



*Meeting
of the
Vigo County Council
August 13, 2013*

VIGO COUNTY COUNCIL
AUGUST 13, 2013
5:00 P.M.
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VIGO COUNTY COUNCIL
Agenda
Tuesday August 13, 2013 at 5:00 P.M.
Council Chambers, Vigo County Annex

1. Pledge of Allegiance
2. Calling of the roll
3. Corrections to the journal of the preceding meeting, if needed
4. Public comment
5. Communications from elected officials of the County
6. Communications from other officials or agencies
7. Reports from standing committees
8. Reports from select committees
9. Ordinances relating to appropriations
 - i. Additional Appropriation 2013-33
 - ii. Salary Ordinance 2012-06
- b. Annual Budget Committee
 - i. First reading of the 2014 Annual Budget
10. Honorary resolutions
11. Resolutions relating to fiscal policies of the Council
12. First reading by summary reference of proposed ordinances and resolutions
13. Appointments
14. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Annex, 127 Oak Street, Terre Haute, Indiana at 5:00 pm on August 13, 2013 to consider the following appropriations in excess of the budget of the current year.

LOCAL HEALTH DEPT TRUST

Contractual Services	\$49,335
Education, Counseling, Training	\$1,900
Professional Services	\$15,662

TOTAL LOCAL HEALTH TRUST FUND	\$66,897
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TIMOTHY M. SEPRODI
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday August 2, 2013
TRIBUNE-STAR

ADDITIONAL APPROPRIATION ORDINANCE 2013-33

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now, therefore:

SEC. 1. Be it ordained by the County Council of Vigo County, Indiana, that for the expenses of Vigo County Local Health Dept Trust Fund the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same.

<u>LOCAL HEALTH DEPT TRUST</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
33300 Contractual Services	\$49,335	
37650 Education, Counseling, Training	\$1,900	
37850 Professional Services	\$15,662	
TOTAL LOCAL HEALTH DEPT TRUST FUND	\$66,897	

Approved on this 13th day of August 2013.

AYE

NAY

_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. Curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____

Bill Thomas, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

SALARY ORDINANCE 2013-06

SECTION 1. Be it ordained by the County Council of Vigo County, Indiana, that for the salaries of Vigo County Indiana, that for the salaries of the County Government Office Holders and the employees for the year ending December 31, 2013, the following sums of money are hereby appropriated and ordered set apart for the purposes specified, subject to the laws governing the same. Such sums herein appropriated shall be otherwise expressly stipulated for by law provided, however, that disbursements from each appropriated are further limited to the amounts listed for the detailed accounts making up such appropriation unless said accounts are increased or decreased in another ordinance or resolution by the County Council.

SECTION 2. That for the said fiscal year, there is appropriated out of the Vigo County Highway Fund the following:

<u>HIGHWAY</u>	<u>REQUESTED</u>	<u>APPROPRIATED</u>
Assistant Superintendent	Grade 10/Step 23	

SECTION 3. This shall be retroactive to June 11, 2013.

Approved on this 13th day of August 2013.

<u>AYE</u>		<u>NAY</u>
_____	Mark Bird	_____
_____	Rick Burger	_____
_____	Tim P. curley	_____
_____	Kathy Miller	_____
_____	Mike Morris	_____
_____	Ed Ping	_____

Bill Thomas, President

Attest:

Timothy M. Seprodi
Vigo County Auditor

VIGO COUNTY HEALTH DEPARTMENT

Enrico I. Garcia, M.D.

Health Commissioner

TO: Vigo County Council
FROM: Vigo County Health Department
DATE: July 2, 2013
RE: Indiana Local Health Department Trust Fund proposed budget
for the Vigo County Health Department

*Appropriate total
of both for
2013*

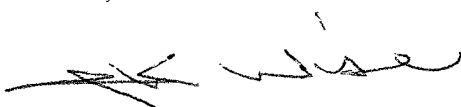
INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT

12 MONTH FUND DISTRIBUTION
(July 1, 2013- June 30, 2014)
* \$44,597.58

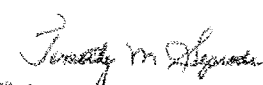
6 MONTH FUND DISTRIBUTION
(July 1, 2014 –December 31, 2014)
* \$22,298.79

Request to approve the attached 18 month budget for the Indiana Local Health Department Trust Account.

Thanks,


Joni Kay Wise
Administrator

FILED
JUL 02 2013


TIMOTHY M. STINSON
VIGO COUNTY AUDITOR

Updated Indiana Code 4-12-7 governs the Indiana Local Health Department Trust Account
The changes to the Indiana Code include:

- The application for the ILHDTA 2013-2014, 18 month grant cycle, must be post marked by Saturday, June 1, 2013.
- After this first 18 month application for ILHDTA 2013-2014 which will run July 1, 2013 to December 31, 2014, the application will run on a January to December schedule instead of a July to June schedule.
- Both the 12 month and 6 month sections of the application must be completed.
- If you do not apply for the full amount you can receive you will not receive your full amount. You will only receive the amount you apply for.
- January 1, 2015 to December 31, 2015 will be the ILHDTA's first 12 month grant cycle governed by the updated Indiana Code.
- The distribution will change from an automatic distribution to an application approval distribution. Without a submitted and approved application, the local health department will not receive funding.
- Funding will be distributed every 6 months (bi-annually).

IC 4-12-7-6 If only one local board of health exists in a county, the county fiscal body shall appropriate all distributions received by the county under this chapter to that local board of health

Section Number and Name	12 Month Request	6 Month Request
1. Personal Services		
2. Employee Benefits		
3. Contract Staff		
4. Supplies (Office and Clinical)		
5. Equipment		
6. Transportation		
6a. In-State		
6b. Out-of-State		
7. Rent, Utilities, Services and Maintenance	\$11,707.58	\$5,853.79
8. Education/Training		
9. Vehicle Purchase/Vehicle Lease		
10. Printing, Advertising, Postage		
11. Contracted Programs/Contracted Community Health Centers	\$32,890	\$16,445
*TOTAL	\$44,597.58	\$22,298.79

Rent, Utility, Service, Repair, Maintenance	12 Month Request	6 Month Request	Source of Estimate
IDEM Certified Tire Handler and Hauler	\$10,440.58	\$5,220.79	Based on last year's costs from Liberty Tire & Recycling, LLC
Vigo County Government Employee Red Cross CPR Program	\$1,267	\$633	Based on costs for American Red Cross Health & Safety Training CPR course
Subtotal:	\$11,707.58	\$5,853.79	

Program	Contracted Agency	12 Month Request	6 Month Request	Source of Estimate
Wabash Valley Mobile Market	United Way of the Wabash Valley	\$32,890	\$16,445	Start-up budget for WVMM: See attachment "a" Contract: attachment "b"
Contracted Programs/Contracted Clinics :		\$32,890	\$16,445	

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT PROGRAM JUSTIFICATION

Program Name: Tire Amnesty Program

Responsible agency: Vigo County Health Department, Vector Control Division

Describe the need for program: Tires are prime breeding grounds for mosquitoes which carry the West Nile Virus. West Nile virus is transmitted to a human by a mosquito that has first bitten an infected bird. Culex mosquitoes, which can carry the West Nile virus, like to breed in discarded tires. The stagnant water in the tire can become home to up to 1,000 mosquitoes within seven days.

Target population: Residents of Vigo County (VC)

Brief Program Description:

- a) **Resource Inputs:** VC Health Department & ISDH staff, utilization of the VC Fairgrounds, TH City Park & Recreation & Code Enforcement employees and IU School of Medicine Residency Program, Terre Haute.
- b) **Activities:** Collect unused tires, which are breeding grounds for mosquitoes
- c) **Outputs:** Less discarded tires in Vigo County

List ILHDTA Resources: Funding pays for IDEM Certified Tire Handler/Hauler/Disposer

SMART Objective:

- 1. The Tire Amnesty Program will reduce the number of positive samples of culex mosquitoes from 25 in 2012 to 15 in 2014 by eliminating the number of discarded tires as a mosquito breeding ground in Vigo County.
- 2. The Tire Amnesty Program will assist to reduce the immediate risk of WNV to humans by removing tires as a breeding ground for culex mosquitoes and help maintain zero number of human cases in Vigo County.

Program Timeline:

- 1. Length of Program: April 1, 2014 until First frost-2014
- 2. Stages of Program: a) **Planning** January-April) (b) **Implementation** April until First frost 2014 (c) **Evaluation** : December 31, 2014 (sampling data & # of human cases of WNV)

Proposed Evaluation Plan:

- a. Overall Program Evaluation Questions:
 - 1. Does the collection of discarded tires lesson the # of positive pools of mosquitoes?
 - 2. Does the collection of discarded tires lesson or maintain the # of WNV human cases?
- b. Evaluation Design and Evaluation Methods:
 - 1. Year end records will include number of positive pools of mosquitoes for WNV
 - 2. Year end records will include number of human cases diagnosed with WNV
- c. Evaluation Result Standards:
 - 1. The number of positive pools of mosquito samples confirmed by ISDH Lab will decrease from 25 in 2012 to 15 in 2014 (2013 data is still being collected)
 - 2. The number of diagnosed human cases of West Nile Virus in 2012 will remain at 0 in 2014 for Vigo County. (2013 data is still being collected)

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT PROGRAM JUSTIFICATION

Program Name: Wabash Valley Mobile Market (WVMM)

Responsible agency: United Way of the Wabash Valley, Health Initiative Committee

Describe the need for program:

Mobile Market Program to increase the availability of and access to affordable fresh foods and vegetables in identified locations. *The Indiana State Health Improvement Plan* “Priority to Reduce the Prevalence of Obesity in Indiana” established a goal to “Increase access to and consumption of healthy foods and beverages. Over the past three decades, the impact and prevalence of overweight and obesity have increased at an alarming rate. In Indiana, 29% of adolescents and 65% of adults are overweight and obese. Poor nutrition and sedentary behaviors are contributing to this epidemic. There has been little success to increase fruit and vegetable consumption—16% of adolescents and 21% of adults consume the recommended servings of fruits and vegetables. USDA reports 68% of individuals in low-income neighborhoods live in areas where affordable, fresh fruits and vegetables are not readily available. Mobile Markets, like Indiana University Health’s “Garden on the Go” in Indianapolis, provide low-income neighborhoods access to affordable fresh fruits and vegetables. We are modeling the “Garden on the Go” project and have been working with them for guidance and support while planning and executing the WVMM. Also, the Wabash Valley Mobile Market became an official partner of National Mobile Market in January 2013.

Target population: Low-income residents in neighborhoods identified as not having access to fresh fruits and vegetables.

Brief Program Description:

- d) **Resource Inputs:** United Way Health Initiative Committee, WVMM Board of Advisors, Indiana State University faculty and students, I.U. Health, National Mobile Market, volunteers, time, fixed assets, research base (for evaluation component), grocery products, equipment (truck, trailer and refrigerators), technology (text messaging system, cell phone, and credit card processing, volunteer sign-up website), partners, training materials and legal certifications.
- e) **Activities:** Assessments and data analysis, marketing and public relations activities such as text message system, flyers, signs, and banners, website, community events, health fairs. Recruit and train staff and volunteers. Develop training curriculum. Operate mobile market-complete necessary legal documents, inventory, purchase and stock food products, operate credit card processing machine, purchase trailer, shelving and refrigeration, finalize route schedule
- f) **Outputs:** Increased access to and consumption of affordable fresh fruits and vegetables

List ILHDTA Resources: Partially fund the overall program by contractually funding the mobile market program director. **NO FOOD OR DRINK WILL BE PURCHASED WITH GRANT FUNDS.**

SMART objectives:

- 1) Customers served in the first fully operational year of service will indicate a 50 % increase in their daily consumption of fresh fruits and vegetables than before the WVMM was available to them in Vigo County.
- 2) The WVMM will increase the availability of fresh fruits and vegetables to customers by reducing distance to fresh produce by 75%.

Program Timeline: August 2012-Ongoing

August -December (2012)

- Wabash Valley Mobile Market conceptualized
- Project/model feasibility analysis team formed
- Partnership with National Mobile Markets begins

January-March (2013)

- Survey to assess community needs in Vigo County administered and analyzed
- Partnership with National Mobile Markets formalized

April-July (2013)

- Contract employee for three months to work on financial sustainability and logistics
- Website launched
- Potential stops and tentative route formed

August-September (2013)

- Hire program director and assistant director
- Obtain Permits
- Finalize stops and routes
- Promote WVMM
- Finalize inventory list and designated suppliers
- Acquire trailer and outfit trailer for service
- Form a collective impact strategy with organizational partners

October-November (2013)

- Train volunteers
- Soft-openings in order to assess any operational issues or trouble-shoot logistical issues
- Hold Kick-off events at each neighborhood with community partners
- Begin operating mobile market in testing phase

December (2013) - March (2014)

- Solicit feedback and suggestions from customers
- Continue building community partnerships
- Alter routes

April (2014)-Ongoing

- Implement full launch phase
- Conduct surveys on market participants
- Analyze sales data
- Identify communities and locations for expansion
- Assess volunteer feedback and continue recruiting both student and community volunteers
- Analyze customer survey data and determine project outcomes
- Continue to conduct periodic needs assessments of market patrons

Proposed Evaluation Plan:

- a. Overall Program Evaluation Questions:
 1. Did the customers served show an increase in the number of servings of fruits and vegetables consumed daily than before WVMM was available to them?
 2. Did the mobile market increase availability and access to fruits and vegetables by reducing distance to nearest store with comparable produce?
- b. Evaluation Design and Evaluation Methods:
 1. Baseline data on eating habits of the customers will be collected and analyzed by the Indiana State University Applied Health Sciences (AHS) 341- Research Methods Students, under the supervision of faculty. These surveys will be compared to data from a similar survey administered during the sixth month and twelve month of operation by current students in the AHS 341-Research Methods course. All data will be compared holistically to previous surveys. The study design will take into account lost participants and will include an n value effective for determining significance.
 2. All customers will sign up for a WVMM Card that will provide information regarding the customer's address and most used stop location. Given this information, a Google API map developing tool will be used to automatically calculate the walking distance from the customer's residence to the mobile market. Additionally, the tool will calculate the driving distance from the customer's residence to the nearest major grocery store and comparable fresh produce available.

The two values will be matched and compared by percentage, which will then be averaged among all customers of the mobile market. The assumption of a fair sampling of population within each of the neighborhoods is made.

An alternative approach will also report the stop locations for the mobile market and draw a radius on the map that is 25% of the distance to the closest grocery store for the given neighborhood. All included areas will therefore inherently match the criteria regardless of collected customer information.

- c. Evaluation Result Standards:
 1. 50% increase in fresh fruit and vegetable servings consumed by customers
 2. Reduce distance to fresh produce offerings for identified neighborhoods by 75%

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT PROGRAM JUSTIFICATION

Program Name: Vigo County Government Employee CPR Certification Program

Responsible person: Sydney Elliott, Vigo County Health Department, Health Educator
Sydney Elliott is currently a Red Cross Certified First Aid/CPR/AED Instructor

Describe the need for program: Sudden cardiac arrest (SCA) is the leading cause of death in the United States. Bystander CPR is a significant determinant of survival from out-of-hospital sudden cardiac arrest, yet less than 1/3 of SCA victims receive CPR. Statistically speaking, CPR can save lives and by training our employees, they can double or even triple a person's chances of survival in the workplace and out in the community.

Target population: Vigo County Government Employees who have never learned CPR or haven't had CPR training in a long time.

Brief Program Description:

- a.) Resource Inputs: Health Department owned CPR mannequins, teaching DVD's and manuals, blankets, certified instructor
- b.) Activities: Conduct CPR training to county employees
- c.) Outputs: More people trained in CPR to help increase the chance of survival from SCA

List ILHDTA Resources: ILDHTA funds will pay for CPR certification costs

SMART objective:

- 1. By the end of the CPR certification course, 100 Vigo County Government employees will know how to correctly administer CPR to help save lives from SCA in the workplace and out in the community

Program Timeline:

- 1. Length of Entire Program: July 2013-December 31, 2014
- 2. Length of CPR Certification: 3-4 Hours
- 3. Stages of CPR Certification: DVD used as a teaching tool, pre-test, demo, written post-test

Proposed Evaluation Plan:

- a. Overall Program Evaluation Questions:
 - 1. How many chest compressions and how many breaths are performed?
 - 2. What is the proper technique for hand placement and compression depth?
- b. Evaluation Design and Evaluation Methods:
 - 1. Demonstration
 - 2. Pre-Test
 - 3. Post-test
- c. Evaluation Result Standards:
 - 1. 95% of people will do the demonstrations correctly.
 - 2. 95% of people will know the correct answers between pre-test and post-test.



Michael R. Pence
Governor

William C. VanNess II, MD
State Health Commissioner

June 26, 2013

Enrico I. Garcia, M.D.
Health Officer
Vigo County Health Department
147 Oak Street,
Terre Haute, IN 47807-2986

Dear Enrico I. Garcia, M.D.

This letter is to notify you that your County Health Department application for the Indiana Local Health Department Trust Account for the budget period July 1, 2013 to December 31, 2014 has been approved.

We are enclosing a signed copy of the application for your files. We have also enclosed a copy of your application for you to forward to your county auditor.

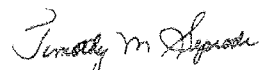
Should you have any questions or need additional assistance, please contact Katey Nicely, Grant and Education Manager, Local Health Department Outreach Office at (317) 233-7570.

As in the past, your county is not required to submit claim vouchers. You will receive a direct deposit into your bank account based upon the available amount in your agreement. The payments are sent to you on a bi-annually basis. When you receive the transfer from the auditor's office, please look for the fund number (30416). This number designates the Indiana Local Health Department Trust Account.

Sincerely,


Jenn Myers
Contract Manager
Division of Finance

FILED
JUL 02 2013


TIMOTHY M. LEPORE
VIGO COUNTY AUDITOR

Enclosures

cc: County Auditor
Local Health Department Outreach Office (Katey Nicely)



LOCAL HEALTH DEPARTMENT OUTREACH DIVISION
INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT
INDIANA STATE DEPARTMENT OF HEALTH (ISDH)
Local Health Department Outreach Division – Indiana Local Health Department Trust Account

Application– 2013-2014

LOCAL HEALTH DEPARTMENT INFORMATION

Local Health Department Name: VIGO COUNTY HEALTH DEPARTMENT

Federal Tax ID Number: 35-6000207

Local Health Department Building Address: 147 Oak Street Terre Haute In 47807

Local Health Department Mailing Address: 147 Oak Street Terre Haute In 47807

Local Health Department Phone Number: (812) 462-3428

Received

JUN 03 2013

LHD Outreach Division

FINANCE
STATE DEPT. OF HEALTH
2013 JUN 24 A 7:46

STATE USE ONLY			
Title	Name	Date	Initials
Grant Manager, Local Health Department Outreach Division	Kathryn Ditzel	6/5/13	KD
Director, Local Health Department Outreach Division	J. Trimble	6/6/13	JLT
Assistant Commissioner, Public Health and Preparedness Commission	J. Howell	6/10/13	JH
Administrative Assistant, Public Health and Preparedness Commission	K. Brey	6/10/13	KB
Chief of Staff	Jim Huston	6/18/13	JH
Date Sent to Finance	Finance	6/17/13	

MSN 6/24/13



LOCAL HEALTH DEPARTMENT OUTREACH DIVISION
INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT
INDIANA STATE DEPARTMENT OF HEALTH (ISDH)
Local Health Department Outreach Division – Indiana Local Health Department Trust Account

CONTACT INFORMATION

GRANT MANAGER

Name of Person Submitting Application: Joni Wise

Grant Manager Title/Position at the Health Department: Administrator

Grant Manager Phone Number: (812) 462-3428

Grant Manager Email Address: joni.wise@vigocounty.in.gov

HEALTH OFFICER

Health Officer Name: Enrico I. Garcia, MD

Health Officer Phone Number: (812) 462-3428

Health Officer E-mail Address: enrico.garcia@vigocounty.in.gov

PRESIDENT OF THE BOARD OF HEALTH

President of the Board of Health Name: Jeffrey DePasse

President of the Board of Health Phone Number: (317) 716-2480

President of the Board of Health E-Mail: jdepasse@ma.rr.com

COUNTY AUDITOR

County Auditor Name: Tim Seprodi

County Auditor Phone Number: (812) 462-3361

County Auditor E-Mail: tim.seprodi@vigocounty.in.gov

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT SUPPLANTATION REGULATION AGREEMENT

Indiana Code 4-12-7-8, states "Appropriations and distributions from the account under this chapter are in addition to and not in place of other appropriations or distributions made for the same purpose."

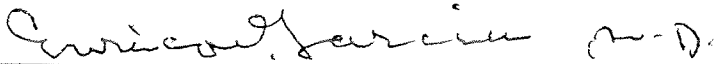
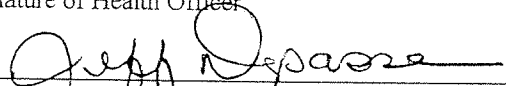
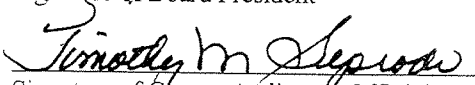
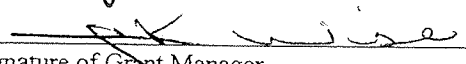
As of July 1, 2011 the Indiana Local Health Department Trust Account grant cannot be used "in place of" any funding previously provided. This is called "Supplantation of Funds". If Supplantation of Funds is discovered, the local health department will be responsible for reimbursing all the funds that were supplanted. State Board of Accounts will be notified of supplantation.

Use of any Indiana Local Health Department Trust Account Funds, carry-over or current fiscal year funding, must be approved by the Local Health Department Outreach Division before any of the funds are spent.

If funding cuts are made to a local health department's budget that are beyond the control of the community the local health department serves, then the Local Health Department Outreach Division should be contacted and updated about this change in funding.

By signing this document, the local health department and board of health state that they understand this regulation and its consequences should it not be followed. The local health department and the board of health also state, by signing this document, that they will educate any county council, commissioners, or other interested budgetary parties about this regulation and its consequences.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

	5.14.13
Signature of Health Officer	Date
	5-14-13
Signature of Board President	Date
	5-14-13
Signature of County Auditor or Official Custodian of Funds	Date
	5.14.13
Signature of Grant Manager	Date

STATE OF INDIANA DRUG-FREE WORKPLACE CERTIFICATION

Pursuant to Executive Order No. 90-5, April 12, 1990, issued by former Governor Evan Bayh, the Indiana Department of Administration requires the inclusion of this certification in all contracts with and grants from the State of Indiana in excess of \$25,000. No award of a contract or grant shall be made, and no contract, purchase order or agreement, the total amount of which exceeds \$25,000, shall be valid unless and until this certification has been fully executed by the Grantee and attached to the contract or agreement as part of the contract documents. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the contract or agreement and/or debarment of contracting opportunities with the State for up to three (3) years.

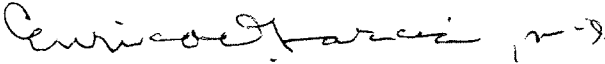
The Grantee certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing and providing to all of its employees a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- (c) Notifying all employees in the statement required by subparagraph (a) above that as a condition of continued employment the employee will (1) abide by the terms of the statement, and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- (d) Notifying in writing the contracting State Agency and the Indiana Department of Administration within ten (10) days after receiving notice from an employee under subdivision (c) (2) above, or otherwise receiving actual notice of such conviction;
- (e) Within thirty (30) days after receiving notice under subdivision (c) (2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and
- (f) Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Vigo County Health Department
Name of Organization

5.14.13.
Date


Signature of Health Officer

Enrico I. Garcia, MD
Name of Health Officer

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT CONDITIONS OF ACCEPTANCE OF FUNDS

In applying for, or in accepting funds from the Indiana State Department of Health, the Local Health Department hereby agrees to the following conditions and agrees to adopt policies and procedures to implement these conditions. The applicant agency agrees:

1. To expend funds solely for the purposes set forth in the applicant agency's proposal and in compliance with applicable terms and conditions as stated in IC 4-12-7. If the agency wants to revise its proposal, a written revision must be submitted to the State Department of Health with the Health Officer's signature.
2. To comply with all applicable State and Federal laws, regulations, executive orders, policies, and procedures relative to affirmative action and the assurance of equal opportunity without regard to race, religion, age, color, handicapping condition, sex, national origin, or status as a veteran.
3. Maintaining a Drug-Free Workplace (Executive Order No. 90-5)
 - (a) Grantee hereby covenants and agrees to make a good faith effort to provide and maintain during the term of this Agreement a drug-free workplace, and that it will give written notice to the contracting state agency and the Indiana Department of Administration within ten (10) days after receiving actual notice that an employee of grantee has been convicted of a criminal drug violation occurring in grantee's workplace.
 - (b) In addition to the provisions of subparagraph (a) above, if the total dollar amount set forth in this Agreement is in excess of \$25,000.00, Grantee hereby further agrees that this Agreement is expressly subject to the terms, conditions and representations contained in the Drug-Free Workplace certification executed by grantee in conjunction with this Agreement and which is appended as an Attachment hereto.
 - (c) It is further expressly agreed that the failure of Grantee to comply in good faith with the terms of subparagraph (a) above, or falsifying or otherwise violating the terms of the certification referenced in subparagraph (b) above shall constitute a material breach of this Agreement, and shall entitle the State to impose sanctions against the Grantee including, but not limited to, suspension of contract payments, termination of this Agreement and/or debarment of the Grantee from doing further business with the State for up to three (3) years.
4. That records of activities shall be maintained by the health department to substantiate progress reports. That the annual expenditure report and annual evaluation report shall be submitted by January 31, 2015 to the Indiana State Department of Health.
5. TO USE INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT MONEY IN ADDITION TO, AND NOT IN PLACE OF, OTHER APPROPRIATIONS OR DISTRIBUTIONS MADE FOR THE SAME PURPOSE. [IC 4-12-7-8].
6. Although both parties are entering into this 18 month agreement in good faith, it is recognized that the Indiana legislature may not appropriate funds to the program. If this condition occurs, this agreement will be VOID.
7. Payments will be made in equal biannual amounts unless you request otherwise. In that case please call Eric Miller, Chief Financial Officer, Indiana State Department of Health, at (317) 233-7102, and submit a separate letter of justification signed by the health officer.
8. Budget revisions, if necessary, are to be submitted using the required form provided by the Indiana State Department of Health.

The signature below attests that the application submitted has been duly authorized by the governing body and that the applicant agrees to comply with the stated conditions. The signature attests that acceptance and use of funds provided by the Indiana State Department of Health constitutes acceptance of the terms and conditions herein.

Andrew Baran, MD 5-14-13
Signature of Health Officer Date

Jeff Opat 5-14-13
Signature of Board President Date

Timothy M. Seprow 5-14-13
Signature of Official Custodian Date

STATE USE ONLY

State Department of Health Signatures:

James Butler
Chief of Staff

6-18-13
Date Approved

Eric Miller
Chief Financial Officer

6/17/13
Date Approved

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT
12 MONTH FUND DISTRIBUTION
(July 1, 2013- June 30, 2014)

\$44,597.58

6 MONTH FUND DISTRIBUTION
(July 1, 2014 –December 31, 2014)

\$22,298.79

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT
BUDGET

Section Number and Name	12 Month Request	6 Month Request
1. Personal Services		
2. Employee Benefits		
3. Contract Staff		
4. Supplies (Office and Clinical)		
5. Equipment		
6. Transportation		
6a. In-State		
6b. Out-of-State		
7. Rent, Utilities, Services and Maintenance	\$11,707.58	\$5,853.79
8. Education/Training		
9. Vehicle Purchase/Vehicle Lease		
10. Printing, Advertising, Postage		
11. Contracted Programs/Contracted Community Health Centers	\$32,890	\$16,445
*TOTAL	\$44,597.58	\$22,298.79

* 12 Month and 6 Month Request Total should be equal to funding amounts available for your local health department. If less than the full amount is requested then the local health department will only receive the amount requested and forfeit the rest of the grant award funding. If more than the approved amount is requested then the application will be returned to the health department to be fixed. No carryover should be accounted for on this application.

[illegible]

Position/Title	Fringe Benefits covered	12 Month Request	6 Month Request	Source of Estimate
2. Employee Benefit Subtotal:				

[illegible]

Item(s)	Quantity	Estimated Cost	12 Month Request	6 Month Request	Source of Estimate
		4. Supplies (Office and Clinical) Subtotal:			

Item(s)	Quantity	Estimated Cost	12 Month Request	6 Month Request	Source of Estimate
5. Equipment Subtotal:					

[illegible]

[illegible]

Rent, Utility, Service, Repair, Maintenance	12 Month Request	6 Month Request	Source of Estimate
IDEM Certified Tire Handler and Hauler	\$10,440.58	\$5,220.79	Based on last year's costs from Liberty Tire & Recycling, LLC: See attachment "A"
Vigo County Government Employee Red Cross CPR Program	\$1,267	\$633	Based on costs for American Red Cross Health & Safety Training CPR course: See attachment "B"
7. Rent, Utilities, Services, Repair, Maintenance Subtotal:	\$11,707.58	\$5,853.79	

[illegible][illegible]

[illegible]

Program	Contracted Agency	12 Month Request	6 Month Request	Source of Estimate
Wabash Valley Mobile Market	United Way of the Wabash Valley	\$32,890	\$16,445	Start-up budget for WVMM: See attachment "C" Job Description: See attachment "D" Contract: See attachment "E"
11. Contracted Programs/Contracted Clinics :		\$32,890	\$16,445	

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT PROGRAM JUSTIFICATION

Program Name: Tire Amnesty Program

Responsible agency: Vigo County Health Department, Vector Control Division

Describe the need for program: Tires are prime breeding grounds for mosquitoes which carry the West Nile Virus. West Nile virus is transmitted to a human by a mosquito that has first bitten an infected bird. Culex mosquitoes, which can carry the West Nile virus, like to breed in discarded tires. The stagnant water in the tire can become home to up to 1,000 mosquitoes within seven days.

Target population: Residents of Vigo County (VC)

Brief Program Description:

- a) **Resource Inputs:** VC Health Department & ISDH staff, utilization of the VC Fairgrounds, TH City Park & Recreation & Code Enforcement employees and IU School of Medicine Residency Program, Terre Haute.
- b) **Activities:** Collect unused tires, which are breeding grounds for mosquitoes
- c) **Outputs:** Less discarded tires in Vigo County

List ILHDTA Resources: Funding pays for IDEM Certified Tire Handler/Hauler/Disposer

SMART Objective:

- 1. The Tire Amnesty Program will reduce the number of positive samples of culex mosquitoes from 25 in 2012 to 15 in 2014 by eliminating the number of discarded tires as a mosquito breeding ground in Vigo County.
- 2. The Tire Amnesty Program will assist to reduce the immediate risk of WNV to humans by removing tires as a breeding ground for culex mosquitoes and help maintain zero number of human cases in Vigo County.

Program Timeline:

- 1. Length of Program: April 1, 2014 until First frost-2014
- 2. Stages of Program: a) **Planning** January-April) (b) **Implementation** April until First frost 2014 (c) **Evaluation** : December 31, 2014 (sampling data & # of human cases of WNV)

Proposed Evaluation Plan:

- a. Overall Program Evaluation Questions:
 - 1. Does the collection of discarded tires lesson the # of positive pools of mosquitoes?
 - 2. Does the collection of discarded tires lesson or maintain the # of WNV human cases?
- b. Evaluation Design and Evaluation Methods:
 - 1. Year end records will include number of positive pools of mosquitoes for WNV
 - 2. Year end records will include number of human cases diagnosed with WNV
- c. Evaluation Result Standards:
 - 1. The number of positive pools of mosquito samples confirmed by ISDH Lab will decrease from 25 in 2012 to 15 in 2014 (2013 data is still being collected)
 - 2. The number of diagnosed human cases of West Nile Virus in 2012 will remain at 0 in 2014 for Vigo County. (2013 data is still being collected)

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT PROGRAM JUSTIFICATION

Program Name: Wabash Valley Mobile Market (WVMM)

Responsible agency: United Way of the Wabash Valley, Health Initiative Committee

Describe the need for program:

Mobile Market Program to increase the availability of and access to affordable fresh foods and vegetables in identified locations. *The Indiana State Health Improvement Plan* “Priority to Reduce the Prevalence of Obesity in Indiana” established a goal to “Increase access to and consumption of healthy foods and beverages.” Over the past three decades, the impact and prevalence of overweight and obesity have increased at an alarming rate. In Indiana, 29% of adolescents and 65% of adults are overweight and obese. Poor nutrition and sedentary behaviors are contributing to this epidemic. There has been little success to increase fruit and vegetable consumption—16% of adolescents and 21% of adults consume the recommended servings of fruits and vegetables. USDA reports 68% of individuals in low-income neighborhoods live in areas where affordable, fresh fruits and vegetables are not readily available. Mobile Markets, like Indiana University Health’s “Garden on the Go” in Indianapolis, provide low-income neighborhoods access to affordable fresh fruits and vegetables. We are modeling the “Garden on the Go” project and have been working with them for guidance and support while planning and executing the WVMM. Also, the Wabash Valley Mobile Market became an official partner of National Mobile Market in January 2013.

Target population: Low-income residents in neighborhoods identified as not having access to fresh fruits and vegetables.

Brief Program Description:

- d) **Resource Inputs:** United Way Health Initiative Committee, WVMM Board of Advisors, Indiana State University faculty and students, I.U. Health, National Mobile Market, volunteers, time, fixed assets, research base (for evaluation component), grocery products, equipment (truck, trailer and refrigerators), technology (text messaging system, cell phone, and credit card processing, volunteer sign-up website), partners, training materials and legal certifications.
- e) **Activities:** Assessments and data analysis, marketing and public relations activities such as text message system, flyers, signs, and banners, website, community events, health fairs. Recruit and train staff and volunteers. Develop training curriculum. Operate mobile market-complete necessary legal documents, inventory, purchase and stock food products, operate credit card processing machine, purchase trailer, shelving and refrigeration, finalize route schedule
- f) **Outputs:** Increased access to and consumption of affordable fresh fruits and vegetables

List ILHDTA Resources: Partially fund the overall program by contractually funding the mobile market program director. **NO FOOD OR DRINK WILL BE PURCHASED WITH GRANT FUNDS.**

SMART objectives:

- 1) Customers served in the first fully operational year of service will indicate a 50 % increase in their daily consumption of fresh fruits and vegetables than before the WVMM was available to them in Vigo County.
- 2) The WVMM will increase the availability of fresh fruits and vegetables to customers by reducing distance to fresh produce by 75%.

Program Timeline: August 2012-Ongoing

August -December (2012)

- Wabash Valley Mobile Market conceptualized
- Project/model feasibility analysis team formed
- Partnership with National Mobile Markets begins

January-March (2013)

- Survey to assess community needs in Vigo County administered and analyzed
- Partnership with National Mobile Markets formalized

April-July (2013)

- Contract employee for three months to work on financial sustainability and logistics
- Website launched
- Potential stops and tentative route formed

August-September (2013)

- Hire program director and assistant director
- Obtain Permits
- Finalize stops and routes
- Promote WVMM
- Finalize inventory list and designated suppliers
- Acquire trailer and outfit trailer for service
- Form a collective impact strategy with organizational partners

October-November (2013)

- Train volunteers
- Soft-openings in order to assess any operational issues or trouble-shoot logistical issues
- Hold Kick-off events at each neighborhood with community partners
- Begin operating mobile market in testing phase

December (2013) - March (2014)

- Solicit feedback and suggestions from customers
- Continue building community partnerships
- Alter routes

April (2014)-Ongoing

- Implement full launch phase
- Conduct surveys on market participants
- Analyze sales data
- Identify communities and locations for expansion
- Assess volunteer feedback and continue recruiting both student and community volunteers
- Analyze customer survey data and determine project outcomes
- Continue to conduct periodic needs assessments of market patrons

Proposed Evaluation Plan:

- a. Overall Program Evaluation Questions:
 1. Did the customers served show an increase in the number of servings of fruits and vegetables consumed daily than before WVMM was available to them?
 2. Did the mobile market increase availability and access to fruits and vegetables by reducing distance to nearest store with comparable produce?
- b. Evaluation Design and Evaluation Methods:
 1. Baseline data on eating habits of the customers will be collected and analyzed by the Indiana State University Applied Health Sciences (AHS) 341- Research Methods Students, under the supervision of faculty. These surveys will be compared to data from a similar survey administered during the sixth month and twelve month of operation by current students in the AHS 341-Research Methods course. All data will be compared holistically to previous surveys. The study design will take into account lost participants and will include an n value effective for determining significance.
 2. All customers will sign up for a WVMM Card that will provide information regarding the customer's address and most used stop location. Given this information, a Google API map developing tool will be used to automatically calculate the walking distance from the customer's residence to the mobile market. Additionally, the tool will calculate the driving distance from the customer's residence to the nearest major grocery store and comparable fresh produce available.

The two values will be matched and compared by percentage, which will then be averaged among all customers of the mobile market. The assumption of a fair sampling of population within each of the neighborhoods is made.

An alternative approach will also report the stop locations for the mobile market and draw a radius on the map that is 25% of the distance to the closest grocery store for the given neighborhood. All included areas will therefore inherently match the criteria regardless of collected customer information.
- c. Evaluation Result Standards:
 1. 50% increase in fresh fruit and vegetable servings consumed by customers
 2. Reduce distance to fresh produce offerings for identified neighborhoods by 75%

INDIANA LOCAL HEALTH DEPARTMENT TRUST ACCOUNT PROGRAM JUSTIFICATION

Program Name: Vigo County Government Employee CPR Certification Program

Responsible person: Sydney Elliott, Vigo County Health Department, Health Educator
Sydney Elliott is currently a Red Cross Certified First Aid/CPR/AED Instructor

Describe the need for program: Sudden cardiac arrest (SCA) is the leading cause of death in the United States. Bystander CPR is a significant determinant of survival from out-of-hospital sudden cardiac arrest, yet less than 1/3 of SCA victims receive CPR. Statistically speaking, CPR can save lives and by training our employees, they can double or even triple a person's chances of survival in the workplace and out in the community.

Target population: Vigo County Government Employees who have never learned CPR or haven't had CPR training in a long time.

Brief Program Description:

- a.) **Resource Inputs:** Health Department owned CPR mannequins, teaching DVD's and manuals, blankets, certified instructor
- b.) **Activities:** Conduct CPR training to county employees
- c.) **Outputs:** More people trained in CPR to help increase the chance of survival from SCA

List ILHDTA Resources: ILDHTA funds will pay for CPR certification costs

SMART objective:

- 1. By the end of the CPR certification course, 100 Vigo County Government employees will know how to correctly administer CPR to help save lives from SCA in the workplace and out in the community

Program Timeline:

- 1. Length of Entire Program: July 2013-December 31, 2014
- 2. Length of CPR Certification: 3-4 Hours
- 3. Stages of CPR Certification: DVD used as a teaching tool, pre-test, demo, written post-test

Proposed Evaluation Plan:

- a. **Overall Program Evaluation Questions:**
 - 1. How many chest compressions and how many breaths are performed?
 - 2. What is the proper technique for hand placement and compression depth?
- b. **Evaluation Design and Evaluation Methods:**
 - 1. Demonstration
 - 2. Pre-Test
 - 3. Post-test
- c. **Evaluation Result Standards:**
 - 1. 95% of people will do the demonstrations correctly.
 - 2. 95% of people will know the correct answers between pre-test and post-test.



ATTACHMENT "A"

Vigo County Health Department
Enrico I. Garcia, M.D. – Health Commissioner

147 Oak Street, Terre Haute, Indiana 47807-2986
Phone (812) 462-3428
Fax (812) 234-1010

March 26, 2012

Mike Lukavsky
Liberty Tire Recycling, LLC
906 S. State Street
P.O. Box 914
North Liberty, IN 46554

Below are the contract details between the Vigo County Health Department (VCHD) and Liberty Tire Recycling for the Tire Amnesty Program/Day in Terre Haute, Indiana, on Saturday, June 2, 2012. Payment for the event will be based upon the use of 48' van trailers @ \$1,250.⁰⁰ per trailer and 53' van trailers @ \$1,375.⁰⁰ per trailer. It is understood that a diesel fuel surcharge will be calculated at the time of service, based on 13.75 % percentage of billed revenue or charges. The rate varies weekly as per the Department of Energy website. Pat Houin is the primary contact person assigned from Liberty Tire Recycling for the event and Mike Lukavsky is the secondary contact.

The VCHD is requesting eight (8) trailers for the event on June 2nd. Of the eight (8) trailers requested, four (4) of these trailers (preferably the 53' trailers) need to be on-site by 7:30 am and the other four (4) trailers on site (Vigo County Fairgrounds) by 10:00 am. All trailers are to enter the back gate of the Vigo County Fairgrounds and will be aligned in the configuration established by the VCHD. A VCHD staff person must be present when the trailers are dropped. In the event that too many trailers are chosen by the Vigo County Health Department, Liberty will be able to leave the trailers on site for a maximum of five business days. The only charge to the VCHD would be \$200 per each trailer (plus the initial \$200 drop charge per trailer). In the event that not enough trailers are selected, then the remaining tires could be picked up on the route serviced by Liberty. For route service, Liberty will charge per tire and fuel surcharge does apply. Labor is included with route service. See below for per tire charges:

Passenger / P-metric Light Truck \$2.00
Motorcycle \$ 2.00
LT Tires \$2.50
Commercial / Semi Tires \$ 8.00

Farm Tires – Small \$ 15.00, Large \$ 25.00
OTR (Off The Road) \$ 50.00
Small – golf cart, lawn tractor, etc \$ 1.00
Bobcat / skid steer - \$ 5.00 (\$ 10.00 for solid)

In addition, the VCHD is requesting three (3), 53' trailers to be dropped as follows: one (1) on April 13th, one (1) on April 27th and one (1) on May 11th at the Vector Control Compound located at 1241 Seventh Avenue in Terre Haute. The drop fee is \$200.⁰⁰ per trailer.

Mike Lukavsky, Liberty Tire Recycling

A handwritten signature of Mike Lukavsky in black ink.
signature
4/11/2012
date



Join the
**NEXT
GENERATION**
of Red Cross Training



Pricing Schedule for American Red Cross Health & Safety Training Effective 7-1-11

Course name	Course Code	AP fee per participant
First Aid	HSSSFA101	\$19
CPR + AED (Adult)	HSSSFA107	\$19
CPR + AED (Pediatrics)	HSSSFA207	\$19
First Aid + CPR + AED (Adult)	HSSSFA404	\$27
First Aid + CPR + AED (Pediatrics)	HSSSFA411	\$27
First Aid + CPR + AED (Adult + Pediatrics)	HSSSFA415	\$27
CPR + AED for the Professional Rescuer	HSSPRO101	\$27
Administering Emergency Oxygen	HSSPRO102	\$10
Blood-borne Pathogens	HSSBBP101	\$10
Responding to Emergencies (Adult + Pediatric)	HSSRTE115	\$35
Emergency Medical Response	HSSPRO103	\$19
<i>For Review and Challenge Classes, add "R" or "C" to the end of the appropriate course code above</i>		
Review/Challenge Class – First Aid	HSSSFA101(R,C)	\$19
Review/Challenge Class – CPR + AED (Adult)	HSSSFA107 (R,C)	\$19
Review/Challenge Class – CPR + AED (Pediatrics)	HSSSFA207 (R,C)	\$19
Review/Challenge Class – First Aid + CPR + AED (Adult)	HSSSFA404 (R,C)	\$19
Review/Challenge Class – First Aid + CPR + AED (Adult + Pediatrics)	HSSSFA415 (R,C)	\$19
Review/Challenge Class – CPR + AED for the Professional Rescuer	HSSPRO101 (R,C)	\$19
Review/Challenge Class – Administering Emergency Oxygen	HSSPRO102 (R,C)	\$8
Review/Challenge Class – Emergency Medical Response	HSSPRO103 (R, C)	\$19
Sports Injury Prevention & First Aid with CPR	HSSSST107	\$27
Asthma Inhaler Training	HSSSFA502	\$8
Basic Aid Training	HSSYTH101	\$10
Cat and Dog First Aid	HSSPFA201	\$19
Epinephrine Auto-Injector Training	HSSSFA501	\$8
Wilderness First Aid	HSSWFA101	\$19
Babysitter's Training	HSSCAR201	\$10
Nurse Assistant Training	HSSCAR301	\$50
Learn to Swim – Levels 1-6	HSSAQU206-13	\$5
Parent & Child Aquatics	HSSAQU201-2	\$5
Basic Water Rescue Review	HSSAQU302	\$5
Lifeguard	HSSAQU402	\$35
Review Class – Lifeguarding	HSSAQU402R	\$27
Waterfront Lifeguarding Module	HSSAQU403	\$19
Water Park Lifeguarding Module	HSSAQU404	\$19

*\$35 will be the maximum fee per participant for participants taking training for multiple certifications.

ATTACHMENT "C"

United Way Community Health Initiative Wabash Valley Mobile Market 1st Year Start-Up Budget

Description	Total Cost	Match	Request
Personnel			
Program Director (salary for 12 months)	\$32,890		
One Part-Time Employee	10,000		
Total Personnel	\$42,890		
Non Personnel			
Supplies and Expenses	1,340		
Printing and Duplication	500		
Communication (mailing/phone)	1,400		
Promotional Material	2,000		
First Inventory	5,000		
Electrical Equipment	65		
Cleaning Supplies	200		
Hardware	260		
8.5' x 24' Trailer	13,759		
Pick – Up Truck Fuel	3,000		
Air Conditioner	500		
Electronic Safe	103		
Security Camera	182		

ATTACHMENT "C"

Cash Register	250		
Scan Device & Scale	1,200		
Licensing/permits /Fees/Insurance	1,000		
Special Allowances	500		
Other	650		
Total Non Personnel	\$31,909		
Total Personnel and Non Personnel	\$74,799		

Special Notes:

ATTACHMENT "C"

Budget Justification

Personnel

Program Director – 12 month salary at 40 hours a week \$32,890

Part Time Employee – 12 months at 20 hours per week @ \$10,000

Non Personnel

Supplies and Expenses – one computer @ \$1,000 for Program Director and \$500 for other program supplies such as; pencils, paper, paper clips, file folders, etc.

Printing – In-house printing at \$.10 each sheet

Communication – Cell phone for Program Director – purchase cost \$200 (one time) and month service fee \$100 a month

Promotional Material – Program marketing/advertising (3 billboards @ \$200 each, 3 newspaper ads @ \$150 each and 190 recycled grocery bags @ \$5 each)

First Inventory – produce items for first inventory

Electrical Equipment – 2 Extension cords @ \$32.50 each

Cleaning Supplies – 23 Cleaning supply products @ \$4.50 each for safe food procedures

Hardware – Items necessary for building shelving units for market

Trailer – One 8.5' x 24' trailer to pull behind truck in order to deliver market product to market site. Includes tables, baskets, refrigerator, shelving and modifications.

Pick-Up Truck Fuel – Fuel necessary for one year.

ATTACHMENT "C"

Air Conditioner – For summer months.

Electronic Safe – One safe @ 103

Security Camera – One security camera @ \$182

Cash Register – One cash register for market @ 250

Scan Device & Scale – For transactions.

Licensing/permits/fees/insurance – permits and insurance for trailer

Special Allowances – Aprons, t-shirts, hats, etc. @ \$500.

Other – Other programming purchases for market

Total Personnel \$42,890

Total Non Personnel \$30,709

Total \$73,599

ATTACHMENT "D"

POSITION DESCRIPTION

POSITION TITLE: Wabash Valley Mobile Market Program Director

SUPERVISOR: United Way of the Wabash Valley Health Initiative Committee

HOURS PER WEEK/FTE: 40

POSITION PURPOSE

The Wabash Valley Program Director oversees the daily staffing and operation of the Wabash Valley Mobile Market (WVMM). The Program Director manages and reports the program's daily receipts, produce orders, logistics and processes. This position works to sustain a strong relationship with the United Way of the Wabash Valley Health Initiative Committee through positive attitude, professionalism, attention to detail, and clear communication. The Program Director must demonstrate a strong commitment to represent the United Way of the Wabash Valley and their community partners and to the public through their work on the Wabash Valley Mobile Market program.

POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions/responsibilities listed below. The organization will make reasonable accommodations to enable individuals with disabilities to perform these functions/responsibilities.

Essential Functions

- Tracks and reports weekly financial information, including expenses and receipts
- Manages customer logs
- Creates and communicates weekly reports to the United Way of the Wabash Valley
- Balances the maximization of profit with the goals of the program
- Controls inventory to ensure product quality and reduce spoilage
- Plans truck routes to ensure efficiency and safety
- Recruits, schedules, develops, and directs WVMM employees and volunteers

Other Functions

- Prepares monthly meeting agendas and supporting documents
- Performs monthly on-site reviews for WVMM stops and recommends improvements
- Procures supplies as necessary, meeting any budgetary constraints
- Oversees donations and tracks/reports donation data

ATTACHMENT “D”

QUALIFICATION REQUIREMENTS

The requirements listed below are representative of the education, experience, knowledge, skills and/or abilities an individual needs in order to perform this job successfully.

Education and/or Experience

- Bachelor’s Degree
- 2 – 5 years of experience in local food and/or community organizing

Language Skills

- Excellent verbal and written communication
- Above average ability to present information
- Above average ability to compile information and create reports

Reasoning Ability

- Above average analytical skills, both qualitative and quantitative
- Above average elaboration, problem solving and composing skills

Mathematical Skills

- Average ability to perform basic and statistical mathematical calculations
- Above average ability to review financial data and correct errors
- Above average ability to create formulas in spreadsheets

Technical/Computer Skills

- Proficient computer skills, including excellent knowledge of Microsoft Office Suite
- Proficient in creating reports and presentations, including visual data analysis
- Ability to operate office equipment including copiers, scanners, and phones

Other Skills & Abilities

- Ability to manage projects from inception through execution
- Ability to effectively motivate and develop employees
- Ability to attend marketing events in the evening and on weekend days as needed
- Ability to learn and thrive in a dynamic, high-growth, entrepreneurial environment

PHYSICAL DEMANDS

The physical demands described here are representative of those that an individual must meet in order to successfully perform the essential functions of this job. The organization will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to stand for long periods of time.
- This position requires the ability to lift up to 50 pounds.
- This job requires strong sensory skills, such as good eyesight, hearing, and dexterity.
- This job requires repetitive motions using arms, hands, wrists, and fingers.
- This position requires the ability to perform focused work with close attention to detail.

ATTACHMENT "D"

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The organization will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- This work takes place primarily in a warehouse environment, but may require occasional work in an office environment.
- This work takes place in varying temperatures due to seasonal fluctuations and refrigeration/freezing equipment
- The position requires working around moving warehouse equipment and noise.
- The work is fast-paced with the need for attention to detail. This work is deadline oriented.

ATTACHMENT "E"

CONTRACT FOR SERVICES

Pursuant to IC 16-20-5-6 (Powers and Duties) this agreement made for the Vigo County Health Department, and hereinafter called "VCHD" and the United Way of the Wabash Valley, hereinafter called the Grantee, witness that:

Grantee will conduct a project entitled "Wabash Valley Mobile Market"

Article 1- Service to be provided

Grantee shall, in a satisfactory and proper manner as determined by the VCHD perform the following service: Hire a Program Director to oversee the Wabash Valley Mobile Market which will provide low-income neighborhoods with access to affordable, fresh fruits and vegetables.

Article 2- Length of the Contract

The services of Grantee are to commence July 1, 2013 and continue through June 30, 2014, unless this contract is canceled in accordance with the provisions contained herein.

Article 3-Compensation

The VCHD agrees to pay Grantee up to \$32,890, all of which sums are to be used by grantee to pay the salary for 12 (twelve) months for a Program Director to oversee the Wabash Valley Mobile Market. Payments will be made quarterly (July, October, January, April). All other expenses for the Wabash Valley Mobile Market shall be paid by the grantee without compensation by the VCHD. Any unused funds must be returned to the VCHD.

Article 4- Retention of Records

Records will be maintained by the Grantee to facilitate any state or federal program or fiscal audit. An annual report of fiscal and program activities shall be submitted to the VCHD from the Grantee by April 30, 2014 to be submitted with the annual application of the Indiana Local Health Department Trust Account. The Grantee shall report all evaluation data back to the VCHD before June 2014.

Article 5- Termination

This contract may be terminated by either party providing the other party receives notice in writing by registered mail addressed to the usual place of business 45 days prior to the effective date of termination.

ATTACHMENT "E"

Article 6- Modification

No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

Article 7- Funding

Funds for this contract will be provided under the VCHD. Continuation of this contract is contingent upon availability of funds.

Article 8- Failure to Perform

The VCHD may terminate this agreement and be relieved other payment of any consideration to Grantee should the Grantee fail to perform services herein stated at the time and in the manner herein provided.

Article 9- Governing Law

The contract shall be construed in accordance with and governed by the laws of the State of Indiana and suit, if any, must be brought in the County of Vigo, State of Indiana.

Vigo County Health Department

United Way of the Wabash Valley

Enrico I. Garcia, M.D.
Vigo County Health Commissioner

Troy Fears
Executive Director

Jeffrey DePasse, Chairperson
Vigo County Board of Health

William J. Riley, Board President
United Way of the Wabash Valley

NOTICE TO TAXPAYERS

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **131 Oak Street, Terre Haute, IN 47807**. The political subdivision or appropriate fiscal body shall publish this notice twice in accordance with IC 5-3-1 with the first publication at least ten days before the date fixed for the public hearing and the second publication at least three days before the date fixed for the public hearing.

Notice is hereby given to taxpayers of **VIGO COUNTY**, Indiana that the proper officers of **Vigo County** will conduct a public hearing on the year **2014** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Vigo County** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Vigo County** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Vigo County** will meet to adopt the following budget:

Public Hearing Date	Tuesday, August 13, 2013	Adoption Meeting Date	Tuesday, September 10, 2013
Public Hearing Time	5:00 PM	Adoption Meeting Time	5:00 PM
Public Hearing Location	Vigo County Council Chambers, 127 Oak Street, Terre Haute, IN 47807	Adoption Meeting Location	Vigo County Council Chambers, 127 Oak Street, Terre Haute, IN 47807

Estimated Civil Max Levy	\$28,410,800
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1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0005-CASINO/RIVERBOAT	\$350,000	\$0	\$0	\$0
0061-RAINY DAY	\$500,000	\$0	\$0	\$0
0101-GENERAL	\$32,618,294	\$28,000,000	\$0	\$22,099,581
0124-2015 REASSESSMENT	\$973,583	\$650,000	\$0	\$615,334
0581-COURT HOUSE BOND	\$205,000	\$227,493	\$0	\$122,368
0702-HIGHWAY	\$3,658,302	\$0	\$0	\$0
0706-LOCAL ROAD & STREET	\$648,606	\$0	\$0	\$0
0790-CUMULATIVE BRIDGE	\$896,358	\$1,200,000	\$0	\$936,986
0801-HEALTH	\$1,423,309	\$1,400,000	\$0	\$1,349,539
1156-EMERGENCY TELEPHONE SYSTEM	\$612,883	\$0	\$0	\$0
1186-JAIL BOND	\$562,500	\$515,133	\$0	\$485,974
1301-PARK & RECREATION	\$1,164,823	\$1,300,000	\$0	\$1,248,149
1310-PARK NONREVERTING - CAPITAL	\$30,000	\$0	\$0	\$0
2391-CUMULATIVE CAPITAL DEVELOPMENT	\$540,500	\$756,720	\$0	\$552,402
2411-ECONOMIC DEV INCOME TAX CEDIT	\$3,238,626	\$0	\$0	\$0
6421-DISTRICT SOLID WASTE	\$161,150	\$0	\$0	\$0
9501-Alcohol and Drug Services	\$556,826	\$0	\$0	\$0
9502-Home-Rule Fund #3	\$144,700	\$0	\$0	\$0
9503-Drug Free Community	\$0	\$0	\$0	\$0
9504-Plat Book	\$168,000	\$0	\$0	\$0
9505-Clerk's Records Perpetuation	\$34,360	\$0	\$0	\$0

9506-Clerk Title IV-D	\$115,982	\$0	\$0	\$0
9507-Local Health Maintenance	\$73,960	\$0	\$0	\$0
9508-Home-Rule Fund #9	\$211,295	\$0	\$0	\$0
9509-Pretrial Diversion	\$147,368	\$0	\$0	\$0
9510-Seized Assets/Drug Task Force	\$191,750	\$0	\$0	\$0
9511-Sales Disclosure - County Share	\$32,500	\$0	\$0	\$0
9512-Supplemental Public Defender	\$70,250	\$0	\$0	\$0
9513-Supplemental Juvenile Probation Svcs	\$27,077	\$0	\$0	\$0
9514-Surveyor's Corner Perpetuation	\$62,750	\$0	\$0	\$0
9515-Sheriff Sale Administration	\$32,328	\$0	\$0	\$0
9516-Supplemental Adult Probation Svcs	\$172,424	\$0	\$0	\$0
9517-Guardian Ad Litem/Court	\$73,752	\$0	\$0	\$0
9519-Identification Security Protection	\$21,360	\$0	\$0	\$0
9520-Recorder's Records Perpetuation	\$39,384	\$0	\$0	\$0
9521-Park Non-Reverting Operating	\$171,500	\$0	\$0	\$0
9522-Engineering	\$315,033	\$0	\$0	\$0
9523-Emergency Planning Right to Know	\$0	\$0	\$0	\$0
9525-County Elected Officials Training	\$10,000	\$0	\$0	\$0
9526-Prosecutor IV-D Incentive	\$181,156	\$0	\$0	\$0
9527-Co Auditor Ineligible Deducts	\$30,000	\$0	\$0	\$0
9531-CAGIT County Certified Shares	\$3,881,915	\$0	\$0	\$0
9532-Home-Rule Fund #33	\$112,647	\$0	\$0	\$0
Totals	\$54,462,251	\$34,049,346	\$0	\$27,410,333