

# VIGO COUNTY COUNCIL SUNSHINE MEETING

February 7, 2023

5:00 P.M.

## Table of Contents

|                                                                                                                                                                                           |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Agenda.....                                                                                                                                                                               | 2  |
| Notice to Taxpayers.....                                                                                                                                                                  | 5  |
| CORRESPONDENCE:                                                                                                                                                                           |    |
| ROC 2023-05: Commissioners – Presentation of ARP Plan .....                                                                                                                               | 13 |
| ROC 2023-08, Resolution of Reallocation 2023-01: Purdue Extension –<br>Out-of-Series Transfer and Additional Appropriation.....                                                           | 14 |
| ROC 2023-12, Resolution of Reallocation 2023-03: Reassessment/Harrison Township<br>Assessor – Out-of-Series Transfer.....                                                                 | 15 |
| ROC 2023-13, Resolution of Reallocation 2023-02: Treasurer – Out-of-Series<br>Transfer.....                                                                                               | 16 |
| ROC 2023-15, Additional Appropriations 2023-06 through 2023-20: Amendments<br>to 2023 Salary Ordinance .....                                                                              |    |
| ROC 2023-07, Additional Appropriation 2023-04: Alternative Dispute Resolution<br>Fund – Disburse Funds .....                                                                              | 17 |
| ROC 2023-02, Additional Appropriation 2023-01: Adult Protective<br>Services – Vehicle .....                                                                                               | 19 |
| ROC 2023-03, Additional Appropriation 2023-03: LEPC – 2023 Budget Adjustment...                                                                                                           | 20 |
| ROC 2023-01, Salary Ordinance 2022-02, Salary Ordinance 2023-03, Salary<br>Ordinance 2023-04: Clerk – Salary Increases and delete part time positions<br>and add full time positions..... | 27 |
| ROC 2023-04, Salary Ordinance 2023-05 and Salary Ordinance 2023-06: Juvenile<br>Justice Center – Salary Increases, Stipends and Retention Bonuses .....                                   | 30 |
| ROC 2023-06, Salary Ordinance 2023-07: Coroner – Add Part Time Chief Deputy<br>Coroner position .....                                                                                     | 35 |
| ROC 2023-14, Additional Appropriation 2023-01; LIT/Correctional Rehab<br>Facilities – New Equipment and Locks and Audio .....                                                             | 36 |
| ROC 2023-09, Salary Ordinance 2023-08 through 2023-10: Jail/<br>Sheriff – Staff Increases.....                                                                                            | 37 |
| ROC 2023-10, Salary Ordinances 2023-11 through 2023-14: Prosecutor – Amend<br>Salaries and Add staff.....                                                                                 | 44 |
| ROC 2023-11, Salary Ordinance 2023-1: Juvenile Court – Additional staff .....                                                                                                             | 49 |

|                                                                                                                        |    |
|------------------------------------------------------------------------------------------------------------------------|----|
| Resolution of Reallocation 2023-01; ROC 2023-08: Purdue Extension – Out-of-Series Transfer.....                        | 51 |
| Resolution of Reallocation 2023-03; ROC 2023-12: Reassessment/Harrison Township Assessor – Out-of-Series Transfer..... | 52 |
| Resolution of Reallocation 2023-02; ROC 2023-13: Treasurer – Out-of-Series Transfer.....                               | 53 |
| Additional Appropriation 2023-06: County General - Amendment to 2023 County General Salary Ordinance .....             | 54 |
| Additional Appropriation 2023-07: Clerk Perpetuation – 2023 Salary Budget Adjustment.....                              | 60 |
| Additional Appropriation 2023-08: Reassessment – 2023 Salary Budget Adjustment.....                                    | 61 |
| Additional Appropriation 2023-09: Supplemental Adult Probation – 2023 Salary Budget Adjustment .....                   | 62 |
| Additional Appropriation 2023-10: Recorder Perpetuation – 2023 Salary Budget Adjustment.....                           | 63 |
| Additional Appropriation 2023-11: Drug Court – 2023 Salary Budget Adjustment.....                                      | 64 |
| Additional Appropriation 2023-12: Parks – 2023 Salary Budget Adjustment .....                                          | 65 |
| Additional Appropriation 2023-13: Parks Non-Reverting – 2023 Salary Budget Adjustment.....                             | 66 |
| Additional Appropriation 2023-14: LIT/PSAP – 2023 Salary Budget Adjustment .....                                       | 67 |
| Additional Appropriation 2023-15: Engineering – 2023 Salary Budget Adjustment .....                                    | 68 |
| Additional Appropriation 2023-16: CumBridge – 2023 Salary Budget Adjustment .....                                      | 69 |
| Additional Appropriation 2023-17: Health – 2023 Salary Budget Adjustment .....                                         | 70 |
| Additional Appropriation 2023-18: Highway (530) – 2023 Salary Budget Adjustment.                                       | 71 |
| Additional Appropriation 2023-19: Highway (531) – 2023 Salary Budget Adjustment.                                       | 72 |
| Additional Appropriation 2023-20: Highway (532) – 2023 Salary Budget Adjustment.                                       | 73 |
| Additional Appropriation 2023-04; ROC 2023-07: Alternative Dispute Resolution Fund – Disburse Funds.....               | 74 |
| Additional Appropriation 2023-02; ROC 2023-02: Adult Protective Services – Vehicles.....                               | 75 |
| Additional Appropriation 2023-03; ROC 2023-03: LEPC – 2023 Budget Adjustment.....                                      | 76 |
| Additional Appropriation 2023-05; ROC 2023-12: Reassessment/Harrison Township Assessor – State Meetings .....          | 78 |

|                                                                                                                             |    |
|-----------------------------------------------------------------------------------------------------------------------------|----|
| Salary Ordinance 2023-02; ROC 2023-01: Clerk – Salary Increases.....                                                        | 79 |
| Salary Ordinance 2023-03; ROC 2023-01: Clerk – Delete Part Time Positions<br>And Add Full Time Positions .....              | 80 |
| Salary Ordinance 2023-04; ROC 2023-01: Election Board – salary increases .....                                              | 81 |
| Salary Ordinance 2023-05; ROC 2023-04: Juvenile Justice Center – Salary<br>Increases .....                                  | 82 |
| Salary Ordinance 2023-06; ROC 2023-04: Juvenile Justice Center – Stipends &<br>Retention Bonuses .....                      | 83 |
| Salary Ordinance 2023-07; ROC 2023-06: Coroner – Add Part Time Chief Deputy<br>Coroner position .....                       | 84 |
| Additional Appropriation 2023-01; ROC 2023-14: LIT/Correction Rehab<br>Facilities – New Equipment and Locks and Audio ..... | 85 |
| Salary Ordinance 2023-08; ROC 2023-09: Jail – Staff Increases .....                                                         | 86 |
| Salary Ordinance 2023-09; ROC 2023-09: Sheriff – additional staff .....                                                     | 87 |
| Salary Ordinance 2023-10; ROC 2023-09: Sheriff – add secretary position .....                                               | 88 |
| Salary Ordinance 2023-11; ROC 2023-10: Prosecutor – Amend Deputy Prosecutor<br>Base Salary .....                            | 89 |
| Salary Ordinance 2023-12; ROC 2023-10: Prosecutor – Add Deputy Prosecutor<br>Percentage Increase .....                      | 90 |
| Salary Ordinance 2023-13; ROC 2023-10: Prosecutor – Add Deputy Prosecutor<br>Positions (3).....                             | 92 |
| Salary Ordinance 2023-14; ROC 2023-10: Prosecutor – Add 2 Legal Secretary<br>Positions.....                                 | 93 |
| Salary Ordinance 2023-1; ROC 2023-11: Juvenile Court – Staff Increases .....                                                | 94 |

# **VIGO COUNTY COUNCIL SUNSHINE MEETING**

## **Agenda**

**Tuesday, February 7, 2023 at 5:00 P.M.**

**Council Chambers, Vigo County Government Center**

1. Pledge of Allegiance
2. Calling of the roll
3. Public comment
4. Communications from elected officials, other officials, or agencies of the County.
  - a. ROC 2023-05 – Commissioners Presentation of ARP Plan
5. First reading by summary reference of proposed ordinances and resolutions
  - i. ROC 2023-08, Resolution of Reallocation 2023-01: Purdue Extension – Out-of-Series Transfer
  - ii. ROC 2023-12, Resolution of Reallocation 2023-03: Reassessment/Harrison Township Assessor – Out-of-Series Transfer
  - iii. ROC 2023-13, Resolution of Reallocation 2023-02: Treasurer – Out-of-Series Transfer
  - iv. ROC 2023-15, Additional Appropriations 2023-06 through 2023-20 – 2023 Budget Adjustment
  - v. ROC 2023-07, Additional Appropriation 2023-04: Alternative Dispute Resolution Fund – Disburse Funds
  - vi. ROC 2023-02, Additional Appropriation 2023-02: Adult Protective Services – Vehicle
  - vii. ROC 2023-03, Additional Appropriation 2023-03: LEPC – 2023 Budget Adjustment
  - viii. ROC 2023-02, Salary Ordinances 2023-02 through 2023-04: Clerk – Salary increases and delete part time positions and add full time positions
  - ix. ROC 2023-04, Salary Ordinances 2023-05 & 2023-06: Juvenile Justice Center – Salary increases, stipends & retention bonuses
  - x. ROC 2023-06, Salary Ordinance 2023-07: Coroner – Change one part time Deputy Coroner Position to Part time Chief Deputy Coroner Position
  - xi. ROC 2023-14, Additional Appropriation 2023-01: LIT/Correctional Rehab Facilities – New Equipment and Locks and Audio
  - xii. ROC 2023-09, Salary Ordinances 2023-08 through 2023-10: Jail & Sheriff – staff increases and add additional staff
  - xiii. ROC 2023-10, Salary Ordinances 2023-11 through 2023-14: Prosecutor – Amend Salaries and Add Staff
  - xiv. ROC 2023-11, Salaries Ordinance 2023-11: Juvenile Court-additional staff
6. Reports from committee(s)
7. Resolutions and Ordinances other than appropriation
  - i. Resolution of Reallocation 2023-01: Purdue Extension – Out-of-Series Transfer, ROC 2023-08

# **VIGO COUNTY COUNCIL SUNSHINE MEETING**

## **Agenda**

**Tuesday, February 7, 2023 at 5:00 P.M.**

### **Council Chambers, Vigo County Government Center**

- ii. Resolution of Reallocation 2023-02: Treasurer – Out-of-Series Transfer, ROC 2023-13
- iii. Resolution of Reallocation 2023-03: Reassessment/Harrison Township Assessor – Out-of-Series Transfer, ROC 2023-12
- 8. Ordinances relating to appropriations
  - i. Additional Appropriation 2023-06; ROC 2023-15: County General – Adjustment to 2023 budget
  - ii. Additional Appropriation 2023-07; ROC 2023-15: Clerk Perpetuation – 2023 Salary Budget Adjustment
  - iii. Additional Appropriation 2023-08; ROC 2023-15: Reassessment – 2023 Salary Budget Adjustment
  - iv. Additional Appropriation 2023-09; ROC 2023-15: Supplemental Adult Probation – 2023 Salary Budget Adjustment
  - v. Additional Appropriation 2023-10; ROC 2023-15: Recorder Perpetuation – 2023 Salary Budget Adjustment
  - vi. Additional Appropriation 2023-11; ROC 2023-15: Dug Court – 2023 Salary Budget Adjustment
  - vii. Additional Appropriation 2023-12; ROC 2023-15: Parks – 2023 Salary Budget Adjustment
  - viii. Additional Appropriation 2023-13; ROC 2023-15: Parks Non-Reverting – 2023 Salary Budget Adjustment
  - ix. Additional Appropriation 2023-14; ROC 2023-15: LIT/PSAP – 2023 Salary Budget Adjustment
  - x. Additional Appropriation 2023-15; ROC 2023-15: Engineering – 2023 Salary Budget Adjustment
  - xi. Additional Appropriation 2023-16; ROC 2023-15: CumBridge – 2023 Salary Budget Adjustment
  - xii. Additional Appropriation 2023-17; ROC 2023-15: Health – 2023 Salary Budget Adjustment
  - xiii. Additional Appropriation 2023-18; ROC 2023-15: Highway – 2023 Salary Budget Adjustment
  - xiv. Additional Appropriation 2023-04; ROC 2023-07: Alternative Dispute Resolution Fund – Disburse Funds
  - xv. Additional Appropriation 2023-02; ROC 2023-02: Adult Protective Services – Vehicle
  - xvi. Additional Appropriation 2023-03; ROC 2023-03: LEPC – 2023 Budget Adjustment
  - xvii. Additional Appropriation 2023-05; ROC 2023-12: Reassessment/Harrison Township Assessor – State Meeting Budget
  - xviii. Salary Ordinance 2023-02; ROC 2023-01: Clerk – Salary Increases
  - xix. Salary Ordinance 2023-03; ROC 2023-01: Clerk – delete part time positions and add full time positions

# **VIGO COUNTY COUNCIL SUNSHINE MEETING**

## **Agenda**

**Tuesday, February 7, 2023 at 5:00 P.M.**

### **Council Chambers, Vigo County Government Center**

- xx. Salary Ordinance 2023-04; ROC 2023-01: Election Board – salary increases
- xxi. Salary Ordinance 2023-05; ROC 2023-04: Juvenile Justice Center – Salary Increases
- xxii. Salary Ordinance 2023-06; ROC 2023-04: Juvenile Justice Center – Stipends & Retention Bonuses
- xxiii. Salary Ordinance 2023-07; ROC 2023-06: Coroner – Add Part Time Chief Deputy Coroner position
- xxiv. Additional Appropriation 2023-01; ROC 2023-09: LIT/Correctional Rehab Facilities – New Equipment and Locks and Audio
- xxv. Salary Ordinance 2023-08; ROC 2023-09: Jail – Staff Increases
- xxvi. Salary Ordinance 2023-09; ROC 2023-09: Sheriff – additional staff
- xxvii. Salary Ordinance 2023-10; ROC 2023-09: Sheriff – add secretary position
- xxviii. Salary Ordinance 2023-11; ROC 2023-10: Prosecutor – Amend Deputy Prosecutor Base Salary
- xxix. Salary Ordinance 2023-12; ROC 2023-10: Prosecutor – Add Deputy Prosecutor Percentage Increase
- xxx. Salary Ordinance 2023-13; ROC 2023-10: Prosecutor – Add Deputy Prosecutor Positions (3)
- xxxi. Salary Ordinance 2023-14; ROC 2023-10: Prosecutor – Add 2 Legal Secretary Positions
- xxxii. Salary Ordinance 2023-1; ROC 2023-11: Juvenile Court – Staff Increases

#### **9. 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 Government Center, 127 Oak Street, Terre Haute, Indiana at 5:00 p.m. on Tuesday, February 14, 2023 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, February 7, 2023, at the same location for a Sunshine Meeting.

|                                 |                  |    | <u>REQUESTED</u> |
|---------------------------------|------------------|----|------------------|
| <u>COUNTY GENERAL FUND/1000</u> |                  |    |                  |
| <u>Clerk / 0001</u>             |                  |    |                  |
| 1000.10010.000.0001             | Payroll Salaries | \$ | 24,006           |
| 1000.15210.000.0001             | SS/ FICA         | \$ | 1,834            |
| 1000.15220.000.0001             | PERF             | \$ | 3,038            |
| Total Clerk                     |                  | \$ | 28,878           |
| <u>Auditor / 0002</u>           |                  |    |                  |
| 1000.10010.000.0002             | Payroll Salaries | \$ | 15,092           |
| 1000.15210.000.0002             | SS/ FICA         | \$ | 1,154            |
| 1000.15220.000.0002             | PERF             | \$ | 7,750            |
| Total Auditor                   |                  | \$ | 23,996           |
| <u>Treasurer / 0003</u>         |                  |    |                  |
| 1000.10010.000.0003             | Payroll Salaries | \$ | 4,777            |
| 1000.15210.000.0003             | SS/ FICA         | \$ | 360              |
| 1000.15220.000.0003             | PERF             | \$ | 660              |
| Total Treasurer                 |                  | \$ | 5,797            |
| <u>Sheriff / 0005</u>           |                  |    |                  |
| 1000.10010.000.0005             | Payroll Salaries | \$ | 71,804           |
| 1000.15210.000.0005             | SS/ FICA         | \$ | 5,490            |
| 1000.15220.000.0005             | PERF             | \$ | 6,013            |
| Total Sheriff                   |                  | \$ | 83,307           |
| <u>Surveyor / 0006</u>          |                  |    |                  |
| 1000.10010.000.0006             | Payroll Salaries | \$ | 7,727            |
| 1000.15210.000.0006             | SS/ FICA         | \$ | 589              |
| 1000.15220.000.0006             | PERF             | \$ | 1,094            |
| Total Surveyor                  |                  | \$ | 9,410            |
| <u>Coroner / 0007</u>           |                  |    |                  |
| 1000.10010.000.0007             | Payroll Salaries | \$ | 1,658            |
| 1000.15210.000.0007             | SS/ FICA         | \$ | 126              |
| 1000.15220.000.0007             | PERF             | \$ | 182              |
| Total Coroner                   |                  | \$ | 1,966            |

**Assessor/ 0008**

|                       |                  |                 |
|-----------------------|------------------|-----------------|
| 1000.10010.000.0008   | Payroll Salaries | \$ 3,739        |
| 1000.15210.000.0008   | SS/ FICA         | \$ 285          |
| 1000.15220.000.0008   | PERF             | \$ 530          |
| <b>Total Assessor</b> |                  | <b>\$ 4,554</b> |

**Prosecutor/ 0009**

|                         |                  |                  |
|-------------------------|------------------|------------------|
| 1000.10010.000.0009     | Payroll Salaries | \$ 39,662        |
| 1000.15210.000.0009     | SS/ FICA         | \$ 3,030         |
| 1000.15220.000.0009     | PERF             | \$ 3,368         |
| <b>Total Prosecutor</b> |                  | <b>\$ 46,060</b> |

**Extension/ 0011**

|                        |                  |                 |
|------------------------|------------------|-----------------|
| 1000.10010.000.0011    | Payroll Salaries | \$ 1,119        |
| 1000.15210.000.0011    | SS/ FICA         | \$ 83           |
| 1000.15220.000.0011    | PERF             | \$ 92           |
| <b>Total Extension</b> |                  | <b>\$ 1,294</b> |

**Veterans/ 0012**

|                       |                  |               |
|-----------------------|------------------|---------------|
| 1000.10010.000.0012   | Payroll Salaries | \$ 809        |
| 1000.15210.000.0012   | SS/ FICA         | \$ 61         |
| 1000.15220.000.0012   | PERF             | \$ 82         |
| <b>Total Veterans</b> |                  | <b>\$ 952</b> |

**Harrison Assessor/ 0013**

|                                |                  |                 |
|--------------------------------|------------------|-----------------|
| 1000.10010.000.0013            | Payroll Salaries | \$ 7,013        |
| 1000.15210.000.0013            | SS/ FICA         | \$ 533          |
| 1000.15220.000.0013            | PERF             | \$ 993          |
| <b>Total Harrison Assessor</b> |                  | <b>\$ 8,539</b> |

**Election Board/0062**

|                             |                  |                 |
|-----------------------------|------------------|-----------------|
| 1000.10010.000.0062         | Payroll Salaries | \$ 4,088        |
| 1000.15210.000.0062         | SS/ FICA         | \$ 309          |
| 1000.15220.000.0062         | PERF             | \$ 512          |
| <b>Total Election Board</b> |                  | <b>\$ 4,909</b> |

**Commissioners/0068**

|                            |                  |                 |
|----------------------------|------------------|-----------------|
| 1000.10010.000.0068        | Payroll Salaries | \$ 7,017        |
| 1000.15210.000.0068        | SS/ FICA         | \$ 537          |
| 1000.15220.000.0068        | PERF             | \$ 997          |
| <b>Total Commissioners</b> |                  | <b>\$ 8,551</b> |

**Area Planning/0101**

|                            |                  |                  |
|----------------------------|------------------|------------------|
| 1000.10010.000.0101        | Payroll Salaries | \$ 9,199         |
| 1000.15210.000.0101        | SS/ FICA         | \$ 702           |
| 1000.15220.000.0101        | PERF             | \$ 1,305         |
| <b>Total Area Planning</b> |                  | <b>\$ 11,206</b> |

**Information Services/0106**

|                                   |                  |                 |
|-----------------------------------|------------------|-----------------|
| 1000.10010.000.0106               | Payroll Salaries | \$ 2,261        |
| 1000.15210.000.0106               | SS/ FICA         | \$ 169          |
| 1000.15220.000.0106               | PERF             | \$ 317          |
| <b>Total Information Services</b> |                  | <b>\$ 2,747</b> |

**Building Maintenance/0161**

|                                   |                  |                 |
|-----------------------------------|------------------|-----------------|
| 1000.10010.000.0161               | Payroll Salaries | \$ 7,221        |
| 1000.15210.000.0161               | SS/ FICA         | \$ 552          |
| 1000.15220.000.0161               | PERF             | \$ 928          |
| <b>Total Building Maintenance</b> |                  | <b>\$ 8,701</b> |

**GIS/0170**

|                     |                  |                 |
|---------------------|------------------|-----------------|
| 1000.10010.000.0170 | Payroll Salaries | \$ 967          |
| 1000.15210.000.0170 | SS/ FICA         | \$ 71           |
| 1000.15220.000.0170 | PERF             | \$ 135          |
| <b>Total GIS</b>    |                  | <b>\$ 1,173</b> |

**Courts/0232**

|                     |                  |                  |
|---------------------|------------------|------------------|
| 1000.10010.000.0232 | Payroll Salaries | \$ 24,562        |
| 1000.15210.000.0232 | SS/ FICA         | \$ 1,880         |
| 1000.15220.000.0232 | PERF             | \$ 3,486         |
| <b>Total Courts</b> |                  | <b>\$ 29,928</b> |

**Juvenile Court/0234**

|                             |                  |                 |
|-----------------------------|------------------|-----------------|
| 1000.10010.000.0234         | Payroll Salaries | \$ 6,880        |
| 1000.15210.000.0234         | SS/ FICA         | \$ 526          |
| 1000.15220.000.0234         | PERF             | \$ 922          |
| <b>Total Juvenile Court</b> |                  | <b>\$ 8,328</b> |

**Public Defender/0271**

|                              |                  |                  |
|------------------------------|------------------|------------------|
| 1000.10010.000.0271          | Payroll Salaries | \$ 31,645        |
| 1000.15210.000.0271          | SS/ FICA         | \$ 2,419         |
| 1000.15220.000.0271          | PERF             | \$ 4,491         |
| <b>Total Public Defender</b> |                  | <b>\$ 38,555</b> |

**Adult Probation/0274**

|                              |                  |               |
|------------------------------|------------------|---------------|
| 1000.10010.000.0274          | Payroll Salaries | \$ 523        |
| 1000.15210.000.0274          | SS/ FICA         | \$ 38         |
| 1000.15220.000.0274          | PERF             | \$ 71         |
| <b>Total Adult Probation</b> |                  | <b>\$ 632</b> |

**Victim Asst./0290**

|                                |                  |                 |
|--------------------------------|------------------|-----------------|
| 1000.10010.000.0290            | Payroll Salaries | \$ 684          |
| 1000.15210.000.0290            | SS/ FICA         | \$ 2,755        |
| 1000.15220.000.0290            | PERF             | \$ 62           |
| <b>Total Victim Assistance</b> |                  | <b>\$ 3,501</b> |

**EMA/0302**

|                     |                  |                 |
|---------------------|------------------|-----------------|
| 1000.10010.000.0302 | Payroll Salaries | \$ 2,039        |
| 1000.15210.000.0302 | SS/ FICA         | \$ 152          |
| 1000.15220.000.0302 | PERF             | \$ 285          |
| <b>Total EMA</b>    |                  | <b>\$ 2,476</b> |

**W & M/0308**

|                        |                  |               |
|------------------------|------------------|---------------|
| 1000.10010.000.0308    | Payroll Salaries | \$ 816        |
| 1000.15210.000.0308    | SS/ FICA         | \$ 60         |
| 1000.15220.000.0308    | PERF             | \$ 115        |
| <b>Total W &amp; M</b> |                  | <b>\$ 991</b> |

**Human Resources/0309**

|                              |                  |               |
|------------------------------|------------------|---------------|
| 1000.10010.000.0309          | Payroll Salaries | \$ 816        |
| 1000.15210.000.0309          | SS/ FICA         | \$ 63         |
| 1000.15220.000.0309          | PERF             | \$ 115        |
| <b>Total Human Resources</b> |                  | <b>\$ 994</b> |

**Building Inspector/0314**

|                                 |                  |                 |
|---------------------------------|------------------|-----------------|
| 1000.10010.000.0314             | Payroll Salaries | \$ 2,964        |
| 1000.15210.000.0314             | SS/ FICA         | \$ 223          |
| 1000.15220.000.0314             | PERF             | \$ 280          |
| <b>Total Building Inspector</b> |                  | <b>\$ 3,467</b> |

**Jail/0380**

|                     |                  |                   |
|---------------------|------------------|-------------------|
| 1000.10010.000.0380 | Payroll Salaries | \$ 192,029        |
| 1000.15210.000.0380 | SS/ FICA         | \$ 14,691         |
| 1000.15220.000.0380 | PERF             | \$ 26,763         |
| <b>Total Jail</b>   |                  | <b>\$ 233,483</b> |

|                                                |                  |                   |
|------------------------------------------------|------------------|-------------------|
| <b><u>Juvenile Corrections/0384</u></b>        |                  |                   |
| 1000.10010.000.0384                            | Payroll Salaries | \$ 32,089         |
| 1000.15210.000.0384                            | SS/ FICA         | \$ 2,452          |
| 1000.15220.000.0384                            | PERF             | \$ 9,887          |
| <b>Total Juvenile Corrections</b>              |                  | <b>\$ 44,428</b>  |
| <b><u>Group Home/0622</u></b>                  |                  |                   |
| 1000.10010.000.0622                            | Payroll Salaries | \$ 15,215         |
| 1000.15210.000.0622                            | SS/ FICA         | \$ 1,163          |
| 1000.15220.000.0622                            | PERF             | \$ 1,963          |
| <b>Total Group Home</b>                        |                  | <b>\$ 18,341</b>  |
| <b><u>Title IV-D Program/0660</u></b>          |                  |                   |
| 1000.10010.000.0660                            | Payroll Salaries | \$ 10,110         |
| 1000.15210.000.0660                            | SS/ FICA         | \$ 771            |
| 1000.15220.000.0660                            | PERF             | \$ 1,433          |
| <b>Total Title IV-D Program</b>                |                  | <b>\$ 12,314</b>  |
| <b><u>Soil &amp; Water/0750</u></b>            |                  |                   |
| 1000.10010.000.0750                            | Payroll Salaries | \$ 2,110          |
| 1000.15210.000.0750                            | SS/ FICA         | \$ 162            |
| 1000.15220.000.0750                            | PERF             | \$ 296            |
| <b>Total Soil &amp; Water</b>                  |                  | <b>\$ 2,568</b>   |
| <b><u>Adult Protective Services /09608</u></b> |                  |                   |
| 1000.44460.000.9608                            | Vehicles         | \$ 24,300         |
| <b>Total Adult Protective Services</b>         |                  | <b>\$ 24,300</b>  |
| <b><u>Title IV-D Court/9613</u></b>            |                  |                   |
| 1000.10010.000.9613                            | Payroll Salaries | \$ 2,581          |
| 1000.15210.000.9613                            | SS/ FICA         | \$ 196            |
| 1000.15220.000.9613                            | PERF             | \$ 365            |
| <b>Total Title IV-D Court</b>                  |                  | <b>\$ 3,142</b>   |
| <b>Total County General</b>                    |                  | <b>\$ 679,488</b> |
| <b><u>Clerk Perpetuation/1119</u></b>          |                  |                   |
| 1119.10010.000.0000                            | Payroll Salaries | \$ 6,034          |
| 1119.15210.000.0000                            | SS/ FICA         | \$ 450            |
| 1119.15220.000.0000                            | PERF             | \$ 831            |
| <b>Total Clerk Perpetuation</b>                |                  | <b>\$ 7,315</b>   |

**Supp Adult Probation/2100**

|                                           |                  |                 |
|-------------------------------------------|------------------|-----------------|
| 2100.10010.000.0000                       | Payroll Salaries | \$ 7,093        |
| 2100.15210.000.0000                       | SS/ FICA         | \$ 539          |
| 2100.15220.000.0000                       | PERF             | \$ 1,006        |
| <b>Total Supplemental Adult Probation</b> |                  | <b>\$ 8,638</b> |

**Drug Court/2511**

|                         |                  |               |
|-------------------------|------------------|---------------|
| 2511.10010.000.0000     | Payroll Salaries | \$ 788        |
| 2511.15210.000.0000     | SS/ FICA         | \$ 59         |
| 2511.15220.000.0000     | PERF             | \$ 111        |
| <b>Total Drug Court</b> |                  | <b>\$ 958</b> |

**LIT - PSAP/1235**

|                         |                  |                   |
|-------------------------|------------------|-------------------|
| 1235.10010.000.0000     | Payroll Salaries | \$ 89,035         |
| 1235.15210.000.0000     | SS/ FICA         | \$ 6,807          |
| 1235.15220.000.0000     | PERF             | \$ 12,645         |
| <b>Total LIT - PSAP</b> |                  | <b>\$ 108,487</b> |

**Engineering/4972**

|                          |                  |                 |
|--------------------------|------------------|-----------------|
| 4972.10010.000.0000      | Payroll Salaries | \$ 3,415        |
| 4972.15210.000.0000      | SS/ FICA         | \$ 260          |
| 4972.15220.000.0000      | PERF             | \$ 439          |
| <b>Total Engineering</b> |                  | <b>\$ 4,114</b> |

**Cum Bridge/1135**

|                         |                  |                 |
|-------------------------|------------------|-----------------|
| 1135.10010.000.0000     | Payroll Salaries | \$ 1,105        |
| 1135.15210.000.0000     | SS/ FICA         | \$ 81           |
| 1135.15220.000.0000     | PERF             | \$ 154          |
| <b>Total Cum Bridge</b> |                  | <b>\$ 1,340</b> |

**Health/1159**

|                     |                  |                  |
|---------------------|------------------|------------------|
| 1159.10010.000.0000 | Payroll Salaries | \$ 20,486        |
| 1159.15210.000.0000 | SS/ FICA         | \$ 1,703         |
| 1159.15220.000.0000 | PERF             | \$ -             |
| <b>Total Health</b> |                  | <b>\$ 22,189</b> |

**Highway I/1176.0530**

|                        |                  |                 |
|------------------------|------------------|-----------------|
| 1176.10010.000.0530    | Payroll Salaries | \$ 6,663        |
| 1176.15210.000.0530    | SS/ FICA         | \$ 505          |
| 1176.15220.000.0530    | PERF             | \$ 940          |
| <b>Total Highway I</b> |                  | <b>\$ 8,108</b> |

**Highway II/1176.0531**

|                         |                  |                  |
|-------------------------|------------------|------------------|
| 1176.10010.000.0531     | Payroll Salaries | \$ 56,002        |
| 1176.15210.000.0531     | SS/ FICA         | \$ 4,278         |
| 1176.15220.000.0531     | PERF             | \$ 1,573         |
| <b>Total Highway II</b> |                  | <b>\$ 61,853</b> |

**Highway III/1176.0532**

|                           |                  |                  |
|---------------------------|------------------|------------------|
| 1176.10010.000.0532       | Payroll Salaries | \$ 20,365        |
| 1176.15210.000.0532       | SS/ FICA         | \$ 1,558         |
| 1176.15220.000.0532       | PERF             | \$ 2,903         |
| <b>Total Highway III</b>  |                  | <b>\$ 24,826</b> |
| <b>Total Highway Fund</b> |                  | <b>\$ 94,787</b> |

**Parks/1219**

|                     |                  |                  |
|---------------------|------------------|------------------|
| 1219.10010.000.0000 | Payroll Salaries | \$ 10,174        |
| 1219.15210.000.0000 | SS/ FICA         | \$ 772           |
| 1219.15220.000.0000 | PERF             | \$ 933           |
| <b>Total Parks</b>  |                  | <b>\$ 11,879</b> |

**Parks N/R /1179**

|                        |                  |               |
|------------------------|------------------|---------------|
| 1179.10010.000.0000    | Payroll Salaries | \$ 590        |
| 1179.15210.000.0000    | SS/ FICA         | \$ 42         |
| 1179.15220.000.0000    | PERF             | \$ 82         |
| <b>Total Parks N/R</b> |                  | <b>\$ 714</b> |

**Reassessment /1224**

|                           |                  |                  |
|---------------------------|------------------|------------------|
| 1224.10010.000.0000       | Payroll Salaries | \$ 17,897        |
| 1224.15210.000.0000       | SS/ FICA         | \$ 1,369         |
| 1224.15220.000.0000       | PERF             | \$ -             |
| 1224.37500.000.0000       | State Meetings   | \$ 2,000         |
| <b>Total Reassessment</b> |                  | <b>\$ 21,266</b> |

**Recorder Perp /1185**

|                            |                  |                 |
|----------------------------|------------------|-----------------|
| 1185.10010.000.0000        | Payroll Salaries | \$ 1,783        |
| 1185.15210.000.0000        | SS/ FICA         | \$ 130          |
| 1185.15220.000.0000        | PERF             | \$ 140          |
| <b>Total Recorder Perp</b> |                  | <b>\$ 2,053</b> |

**Alternative Dispute Resolution/2200**

|                                             |                |                  |
|---------------------------------------------|----------------|------------------|
| 2200.30700.00.0000                          | Legal Services | \$ 51,134        |
| <b>Total Alternative Dispute Resolution</b> |                | <b>\$ 51,134</b> |

**LEPC / 1152**

|                     |                            |          |
|---------------------|----------------------------|----------|
| 1152.21000.000.0000 | Office Supplies            | \$ 500   |
| 1152.21050.000.0000 | Maint & Repair Supplies    | \$ 2,500 |
| 1152.30060.000.0000 | Freight                    | \$ 250   |
| 1152.35500.000.0000 | Repair Equipment           | \$ 2,000 |
| 1152.36100.000.0000 | Printing                   | \$ 650   |
| 1152.37200.000.0000 | Travel Expenses            | \$ 2,000 |
| 1152.37300.000.0000 | Registration Fees          | \$ 5,000 |
| 1152.37400.000.0000 | Mileage                    | \$ 1,000 |
| 1152.37600.000.0000 | Official Meetings          | \$ 1,500 |
| 1152.37650.000.0000 | Ed., Counseling & Training | \$ 2,500 |
| 1152.44510.000.0000 | Equipment New              | \$ 9,000 |

**Total LEPC** \$ 26,900

**LIT/CORRECTIONAL REHAB/1233**

|                     |                 |                 |
|---------------------|-----------------|-----------------|
| 1233.44510.000.0000 | New Equipment   | \$15,000        |
| 1233.44521.000.0000 | Locks and Audio | <u>\$20,000</u> |

**Total LIT/Correctional Rehab** \$35,000

The meeting will be made available for observance by electronic means at the following web address:

[https://www.vigocounty.in.gov/departments/division.php?structureid\\_71](https://www.vigocounty.in.gov/departments/division.php?structureid_71).

Any votes conducted will be by roll call vote. Unless otherwise directed or required for public health reasons, the meetings will be open to the public. Members of the public may submit comments prior to the meeting to [county.council@vigocounty.in.gov](mailto:county.council@vigocounty.in.gov).

**JAMES W. BRAMBLE**

**VIGO COUNTY AUDITOR**

**TO BE PUBLISHED: Friday, January 27, 2023.**

## Request to be on Vigo County Council Agenda

Switzer, Chris <Chris.Switzer@VigoCounty.IN.Gov>

Fri 1/13/2023 12:09 PM

To: Bramble, James <James.Bramble@VigoCounty.IN.Gov>; Loudermilk, Cheryl  
<Cheryl.Loudermilk@VigoCounty.IN.Gov>; McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>

Cc: Morris, Mike <Mike.Morris@VigoCounty.IN.Gov>; Clinkenbeard, Mark  
<Mark.Clinkenbeard@VigoCounty.IN.Gov>

Jim, Cheryl and Karen,

Could you please accept this e-mail as an official request to be on the Vigo County Council Agenda February 7th, 2023. We would like to present our planned use for American Rescue Plan Act funding and ask for the Council to adopt the plan. There will be no appropriations at this time. RJL Solutions will be assisting the Commissioners with the presentation. Thank you for your time and consideration.

Chris Switzer  
COMMISSIONER  
Vigo County Government  
650 S First Street Terre Haute, IN 47807  
812-241-2344

January 19, 2023

Dear Council,

I'd like to request an out of series transfer of \$1,479.17 from 21000 Office Supplies to 44480 Office Furniture for the purchase of 13 transportable tables and 32 chairs for our new teaching rooms.

Thank you for your consideration of this request,

*Kristi Whitacre*

Kristi Whitacre,  
Purdue Extension Vigo County Director  
(812)462-3371  
kwhitacr@purdue.edu



Harrison Township  
Assessor Office

January 23, 2023

The Harrison Township Assessors office would like to request an out of Series transfer of Funds from office supplies budget #1224.21000.000.0000, in the amount of \$3500.00 into a Series #4 Equipment new budget. #1224.44510.000.0000.

A request to add an appropriation for a Series #3 State meetings budget #1224.37600.000.0000, to reinstate back to \$5,000.00.

Thank you,

Chrissie Patterson  
Harrison Township Assessor

167 Oak Street  
Terre Haute, IN.47807  
(812) 462-3271



**Josie Thompson**  
TREASURER OF VIGO COUNTY

VIGO COUNTY ANNEX  
191 OAK STREET  
TERRE HAUTE, INDIANA 47807  
(812) 462-3251 FAX: (812) 462-3279

01/23/2023

Dear Council Members:

I am requesting an out of series transfer in my budget. I would like to transfer \$800.00 from 1000.21100.000.0003 Other Supplies into 1000.44480.000.0003 Office Furniture – Other. The reason for this request is to replace the refrigerator in our office break area. The existing one is old, in terrible condition and leaks into the carpet. This is a health concern as it may cause mold. In addition, the carpet may need to be replaced if this continues causing a greater expense.

Thank you for your time and consideration.

  
Josie Thompson  
Vigo County Treasurer

---

Lakshmi "Lucky" Reddy • Judge  
Vigo Superior Court • Division 2  
Phone 812-462-3238

---



---

33 South Third Street  
Terre Haute • Indiana • 47807  
Fax 812-232-4650

---

January 19, 2023

**Vigo County Council**

Todd Thacker, President & Councilman At Large  
Aaron Loudermilk, Councilman At Large  
Marie Theisz, Councilwoman At Large  
David Thompson, Councilman District #1  
Nancy Alsup, Councilwoman District #2  
Vicki Weger, Councilwoman District #3  
Travis Norris, Councilman District #4

**Re: Vigo Superior Court 2 Request for Fund Appropriation**

Dear Council Members,

For several years, the Vigo County Clerk's Office has been collecting on behalf of the Vigo County Court a \$20 fee in all divorce case filings, except when a waiver is filed and approved. These fees are maintained in the Alternative Dispute Resolution Fund #2200 and currently has a balance of fifty one thousand one hundred thirty-four dollars and eleven cents. (\$51,134.11).

This Alternative Dispute Resolution Fund #2200 can be used in family court for domestic relations cases for the following kinds of limited purposes: mediation, facilitation, parent coordinators, co-parenting, conflict management, counseling/education, parenting classes, and those types of services as approved for use through the Indiana Office of Court Services.

It is impossible to predict in any given year, how much money will be expended from the Fund to ensure that families can obtain necessary services ordered by the Court. Accordingly, a request is being made to appropriate the entire Fund amount to ensure sufficient funds are available if and when necessary. The Alternative Dispute Resolution Fund #2200 belongs to the Court and cannot revert back to the general fund and each year a request will be made for the appropriation of the entire amount of the Fund for the benefit of families in need. Payments will be made to directly to vendors providing services to the families.

---

Lakshmi "Lucky" Reddy • Judge  
Vigo Superior Court • Division 2  
Phone 812-462-3238

---



---

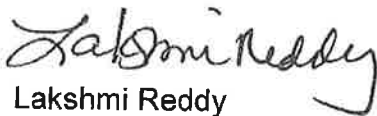
33 South Third Street  
Terre Haute • Indiana • 47807  
Fax 812-232-4650

---

For the above reasons, Vigo Superior Court 2 requests that the County Council Alternative Dispute Resolution Fund #2200 in the amount of \$51,134.11 be appropriated for 2023.

Please feel free to contact me if you have any further questions.

Sincerely,

  
Lakshmi Reddy

Copy:

Cheryl Loudermilk via e-mail on 1/19/2023 ([cheryl.loudermilk@vigocounty.in.gov](mailto:cheryl.loudermilk@vigocounty.in.gov))  
Karen McCammon via email on 1/19/2023 ([karen.mccammon@vigocounty.in.gov](mailto:karen.mccammon@vigocounty.in.gov))



**TERRY R. MODESITT**  
**PROSECUTING ATTORNEY**  
**OF VIGO COUNTY**  
VIGO COUNTY COURT HOUSE  
33 SOUTH THIRD STREET, RM. 45  
TERRE HAUTE, IN 47807  
PHONE (812) 462-3305  
FAX (812) 238-1096



To: Vigo County Council

December 20, 2022

RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following request be discussed at the next Council Meeting.

An additional appropriation in Adult Protective Services Vehicles in the amount of \$24,300.

The Adult Protective Services unit has leased three vehicles, with the three (3) year lease agreement ending in March, 2023. It has been suggested that these three vehicles be purchased at the end of the lease based on current prices for used cars, new cars and new leases. With the fourth investigator starting with the office in December, 2022, a 4<sup>th</sup> vehicle is going to be needed. The payoff on the three (3) current vehicles are \$10,332 each. A three (3) year lease on another vehicle is expected to cost just under \$500.00 per month.

To purchase all three (3) vehicles will cost just under \$31,000. In addition, there are two months of lease payments in 2023 at \$900 per month. To lease a vehicle for 11 months will costs approximately \$5,500. There is currently an allocation of \$14,000 for vehicles. We are asking for an additional \$24,300 to Adult Protective Services Vehicles.

If the entire allotment of the contract from FSSA for the costs of APS is not fully spent in other areas, this amount will be subject to reimbursement under the contract.

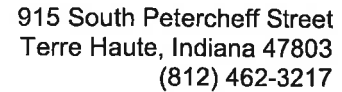
Respectfully Submitted,

/s/ Robert E. Roberts

Robert E. Roberts

Chief Deputy Prosecuting Attorney

Vigo County, Indiana



## PROCEDURE FOR REQUEST AND APPROPRIATION OF LEPC FUNDS

RE: Procedure for Request and Appropriation of Funds to Local Emergency Planning Committee (LEPC)

**Dear County Council President, County Auditor and LEPC Chair:**

We are writing on behalf of the Indiana Emergency Response Commission (IERC) and the State Board of Accounts (SBA) to share with you our common approach to the request for, and appropriation of, funds for LEPCs. This is a matter which has caused some confusion in the past, due to the LEPC's unusual nature as a state agency which receives its funds through the counties, which act as custodians of those funds.

### **I. The Law on LEPC Expenses**

The requirements of the Emergency Planning and Right to Know Act (EPCRA) mandate the structure of the IERC and LEPCs. EPCRA is part of Title III of the Superfund Amendment and Reauthorization Act of 1986 (SARA Title III), which is found at 42 United States Code Sections 11001-11050. The requirements of EPCRA were enacted into law in Indiana at Indiana Code (IC) 13-25-2. The IERC's organization and specific duties of the IERC and LEPCs are found at Indiana Code 13-25-1.

The funds for the LEPC originate from the Indiana Local Emergency Planning and Right to Know Fund, whose statutory requirements derive from federal law. The Indiana statute, IC 13-25-2-10.6(d), requires that the county fiscal body "shall" appropriate the funds requested by the LEPC in a compliant spending plan. The intent and effect of this law is that the county act as custodian of the funds, but that it have no say as to the actual expenditure of the funds. The actual expenditure of these funds is overseen by the IERC. This independence from the county government results from the LEPC's nature as a state agency, under the oversight of the IERC.

The funds derived from the Indiana Local Emergency Planning and Right to Know Fund may, by law, be expended only on LEPC activities. The reason for this limitation is that the funds come from SARA Title III fees, and the funds are earmarked for expenditure on preparing for response to releases of the substances generating the funds. Although some county leaders may question this straightforward limitation, it derives from both federal and state statute. Both the Indiana legislature and the U.S. Congress have decided that these funds may be spent only on LEPC budget items.

### **II. LEPC Expense Categories**

Money from the Indiana Local Emergency Planning and Right to Know Fund may be spent by LEPCs on eight categories of items specified in IC 13-25-2-10.6(b):

1. Preparing and updating the SARA Title III plan;
2. Establishing and implementing procedures for dealing with public information requests;

3. Training for emergency response planning, information management, and hazardous materials (HAZMAT) incident response;
4. Equipping a HAZMAT response team which provides response throughout the LEPC's district if the equipment is consistent with team training;
5. Purchasing communications gear for the LEPC's administrative use;
6. Paying LEPC members a \$20 meeting stipend; and
7. Paying for SARA Title III risk communication, chemical accident related, and accident prevention projects submitted to and approved by the IERC.
8. Maintaining, repairing, and calibrating equipment purchased for a hazardous materials response team under subdivision (4)

The law clearly mandates that an LEPC may receive new, post-1997 funds only if it has met the requirements of Indiana Code 13-25-1-6(b). Funds distributed before 1997, under IC 13-25-2-10.6 (b), may be spent on categories 3 through 7 only if a current, compliant plan has been submitted and the training program has been approved by the IERC.

### **III. The Procedure for LEPCs Requesting and Receiving Funding**

The procedure for the LEPC to request and receive funding is as follows:

1. The LEPC must prepare a funding request, listing as line items the seven (7) categories for expenditure specified under IC 13-25-2-10.6(b). The funding request must be approved by the LEPC in a regular meeting and this approval must be reflected in official minutes of the LEPC.
2. The LEPC must submit its funding request and a copy of the LEPC's official minutes reflecting approval to the County Auditor and County Council.
3. The LEPC may participate in the annual budget hearings held by the County Council.
4. The County Council "shall" approve the LEPC's budget, as required by IC 13-25-2-10.6(d).
5. The County Auditor shall act as the custodian of the approved funds, writing checks to cover expenditures from the various line items as requested.
6. The County Auditor must ensure that appropriated funds are not invested in a manner which prohibits their ready access upon request of the LEPC.
7. Additional expenditure requests for funding beyond the appropriated funds must include a funding request and a copy of the LEPC's official minutes reflecting approval of the supplemental funding request to the County Auditor.
8. As the LEPC is a state agency, the county must not impose any requirements upon the nature or manner of expending LEPC funds beyond those outlined above in the relevant state law.



Vigo County  
Local Emergency  
Planning Committee  
Keith E. Holbert - Chairperson

915 South Petercheff Street  
Terre Haute, Indiana 47803  
(812) 462-3217

Vigo County Council

5 January, 2023

The Local Emergency Planning Committee (LEPC) is requesting that the 2023 budget be funded to the original proposed amount. The budget was reduced from the proposed \$29,500.00 to \$2,600.00. LEPC funding is not tax money. It is money collected by the state from facilities in Vigo County that are classified as Tier II hazardous materials sites under the 1986 SARA Title III. LEPC needs adequate funding to support hazardous materials responses, provide training opportunities, conduct state mandated meetings, and perform an annual state mandated exercise. I have attached the states "Procedure for Request and Appropriation of LEPC Funds" which further explains the reason for our request.

Sincerely,

*Keith Holbert*

Keith E. Holbert, LEPC Chairperson

## PROCEDURE FOR REQUEST AND APPROPRIATION OF LEPC FUNDS

RE: Procedure for Request and Appropriation of Funds to Local Emergency Planning Committee (LEPC)

**Dear County Council President, County Auditor and LEPC Chair:**

We are writing on behalf of the Indiana Emergency Response Commission (IERC) and the State Board of Accounts (SBA) to share with you our common approach to the request for, and appropriation of, funds for LEPCs. This is a matter which has caused some confusion in the past, due to the LEPC's unusual nature as a state agency which receives its funds through the counties, which act as custodians of those funds.

### **I. The Law on LEPC Expenses**

The requirements of the Emergency Planning and Right to Know Act (EPCRA) mandate the structure of the IERC and LEPCs. EPCRA is part of Title III of the Superfund Amendment and Reauthorization Act of 1986 (SARA Title III), which is found at 42 United States Code Sections 11001-11050. The requirements of EPCRA were enacted into law in Indiana at Indiana Code (IC) 13-25-2. The IERC's organization and specific duties of the IERC and LEPCs are found at Indiana Code 13-25-1.

The funds for the LEPC originate from the Indiana Local Emergency Planning and Right to Know Fund, whose statutory requirements derive from federal law. The Indiana statute, IC 13-25-2-10.6(d), requires that the county fiscal body "shall" appropriate the funds requested by the LEPC in a compliant spending plan. The intent and effect of this law is that the county act as custodian of the funds, but that it have no say as to the actual expenditure of the funds. The actual expenditure of these funds is overseen by the IERC. This independence from the county government results from the LEPC's nature as a state agency, under the oversight of the IERC.

The funds derived from the Indiana Local Emergency Planning and Right to Know Fund may, by law, be expended only on LEPC activities. The reason for this limitation is that the funds come from SARA Title III fees, and the funds are earmarked for expenditure on preparing for response to releases of the substances generating the funds. Although some county leaders may question this straightforward limitation, it derives from both federal and state statute. Both the Indiana legislature and the U.S. Congress have decided that these funds may be spent only on LEPC budget items.

### **II. LEPC Expense Categories**

Money from the Indiana Local Emergency Planning and Right to Know Fund may be spent by LEPCs on eight categories of items specified in IC 13-25-2-10.6(b):

1. Preparing and updating the SARA Title III plan;
2. Establishing and implementing procedures for dealing with public information requests;

3. Training for emergency response planning, information management, and hazardous materials (HAZMAT) incident response;
4. Equipping a HAZMAT response team which provides response throughout the LEPC's district if the equipment is consistent with team training;
5. Purchasing communications gear for the LEPC's administrative use;
6. Paying LEPC members a \$20 meeting stipend; and
7. Paying for SARA Title III risk communication, chemical accident related, and accident prevention projects submitted to and approved by the IERC.
8. Maintaining, repairing, and calibrating equipment purchased for a hazardous materials response team under subdivision (4)

The law clearly mandates that an LEPC may receive new, post-1997 funds only if it has met the requirements of Indiana Code 13-25-1-6(b). Funds distributed before 1997, under IC 13-25-2-10.6 (b), may be spent on categories 3 through 7 only if a current, compliant plan has been submitted and the training program has been approved by the IERC.

### **III. The Procedure for LEPCs Requesting and Receiving Funding**

The procedure for the LEPC to request and receive funding is as follows:

1. The LEPC must prepare a funding request, listing as line items the seven (7) categories for expenditure specified under IC 13-25-2-10.6(b). The funding request must be approved by the LEPC in a regular meeting and this approval must be reflected in official minutes of the LEPC.
2. The LEPC must submit its funding request and a copy of the LEPC's official minutes reflecting approval to the County Auditor and County Council.
3. The LEPC may participate in the annual budget hearings held by the County Council.
4. The County Council "shall" approve the LEPC's budget, as required by IC 13-25-2-10.6(d).
5. The County Auditor shall act as the custodian of the approved funds, writing checks to cover expenditures from the various line items as requested.
6. The County Auditor must ensure that appropriated funds are not invested in a manner which prohibits their ready access upon request of the LEPC.
7. Additional expenditure requests for funding beyond the appropriated funds must include a funding request and a copy of the LEPC's official minutes reflecting approval of the supplemental funding request to the County Auditor.
8. As the LEPC is a state agency, the county must not impose any requirements upon the nature or manner of expending LEPC funds beyond those outlined above in the relevant state law.

| Fund                              | Acct  | Acct Description          | Obj   | Loc  | Loc Description | 2023<br>Adopted Budget | 2023<br>Req Budget | 2023<br>Notes |
|-----------------------------------|-------|---------------------------|-------|------|-----------------|------------------------|--------------------|---------------|
| - Loc : 0000                      |       |                           |       |      |                 |                        |                    |               |
| - Loc Description : No Department |       |                           |       |      |                 |                        |                    |               |
| - Fund : 1152                     |       |                           |       |      |                 |                        |                    |               |
| - Fund Description : LEPC         |       |                           |       |      |                 |                        |                    |               |
| 1152                              | 21000 | Office Supplies           | 00000 | 0000 | No Department   | 0                      | 500                |               |
| 1152                              | 21050 | Maint & Repair Supplies   | 00000 | 0000 | No Department   | 0                      | 2,500              |               |
| 1152                              | 30060 | Freight                   | 00000 | 0000 | No Department   | 0                      | 250                |               |
| 1152                              | 33300 | Contractual Services      | 00000 | 0000 | No Department   | 2,500                  | 2,500              |               |
| 1152                              | 35500 | Repair Equipment          | 00000 | 0000 | No Department   | 0                      | 2,000              |               |
| 1152                              | 36100 | Printing                  | 00000 | 0000 | No Department   | 100                    | 750                |               |
| 1152                              | 37200 | Travel Expenses           | 00000 | 0000 | No Department   | 0                      | 2,000              |               |
| 1152                              | 37300 | Registration Fees         | 00000 | 0000 | No Department   | 0                      | 5,000              |               |
| 1152                              | 37400 | Mileage                   | 00000 | 0000 | No Department   | 0                      | 1,000              |               |
| 1152                              | 37600 | Official Meetings         | 00000 | 0000 | No Department   | 0                      | 1,500              |               |
| 1152                              | 37650 | Ed, Counseling & Training | 00000 | 0000 | No Department   | 0                      | 2,500              |               |
| 1152                              | 44510 | Equipment New             | 00000 | 0000 | No Department   | 0                      | 9,000              |               |
|                                   |       |                           |       |      |                 | 2,600                  | 29,500             |               |

# BRADLEY M. NEWMAN

## CLERK OF THE CIRCUIT COURT

### 43<sup>RD</sup> JUDICIAL CIRCUIT

Letter to the County Council: For Sunshine meeting February 7, 2023

From: Vigo County Clerk's Office

This is reiteration from a meeting late last year.

We are asking to increase all full time Clerks to \$20.72 an hour. They make \$18.81 now. That is an increase of \$1.91 an hour. The Prosecutors office starts at \$22.34. Court staff makes on average \$23.82 an hour.

In addition, I am asking to increase our supervisors from \$22.34 hr. to \$24.25 hr., and our assistant supervisors from \$20.26 hr. to \$22.17 hr.

#### Breakdown:

Deputy Clerks, Asst. Supervisors and Supervisors increase \$1.91 hr. each. 25 deputy clerks, 2 assistant supervisors and 4 supervisors =  $\$59.21 \times 70 \text{ hrs.} = \$4,144.70 \times 26 \text{ pays per yr.} = \$107,762.20 \times 7.65\% \text{ fica} = \$8,243.81$ . Perf at 14.2% = \$15,302.23. Total increase for the VC Deputy Clerk's and supervisors would be **\$131,308.24**

Also, we are asking that our last 4 part time positions be converted to 2 full time positions. That would bring our staff to 34.

Part time people in the Clerk's office do the exact same job as the full time people for less money and less hours.

#### Comparison per pay:

##### Part time:

56 hours for \$13.36 per hr.

No Benefits

Annual Pay for (1) = \$19,452.16

X (4) people = \$77,808.64

##### Full time:

70 hours for \$18.81 per hr.

County paid Insurance, Perf

Annual Pay for (1) = \$34,234.20

X (2) people = \$68,468.40

County paid FICA/MDR 7.65%

\$1,488.09 X (4) = \$5,952.36

\$2,618.92 X (2) = \$5,237.84

County Paid Insurance: Family plan Annual amount:

-0-

\$25,523.94 X (2) = \$51,047.88

-0-

County Paid Perf: Annual amount:

\$4,861.26 X (2) = \$9,722.52

Total Cost for 2 FT Employees = \$134,476.64

Amount already appropriated \$83,761.00

Additional cost to County Annually: \$50,715.64

Sincerely,

LeAnna Moore

Chief Deputy Clerk



33 SOUTH 3<sup>RD</sup> STREET, TERRE HAUTE, INDIANA 47807

TELE: (812)462-3211

FAX: (812)232-2921

BRADLEY M. NEWMAN  
CLERK OF THE CIRCUIT COURT

43<sup>RD</sup> JUDICIAL CIRCUIT

---

Letter to the County Council: For the First Sunshine meeting 2023

From: The Vigo County Clerk's office.

Last year we talked about the fact that The Clerk's office is losing staff at an alarming rate. We continue to loose staff mostly because of the overwhelming fact that they can go to other offices and make a considerable amount more on the hour than they can in our office. As of December 5<sup>th</sup> we have lost a total of 16 employees since January 1, 2022. As you know from other meetings, the Clerk's office is always fighting to keep employees. We are asking again, that our salaries be comparable to those of the Prosecutors office and the Courts since we all do the same like work.

Also, we asked in the budget meetings about raising the salaries of the Election Board since there has not been on in over 20 years. We would like to have that brought back to the table.

Sincerely, 

Bradley Newman  
Vigo County Clerk of the Circuit Court

LeAnna Moore  
Chief Deputy Clerk



33 SOUTH 3<sup>RD</sup> STREET, TERRE HAUTE, INDIANA 47807

TELE: (812)462-3211

FAX: (812)232-2921

BRADLEY M. NEWMAN  
**CLERK OF THE CIRCUIT COURT**

43RD JUDICIAL CIRCUIT

---

**AMENDED;** Letter to the County Council:

---

*In addition to the previous letter sent this morning, we would like to address the situation with the Election Board not having a raise in over 20 years.*

*What we proposed in the budget meeting of 2022 was to increase the salaries as follows:*

---

*Brad Newman: Current rate of \$4500.00 annually to \$9000.00  
LEANNA MOORE CURRENT RATE OF \$3750.00 ANNUALLY TO \$7500.00  
PRESIDENT AND REPUBLICAN MEMBERS CURRENT RATE \$2400.00 TO \$4800.00  
PROXY FOR BOTH DEM AND REP MEMBER'S CURRENT RATE \$700.00 TO \$1400.00*

Sincerely,  
LeAnna Moore  
Chief Deputy Clerk

33 SOUTH 3<sup>RD</sup> STREET, TERRE HAUTE, INDIANA 47807

TELE: 1(812)462-3211

FAX: (812)232-2921





**JUVENILE JUSTICE CENTER**  
**— VIGO COUNTY —**

Norman E. Loudermilk II  
Executive Director

January 10, 2023

Councilman Todd Thacker, President  
Vigo County Council  
165 Oak Street  
Terre Haute, IN 47807

RE: Additional Appropriation

Dear President Thacker and Council,

I am writing this letter to request that I be placed on the County Council's log to be heard at the next available meeting for an appropriation of money needed to increase the salaries and benefits of the Detention Staff at the Vigo County Juvenile Justice Center.

There are sixteen (16) full-time employees and one (1) Senior Supervisor that are currently employed in the detention area of the Vigo County Juvenile Justice Center. They are: eight (8) Detention Officers, four (4) Corporals/Assistant Shift Supervisors, four (4) Sergeants/Shift Supervisors, and one (1) Captain/Senior Supervisor.

Over the past 12 months, basically all of 2021, of those 16 employees, we have lost 13. Many of these have moved on to other employment opportunities. Some have returned to college and are pursuing a different career. All but 2 of them left for two main reasons. That is the pay is too low and the stress is too high. There is not much that can be done about the amount of stress one feels when working with the troubled youths that we house here. Many of which are here due to mental health reasons yet due to a failed system, we still have to care for them.

We can however, attempt to correct mistakes made in their pay for 2023. All of the Council, Commissioners, Judges, and even the Sheriff have been concerned with staffing, funding, and supporting the jail, its employees and attempting to mitigate the current lawsuit which we face concerning the jail; and by all means they should have. The VCJJC was left behind when the topic of pay increases or retention stipends were considered.



**JUVENILE JUSTICE CENTER**  
**— VIGO COUNTY —**

Norman E. Loudermilk II  
Executive Director

The training that a juvenile detention officer must attend when hired is 120 hours minimum within the first year on the job. This is not a guideline, but after last year's Indiana State Legislature, it is now a law. (See IDOC Standards 8-3-57) After that it is an additional 40 hours minimum on the job training. This training **must** include the following:

- a. Emergency Procedures that include:
  - i. Security
  - ii. Safety
  - iii. Fire
  - iv. Medical
- b. Supervision of Juveniles
- c. Suicide Intervention and Prevention
- d. Report Writing
- e. De-escalation technics and the use of force
- f. Juvenile Rules and Regulations
- g. Rights and Responsibilities of Juveniles
- h. Key Control
- i. Interpersonal Relations
- j. Communication Skills
- k. Sexual Abuse/assault
- l. Code of Ethics
- m. First Aid and CPR
- n. Sexual Harassment
- o. Search and Seizure
- p. Rules of evidence
- q. Social/Cultural awareness of the juvenile population

There are many other requirements like chemical spray training, Handle with Care (defensive tactics), and monthly computer based training through Corrections One. The requirements of a Detention Officer far exceed that of a Correctional Officer yet we struggle to maintain the same pay as them. The daily duties are too numerous to name but they must track the movement of all juveniles every 15 minutes; that is 24 hours a day, 7 days a week, 365 days a year.



**JUVENILE JUSTICE CENTER**  
**— VIGO COUNTY —**

Norman E. Loudermilk II  
Executive Director

After consultation with the Auditor's Office, the following financial impact to increase the Juvenile Staff to meet parity with the Correctional Staff at the jail is as follows.

| Positions                                | Vigo County Juvenile | Vigo County Jail |
|------------------------------------------|----------------------|------------------|
| Detention Officers/Correctional Officers | \$18.68              | \$20.80          |
| Corporal                                 | \$19.66              | \$21.78          |
| Sergeant                                 | \$20.63              | \$22.76          |
| Captain                                  | \$22.57              | \$24.69          |

The following is a breakdown of costs for each position and the totals.

Detention Officers (8)--\$18.68 to \$20.80 = \$4,409.60 per officers  
X 8 = **\$35,276.80 total**

Corporals (4)--\$19.66 to \$21.78 = \$4,409.60 per officer  
X 4 = **\$17,638.40 total**

Sergeants (4)--\$20.63 to \$22.76 = \$4,430.40 per officer  
X 4 = **\$17,721.60 total**

Senior Supervisor (1)--\$22.57 to \$24.69 = \$4,409.60 per supervisor  
X 1 = **\$4,409.60**

**TOTAL** = **\$75,046 SALARIES**  
= **\$5,741 FICA**  
= **\$10,657 - PERF**

**GRAND TOTAL = \$91,444**



**JUVENILE JUSTICE CENTER**  
**— VIGO COUNTY —**

Norman E. Loudermilk II  
Executive Director

If the Council also gave Retention Stipends just like the Correctional Officers and Dispatchers receive, that would cost an additional amount listed below.

RETENTION BONUS - \$1500

17 positions = \$25,500 Stipend  
\$1,951 FICA  
\$3,621 PERF

**GRAND TOTAL = \$31,072**

I currently have one (1) employee that is receiving a \$500.00 stipend to coordinate all the above training requirements. This stipend needs increased as his duties have also increased significantly as well. The IDOC Standards are now a matter of law, and providing documentation or a "proof of practice", is invaluable. I would like to increase the Training Coordinator from \$500.00 per year to \$1,000.00 per year and to add a stipend for Supply and Logistics Coordinator for \$1,000.00 per year. The financial impact are listed below.

STIPENDS (2)

\$500 to \$1000 = \$500 - Training Director  
\$1,000 = \$1,000 - Logistics & Supply Coordinator  
= \$115 - FICA  
= \$213 - PERF

**GRAND TOTAL = \$1,828**



**JUVENILE JUSTICE CENTER**  
**— VIGO COUNTY —**

Norman E. Loudermilk II  
Executive Director

The burden that the VCJJC 2023 Budget has on the General Fund was reduced by \$300,000.00. This revenue was found in the Out of County non-reverting Fund. Because the General Fund has been increased by this much, we are asking for a portion of this returned to us for this increase. This would allow us too hopefully, retain our trained employees and if there is an opening, to offer a benefit package that is competitive with other businesses in the community.

Therefore I am requesting an additional appropriation of **\$124, 344.00 from the General Fund into the following Line Items.** They are:

**Salaries-Line Item Number 10010 \$102,046.00**

**SSFICA-Line Item Number 15210 \$7,807.00**

**PERF-Line Item Number 15220-\$14,491.00**

Please let me know if you have any questions.

Respectfully Submitted,

Norman E. Loudermilk, Executive Director  
Vigo County Juvenile Justice Center  
202 Crawford Street  
Terre Haute, Indiana 47807  
[norm.loudermilk@vigocounty.in.gov](mailto:norm.loudermilk@vigocounty.in.gov)  
812-231-5667 Office  
812-231-5695 Fax  
812-208-2961 Mobile





# VIGO COUNTY CORONER

Janie Myers, DO

January 6, 2023

James Bramble  
Vigo County Auditor

Mr. Bramble:

Please place this request before the Vigo County Council for attention at their meeting on February 7, 2023. I am requesting that Curtis Lyle who is a Deputy Coroner in my office be moved up to a Chief Deputy position. Curtis covers for all the deputies and has made himself available at all times regardless of the situation. Curtis has been a Deputy Coroner since March 12, 2012. He has gone above and beyond in his duties as a deputy. The salary for Curtis in 2023 is \$6,734.56. The salary I am requesting for Mr. Lyle is \$21,744.00, that is 80% of \$27,180.00 the base salary of the Coroner for 2023.

I sincerely request your support in attaining this new position for Mr. Lyle and the salary increase that comes with it.

Thank you for your assistance in this matter.

Sincerely,

Janie Myers, DO  
Vigo County Coroner

Donna Weger/Deputy Coroner/Office Manager

**JAIL FUNDS (New Equipment / Locks and audio)**

The council denied our 2023 budget request for these line items. While we did request a smaller amount as compared to previous years considering we moved into a new facility; these are items that still are in need of funding for operations. We had previously requested \$30,000 for new equipment and \$40,000 for locks and audio. We are now requesting 50% of that figure:

\$15,000 new equipment

\$20,000 locks and audio

---

**\$35,000 total amount requested**

Therefore, we respectfully request for all above additional positions and increases to be approved and placed into our allowable staffing numbers and budget by April 1, 2023. The approximate total cost of our request is \$1,504,168. Total estimated actual cost is \$1,108,000. All calculations should be checked by the auditor's office.

Respectfully submitted (Jan 19, 2023)

John Plasse

Vigo County Sheriff

**VCSO 2023 budget/personnel appropriation request**

Fell, Derek A <Derek.Fell@vigosheriff.in.gov>

Thu 1/19/2023 3:34 PM

To: Thacker, Todd <Todd.Thacker@VigoCounty.IN.Gov>; Loudermilk, Cheryl  
<Cheryl.Loudermilk@VigoCounty.IN.Gov>; jim.bramble@vigocounty.in.gov  
<jim.bramble@vigocounty.in.gov>; McCammon, Karen <Karen.McCammon@VigoCounty.IN.Gov>

Cc: Meng, Stephen <stephen.meng@vigosheriff.in.gov>; John Plasse <John.Plasse@vigosheriff.in.gov>; Funk, Charles <charles.funk@vigosheriff.in.gov>; Lee, Casey <Casey.Lee@vigosheriff.in.gov>; David P. Friedrich  
<DPFriedrich@wilkinsonlaw.com>

 1 attachments (161 KB)

INCREASE STAFF REQUEST TO COUNTY BUILDING SECURITY.docx;

Good afternoon ,

Attached you will find our request for the Sheriff's Office, which includes corrections staff, building security, front office secretarial position, and equipment for the jail. Our proposal should answer most of your possible questions, but please do not hesitate to reach out to me should you have any questions. We look forward to coming before the council in February.

I will be sending our classification forms once I have signatures. If you need anything else for an official request to be heard by the council, please let me know.

Respectfully,

Derek

Derek Fell  
Chief of Operations  
Vigo County Sheriff's Office  
[Derek.Fell@vigosheriff.in.gov](mailto:Derek.Fell@vigosheriff.in.gov)  
Office: 812-462-3226

This message including any attachments is intended for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you have received this communication in error, please notify the Vigo County Sheriff's Office immediately, and destroy the original message and all copies thereof (including electronic media).

**Vigo County  
Sheriff's Office**



**2023 Budget/Personnel  
Appropriation**

Vigo County Council,

This is a request for additional personnel in our jail division, county building security division, as well as front office secretarial position to be added at the earliest possible date. The Sheriff's Office will continue to allocate available resources to maintain operations which fall within our agencies responsibilities. At this time we believe this request will fulfill our current needs in our building security and correctional divisions. In addition we are requesting funding to be placed back into our jail new equipment fund (44510) and jail locks/audio fund (44521). These funds were taken down to \$0 for 2023 by the council. This request is being made at this time to streamline the below listed positions and to come into compliance with our most recent study.

**NOTE:** The total estimated cost provided in this proposal are full possible costs such as family insurance, max longevity, etc. It should be understood that these costs while should be considered, are not actual costs the county would fund.

**Example 1:** The jail/correctional staff currently only have 1 employee on the full family insurance plan. Only 37 total employees are on any insurance plan. We will provide total maximum output below, however in reality the county would be funding an appx \$300,000 less than the amount listed below.

**Example 2:** It takes 26 years to max out the \$5,000 longevity pay. Very few building security officers and/or correctional officers are employed past the 10 year mark, let alone 26 years.

## **JAIL PERSONNEL**

Based on our most recent jail study and our current staffing level we are requesting 12 additional correctional officers. This number is due to the jail study advising we need 10.9 additional personnel and to account for our total desired number of 82 personnel.

Most recent study indicates: 81.78 / 82 rounding up (including Jail Commander and Matron)

80 is used (Commander and Matron out of Sheriff budget)

Current staffing allotment: 68

Should have been 69 if rounding up from last study of 68.88

---

80 suggested personnel – 68 current allotment = 12 personnel needed

\*NOTE: Jail study indicates 81.78 (82), however the Commander and Matron are paid out of Sheriff budget

We believe we need to get in compliance with our staffing as quickly as possible and have been working towards this goal for quite some time. However we cannot do so without the assistance/approval from this council.

**TOTAL COST (1 ADDITIONAL CORRECTIONAL STAFF MEMBER) - \$95,211**

**Full time yearly salary      \$43,264**

**+ FICA, PERF, Clothing allowance and Family insurance (if taken)**

---

**Total                              \$95,211**

---

**Total increase to county      \$1,142,532      (12 additional staff)**

**Total estimated actual cost \$800,000 to 850,000**

Our agency routinely moves staff from our road patrol division, criminal investigations division, sex offender registry, jail staff, etc. to fill voids in coverage for our county buildings. This has been a practice for several years as the Sheriff is charged with operating the jail as well as securing our courts within the county. This in turn leaves those areas mentioned above with minimal coverage and as a result negatively affects those services we are providing to the community as a whole. We also are often times leaving the annex without any security coverage. While the Sheriff is not required by law to provide security to the annex, the Sheriff's Office does so based on request and our desire to protect all of our county buildings including the annex. It is also important to note that while we do have part-time personnel who help fill voids upon time-off (vacation, illness, etc), at times we also need additional coverage for court proceedings upon a Judge's request.

**TOTAL COST (1 ADDITIONAL BUILDING SECURITY STAFF NUMBER) - \$84,766**

**Full time yearly salary \$38,855**

**+ FICA, PERF, Clothing allowance and Family insurance (if taken)**

---

**Total \$84,766**

---

**Total increase to county \$254,298 (3 additional staff)**

**Total estimated actual cost \$190,000 to \$220,000**

**COUNTY BUILDING SECURITY INFO**

| <u>LOCATION</u>                       | <u>POSITION</u> | <u># OF STAFF</u> | <u>NEEDED</u> |
|---------------------------------------|-----------------|-------------------|---------------|
| Court House                           | Entry           | 2                 | 2             |
| Court House                           | Floater         | 2                 | 2             |
| Annex                                 | Annex           | 1                 | 1             |
| Annex                                 | Floater         | 0                 | 1             |
| (Would fill in gaps/days off as well) |                 |                   |               |
| Juvenile Court                        | Entry           | 1                 | 1             |
|                                       | Court           | 0                 | 1             |

|                        |               |   |   |
|------------------------|---------------|---|---|
| Community Corrections  | Court/Floater | 1 | 1 |
| *Community Corrections | Entry         | 0 | 1 |

\*This position (entry point) is currently covered by part-time employees and jail personnel based on staffing we have currently allotted. We need to re-classify this position to building security to align within our building security program.

### **FRONT OFFICE SECRETARIAL POSITION**

In order to complete our request and fulfill our needs we are requesting a full-time secretarial position for our front office so that "position" can be moved to our jail section. This position cost is \$34,235 (salary) / \$71,338 (Including everything).

This position is filled currently and the employee is not on family insurance plan. **Total estimated actual cost \$41,838**

### **BUILDING SECURITY CORPORAL STIPEND**

Internally we have designated a promoted position for corporal. This position is not an added position or physical body, however it is a current position which we have promoted. This person/current staff member is second in charge of our building security program. We are requesting a yearly stipend for this position of **\$1,000.**



**TERRY R. MODESITT**  
**PROSECUTING ATTORNEY**  
**OF VIGO COUNTY**  
VIGO COUNTY COURT HOUSE  
33 SOUTH THIRD STREET, RM. 45  
TERRE HAUTE, IN 47807  
PHONE (812) 462-3305  
FAX (812) 238-1096



January 21, 2023

To: Vigo County Council  
RE: Vigo County Prosecutor's Office Council Request

It is respectfully requested that the following request be discussed at the next Council Meeting.  
Additional information in support of this request is attached.

**DEPUTY PROSECUTOR SALARIES**

An amendment to the Salary Ordinance and an additional appropriation for the following:

- The Base Salary for Deputy Prosecuting Attorneys be set at \$80,000 per year.
- An additional percentage of the base rate to be added for the following job responsibilities of Deputy Prosecuting Attorneys:
  - Special Deputy Prosecutor - Base +10%
  - High Level Felony Deputy Prosecutor - Base +6%
  - Low Level Felony Deputy Prosecutor - Base Rate
  - Child Support Title IV-D Deputy Prosecutor – Base +4%
  - Problem Solving Court Deputy Prosecutor – Base +4%
- An additional \$5,000 to the salaries of the 7 part-time deputy prosecutor positions.

**ADDITIONAL DEPUTY PROSECUTORS AND SUPPORT STAFF**

- 2 additional Special Deputy Prosecutor Positions
  - Violent Crimes Deputy Prosecutor
  - Major Crimes Trial Deputy Prosecutor
- 1 additional Low Level Felony Deputy Prosecutor Position
  - Juvenile Crimes Deputy Prosecutor\*
- 2 additional Legal Secretary Support Staff Positions
  - Juvenile Legal Secretary
  - Office Administrator / Community Service Coordinator

An additional appropriation to equipment – new in the amount of \$10,000 for office furniture, computers and other necessary supplies.

\* - this position will likely have additional responsibilities.

Respectfully Submitted,

/s/ Terry R. Modesitt  
Terry R. Modesitt  
Prosecuting Attorney  
Vigo County, Indiana

**First Request – Base Annual Salary for Deputy Prosecutors set at \$80,000 with adjustments below based on job responsibilities**

**Special Deputy Prosecutor - Base +10%**

Current Special Deputy Prosecutor Positions – requires specialized knowledge, experience (5+ years desired), on call 24/7 for special cases, provide legal opinions to assist in investigations, jury trial work

Drug Task Force

Special Victims (Sex Crimes/Child Victim Crimes)

**High Level Felony Deputy Prosecutor - Base +6%**

Current High Level Felony Deputy Prosecutor Positions – requires extensive knowledge of criminal law, experience (3+ years preferred), on call one week at a time rotating through all deputies, jury trial work

Div. 1 Level 4 and higher felonies

Div. 3 Level 4 and higher felonies

Div. 4

Div. 5 Non-OVWI cases (also handles Juvenile)

Div. 6 Level 4 and higher felonies

**Low Level Felony Deputy Prosecutor - Base Rate**

Currently Low Level Felony Deputy Prosecutor Positions – no legal experience required, on call one week at a time rotating through all deputies, jury trial work

Div. 1 Level 5 and 6 felonies

Div. 3 Level 5 and 6 felonies

Div. 6 Level 5 and 6 felonies (Open)

**Other Deputy Prosecutor**

Child Support (includes personnel supervision) – Base +4%

Problem Solving Courts (3+ years exp. preferred, on call, limited jury trials)– Base +4%

**Part-time Deputy Prosecutors**

Additional \$5,000 each added to the salaries of the 7 Part-time Deputy positions

**Basis for Request**

Listed below are current advertised salaries for deputy prosecutors throughout the state. This is provided to support the \$80,000 base salary as necessary to attract and/or retain attorneys. This number was also selected as it the suggested salary by the State for full time public defenders and, under the agreement, the salaries of deputy prosecutors and public defenders must be comparable. Lastly, a study was recently conducted by the Indiana Prosecuting Attorney's Council showing the suggested number of Deputy Prosecutors for each county based on difference case weight systems.

Current Job Listings for Deputy Prosecutors in Indiana – Jan. 11, 2023 update

Allen County – Entry Level Deputy Prosecutor - \$70,000  
 Clark County – Full-time Deputy Prosecutor - **\$80,996**  
 Delaware County – Full-time Deputy Prosecutor - **\$74,302**  
 Dubois County – Full-time Deputy Prosecutor - No salary listed  
 Elkhart County – Title IV-D Deputy Prosecutor – Range is **\$68,000 - \$101,044**  
 Elkhart County – Deputy Prosecutor - Range is **\$68,000 - \$101,044**  
 Floyd County – First Felony Deputy Prosecutor (2 years exp.) – up to **\$88,000**  
 Floyd County – Deputy Prosecutor – up to **\$80,000**  
 Grant County – Deputy Prosecutor - \$58,750  
 Greene County – Full-time Deputy Prosecutor - Range is **\$75,000 - \$85,000**  
 Hancock County – Full-time Deputy Prosecutor – Range is **\$75,000 - \$82,000**  
 Hendricks County – Full-time Deputy Prosecutor – up to **\$96,000**  
 Henry County – Part-time Title IV-D Deputy Prosecutor - \$45,530  
 Henry County – Full-time Level 6 felony Deputy Prosecutor - \$64,854  
 Johnson County – Entry Level Deputy Prosecutor - **\$76,000**  
 Knox County – Deputy Prosecutor - **\$77,000**  
 Lake County – Deputy Prosecutor – No salary listed  
 LaPorte County – Major Felonies Deputy Prosecutor – No salary listed  
 Lawrence County – Full-time Deputy Prosecutor - **\$75,000 with additional commensurate with exp.**  
 Madison County – Deputy Prosecutor – Level 6 felonies - \$68,888 with additional comp. for exp.  
 Montgomery County – Traffic and Misdemeanor Deputy Prosecutor – No salary listed  
 Monroe County – Sex Crimes Specialist – Range is **\$68,651 - \$86,942 (Apply by 10/26/2022)**  
 Noble County – Full-time Deputy Prosecutor – Range is \$55,000 - \$75,000  
 Shelby County – STOP Grant Prosecutor – Range is **\$75,420 - \$79,945**  
 St. Joseph County – Title IV-D Deputy Prosecutor - \$74,740  
 Tippecanoe County – Level 4, 5 and 6 Felony Deputy Prosecutor – Range is **\$74,193-\$86,997**  
 Tippecanoe County – Full-time Misd., Juvenile, Child Support, and felony – Range **\$74,193 - \$86,997**  
 Vanderburgh County – Full-time Deputy Prosecutor - No salary listed  
 (Total 28 different listings)

Job Listings - May, 2021

|                                              |                                                       |
|----------------------------------------------|-------------------------------------------------------|
| Allen County – No Salary Listed              | Current - \$70,000                                    |
| DeKalb County - \$56,000                     |                                                       |
| Grant County - \$52,800                      | Current – \$58,750 (11% Increase)                     |
| Hancock County - \$80,000 (Int. Part. Viol.) | Current – \$75,000 - \$82,000                         |
| Knox County – Approximately \$72,000         | Current – \$77,000 (7% increase)                      |
| Lake County – No Salary Listed               | Current – No Salary Listed                            |
| LaPorte County - \$66,000                    |                                                       |
| Marion County - \$53,000 and \$52,000        |                                                       |
| Scott County - \$65,000                      |                                                       |
| St. Joseph County - \$51,510 and \$54,000    | Current – \$74,740 for Title IV-D (38%-45% increase)  |
| Tippecanoe - \$67,954                        | Current – Range \$74,193 - \$86,997 (9%-28% increase) |
| (Total 11 listings)                          |                                                       |

## **Second Request – Additional Deputy Prosecutor Positions and Support Personnel**

### **Special Deputy Prosecutors**

- Violent Crimes Deputy Prosecutor – would work with the violent crimes detectives of local law enforcement agencies in a similar capacity as the Drug Task Force Deputy Prosecutor
- Major Crimes Trial Deputy Prosecutor – would be assigned to handling the major crimes that are most likely to go to jury trial requiring significant time of an experienced deputy prosecutor.

### **Low Level Felony Deputy Prosecutor**

- Juvenile Crime Deputy Prosecutor – would handle all juvenile cases and additional responsibilities as time allows. Possibilities include additional work on drug related cases or on low level Division 4 cases.

### **Legal Secretary**

- Office Administrator / Community Service Coordinator – this person would be the bookkeeper for the Prosecutor's Office, Adult Protective Services, the Vigo County High Tech Crime Unit, Victim's Assistance and Title IV-D Child Support. In addition, this person would coordinate compliance checks for defendant's that have been ordered to complete community service hours by the Courts.
- Juvenile Legal Secretary – this person would handle the legal paperwork for juvenile cases and would be the floating backup legal secretary.

Currently Budgeted Positions that can be modified to support the above needs:

One unfilled Part Time Deputy Prosecutor spot can be removed

Convert one Child Support Caseworker to a Criminal Legal Secretary

## **Space Needs**

Currently, we have no available office space in the Vigo County Prosecutor's Office. However, we have an area that currently houses Adult Protective Services and their 4 employees. Space allocation provided by the County or funding to rent office space and other office needs associated with new employees (desk, chair, computer, etc..) would be needed to create room for any additional personnel.

## **Basis for Request**

A recent study commissioned by the Indiana Prosecuting Attorney's Council and completed by Waggoner, Irwin, Scheele and Associates analyzed case load data for all Indiana Counties based on Court filings in 2019. The study recognized there are no current case load standards for prosecutors. When the 2019 Vigo County case filings were analyzed using the Public Defender Commission case load weight standards, it was determined that to meet these standards, Vigo County would be required to have 29.3 full time Deputy Prosecuting Attorneys. When using a workload adjusted standard similar to that used by the Indiana Supreme Court when analyzing judicial caseloads, Vigo County should have 35.16 full time Deputy Prosecuting Attorneys. The workload standard takes into account that the responsibility of the deputy prosecuting attorney is not just restricted to the individual cases that must be handled, but also duties outside of filed cases.

**2022 Indiana Prosecuting Attorneys Council Report  
County Data for Attorneys based on 2019 Case Filings**

|                                         |      |     | <b>Caseload<br/>Standard</b> | <b>Workload<br/>Standard</b> |
|-----------------------------------------|------|-----|------------------------------|------------------------------|
| <b>Vigo County - Population 106,153</b> |      |     |                              |                              |
| Murder                                  | 3    |     | 0.5                          |                              |
| All felonies less L6                    | 232  |     | 1.93                         |                              |
| L6 felonies                             | 1352 |     | 6.76                         |                              |
| PCR                                     | 13   |     | 0.26                         |                              |
| Misdemeanors                            | 3369 |     | 8.42                         |                              |
| Miscellaneous                           | 2044 |     | 5.11                         |                              |
| Total Criminal                          | 7530 |     |                              |                              |
| Infractions                             | 7627 |     | 0.64                         |                              |
| Juvenile                                | 216  |     | 0.72                         |                              |
| IVD                                     | 5950 |     | 4.96                         |                              |
| Total attorneys                         | 15   | 53% | 29.3                         | 35.16                        |

Currently, the Vigo County Prosecutors Office has twelve (12) full-time Deputy Prosecutor positions and seven (7) part-time Deputy Prosecutor positions, or the rough equivalent of thirteen and one-half (13.5) Deputy Prosecutors. With the increase in the number of violent crime filings since 2019 and the backload of pending cases in the Courts created by COVID, the need for an adequate number of attorneys and support staff has never been more critical.

The chart below shows the number of felony case filings per year in Vigo County for the years 2012 through 2021. In addition, it shows the number of cases resolved each year. The final column shows the net increase of pending cases each year and cumulatively for that same ten year time period. As noted, the number of cases filed has dramatically increased during this time. The average number of felony cases filed in Vigo County from 2012 through 2016 was 1436.8 per year. The average number of felony cases filed in Vigo County from 2017 through 2021 was 1884.6 – nearly 450 more felony cases per year on average.

**VIGO COUNTY FELONY CRIMINAL CASE FILINGS 2012 - 2021**

| Year | Felony<br>New<br>Filings | Felony<br>Cases<br>Disposed | Annual<br>Net<br>Change | Total<br>Net<br>Change |
|------|--------------------------|-----------------------------|-------------------------|------------------------|
| 2021 | 1884                     | 1597                        | 287                     | 2073                   |
| 2020 | 1827                     | 1255                        | 572                     | 1786                   |
| 2019 | 2104                     | 1635                        | 469                     | 1214                   |
| 2018 | 1860                     | 1811                        | 49                      | 745                    |
| 2017 | 1748                     | 1490                        | 258                     | 696                    |
| 2016 | 1437                     | 1282                        | 155                     | 438                    |
| 2015 | 1375                     | 1092                        | 283                     | 283                    |
| 2014 | 1307                     | 1384                        | -77                     |                        |
| 2013 | 1501                     | 1619                        | -118                    |                        |
| 2012 | 1564                     | 1651                        | -87                     |                        |



To: County Council  
Reference: Appropriation for FT positions  
From: CASA Program Director: Glenna Cheesman

This matter was before the Council in Feb 2022, March 2022, May 2022, June 2022, Sept 2022, Oct 2022.

In March of 2022, the Council voted favorable for the two positions, allowing CASA to submit in their grant request the favorable decision showing sustainability through county support of taking on the two positions.

In June 2022, this issue was before Council again, as a follow up at the budget meetings as to the importance for these two positions, and the Council was notified at that time with supporting documentation, that additional cuts were now coming from other funding sources in excess of \$40K+ on top of the previous cuts. Again, it was discussed what I as the CASA Director needed to do moving forward with these positions as everyone was in agreement.

It was explained, to file for appropriations to be submitted at the September session to the start the positions so they would be ready Oct 1 as the cuts went in to affect September 31<sup>st</sup>. The CASA program would cover the expense of the two positions from the program's "Cash" line until the end of the year and the County would absorb the positions into the Juvenile budget as of January 1, 2023. The requested appropriations were submitted to the Council in August.

I was unable to attend the September Council meeting due to a medical emergency that required hospitalization. I had spoken with the Council assistant and notified of the emergency prior to the meeting. I expressed my concern for the vote; was assured the Council was aware, and things would be okay it would be a "formality". Watching a local news report stated all requests for "new positions" had been voted down. Immediately contacted the Council assistant of my concerns asking what had happened. Via an email response, was advised that the county was operating in a deficit and that all "new" positions were voted down. I reminded that these were NOT new and that they had already agreed prior so that the program could receive no further funding cuts.

Upon return to work, was advised to go before the October Council. Amend the request and request additional appropriations from the program's "cash" line to save the current part time jobs through the end of the year. Request to dissolve a current FT position that was currently vacant and convert to a new job description to save a position lost in the funding that would end as of September 31<sup>st</sup>. Amended request was submitted.

Again, before Council in October and pointed out the error. These were NOT NEW positions but grant-funded positions already within the program. Reminded Council of previous approval as part of the requirement for the program's grant funding. It was stated that there was nothing that could be done until the 2023 calendar year. However, Council acknowledged, it WAS an error for not realizing it was per a grant funding requirement for the program and an apology was stated. Appropriations from the "cash" line and the dissolution of a current position and replaced with a new description was granted. Again was advised to bring this before the Council in 2023.

With operational cuts and condensing of duties in to dual positions, the 2023 funding awards received still left the program in a deficit of \$76, 668. To offset that deficit, funds were appropriated from the program's 'cash' line cited as "roll over funds" were approved.

However, 4 positions were still lost to the program: 1 full time, 3 part time. Although we were able to maintain our 'O' wait list, the burden remains on the program. Use of interns, a small specialty grant, and combining duties to dual positions, it is a temporary fix that will not sustain. Interns are temporary with semesters. Specialty one-time grants only provide a temporary fix to the bigger problem. The increase responsibilities to an already packed caseload adds additional stress on already overwhelmed staff causing staff to leave under the weight. Items required of the program are put on pause so that the focus are on immediate priorities and emergencies only adding to the backlog of work.

**REQUEST:**

I request the appropriation to the Juvenile Budget of the original two full time positions the Council voted and agreed to provide as part of my grant requirement due to funding cuts.

- 2 POSITIONS at \$18.09/hr (35hrs/wk)FICA, PERF, Insurance=\$32,923.80+2519+4,675+\$23,000

I request for the additional appropriations from the program's "Cash" line to continue to offset the shortages:

1. To compensate part-time positions that are currently carrying dual responsibilities.
  - a. \$8424 to be appropriated to fund:8101-10010-00000-0000-GAL Payroll Salaries
  - b. \$647 to be appropriated to fund: 8101-15210-00000-0000-GAL Social Security/FICA
2. To provide a notary service for the program per the Judge's request
  - a. \$2000 to be appropriated to fund: 8101-37650-00000-0000-GAL Education, Counseling, Training

**Closing statement:**

It is vital to the Vigo County CASA program that this error be corrected and the appropriations be approved. The program's staff has already felt its devastating impact with increased case and workloads, loss of staff due to the cuts and staff leaving from burnout. If continued cuts happen, no options are left; children will be once again placed on a wait list and the program being violation of Indiana Code: 31-34-10 & 31-9-2-28 that requires a CASA be appointed to all CHINS/TPR cases traveling through the Juvenile Court system.

We are not requesting extras, we are asking to sustain so that we can continue to serve the children of this community in the capacity they deserve and required by outlined in Indiana Code. The CASA program works tirelessly to insure that no child is on a wait list, and to advocate for the best interest of the children of this community. With every cut, it is one more thing taken away, with expectation to sustain current levels with fewer resources. When in reality it is one more staff member to carry additional burden that is already overwhelmed; ending with children on a wait list facing further risk of abuse and safety due to "no eyes on the child" because there is not enough resources. Vigo County CASA program is committed to the children of our community. As the Council, you have the opportunity to join in and support that commitment by fixing this error and approving of this appropriation for the program, the staff and children of this community.

***"It is easier to build strong children than to repair broken men". Frederick Douglas.***

Thank you,  
Respectfully,



Gleen Cheesman,  
VIGO County CASA Director.