officers as needed.

Works on special projects as assigned, such as observing/evaluating treatment programs, attending community organization meetings, and facilitating programs as requested.

Responds to emergency calls on a 24-hour basis.

Performs any duties assigned by the Drug Court Judge or Chief Probation Officer.

Education and Qualifications Required:

- A current/former/retired police officer certified by the State of Indiana or a currently employed Hendricks County Probation Officer
- Knowledge of all local, state, and federal laws applicable to probation operations, with ability to apply and enforce regulations as needed
- Maintains current knowledge of applicable rules, regulations and laws concerning Probation operations and problem solving courts, including criminal law revisions and case law
- Working knowledge of federal, state, and local laws, concerning controlled substances, evidence collection and preservation techniques, and other areas related to Probation with the ability to make practical applications of laws and take authoritative action as situations demand
- Working knowledge of universal health precautions and blood borne pathogens control, and ability to apply such knowledge to protect against infection
- Thorough knowledge of standard policies and practices of probation system, with ability to accurately complete required legal reports, make recommendations to the court, and apply and adapt procedures as cases demand
- Considerable knowledge of community geography and ability to effectively monitor and/or locate probationers, verify and document compliance with program requirements, and take appropriate action in response to violations
- Ability to properly operate specialized probation supervision equipment such as Portable Breath (alcohol) Test units (PBTs), pepper spray, drug testing equipment, electronic monitoring (EM) devices, offender GPS monitoring units, and bullet-resistant vests.
- Ability to provide public access to or maintain confidentiality of department information and records according to state and federal requirements
- Working knowledge of standard English grammar, spelling and punctuation, and ability to maintain complete and accurate files and prepare department forms/documents/reports within established deadlines
- Ability to testify in legal proceedings/court as required
- Ability to occasionally work irregular, extended, evening and/or weekend hours and occasionally travel out of town for training, sometimes overnight
- Ability to respond to emergencies on a 24-hour basis.

Responsibility: Incumbent works according to standard department policies and procedures and standard practices of the profession, exercising judgment in assessing and investigating participants, developing appropriate and effective conditions and the rules for problem solving courts, and ensuring satisfactory completion of probation and drug court requirements. Incumbent refers to supervisor unusual or unprecedented situations, such as policy interpretations, unclear legal codes or problems with probation clients. Work is primarily reviewed for soundness of judgment, accuracy and completeness, attainment of objectives, and compliance with legal requirements.

Working Relationships: Incumbent maintains frequent contact with co-workers, other county departments, law enforcement agencies, courts, treatment providers, employers, offenders, and the public for the purpose of exchanging and explaining information. Incumbent reports directly to the supervising judge for purposes of drug court and the chief probation officer for probation and home detention.

Physical Effort and Work Environment: Incumbent performs duties in a standard field environment

involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, bending, reaching, crouching/kneeling, keyboarding, close/far vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent maintains considerable contact with probationers and is regularly exposed to irate/hostile individuals and/or physical violence. Incumbent may be required to wear protective clothing or equipment, such as a bullet proof vest. Incumbent occasionally works irregular, evening and/or weekend hours and occasionally travels out of town for training, sometimes overnight.

I have read and understand this description as it relates to my position with the Community Corrections as a PRN Field Officer. I acknowledge that while performing services for the Drug Court, Probation and Home Detention that I am not a direct employee of either entity. I will be compensated for my time at the rate of \$30.00 per hour. I must keep an accurate record of my time and report the same to the Drug Court Coordinator, Judge and Chief Probation Officer.

EMPLOYEE SIGNATURE

JUDGE

EMPLOYEE PRINTED NAME

CHIEF PROBATION OFFICER

FY2017 COUNTY BUDGET SUMMARY

COUNTY NAME: Hendricks

SECTION I: COMMUNITY CORRECTIONS

Level of Supervision	Base State Funds	HEA1006 Funding Request	Project Income/ User Fees	County General	Total
Work Release / Residential Program	\$0.00	\$151,600.00	\$4,459.00	\$0.00	\$156,059.00
Jail Treatment Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Home Detention/Electronic Monitoring	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day Reporting Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Community Service Restitution*			\$0.00	\$0.00	\$0.00
Community Work Crew**			\$0.00	\$0.00	\$0.00
Forensic Diversion Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Problem Solving Court 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Problem Solving Court 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Problem Solving Court 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Problem Solving Court 4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CTP Projection***	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL COMMUNITY CORRECTIONS REQUEST:	\$0.00	\$151,600.00	\$4,459.00	\$0.00	\$156,059.00

Base Funds are the total amount of state funds awarded for FY2016. Do not include Performance Bonus awards.

*No State Funding may be utilized for Community Service Programs or misdemeanor programs

**CTP State Funding is based on projected reimbursements and is not included in base grant funding

SECTION II: Probation

Level of Supervision	Base State Funds	HEA1006 Funding Request	Project Income/ User Fees	County General	Total
Probation	\$0.00	\$48,400.00	\$0.00	\$0.00	\$48,400.00
Probation Problem Solving Court 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Probation Problem Solving Court 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROBATION REQUEST:	\$0.00	\$48,400.00	\$0.00	\$0.00	\$48,400.00

SECTION III: PROSECUTOR'S DIVERSION

Level of Supervision	Base State Funds	HEA1006 Funding Request	Project Income/User Fees	County General	Total
Prosecutor's Diversion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROSECUTOR'S DIVERSION REQUEST:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SECTION IV: COURT RECIDIVISM REDUCTION PROGRAMS

Level of Supervision	Base State Funds	HEA1006 Funding Request	Project Income/User Fees	County General	Total
Court Recidivism Reduction Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROSECUTOR'S DIVERSION REQUEST:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TOTAL FUNDING REQUEST & PROJECTION	\$0.00	\$200,000.00	\$4,459.00	\$0.00	\$204,459.00
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REALLOCATION OF FUNDS RESOLUTION

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

<u>TRANSFERS</u>				
<u>DEPARTMENT</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>Y/N</u>
1) Cumulative Capital Development	1138.41127.000.0136	1138.30201.000.0136	\$ 17,000	_____
2) Community Corrections	1122.30500.000.0154	1122.20100.000.0154	\$ 5,000	_____

Adopted this 4th day of April, 2017 by the follolwing vote:

AYE

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Mike Rogers

Eric Wathen

Bradley Whicker

David Wyeth

Attest:

Nancy Marsh, Auditor

NAY

Caleb M. Brown

Larry R. Hesson

Jay R. Puckett

Mike Rogers

Eric Wathen

Bradley Whicker

David Wyeth

(Transfer must be within the same fund and department)

DATE: 03/15/17

Office Supplies

Account Description

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

I am requesting these funds be transferred to cover engineering fees for new projects; Courthouse and Marion Probation exterior building survey and repair plans. The 1138.41127.000.0136 project, CYM Ramp Reconfiguration, will not be done because of the transfer of that building to Hendricks Regional Health.

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

Karon J. Cavanaugh
Authorized Signature

Auditor's Notes:

TRANSFER/ADDITIONAL APPROPRIATION FORM

Grant Program County: Hendricks

FY of Funds: 16-17

1. TRANSFER OF APPROPRIATION			
From Minor Point #	Minor Point Name	Amount	Fund (ST, ST-CTP, PI)
300	Education/Conferences	\$5000	ST
TOTAL			

2. To Minor Point #	Minor Point Name	Amount	Fund (ST, ST-CTP, PI)
200	Operating Supplies	\$5000	ST
TOTAL			

3. REQUEST FOR ADDITIONAL APPROPRIATION			
Minor Point #	Minor Point Name	Amount	Fund (ST-CTP, PI)
TOTAL			

JUSTIFICATION: Grant funding was received well after the beginning of the year and haven't been spent. We'd like to transfer it to a fund that will spend the balance down so it doesn't have to be returned at the end of the fiscal year.

Authorized by: Dixyette MCH Date: 3/22/17
 Advisory Board Approval: ☒ Yes ☒ No Date: 3/21/17
 *****FOR DOC USE ONLY*****

☒ Approved ☐ Disapproved Comments: _____

Reviewed by: DBran Title: Director
 Date: 3/22/2017

From
 1122. 30500. 000. 0154
 To
 1122 20100. 000. 0154

Hendricks County

Date of Publication: March 23, 2017 Republican
March 23, 2017 Hendricks County Flyer

Date of Public Hearing: April 4, 2017
Date of Resolution: April 4, 2017

2017 Property Tax Rate if applicable													
COUNTY FUND NUMBER	.1616		.0607	.0333		.0029	.0132			.0058			
DLGF FUND NUMBER	1001	1112	1135	1138	1157	1158	1159	1169	1176	1186	1188	4701	4702
	0101	2411	0790	2391	9501	0905	0801	0706	0702	0061	0124		
FUND NAME:	General Includes CAGIT	EDIT Project	Cume Bridge	CCD	Food & Beverage	Drain Improvement	Health	Local Road & Street	Highway	Rainy Day	Reassessment	Insurance Claims	Insurance Rainy Day
APPROPRIATION REQUEST:	38,000	980,000		150,000									
AMOUNT BY REDUCTION:													
AMOUNT BY SURPLUS:													
1. Property Tax Levy (Line 16) on (1782)	13,494,103	-	5,068,639	2,780,654	-	242,159	1,102,241	-	-	-	484,318	-	-
2. Circuit Breaker Impact (Estimate)	1,614,812		231,037	149,992		12,099	57,647				17,499		
3. PTRC from CAGIT (Line 13)			-	-		-	-	-	-		-		
4. Misc. Revenue Estimate (line 8B)	18,012,667	4,893,645	399,932	204,042	2,110,000	53,770	382,404	1,012,728	4,905,200		35,539		
5. January 1 Cash Balance including investments	10,194,721	16,921,185	17,642,918	4,218,433	4,381,883	1,206,451	607,366	1,458,879	3,913,753	10,478,141	315,820	-	2,852,946
6. Total Funds Available (1-2+3+4+5)	40,086,679	21,814,830	22,880,452	7,053,137	6,491,883	1,490,281	2,034,364	2,471,607	8,818,953	10,478,141	818,178	-	2,852,946
7. Original Budget	30,198,635	9,749,701	4,739,463	3,955,058	1,060,434	225,800	1,236,852	1,208,000	5,356,732	500,000	412,483		
8. Encumbered Appropriations	97,543	3,556,148	2,230,859	805,008	210,433			215,088	9,180		4,660		
9. Total Beginning Appropriations (7+8)	30,296,178	13,305,849	6,970,322	4,760,066	1,270,867	225,800	1,236,852	1,423,088	5,365,912	500,000	417,143	-	-
10. Surplus Funds (6-9)	9,790,501	8,508,981	15,910,130	2,293,071	5,221,016	1,264,481	797,512	1,048,519	3,453,041	9,978,141	401,035	-	2,852,946
11. Amount Appropriated Since January 1st less any reductions in appropriations	1,649,070	1,000,000	746,232	300,000		24,200	152,925		35,000		35,000	Not Appropriated	10,000
12. Amount Transferred to Rainy Day	-	-	-	-	-	-	-	-	-	-	-	-	-
13. Surplus Funds Remaining (10-11)	8,141,407	7,508,981	15,163,898	1,993,071	5,221,016	1,240,281	644,587	1,048,519	3,418,041	9,978,141	366,035		2,852,946
CASH BALANCE AS OF MAR 1, 2017	5,567,550	16,241,058	17,034,631	3,271,624	4,734,434	1,079,490	430,839	1,434,930	4,189,534	10,478,141	259,311	442,943	2,847,946
Established minimum balance	5,000,000	5,000,000		750,000	2,000,000				700,000	10,000,000	50,000		3,500,000
SUMMARY OF NINE MAJOR FUNDS	1/1/2017	2/1/2017	3/1/2017	4/1/2016	5/1/2016	6/1/2016	7/1/2016	8/1/2016	9/1/2016	10/1/2016	11/1/2016	12/1/2015	AVG
Surplus (equals unappropriated)	54,308,497	55,326,020	55,326,020	53,726,471	49,521,092	49,312,897	48,965,073	48,857,205	50,118,987	50,056,987	50,041,588	55,326,020	
Actual Cash Balance	72,074,756	69,654,370	65,799,848	58,183,830	57,251,899	62,416,919	66,822,516	65,833,466	65,072,976	67,755,882	65,905,191	60,681,821	64,787,789
Prior Year Cash Balance	65,479,556	63,292,273	60,610,315	61,890,750	60,187,590	58,468,880	65,624,411	62,643,596	64,017,693	63,670,653	59,515,928	58,532,026	61,994,473

Food & Beverage Revenue:
2017: Jan \$203,146 Feb \$261,561 Mar 175,477
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 Nov \$139,374 Dec \$134,577
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