



*Sunshine Meeting
of the
Vigo County Council
September 7, 2021*

VIGO COUNTY COUNCIL SUNSHINE MEETING
September 7, 2021
5:00 P.M.

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VIGO COUNTY COUNCIL SUNSHINE MEETING

Agenda

Tuesday, September 7, 2021 at 5:00 P.M.

Council Chambers, Vigo County Annex

1. Pledge of Allegiance
2. Calling of the roll
3. First reading by summary reference of proposed ordinances and resolutions
 - i. ROC 2021-037, Additional Appropriation, Honey Creek Fire Protection District - Debt Service Fund
 - ii. ROC 2021-038, Out-of-Series Transfer: Building Inspection – reallocation of appropriation from Payroll Salaries to Code Enforcement and Gasoline
 - iii. ROC 2021-039, Additional Appropriation, Vigo County Solid Waste District
 - iv. ROC 2021-040, Out-of-Series Transfer: Vigo County Veterans Assistance Office – reallocation of appropriation from Travel to Office Supplies
 - v. ROC 2021-041, Additional Appropriation, Vigo County Commissioners
 - vi. ROC 2021-042, Additional Appropriation, Vigo County Health Department
 - vii. ROC 2021-042, Additional Appropriation, LIT/PSAP
 - viii. ROC 2021-042, Out-of-Series Transfer: County Council/Commissioners – reallocation of appropriation from Payroll Adjustments to Unemployment
4. Public comment.
5. Communications from elected officials, other officials, or agencies of the County
6. Reports from committee(s)
7. Ordinances relating to appropriations
 - i. Additional Appropriation 2021-20; ROC 2021-37: Honey Creek Fire Protection District
 - ii. Resolution of Reallocation of Existing Appropriation 2021-12; ROC 2021-38: Building Inspection
 - iii. Additional Appropriation 2021-21; ROC 2021-39: Vigo County Solid Waste Management District
 - iv. Resolution of Reallocation of Existing Appropriation 2021-13; ROC 40: Vigo County Veterans Assistance Office
 - v. Additional Appropriation 2021-22; ROC 2021-22: Vigo County Commissioners
 - vi. Additional Appropriation 2021-23; ROC 2021-42: Vigo County Health Department
 - vii. Additional Appropriation 2021-24; ROC 2021-42: LIT/PSAP
 - viii. Resolution of Reallocation of Existing Appropriation 2021-15; ROC 2021-42: County Council/Commissioners
8. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Honey Creek Fire Protection District, 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 September 14, 2021 to consider the following appropriations in excess of the budget of the current year for the Honey Creek Fire Protection District.

This will be introduced and discussed at the Sunshine Meeting of the Vigo County Council on September 7, 2021, at 5:00 p.m., held at the Vigo County Annex, 127 Oak Street, Terre Haute, Indiana.

HONEY CREEK FIRE PROTECTION DISTRICT

Debt Service Fund

Other Services and Charges	\$4,606.02
TOTAL DEBT SERVICE FUND	\$4,606.02

JAMES W. BRAMBLE

VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, August 27, 2021.

TRIBUNE- STAR

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 September 14, 2021 to consider the following appropriations in excess of the budget of the current year for Solid Waste Management District.

This will be introduced and discussed at the meeting of the Vigo County Council at the meeting on September 7, 2021, at 5:00 p.m., held at the Vigo County Annex, 127 Oak Street, Terre Haute, Indiana.

SOLID WASTE MANAGEMENT FUND/1194

1194.30040.000.0000 Other Services	\$60,000
1194.10010.000.0000 Payroll Salaries	<u>\$12,000</u>
TOTAL SOLID WASTE MANAGEMENT FUND	\$72,000

JAMES W. BRAMBLE
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, August 27, 2021.
TRIBUNE- STAR

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 Government Center, 127 Oak Street, Terre Haute, Indiana at 5:00 p.m. on Tuesday, September 14, 2021 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, September 7, 2021, at the same location for a Sunshine Meeting.

REQUESTED

COUNTY GENERAL FUND/1000

Commissioners/0068

1000.37850.000.0068 Professional Services	\$ 66,500
Total County General Fund	\$ 66,500

VIGO COUNTY HEALTH DEPARTMENT/1159

1159.15240.000.0000 Unemployment	\$ 12,000
Total Health Fund	\$ 12,000

LIT/PSAP

1235.15240.000.0000 Unemployment	\$ 5,000
Total LIT/PSAP	\$ 5,000

Pursuant to State of Indiana Executive Order 20-09 (the "Order"), the meeting will be made available by electronic means. Any votes conducted will be by roll call vote. In accordance with the Indiana Open Door Law and the Order, media and members of the public are encouraged to observe the meeting at <https://www.vigocounty.in.gov/departments/division.php?structureid=71> . Members of the public may submit comments prior to the meeting to county.council@vigocounty.in.gov

JAMES W. BRAMBLE

VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, August 27, 2021.

July 30, 2021

Kylissa Miller

Vigo County Council Administrator

Kylissa:

During our 2022 budget preparation process, the Honey Creek Fire Protection District discovered a shortfall in our 2021 debt service relief fund as approved by the department of local government finance. That shortfall amounts to \$ 4607.00. Our approved debt service relief fund for 2021 is \$170,000.00. The Districts bank loan for fire trucks has a repayment schedule of \$ 174,607 per year, therefore the District requests an additional appropriation for our 2021 debt service relief fund of \$4,607.00.

Thank you for your and the County Council's assistance in resolving this matter.

Respectfully Submitted

A handwritten signature in dark ink, appearing to read "Joseph M. Shackelford", written over a horizontal line.

Joseph M. Shackelford

Chairman of Fire District Trustees

**RESOLUTION FOR ADDITIONAL APPROPRIATION OF FUNDS TO
2022 DEBT SERVICE FUND (FUND 0180)**

WHEREAS, on July 29, 2021, in a duly advertised and conducted meeting of the Trustees of the Honey Creek Fire Protection District of Vigo County, Indiana, the Trustees of the District considered the funds necessary to service the debt obligations incurred through Old National Bank for the purchase of firefighting equipment, i.e. one (1) Spartan pumper and one (1) Spartan tanker that are the subject of the District's Debt Service Fund (Fund 0180).

WHEREAS, the Department of Local Government Finance of the State of Indiana approved a Debt Service Fund (Fund 0180) budget of \$170,000 for the District for 2021 to service the debt obligations incurred through Old National Bank for the purchase of said firefighting equipment.

WHEREAS, the District's debt service obligation to Old National Bank for said debt will amount to \$174,606.02 in 2021.

WHEREAS, the deficiency of the 2021 Debt Service Fund budget relative to the District's debt service obligation to Old National Bank in 2021 amounts to \$4,606.02.

WHEREAS, the revenue being generated by the District's Debt Service Fund in 2021 is sufficient to service the 2021 debt obligation to Old National Bank.

WHEREAS, only whole dollar amounts may be appropriated to any budget of the District.

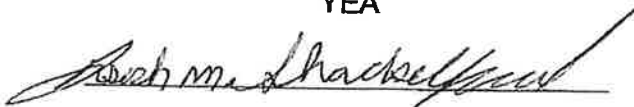
THEREFORE, BE IT RESOLVED by the Honey Creek Fire Protection District of Vigo, County, Indiana to seek an additional appropriation of \$4,607.00 to the District's 2021 Debt Service Fund budget.

BE IT FURTHER RESOLVED that a copy of this resolution will be submitted to the Vigo County Council and the Department of Local Government Finance, and that the Vigo County Council will be asked to consider this request for additional appropriation at the Council's next-scheduled sunshine meeting and regular meeting.

DULY ADOPTED in a public meeting by the following vote of the Trustees of the Honey Creek Fire Protection District of Vigo, County, Indiana, this 29th day of July 2021.

YEA

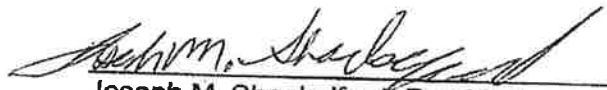
NAY





Michael J. Pichard
Lori A. Fox

Attest:



Joseph M. Shackelford, President

Special meeting of the Honey Creek Fire Protection District Trustees. Chairman Shackelford called the meeting to order at 5:43 PM with Trustees Shackelford, Valdez, Fox and Richards in attendance. Also attending was Bill Lutes, President of the Fire Department Board of Directors.

The Chairman presented the Additional Appropriation Resolution which was prepared by the Districts Attorney Will Frankel. Valdez made a motion to approve resolution seeking an additional appropriation for the Districts 2021 Debt Service Fund in the amount of \$ 4607.00. Second to motion was by Richards.

Motion was approved 4-0.

Meeting adjourned at 5:43 PM.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Joseph M. Shackelford", written in a cursive style.

Joseph M. Shackelford Chairman/acting secretary



Vigo County Building Inspection

151 Oak Street, Terre Haute, Indiana 47807

Telephone: (812) 462-3365

Fax: (812) 231-5602

August 12, 2021

Vigo County Auditor
131 Oak Street
Terre Haute, IN 47807

Mr. Bramble,

I would like to be placed on the next County Council called meeting for the following out of series transfers.

Transfer Request:

1000.10010.000.0314 – Payroll Salaries	\$15,000.00
--	-------------

To:

1000.33150.000.0314 – Code Enforcement	\$14,000.00
1000.24400.000.0314 – Gasoline	\$ 1,000.00

In the original 2021 Budget, part-time money was placed in the salary line item for grass mowing and that has been switched to the code enforcement line and done as a contractual service. Also, we need to increase our gasoline line item as there has been an increase in gasoline costs.

Thank you,

A handwritten signature in black ink, appearing to read "Terry Bays".

Terry Bays, Vigo County Building Commissioner

Terry Bays ~ Building Commissioner

Keith Frederick ~ Building Inspector

Steve Williams ~ Code Enforcement

Carrie Lindsay ~ Office Manager

McCammon, Karen

From: Miller, Kylissa
Sent: Tuesday, August 17, 2021 9:39 AM
To: McCammon, Karen
Subject: FW: Additional Appropriation request
Attachments: 3773_001.pdf

Kylissa

From: Nasser, Karrum
Sent: Tuesday, August 17, 2021 9:25 AM
To: Miller, Kylissa <Kylissa.Miller@VigoCounty.IN.Gov>
Subject: Additional Appropriation request

Kylissa

Could I be put on the county council agenda for September for an additional appropriation request? We are needing the additional appropriation for the following:

\$12,000 personal services.

\$60,000 other services

In May we hired an additional staff member that has allowed us to do weekly e-waste days and weekly shredding days. We used to only do the e-waste quarterly. Prior to the new hire, we did not offer shredding services.

The other services are for our special events and our daily shredding. As of June 1, 2021, Vigo County Solid Waste has collected as much recycling as we did all of 2020. We are averaging about 30 tons of recycling each month. The additional appropriation will cover the added recycling amount. Also, last year Vigo County Solid Waste held 2 township clean-ups. This year we have held 10. The additional appropriation in other services will help cover the additional expense.

If you have any questions regarding the additional appropriation or anything else regarding Vigo County Solid Waste Management District let me know.

Thanks

Karrum Nasser

Executive Director, Vigo County Solid Waste Management District
Phone: 812.231.4451
Fax: 812.462.1064
www.vigocountysolidwaste.org

August 12, 2021

To Vigo County Council,

The Vigo County Veterans Assistance Office respectfully requests an out of series transfer from 37200 travel to 21000 Office and supplies. This request is being made for the second year in a row. The office budget for the 2022 year has reflected a change in the 2 accounts.

Our number of veterans has increased as has the usage of office products.

Out of series transfer request

Travel to Office Supplies

37200 to 21000 \$700. 8122301839

Please let this office know if you have any questions.

Thank You,

Tim Cunningham

Veterans Service Officer

TRANSFER OF FUNDS

DATE 8/18/2021

DEPT 0012 Veteran's

TRANSFER FROM

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	37200	000	0012	Travel Expenses	700.00
TOTAL					\$700.00

TRANSFER TO

PLEASE LIST ACCOUNTS ONLY ONCE WITH TOTAL AMOUNT TO BE TRANSFERRED

FUND	ACCOUNT	OBJECT	LOCATION	ACCOUNT NAME	TRANSFER AMT
1000	21000	000	0012	Office Supplies	\$700.00
TOTAL					\$700.00

**** IF ADDITIONAL LINES ARE NECESSARY PLEASE USE AN ADDITIONAL FORM

Notes

Tim Cunningham

CONTACT PERSON

Tim Cunningham
AUTHORIZED SIGNATURE

For Auditor Use Only

McCammon, Karen

From: Wright, Kara
Sent: Thursday, August 19, 2021 11:27 AM
To: Loudermilk, Cheryl; McCammon, Karen
Subject: Request to be on the agenda for Council sunshine meeting 9-7-2021
Attachments: Baker Tilly Classification and Compensation information.pdf

Hello Ladies,

This letter is to request to added to the Agenda of the September 7, 2021 Council Sunshine Meeting to discuss the Commissioners request for funding of an employee classification and compensation study to be done by Baker Tilly. I have included a packet of information from Baker Tilly.

Please let me know if there is anything that you need.

Thanks
Kara

Kara Wright, SHRM-SCP
Human Resources Director
Vigo County Government
650 S. 1st Street
Terre Haute, IN 47807
Office: (812) 231-6288
Cell: (812) 699-0750
Email: Kara.Wright@VigoCounty.IN.Gov
Website: www.vigocounty.in.gov



Baker Tilly Virchow Krause, US
8219 Leesburg Pike #800
Tysons, VA 22182
bakertilly.com

August 18, 2021

Ms. Kara Wright
Human Resource Director
Vigo County
650 S 1st St
Terre Haute, IN 47807

Dear Ms. Wright:

Please allow me to begin by thanking you for the opportunity to submit this information for Vigo County's review. Baker Tilly US, LLP (Baker Tilly) is one of the largest independent public sector advisory firms in the United States. For more than sixty years we have collaborated with entities large and small on a variety of initiatives including audit and fiscal services, classification and compensation studies, community surveys, organizational improvement projects, strategic planning sessions and performance evaluation systems.

For a variety of reasons, Baker Tilly is the ideal firm to collaborate with the County on its classification and compensation study:

- **Baker Tilly is a leader in human resources consulting on both national and local levels.** The proposed Baker Tilly consulting team has extensive expertise providing advisory services to organizations similar in size and complexity to Vigo County. We have completed more than 300 compensation-related projects since 2014 and have a number of active clients in Indiana at present.
- **Baker Tilly is one of the leading providers of compensation services to the public sector, specifically local government.** In the past five years, Baker Tilly has completed classification and compensation studies for public sector organizations in 15 states. Therefore, our consultants have an in-depth understanding of current market trends and practices and will leverage this knowledge to help guide the County in this engagement. We will move beyond the traditional role of a "consultant" and instead become a trusted advisor to the County, its leadership, and employees.
- **Baker Tilly has assigned to the Vigo County project a consulting team with diverse public and private sector experience who will work under the leadership of a project director with extensive experience in the Indiana market.** We have a successful track record working with local governments in Indiana and elsewhere on their classification and compensation needs.
- **Baker Tilly has successfully worked with counties across the United States on their classification and compensation needs.** County governments are different than their municipal counterparts. Effectively providing human resources services to counties requires an in-depth knowledge of county operations and jobs. Baker Tilly has proven time and time again that we are the foremost provider of classification and compensation services to county government, as is demonstrated in the following proposal, as well as the fact that ***we were the service provider selected to provide these services to the Association of County Commissioners of Georgia and the North Carolina Association of County Commissioners.***

Our team would be pleased to be counted as a firm you feel could effectively meet Vigo County's classification and compensation needs and would welcome the opportunity to work with County leadership to help it to achieve its compensation objectives.

Very truly yours,

BAKER TILLY US, LLP

A handwritten signature in dark ink, appearing to read "Steve Miner", is positioned above the typed name.

Steve Miner

P: +1 (804) 562 2383

Email: steve.miner@bakertilly.com

RE: Payroll Analysis (Comprehensive Compensation and Classification Study)

DATE: August 18, 2021

This Scope Appendix is attached by reference to the above-named engagement letter (the "Engagement Letter") between Vigo County, Indiana (the "Client") and Baker Tilly US, LLP and relates to services to be provided by Baker Tilly US, LLP.

SCOPE OF WORK

Baker Tilly US, LLP ("BTUS") will perform the following services:

A comprehensive classification of compensation study for the Vigo County government, to include the following steps:

- 1. Collect Data:**
Train Management and Staff on the Position Analysis Questionnaire (PAQ) before distributing the PAQ via a link emailed to each recipient (employees who do not have email get a Word file or written document).
The employee fills out the PAQ. That is routed to their Supervisor or other Management personnel who reviews the information in the PAQ and comments on it.
- 2. Perform a Market Survey:**
We take the information from the PAQ and create a job summary and job minimum requirements and develop a survey to send to up to 20 peers you identify. We need at least 5 data points for each position in the survey (for at least 50% of your jobs) and the survey recipients are asked to match their jobs to yours, giving us information on their salary details for each matched position. Additionally, we will utilize private data sources for certain positions, as appropriate, and can use others if you have access to them.
- 3. Develop Draft and Final Job Descriptions:**
We will utilize the job data from the PAQ and develop draft job descriptions for all positions completing a PAQ. We will send these to you for review and comment and will revise in one batch, based on the comments and input received.
- 4. Develop Draft Compensation Schedules:**
When the salary survey is returned, we will take the job midpoint data and the data from the PAQ process and run a regression analysis comparing the S.A.F.E. points for each position against the market numbers. This gives us a draft pay line as well as a format to review the data and look for any outliers.
- 5. Recommend Proposed Salary Ranges and Structures:**
We develop recommended compensation midpoints for each job, or salary ranges for those using ranges.
- 6. Recommended Title Changes**
We provide recommended title changes to existing titles for consideration as part of consolidating titles or updating the accuracy of existing titles.
- 7. Recommend pay grades for each individual job:**
Based on the client's needs and comp philosophy we will recommend pay grades and placement on the grades.
- 8. Confirm data quality and finalize recommendations, including up to three implementation options:**

We work with you to ensure that we have a shared understanding of the data received. When we are done, we finalize the recommendations, including developing help with implementation options.

9. Final Report:

We provide a final report outlining the process and the findings and present it to whoever you desire. That report will include advise on maintaining the system in the future.

10. Training:

We will then train you on the use of the SAFE system (it's yours to use as long as you wish), so that you can use it to maintain the system in the future by slotting new or changed positions into your compensation system.

Deliverables

- New Job Descriptions
- New Pay Scales, structured to meet your needs
- Recommended position assignments to the scales
- Three Implementation Options to suit your needs
- Final Report with recommendations for plan maintenance
- Training and training materials on the use of S.A.F.E., our proprietary job evaluations system, to maintain the system on your own in the future.

Project Team

Steve Miner, Managing Director
Jada Kent, Manager
Jama Kent, Senior Consultant
Brenda Turner, Senior Consultant

Client Responsibilities

Provide data and input, on schedule and as needed and requested
Coordinate meetings and training with staff and department heads, on schedule and as needed and requested

Nonattest Services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.

SCOPE APPENDIX to
Engagement Letter dated: _____
Between Vigo County, IN and
Baker Tilly US, LLP

- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Anticipated Schedule

Anticipated schedule	Work Days	Start Date	Due By
Authorization to proceed			September 1, 2021
Initial planning meeting (remote)	10	September 1, 2021	September 16, 2021
Vigo County completes initial data request	10	September 1, 2021	September 16, 2021
Executive briefing, Department Head Surveys and Interviews	10	September 16, 2021	September 30, 2021
PAQs released	1	September 30, 2021	October 1, 2021
PAQs due to next level Supervisor	7	October 1, 2021	October 12, 2021
PAQs due to Baker Tilly	7	October 12, 2021	October 21, 2021
Final discussion on data sources and benchmarks for salary survey for Vigo County approval	5	October 21, 2021	October 28, 2021
BT sends Draft Survey to Vigo County	5	October 21, 2021	October 28, 2021
Vigo County Reviews and Approves Draft Survey	10	October 28, 2021	November 11, 2021
Baker Tilly distributes salary survey to benchmark organizations	4	November 11, 2021	November 17, 2021
Total compensation survey deadline	20	November 17, 2021	December 17, 2021
Baker Tilly prepares draft salary structures and compiled salary survey/data results; distributes to Vigo County	30	December 17, 2021	January 31, 2022
Draft SAFE® evaluation and job evaluation meetings (remote)	5	January 31, 2022	February 7, 2022
Baker Tilly prepares modified salary structures (as necessary) and approximate implementation costs; distributes to Vigo County	10	February 7, 2022	February 21, 2022
Second Management Evaluation Meeting (if needed)	5	February 21, 2022	February 28, 2022
Baker Tilly submits draft final report and works with Vigo County to schedule final report presentation and employee communications. BT submits final job descriptions, as needed.	10	February 28, 2022	March 14, 2022
Final Report Presented			TBD

Compensation and Invoicing

Professional fee

Professional fee

Baker Tilly will perform the compensation study work as described in this proposal for a professional fee of **\$63,500**. This fee is based upon review and development of class descriptions for approximately 259 unique positions, and associated work outlined in this proposal to provide Vigo County with a compensation study.

Optional Deduction: If the County wishes, it may deduct \$1,500 for an included benefit report, which otherwise will be performed as part of the final study using data collected during the survey.

SCOPE APPENDIX to
Engagement Letter dated: _____
Between Vigo County, IN and
Baker Tilly US, LLP

Baker Tilly would invoice the ECPS for work completed based on the following schedule:

Time of Invoice	Percentage Invoiced	Cumulative Percentage
Completion of project initiation (or employee orientation)	25%	25%
Completion of position analysis questionnaires	25%	50%
Completion of draft pay structure(s) or pay structure	40%	90%
Completion of Final Report	10%	100%

Out-of-pocket expenses

Baker Tilly would charge Vigo County at cost for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, conference calling beyond our internal capabilities, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed **\$3,000** for the project, depending on travel needs and abilities due to COVID.

Additional work

Should Vigo County request and authorize additional work, we would invoice the county at an agreed upon fee or our standard hourly fees. Additional Implementation Plans will be billed at a cost of **\$480**/plan. In addition, we would charge, at cost, for any related out-of-pocket expenses.

Title	2020 Hourly Rate
Principal and Partner	\$310
Director and Senior Manager	\$260
Manager	\$215
Senior	\$165
Staff	\$160
Associates	\$75

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

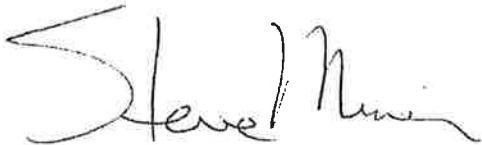
Notwithstanding termination provisions contained in the Engagement Letter, it is agreed that relative to this Scope Appendix that both the Client and Baker Tilly have the right to terminate the work being done under this Scope Appendix upon 60 days' notice to the other party. Upon such notice, as evidenced by certified mail to the signatory listed below, the parties agree that any deliverables completed up to or within the 60 day period will be delivered to the client and any fees due to BTUS for milestones completed through the

SCOPE APPENDIX to
Engagement Letter dated: _____
Between Vigo County, IN and
Baker Tilly US, LLP

end of the notice period, will be due and payable. This Scope Appendix will otherwise terminate 60 days after completion of the services described herein. On termination, all fees and charges incurred prior to termination shall be paid promptly.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,



Steve Miner
Managing Director

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: _____
Title: _____
Date: _____



Vigo County, Indiana
Classification and Compensation study
August 2021

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1. General information

Firm introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country — and internationally. As a member of Baker Tilly International, the world's 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their businesses. For more than 85 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with the County as we seek to become your valued Business Advisor.

Key facts about Baker Tilly

- Provides a wide range of accounting, tax, assurance and consulting services by more than 3,900 total staff members, including 407 partners
- Ranked among the 15 largest accounting firms in the U.S.
- Serving clients with industry-focused teams

In early 2019, Baker Tilly expanded their public sector practice, joining with Springsted Incorporated (Springsted) and H.J. Umbaugh and Associates, Certified Public Accountants, LLP (Umbaugh). This combination has created one of the largest municipal advisory firms in the nation.

As an independent advisory firm, Springsted provided high quality, independent financial and management advisory services to public and not-for-profit organizations for more than 60 years. Springsted was one of the largest and longest established independent public sector advisory firms in the U.S. Springsted's staff has been advising their clients in organizational management for more than 30 years. The combination of Baker Tilly's and Springsted's compensation and benefits specialists has created a knowledgeable, experienced staff with direct experience in managing and leading local city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

We will strive to continue to deepen and enhance our relationship with the County as we seek to become your valued Business Advisor.



1. General information

Our compensation consulting team is focused on position classification, compensation and performance evaluation. Our work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes. Our organizational management focus ranges from human resource consulting, executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement and efficiency studies.

Public entities are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means don't necessarily work anymore and this scenario is not likely to change at any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative collaboration, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public entities that enhance and enrich their people, their process and their systems are more likely to deliver more value by maximizing the use of public resources, thus achieving more success in the marketplace of public opinion.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch, which drive our internal standard for delivering only outstanding services and leading-edge products.

Why Baker Tilly is ideally suited to serve Vigo County

Our team has successfully performed hundreds of similar studies nationwide, having been successfully implemented in governments large and small. Having been performing compensation and classification studies for more than thirty years, we have successfully implemented many hundreds of studies in public organizations across the country. We focus on the public sector, and our personnel are experts in public sector pay and classification.

With us, you don't just get a study, you get a system. We train you in the system and leave you prepared to utilize it, as needed, as your workforce needs evolve. When we leave, you have a completed study AND a pay and classification system to use in the future. As new positions are created or job conditions change, we train your staff to use the system to fairly and appropriately use S.A.F.E. to fit these new conditions into the existing system.

Our S.A.F.E. classification system is solid, tested and is proven as a methodology for fairly and appropriately distinguishing classifications between public employees. In today's environment, organization's need to know that their methods are proven and sound. S.A.F.E. gives you a tested methodology that works to properly differentiate between job classes in your organization.

We know that good studies rest on quality data. Towards this end, we carefully identify benchmark positions for use in the study process and ensure that we collect data on a comparative basis. When we are done, we support our work with regression analysis to document your proposed payroll to your benchmarked competition.

Overall, we pride ourselves in doing high-quality work that is defensible, transparent and fair to both the organization and its employees, as we realize that a pay and classification study is critical to your ability to maintain and grow the quality of workforce that you need to perform at the level expected by your citizenry. We proudly stand by our work and will defend and support it through adoption.

2. Project understanding and approach

Baker Tilly is uniquely positioned to assist Vigo County to ensure an equitable, competitive classification/compensation system is in place that supports its mission of competent, expeditious, courteous and cost-effective services.

Our understanding of Vigo County's needs

Vigo County has had professional classification and compensation studies performed in the past. And while the County has endeavored to maintain an internally equitable and externally competitive classification and compensation plan that supports the delivery of efficient and cost-effective public services, internal changes and external pressures have created the possibility for classification and compensation inequities. To remedy these potential imbalances, ensure the ability to recruit and retain top talent, and to clearly outline promotional opportunities and recognizable compensation growth, a comprehensive classification and compensation evaluation is warranted.

To that end, the County is seeking the assistance of a qualified consultant or firm to conduct a study that evaluates the actual job content of each position; determines the competitiveness of salary ranges, benefits and variable pay practices with appropriate benchmark organizations, and provides for efficient ongoing maintenance.

Baker Tilly's methodologies are consistent with these goals, as we base our studies on the following guiding principles:

- Classification and compensation studies should include employee involvement and promote transparency to ensure that, at the commencement of the project, ambassadors are created who will build confidence in the process at all levels in the organization.
- As the classification and compensation systems are the foundation of all other human resources (HR) programs, they must be strategically structured to achieve the County HR and operational goals.
- Position classification should be a defensible process. The assignment of positions into pay grades should be based on a quantifiable system of job evaluation.
- Compensation surveys should include relevant benchmark organizations. Who does the County compete with for talent? Are the demographic characteristics similar? Is there consistency in the services provided? What is the appropriate competitive position?

Adhering to these principles will ensure the County conducts a study that meets its stated goals and best practices, is objective and has the most support during and after implementation.

To facilitate an effective comparison between Baker Tilly's proposal and that of other respondents, we have outlined below key project phases, inclusive of deliverables. Please

2. Project understanding and approach

note that this reflects multiple options for the County's consideration. Should our subsequent timeline or fee structure exceed those of other consultancies, we'd be pleased to discuss both if identified as a semi-finalist/finalist for this procurement.

1. **Project initiation – data collection**
 - a. Kick-off materials and presentation
 - b. Project schedule
 - c. Initial data request and review
2. **Employee communication sessions**
 - a. Position Analysis Questionnaire (PAQ)
 - b. Employee presentations
 - c. Interviews and focus groups
3. **Job classification/development of job evaluation system**
 - a. SAFE® job evaluation
 - b. Classification recommendations and corresponding employee allocation
 - c. Identification of variance between survey results and internal placement
4. **Total Compensation survey and update/development of pay plan**
 - a. Salary range comparisons using reputable, industry-standard sources of published survey data
 - b. Job summaries and salary survey
 - c. Market comparisons
 - d. Preliminary and final pay plan(s)
5. **Implementation strategy and staff training**
 - a. Implementation costing scenarios (up to 3)
 - b. Staff training
 - c. Administrative guidelines
 - d. SAFE® job evaluation scoresheet for ongoing administration
6. **Final report**
 - a. Draft and final reports
 - b. Concluding presentation

Proposed solution to meet Vigo County's needs

As described in this proposal and outlined below, Baker Tilly is an ideal candidate for meeting your needs. Choose Baker Tilly and you will be joining forces with a firm proven at strategic ally collaboration with clients. We offer the requisite depth of experience, knowledge, and skills to effectively meet the County's needs. Vigo County will receive a solution tailored to your needs and objectives from our collaborative process.

What we heard you seek

How we will deliver

1. Job descriptions

- We establish Position Documentation using our Position Analysis questionnaire
- New position (class) descriptions which are up to date and professionally prepared
- Analysis of your positions vis-à-vis Federal standards for overtime

2. Classification structure

- A recommended Unified pay structure that is competitive with your established (benchmark) competitors

3. Market survey

- An up-to-date market survey of those organizations with whom you are competing for talent

2. Project understanding and approach

What we heard you seek

How we will deliver

4. Compensation schedule

- We recommend a pay structure that is appropriate and meets all state and federal requirements for all employees included in the study

5. Classification manual

- You are buying a system, not just a study. We'll train you on our SAFE system and leave you with a manual and the tools to manage the system thereafter

6. Financial impact

- Options and our recommended path towards implementation that meets both your fiscal and operational goals, coupled with implementation cost for each option

In summary, extensive expertise, human capital consulting experience and a collaborative approach, positions Baker Tilly as an exceptional firm to serve the County's needs.

We are confident that you will find our assertions substantiated by the information presented in this proposal and the comments provided by our references. We look forward to a successful and lasting relationship.

Scope of services

Delineated on the following pages is information about us and our project approach and study methodology. This is intended to describe our process, but we have forwarded a specific scope appendix for County consideration. In the event of any disagreement between the two documents, the signed scope appendix shall prevail.

You will note that our project approach was developed to include significant employee involvement and is subject to adjustment if it is determined that more employee involvement is necessary or desirable.

Project initiation data collection

The Baker Tilly Project Director will meet with the designated County staff and appropriate officials to establish working relationships and to finalize a comprehensive work plan and timetable. All current classification and compensation data will be assembled and evaluated to determine the status of existing human resource management programs and to identify apparent challenges and opportunities.

The purposes of the meeting are to

- Introduce the Project Director
- Discuss the background and experience of Baker Tilly and the consulting team
- Discuss, in detail, the methodology to be used in conducting the study, the role of the consultant and the employees and the amount and type of employee participation
- To discuss the County's compensation philosophy and practices
- Ascertain the major issues the County wants the study to address
- Review the project schedule and determine significant milestones
- Determine the frequency and content of status reports
- Discuss methods of communicating the status of the study to employees
- Discuss how information about each employee's job will be obtained

2. Project understanding and approach

- Review Baker Tilly's copyrighted *Systematic Analysis and Factor Evaluation* (SAFE®) system of job evaluation

After meeting with the HR team and other appropriate officials, a staff meeting will be held with department directors to discuss the project objectives and procedures and to explain the use of position analysis questionnaires (PAQ, provided by Baker Tilly) and to schedule their distribution, collection, review and verification. Baker Tilly will also distribute a specific questionnaire to each director to understand organizational arrangement, mission, goals and objectives and to determine what challenges, if any, they are experiencing with the existing classification and compensation systems.

Development of classification system

Development of the classification system begins with the distribution of *Position Analysis Questionnaires* (PAQs) to employees. The questionnaire allows employees to describe their job duties, responsibilities and essential functions in detail. The questionnaire also provides an opportunity for each employee's supervisor to review and comment on the data supplied by the employee and provide specific comments concerning various job factors that affect the position.

Baker Tilly has developed an innovative and proprietary *online* PAQ. Any employee who is comfortable using a smartphone, tablet or computer will find the online instrument very user-friendly and efficient. We find most organizations have at least 95% of their workforce positioned to utilize the online PAQ, and its use adds great value and efficiency to our studies. For a small subsection of employees, we can accommodate handwritten hardcopies (forwarded electronically) when necessary.

Upon receipt of the PAQ data, the consulting team will review and analyze the content of all questionnaires and make preliminary classification decisions. Any questionnaires that require clarification and/or verification will be noted and the consulting team will determine if it is necessary and appropriate to conduct individual telephone job audits with select employees, to ensure our complete understanding of each position.

Based on the information collected through the PAQs and any job audits, a consistent program of job classification will be developed. This will include well-defined class descriptions for each position. It will also include the assignment of each employee to the appropriate class with respect to duties and responsibilities, skills and abilities, and minimum education and experience requirements.

The new class descriptions will include a position title, general definition of work, essential functions, examples of typical tasks, necessary minimum knowledge, education and experience requirements and special qualifications, if any. Special attention will be given to ensuring that bona fide occupational qualifications, licensing, certification and special training, if dictated by standards of practice and/or job requirements, are included as minimum qualifications of classes.

The consulting team will consolidate specific job titles and descriptions, where appropriate, in order to significantly reduce the number of job titles and job descriptions. Consolidating job titles and descriptions will facilitate efficient administration of the classification plan.

Online option

Baker Tilly utilizes a proprietary and customized online Position Analysis Questionnaire (PAQ), developed with our vendor partner - a global SaaS information management and

2. Project understanding and approach

survey software company. Our online PAQ process features dedicated login credentials per employee and supervisor user and a very intuitive user-friendly experience. Our clients appreciate the efficiencies the online PAQ brings to the study process and the environmentally friendly aspect of a paperless approach. All client data is exchanged utilizing a secure reliable technology platform with the ability to generate PDF reports for each individual PAQ to document responses. The fee for our online process is included in our pricing, and we would be pleased to disclose the name of our vendor and additional information if chosen for this engagement.

Review of classifications and class descriptions

The consulting team will prepare a preliminary list of employee classifications, develop draft class descriptions and submit them in Microsoft Word format to the appropriate department to disseminate for review, changes and comments. Our pricing level assumes that County administrative staff will make edits and adjustments to the job descriptions based upon employee and department leader feedback before submitting the second draft version of class descriptions for Baker Tilly's review. The consulting team will review the comments and consider adjustments based upon the comments received. After all suggested changes have been evaluated, final classification decisions will be made and the class descriptions finalized.

A list will be prepared concerning the appropriate FLSA status of each job class.

Job evaluation and development of pay plan

In order to determine appropriate salary levels of positions in the workforce, Baker Tilly will conduct a customized salary and benefits survey to compare County positions with analogous positions in other comparable public agencies in the area labor market, other governmental units of similar size and private sector employers in the general area. The study team will consult with County staff to identify the appropriate sources of survey data.

Subsequent to consulting with the staff, appropriate benchmark positions will be identified to be included in the survey. It is proposed that the benchmark positions be selected according to the following criteria:

- Encompass the full range of positions in the study
- Pertain to positions that are experiencing a high rate of turnover
- Be based on an analysis of exit interviews
- Relate to a review of requests for reclassifications
- Conform to information obtained from discussions with department directors

Based on the wage data analysis and the classification system developed, the linear least squares method will be used to develop an appropriate salary curve and salary schedule. The salary schedule will contain sufficient pay grades to properly compensate employees for the development of their abilities over time. The schedule will also relate salary advances within grades to performance.

Baker Tilly has developed and copyrighted a job evaluation system known as the Systematic Analysis and Factor Evaluation (SAFE®). This system has been successfully used for several years and has been reviewed by the United States District Court in conjunction with an Equal Employment Opportunity (EEO) suit and found acceptable to the Court.

2. Project understanding and approach

It is important to note that the Systematic Analysis and Factor Evaluation system is a unique method of job evaluation. The SAFE® system was designed to measure job factors that apply specifically to local government and allows us to fairly and accurately compare the many different types of positions found there.

The system rates and ranks jobs based on skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating classes to the compensation plan. The system facilitates proper and equitable cross comparisons between and among classes, and minimizes the likelihood of bias in evaluating, rating and ranking jobs.

Each position, or group of positions, will be evaluated and assigned to an appropriate salary grade based on the classification system and prevailing rates paid by survey participants. The elements considered in determining the relative value of classifications are:

- Training and ability
- Level of work
- Physical demands
- Independence of actions
- Supervision exercised
- Experience required
- Human relations skills
- Working conditions/hazards
- Impact on end results

Fringe benefits data will also be surveyed if desired. The benefits to be surveyed include, but are not limited to, holidays, annual leave, sick leave, insurance coverage (including cost and portion paid by the entity), pension (including entitlements and costs) and other benefits identified in the meetings previously described in this section.

Implementation strategy and staff training

At the conclusion of the study, Baker Tilly will work with the staff in developing a plan for implementing the study recommendations. The plan will coincide with the needs of the County and the employees while maintaining the County's financial integrity. Baker Tilly also will train members of the staff in the methodology used to develop, maintain and update the classification and pay plan. The training program will include the development and/or revision of class descriptions along with rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be prepared and presented. The Baker Tilly team will remain available to the staff for additional consultation after the study has been completed.

Baker Tilly Incorporated can provide ongoing assistance to clients after completion of a classification and compensation study. Post-contract maintenance services include assisting the County with assignment of positions to the classification plan, determining the FLSA status of a new or revised position and conducting job evaluations for reclassification requests and new positions created by the County.

Final report

The final report will be a document that contains the following:

- Detailed study methodology
- Discussion of the consulting team's findings, conclusions and recommendations regarding employee classification, salary structure, fringe benefits, compensation plan, estimated cost and implementation plan
- Schematic list of classes and the assignment of each class to a salary grade
- List of detailed class descriptions

2. Project understanding and approach

- The results of the Salary and Benefits Survey
- List of employees and their recommended classifications
- Job evaluation factor analysis for each position

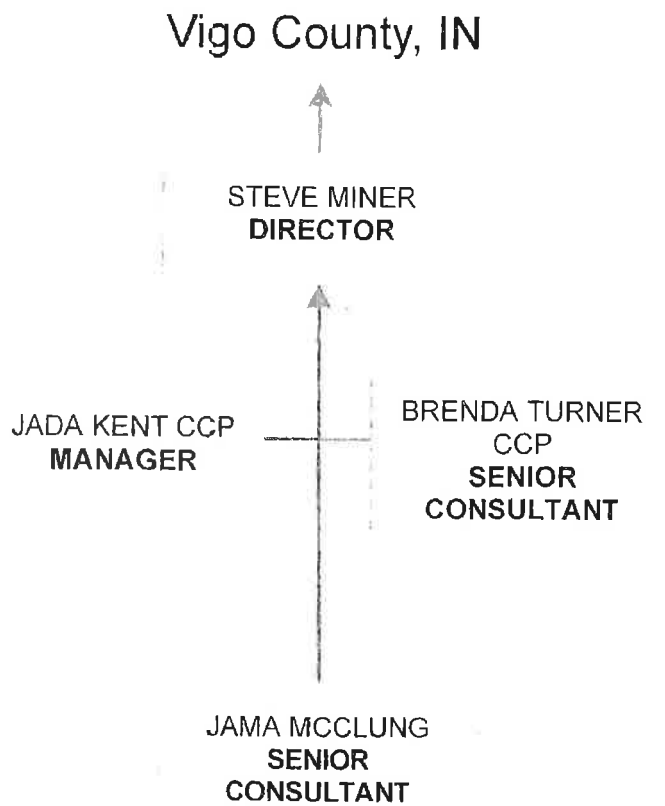
A manual on the use of the SAFE® job evaluation system will be provided.

3. Project team

The Baker Tilly project team is designed specifically for Vigo County.

This project team represents experienced professionals who will be working on this project. Our service team is selected to meet four very specific objectives for the County: 1) It represents the staff who will be directly responsible for your projects; 2) It provides a range of expertise to cover the range of service requirements; 3) It provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) It represents the commitment to take personal and professional responsibility for the services and outcomes for Vigo County.

Organizational chart



4. Project team

Project team bios

Director

Steve Miner, Ed.D./J.D.



Qualifications: Steve, a managing director within Baker Tilly's Human Capital practice, has nearly 35 years of experience in local government in management, organizational performance and human resources. He manages Baker Tilly's Public Compensation and Classification section.

As part of that, Steve oversees Survey Navigator, our online pay and benefits data resource now implemented in four state-wide organizations, with a fifth state being added in early 2020.

Steve has a lengthy background in public management and human and organizational development. He and his team work to provide classification services and competitive compensation structures that fit the organization's needs and pay philosophy. Steve has earned an Ed.D. in human resources, as well as a J.D., and has extensive chief administrative officer experience in several Indiana counties over the last three decades.

Manager

Jada Kent



Qualifications: Jada is a manager with a background in human capital consulting, including classification & compensation, organization management and executive recruitment. Jada has earned a master's degree in Public Administration (MPA), is a member of the North Texas Compensation Association (NTCA) and is in the process of obtaining her Certified Compensation Professional (CCP) designation. She has been with Baker Tilly since 2015.

Project Manager

Brenda Turner, CCP



Qualifications: Brenda is a human capital senior associate with a background serving in compensation and human resources. Prior to joining Baker Tilly, Brenda served most recently as the senior director of global compensation for a global technology company. She has also served in varying compensation, finance and accounting roles in the hospitality, travel and technology industries. Brenda is a Certified Compensation Professional (CCP) through World at Work and is also a member of the Society for Human Resources Development (SHRM). She earned a Master of Business Administration from the University of Texas and joined Baker Tilly in February of 2020.

Staff Consultant

Jama McClung



Qualifications: Jama joined the human capital advisors group supporting Mid-Atlantic executive recruitment work. Her specialty focus is classification and compensation studies, performance evaluations and benefits review. Jama has performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades and has served as a public finance assistant supporting senior living and healthcare public finance bankers. She attended Glenville State College and is currently completing course work towards a bachelor's degree in Business Administration.

Full Project Team Resumes can be found in Appendix I.

4. Experience

There are a number of factors that set Baker Tilly apart from other consulting firms performing studies such as the proposed engagement for Vigo County.

Although we have included below a lengthy list of organizations for whom Baker Tilly has provided classification and compensation services, to simplify Vigo County's evaluation process, we have augmented this list by including a brief narrative of select experience our staff provides, as well as a generalized list of outcomes consistent to our many custom compensation engagements.

- **Evaluating the appropriateness of (and potentially consolidating) job titles:** The assignment of job titles (including the potential for consolidation where warranted) is an integral part of each comprehensive classification and compensation study that Baker Tilly conducts. Baker Tilly provides a consistent, easy to explain and understand rationale for the assignment of job titles, which would be vital to Vigo County's success in this project given the diversity of jobs included in the scope of work.
- **Analyzing extensive total compensation survey data:** Baker Tilly has assigned to the Vigo County project a consulting team with diverse public and private sector experience gathering and analyzing survey data. This group has extensive experience in both custom classification and compensation studies and web-based salary and benefit surveys for numerous organizations.
- **Providing detailed implementation cost estimates:** Although discussed in greater detail below, Baker Tilly has the experience and capability to guide Vigo County in the most effective implementation costing scenarios and to prepare highly complex financial models leveraging our staff's advanced-level Microsoft Excel skillset.
- **Presenting compensation results:** Baker Tilly's staff has broad experience interacting with employees at all levels in our client organizations. From executives primarily in office working environments to individual contributors in the field, we have successfully engaged employees to establish credibility in our methodology and results. Likewise, our staff has a distinct ability to present the results of compensation studies in such a way that elected officials from all walks of life can understand.



Although each engagement is different, the following are the general results Baker Tilly has achieved on behalf of our public sector clients:

- Established fair and equitable relationships among positions throughout various pay structures (internal equity);
- Identified relevant market conditions to strategically select benchmark organizations;

6. Experience

- Included employee input and participation to promote transparency and consistency in the job classification and compensation processes;
- Developed pay structures that reflect the defensible, quantifiable alignment of positions and market competitiveness;
- Maintained compliance with state and federal laws (FLSA, for example); and
- Implemented modified job classification and compensation systems within our client's defined budget parameters.

List of Relevant Projects: 2018 – Present

Year	Client	State	Project	Population
2018	Battle Creek	MI	Comp Study	51,833
2018	Bemidji	MN	Comp Study	14,435
2018	Blue Springs	MO	Pay Plan Design	53,294
2018	Bonner Springs	KS	Comp and Class Study	7,665
2018	Broad River Water Auth	NC	Class and Comp Study	
2018	Burnsville	MN	Class and Comp Study	61,290
2018	Carver	MN	Comp Study	4,628
2018	Chicago Metro Agency on Planning	IL	Org Struc Rev/Comp Study	
2018	Cleveland County	NC	SAFE Database	97,047
2018	Cloquet	MN	Comp Plan Update	12,050
2018	Craven County Schools	NC	Comp Study	
2018	DART	TX	Comp Study	
2018	Dayton	VA	Class and Comp Study	1,609
2018	DeSoto	TX	Class and Comp Study	52,599
2018	Dinwiddie County Schools	VA	Review of Compensation Study	
2018	Elko New Market	MN	Pay Equity Report	4,513
2018	Eudora	KS	Class and Comp Study	6,211
2018	Grain Valley	MO	Class, Comp & Benes Study	13,125
2018	Harris Co Hsg Auth	TX	Salary/Wage Comp Study	
2018	Hsg Auth of Durham	NC	Salary Comparability Study	263,016
2018	Ingleside	TX	Class & Comp Study	10,488
2018	Int School Dist No. 917	MN	Job Descr Updates/Training	
2018	Johnson County	IA	Comp and Class Study	144,251
2018	Lakeville	MN	Class & Comp Study	58,562
2018	Laurinburg	NC	Class & Comp Study	15,774
2018	Leavenworth	KS	Comp Study	35,891
2018	Madison County	VA	Class & Comp Study	13,200
2018	Mansfield	CT	Class & Comp Study	25,959
2018	Minnehaha Creek Watershed Dist	MN	Class & Comp Study	
2018	Minnetonka	MN	Class & Comp Study	51,638
2018	Northwest Regional Library	NC	Class & Comp Study	
2018	Person County	NC	Class & Comp Study Phase III	39,276
2018	Rappahannock Regional Jail	VA	Comp Study	
2018	Scott County CDA	MN	Pay Equity Report	137,232

6. Experience

List of Relevant Projects: 2018 – Present

Year	Client	State	Project	Population
2018	Thibodaux	LA	Market Study	14,566
2018	Verona	WI	Market Survey	10,632
2018	Wabasha Soil & Water Cons Dist	MN	Class Study	
2018	Willmar	MN	Comp Study	19,680
2018	Winston Salem	NC	Class & Comp Study-Phase II	236,441
2018	Wright Soil & Water Cons Dist	MN	Class and Comp Study	
2019	Adams County	WI	Class & Comp Study	19,973
2019	AppalCART	NC	Class & Comp Study	
2019	Dallas Housing Authority	TX	Comp Study	
2019	Fillmore Soil & Water Cons Dist	MN	Class & Comp Study	
2019	Gastonia	NC	Class & Comp Study	75,536
2019	Gatesville	TX	Class & Comp Study	12,387
2019	Iowa League of Cities	IA	Comp Study	3,146,000
2019	King County Hsg Auth	WA	HR Management Consulting	
2019	LOGIS	MN	Comp & Benefit Study	
2019	McFarland	WI	Market Survey	8,108
2019	Morehead City	NC	Class & Comp Study - Maint	9,203
2019	Wheaton	IL	Market Survey	53,373
2019	Wright County	MN	Class and Comp Study	131,311
2020	Bellingham	WA	Comp Market Study	89,045
2020	Brooklyn Center	MN	Comp Study	30,712
2020	Capital Region Water	PA	Class & Comp Study	
2020	Circle Pines	MN	Comp & Class Study	4,978
2020	Ind School D st No. 625	MN	Comp Study	294,873
2020	Ind School D st No. 2769	MN	Job Desc/Pay Equity Review	
2020	Int School District 287	MN	Pay and Class	
2020	Montgomery	MN	Class & Comp Study	2,907
2020	North Centra Reg Library	WA	Comp & Benefits Study	
2020	Payson	AZ	Class & Comp Study	15,476
2020	Pittsylvania County	VA	Comp Study	62,426
2020	River Falls	WI	Class & Comp Study	15,510
2020	Rocky Mount	VA	Comp Study	4,798
2020	Salem	VA	Class & Comp	25,483
2020	Tyler	TX	Class and Comp Study	104,789
2020	Tyler Utilities	TX	Class and Comp Study	104,789
2021	Council Bluffs	IA	Class & Comp Study	62,316
2021	Saginaw County	MI	Class & Comp Phase III	195,012
2021	Sartell	MN	Class & Comp Study	13,917
2021	Scandia	MN	Class & Comp Study	4,120
2021	St. Charles City-Co Library Dist	MO	Market Study	

6. Experience

List of Relevant Projects: 2018 – Present

Year	Client	State	Project	Population
2021	Stutsman County	ND	Comp Study	21,087
2021	Tyler	TX	Class & Comp Study	104,991
2021	Zimmerman	MN	Comp Study	5,499
2021	Fertile	MN	Comp Study	1000
Ongoing	Horicon	MN	Class and Comp Study	3620
Ongoing	Evansville	WI	Class and Comp Study	646
Ongoing	Spring Lake Park	MN	Class and Comp Study	6,412
Ongoing	Isanti County	MN	Class and Comp Study	5,251
Ongoing	Rosemount	MN	Class and Comp Study	25,650
Ongoing	Chisago	MN	Class and Comp Study	53,887
Ongoing	Stevens Point	WI	Class and Comp Study	26,717
Ongoing	Sherburne County	MN	Class and Comp Study	88,499
Ongoing	Duplin County	NC	Class and Comp Study	58,505
Ongoing	Baudette	MN	Class and Comp Study	1,106
Ongoing	Hutchinson Lilities Commission	MN	Class and Comp Study	14,178
Ongoing	Ortonville	MN	Class and Comp Study	1,916
Ongoing	Western Prairie Human Services	MN	Class and Comp Study	
Ongoing	Rosemount ISD 917	MN	Class and Comp Study	
Ongoing	Morris Schools	MN	Class and Comp Study	
Ongoing	Brooklyn Ceter	MN	Class and Comp Study	33,782
Ongoing	Wright SWCD	MN	Class and Comp Study	
Ongoing	Richmond	IN	Class and Comp Study	36,812
Ongoing	Jackson	MS	Class and Comp Study	166,383
Ongoing	Amelia County	VA	Class and Comp Study	13,145
Ongoing	Harrisonville	MO	Class and Comp Study	10,019
Ongoing	Bedford Regional Water Authority	VA	Class and Comp Study	
Ongoing	Auburn	IN	Class and Comp Study	12,731
Ongoing	Cumberland County	VA	Class and Comp Study	10,052
Ongoing	Essex County Public Schools	VA	Class and Comp Study	11,151
Ongoing	Chicago Metropolitan Area Planning	IL	Class and Comp Study; Update	
Ongoing	Ligonier	IN	Class and Comp Study	4,405
Ongoing	Fort Wayne Utilities	IN	Class and Comp Study	
Ongoing	Port Author	TX	Partial Class and Comp Study	55,109
Ongoing	Monroe	NC	Class and Comp Study	32,797
Ongoing	USVI Water and Power Authority	USVI	Class and Comp Study; Org Analysis	105,870



Vigo County Auditor

VIGO COUNTY ANNEX
131 OAK STREET
TERRE HAUTE, INDIANA 47807
(812) 462-3361 FAX: (812) 231-0091

Vigo County Council
121 Oak Street
Terre Haute, IN 47807

RE: Additional Appropriation/Transfer

County Council:

I would like to request the following additional appropriations to clear up unemployment budget issues for 2021.

Health Fund (1)

1159.15240.000.0000 \$ 12,000

LIT-PSAP/Dispatchers (1)

1235.15240.000.0000 \$ 5,000

I would like to request the following transfer to clear up unemployment budget issues for 2021.

General Fund/County Council \$ 35,000

From: 1000.10015.000.0061 – Payroll Adjustments

General Fund/Commissioners (4)

To: 1000.15240.000.0068 - Unemployment \$ 35,000

Thank you for your consideration in this matter.

Respectfully Submitted,


James W. Bramble