

# VIGO COUNTY COUNCIL SUNSHINE MEETING

March 5, 2024

5:00 P.M.

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**VIGO COUNTY COUNCIL SUNSHINE MEETING**  
**Agenda**  
**Thursday, March 5, 2024 at 5:00 P.M.**  
**Council Chamber – Vigo County Government Center**

1. Pledge of Allegiance
2. Calling of the roll
3. Communications from elected officials, other officials, or agencies of the County
  - i. Hamilton Center presentation
4. First reading by summary reference of proposed ordinances and resolutions
  - i. Additional Appropriation 2024-25: Veterans Assistance – Copy Machine Rental
  - ii. Additional Appropriation 2024-26: LIT/Special Purpose – Contractual Services
  - iii. Additional Appropriation 2024-27: Parks Non Reverting – New Equipment
  - iv. Salary Ordinance 2024-28A: Parks – Add 1 full time employee
  - v. Salary Ordinance 2024-29A: Adult Probation – Amend Receptionist Position to Secretary
  - vi. Salary Ordinance 2024-30A: CASA – Amend Salary Ordinance and Correct Job Description
  - vii. Salary Ordinance 2024-31A: CASA – Add 3 Full Time Positions
5. Reports from committee(s)
6. Resolutions and Ordinances other than appropriations
7. Ordinances relating to appropriations
  - OLD BUSINESS:**
    - i. Salary Ordinance 2024-21A: Courts – Budget Adjustment
  - NEW BUSINESS:**
    - ii. Additional Appropriation 2024-25: Veterans Assistance – Copy Machine Rental
    - iii. Additional Appropriation 2024-26: LIT/Special Purpose – Contractual Services
    - iv. Additional Appropriation 2024-27: Parks Non Reverting – New Equipment
    - v. Salary Ordinance 2024-28A: Parks – Add 1 Full Time Position
    - vi. Salary Ordinance 2024-29A: Adult Probation – Amend Receptionist Position to Secretary
    - vii. Salary Ordinance 2024-30A: CASA – Amend Salary Ordinance and Correct Job Description
    - viii. Salary Ordinance 2024-31A: CASA – Add 3 Full Time Positions
8. Public comment
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, March 12, 2024 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, March 5, 2024, at the same location for a Sunshine Meeting.

|                                             |                      | <u>REQUESTED</u>    |
|---------------------------------------------|----------------------|---------------------|
| <b><u>COUNTY GENERAL FUND/1000</u></b>      |                      |                     |
| <b><u>Veterans Service Officer/0012</u></b> |                      |                     |
| 1000.36500.0.0012                           | Copy Machine Rental  | \$ 750              |
| <b>Total Veterans Service Officer</b>       |                      | <u>\$ 750</u>       |
| <b>TOTAL COUNTY GENERAL</b>                 |                      | <u>\$ 750</u>       |
| <b><u>Parks Non-Reverting/1179</u></b>      |                      |                     |
| 1179.44510.000.0000                         | Equipment New        | \$ 40,280           |
| <b>Total Parks Non-Reverting Fund</b>       |                      | <u>\$ 40,280</u>    |
| <b><u>LIT/Special Purpose/1114</u></b>      |                      |                     |
| 1114.33300.0000.0000                        | Contractual Services | \$ 4,500,000        |
| <b>Total LIT/Special Purpose</b>            |                      | <u>\$ 4,500,000</u> |

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, February 23, 2024**

The Vigo County Veteran's Assistance would like to make an adjustment on budget for a new copier/printer. The one in use is over 12 years old and breaks down repeatedly.

With the amount of forms printed and the medical records that are scanned or copied it is hard to wait 4-5 days for parts to come in for repairs.

Our current budget does not allow for a monthly lease agreement for a new copier. Monthly payments at this time run \$25.00 and up depending on paper output.

Our estimates from Gordon Flesch are as follows.

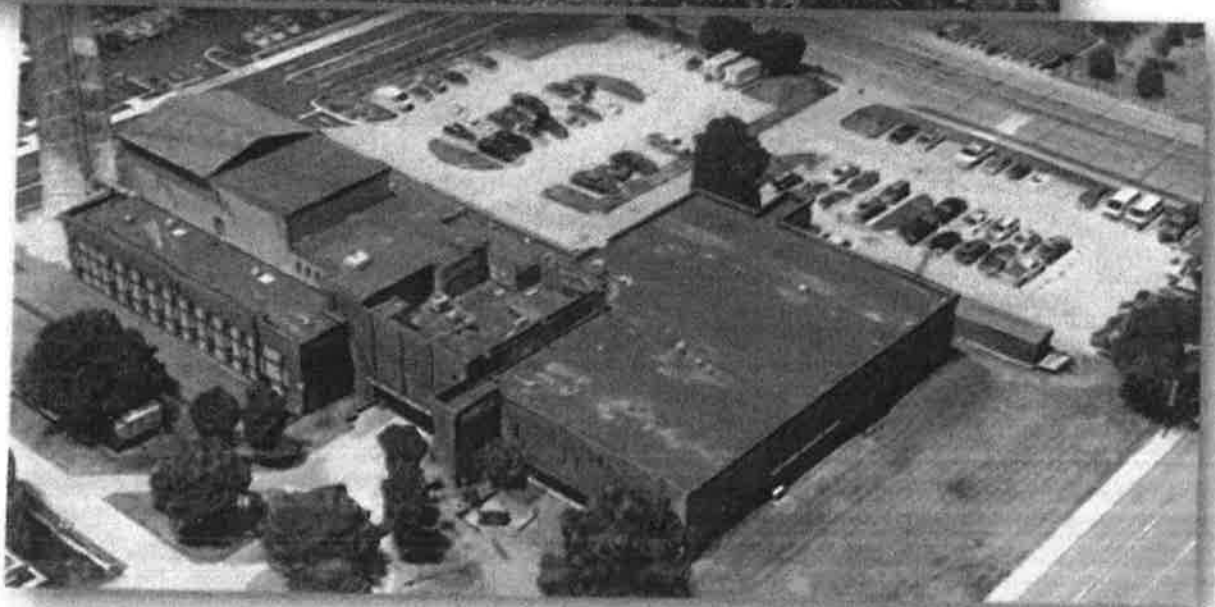
Canon Image Class X1643iF II 5 year lease for \$58.16 monthly with a 500 volume with additional overage at \$0.021 per sheet. Black/White.

# VIGO COUNTY JAIL DEMOLITION

TERRE HAUTE, IN

PRELIMINARY BUDGET R1

February 13<sup>th</sup>, 2024



 **GARMONG**

## VIGO COUNTY JAIL DEMOLITION

### Preliminary Budget Summary

|                                 |             |
|---------------------------------|-------------|
| Total Preliminary Budget        | \$4,688,412 |
| A/E Fee & Expenses              | \$133,900   |
| Owner Expenses                  | \$52,360    |
| Preconstruction Services        | \$15,000    |
| Construction Preliminary Budget | \$4,487,152 |



FEBRUARY 13, 2024

VIGO JAIL DEMOLITION  
| PRELIMINARY BUDGET SUMMARY



| PROJECT INFORMATION          |           |                                    |           |
|------------------------------|-----------|------------------------------------|-----------|
| Jail Building Square Footage | 26,200.00 | Anticipated Design Start Date      | 3/18/2024 |
|                              |           | Anticipated Design Completion      | 8/18/2024 |
|                              |           | Estimated Design Duration          | 5 months  |
|                              |           | Designer                           | RQAW      |
|                              |           | Anticipated Public Bid Date        | 9/9/2024  |
|                              |           | Anticipated Start Date (Demo)      | 9/16/2024 |
|                              |           | Estimated Duration (Demo)          | 6 months  |
|                              |           | Anticipated Completion Date (Demo) | 3/16/2025 |
| Total Square Footage         | 26,200.00 |                                    |           |

| ESTIMATE REPORT |                                                                               |          |     |         |            |                    |                |  |  |
|-----------------|-------------------------------------------------------------------------------|----------|-----|---------|------------|--------------------|----------------|--|--|
| Cost Code       | Description                                                                   | Quantity | U/M | Cost/UM | Total Cost | Division Total     | Cost/SF        |  |  |
| 00.0000         | <b>Design Fees</b>                                                            |          |     |         |            |                    |                |  |  |
| 00.0000         | Demolition Design                                                             | 1        | LS  | \$      | 123,900.00 | \$                 | 123,900.00     |  |  |
| 00.0001         | Reimbursable Expenses Allowance                                               | 1        | AL  | \$      | 10,000.00  | \$                 | 10,000.00      |  |  |
|                 | <b>DIVISION TOTAL</b>                                                         |          |     |         |            | <b>\$133,900</b>   | <b>\$5.11</b>  |  |  |
| 00.0000         | <b>Owner Expenses</b>                                                         |          |     |         |            |                    |                |  |  |
| 00.0004         | Topo Survey                                                                   | 1        | LS  | \$      | 10,800.00  | \$                 | 10,800.00      |  |  |
| 00.0005         | Geotechnical Study Report                                                     | 1        | AL  | \$      | 20,000.00  | \$                 | 20,000.00      |  |  |
| 00.0006         | Private Utility Locates                                                       | 1        | LS  | \$      | 15,000.00  | \$                 | 15,000.00      |  |  |
| 00.0007         | Material Testing Asbestos Inspection                                          | 1        | LS  | \$      | 5,360.00   | \$                 | 5,360.00       |  |  |
| 00.0008         | Asbestos Final Visual Inspection and Clearance Air Testing                    | 1        | LS  | \$      | 1,200.00   | \$                 | 1,200.00       |  |  |
|                 | <b>DIVISION TOTAL</b>                                                         |          |     |         |            | <b>\$52,360</b>    | <b>\$2.00</b>  |  |  |
| 01.0000         | <b>General Requirements</b>                                                   |          |     |         |            |                    |                |  |  |
| 01.0100         | Preconstruction Services                                                      | 1        | LS  | \$      | 15,000.00  | \$                 | 15,000.00      |  |  |
| 01.3104         | Director                                                                      | 30       | HR  | \$      | 120.00     | \$                 | 3,600.00       |  |  |
| 01.3108         | Project Manager 1/2 Time                                                      | 433      | HR  | \$      | 93.00      | \$                 | 40,299.23      |  |  |
| 01.3130         | Project Engineer 1/2 Time                                                     | 433      | HR  | \$      | 76.00      | \$                 | 32,932.70      |  |  |
| 01.3140         | Supervision Full Time                                                         | 867      | HR  | \$      | 92.00      | \$                 | 79,731.80      |  |  |
| 01.3160         | Labor-General Conditions Misc.                                                | 5        | MO  | \$      | 5,000.00   | \$                 | 25,000.00      |  |  |
| 01.3210         | Contract Administration                                                       | 175      | HR  | \$      | 74.00      | \$                 | 12,950.00      |  |  |
| 01.3230         | Project Misc. Cost/Consumables                                                | 1        | LS  | \$      | 15,000.00  | \$                 | 15,000.00      |  |  |
| 01.3523         | Safety                                                                        | 5        | MO  | \$      | 1,600.00   | \$                 | 8,000.00       |  |  |
| 01.4000         | Builder's Risk                                                                | 1        | LS  | \$      | 40,000.00  | \$                 | 40,000.00      |  |  |
| 01.4126         | Demolition Permitting - Included in bldg. Demolition Price Below              |          |     |         |            |                    |                |  |  |
| 01.4140         | Web-Based Project Management                                                  |          |     |         |            |                    |                |  |  |
| 01.5138         | Winter Conditions                                                             | 10       | MO  | \$      | 1,500.00   | \$                 | 15,000.00      |  |  |
| 01.5213         | Field Offices & Sheds                                                         | 1        | AL  | \$      | 50,000.00  | \$                 | 50,000.00      |  |  |
| 01.5219         | Sanitary Facilities/Prt Toilet                                                | 5        | MO  | \$      | 1,500.00   | \$                 | 7,500.00       |  |  |
| 01.5516         | Traffic Control                                                               | 5        | MO  | \$      | 800.00     | \$                 | 4,000.00       |  |  |
| 01.5519         | Temp. Parking and Laydown (Utilize existing paved lot/phase demo accordingly) | 1        | LS  | \$      | 10,000.00  | \$                 | 10,000.00      |  |  |
| 01.5600         | Temp. Barriers & Enclosures                                                   |          |     |         |            |                    |                |  |  |
| 01.5626         | Temp. Fencing - In Selective Site Demolition Below                            | 80       | HR  | \$      | 65.00      | \$                 | 5,200.00       |  |  |
| 01.5633         | Temp. Security Barriers                                                       |          |     |         |            |                    |                |  |  |
| 01.5639         | Temp. Tree & Plant Protection - In Selective Site Demolition Below            | 80       | HR  | \$      | 65.00      | \$                 | 5,200.00       |  |  |
| 01.5813         | Temp. Project Signage                                                         |          |     |         |            |                    |                |  |  |
| 01.7124         | Layout                                                                        | 1        | LS  | \$      | 5,000.00   | \$                 | 5,000.00       |  |  |
| 01.7305         | Expendable Tools and Supplies                                                 | 1        | LS  | \$      | 2,500.00   | \$                 | 2,500.00       |  |  |
| 01.7413         | Street Cleaning                                                               | 5        | MO  | \$      | 1,453.00   | \$                 | 7,265.00       |  |  |
| 01.7419         | Dumpster                                                                      | 5        | MO  | \$      | 6,000.00   | \$                 | 30,000.00      |  |  |
| 01.7423         | Final Cleaning                                                                | 7        | EA  | \$      | 550.00     | \$                 | 3,850.00       |  |  |
|                 | <b>DIVISION TOTAL</b>                                                         |          |     |         |            | <b>\$437,244</b>   | <b>\$16.69</b> |  |  |
| 02.0000         | <b>Selective Site Demolition</b>                                              |          |     |         |            |                    |                |  |  |
| 02.4113         | Jail Building Demolition                                                      | 26,140   | SF  | \$      | 28.47      | \$                 | 744,205.80     |  |  |
|                 | Site Preparation - Fencing (around perimeter), Site Entrance, etc.            |          |     |         |            |                    | In Above       |  |  |
|                 | Building Demolition                                                           |          |     |         |            |                    | In Above       |  |  |
|                 | Debris Disposal                                                               |          |     |         |            |                    | In Above       |  |  |
|                 | Radio Tower Protection                                                        |          |     |         |            |                    | In Above       |  |  |
|                 | Ferrous and Nonferrous Salvage                                                |          |     |         |            |                    | In Above       |  |  |
| 02.4113         | Bonds - Jail Demo Contractor                                                  | 1        | LS  | \$      | 7,442.05   | \$                 | 7,442.05       |  |  |
| 02.4113         | Hazardous Material Abatement Allowance                                        | 1        | AL  | \$      | 50,000.00  | \$                 | 50,000.00      |  |  |
| 02.4113         | Demo concrete curb and gutter                                                 | 1,691    | LF  | \$      | 15.00      | \$                 | 25,365.00      |  |  |
| 02.4113         | Demo concrete curb                                                            | 101      | LF  | \$      | 9.00       | \$                 | 909.00         |  |  |
| 02.4113         | Demo existing concrete                                                        | 2,062    | SF  | \$      | 2.50       | \$                 | 5,155.00       |  |  |
| 02.4113         | Demo existing asphalt paving                                                  | 3,991    | SY  | \$      | 9.75       | \$                 | 38,912.25      |  |  |
| 02.4113         | Demo existing fence                                                           | 750      | LF  | \$      | 2.00       | \$                 | 1,500.00       |  |  |
| 02.4113         | Demo existing shed structure                                                  | 1        | EA  | \$      | 3,500.00   | \$                 | 3,500.00       |  |  |
| 02.4113         | Demo existing fuel oil storage tank                                           | 1        | EA  | \$      | 20,000.00  | \$                 | 20,000.00      |  |  |
| 02.4113         | Demo existing grease interceptor                                              | 1        | EA  | \$      | 10,000.00  | \$                 | 10,000.00      |  |  |
| 02.4113         | Demo existing light poles                                                     | 15       | EA  | \$      | 800.00     | \$                 | 12,000.00      |  |  |
| 02.4113         | Demo existing trees                                                           | 8        | EA  | \$      | 1,000.00   | \$                 | 8,000.00       |  |  |
| 02.4113         | Memorial Tree protection                                                      | 12       | EA  | \$      | 1,500.00   | \$                 | 18,000.00      |  |  |
| 02.4114         | Demo Chiller, pad and underground utilities                                   | 1        | EA  | \$      | 25,000.00  | \$                 | 25,000.00      |  |  |
| 02.4115         | Demo Generator, pad and underground utilities                                 | 1        | EA  | \$      | 25,000.00  | \$                 | 25,000.00      |  |  |
| 02.4116         | Site Demo Contractor OH&P                                                     | 1        | LS  | \$      | 24,334.13  | \$                 | 24,334.13      |  |  |
| 02.4117         | Site Demo Contractor Bonds                                                    | 1        | LS  | \$      | 2,180.00   | \$                 | 2,180.00       |  |  |
|                 | <b>DIVISION TOTAL</b>                                                         |          |     |         |            | <b>\$1,021,503</b> | <b>\$38.99</b> |  |  |
| 10.0000         | <b>Specialties</b>                                                            |          |     |         |            |                    |                |  |  |
| 10.7500         | Relocate Existing Flagpoles                                                   | 2        | EA  | \$      | 2,750.00   | \$                 | 5,500.00       |  |  |
|                 | <b>DIVISION TOTAL</b>                                                         |          |     |         |            | <b>\$5,500</b>     | <b>\$0.21</b>  |  |  |

## VIGO COUNTY JAIL DEMOLITION

### Clarifications and Assumptions

#### **Division 01 – General Requirements:**

- This Preliminary Budget assumes full access to the building and all property limits from mobilization through final completion.
- This Preliminary Budget excludes Indiana State sales tax based on the Owner provided general sales tax exemption certificate.
- This Preliminary Budget includes pre-construction costs.
- Builders Risk Insurance is included.
- Prime Contractor Performance and Payment bonds are included.
- The cost for a local building permit has been included.
- Temporary utility usage costs are excluded. We have assumed utilization of existing services for which the cost shall be paid direct by the Owner.
- We have included an Allowance of \$50,000 for working in winter conditions.
- This budget is based on all work occurring Mondays through Fridays between 7:00AM and 3:30PM.
- We have excluded building information modeling.
- We have excluded costs for a certified survey to document the new utility installations.
- We have included an Allowance of \$10,000 for Design Reimbursable Expenses.
- We have included an Allowance of \$25,000 for Design services for the road extension.
- We have included an Allowance of \$5,000 for Design Reimbursable Extension associated with the road extension.
- The Owner will be notified, in writing, of any significant price increase for specified building materials during construction. The Owner shall have the option of accepting the price increase by increasing the GMP or terminating the contract for convenience.

#### **Division 02 – Demolition:**

- We have included an Allowance of \$50,000 for the abatement of hazardous materials.
- We have included protection, relocation, or replacement of twelve (12) memorial trees.

#### **Division 26 – Electrical**

- We have included an Allowance of \$100,000 for Duke Energy to remove the existing transformer and add a ground loop splice box to service the structures on the campus.
- We exclude relocation of the existing generator.

#### **Division 31 – Earthwork:**

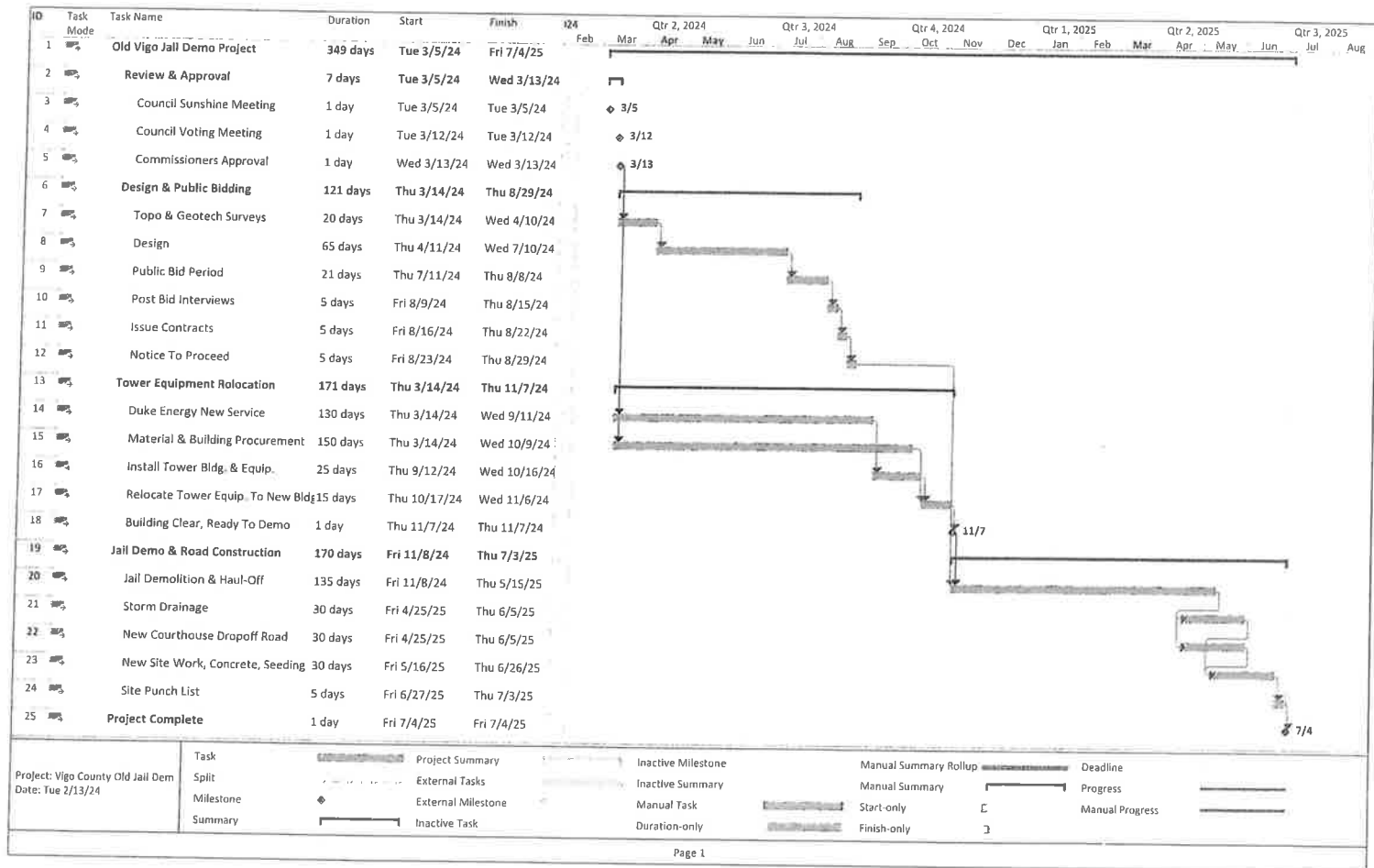
- We have excluded unsuitable soil mitigation, subsurface debris removal, or engineered fill replacement.
- We have included an Allowance of \$20,000 for providing and maintaining a ramp to the existing basement during demolition.
- We have included an Allowance of \$10,000 for dewatering during construction.



FEBRUARY 12, 2024

VIGO COUNTY JAIL DEMOLITION  
| CLARIFICATIONS AND ASSUMPTIONS











VIGO COUNTY  
PARKS & RECREATION  
DEPARTMENT

February 14th, 2024,

To the Vigo County Council,

The Vigo County Parks and Recreation Department respectfully requests an additional appropriation for new equipment (1179-44510.000.0000) for \$40,280.

The Vigo County Parks will be taking over much of the weekly tasks for the Riley spur as it grows, and growing the addition of the Riley Lock property. We will also be acquiring roughly 38 parcels in Bicentennial Park this spring. We have the personnel to run it with a part time trails and mowing position along with changing our seasonal schedule to reflect another full time; we just needed some additional equipment for our new position. This would buy an autonomous mower that will significantly increase safety on our dam mowing, while reducing employee time. It also gets us a trailer for the new position and a small Kubota to replace one that is now out of service.

appropriation Request:

**New Equipment**

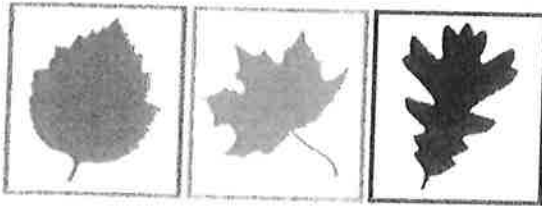
1179.44510.000.0000

**\$40,280**

Please let us know if you have any questions.

Thank you,

Adam Grossman, Superintendent Vigo County Parks



VIGO COUNTY  
PARKS & RECREATION  
DEPARTMENT

February 13, 2024,

To the Vigo County Council,

The Vigo County Parks and Recreation Department respectfully requests an appropriation to personnel (1219.10010.00000.0000) for \$42,336.75.

Seasonal employment is expected to be harder to find than ever before. We have restructured our part time/seasonal schedule to make as much room as possible for an additional maintenance/park ranger. This full time position would be at the parks in peak hours, when all other full time are gone. A flex schedule of Wed.-Sunday. This will help oversee seasonal work, perform maintenance as needed at the time, and give a presence when bad things happen, which is usually on a weekend. The total value benefits and all for a maintenance employee is \$85,022.75 a year.

appropriation Request:

**Personnel**

1219.10010.00000.0000

**\$42,366.75**

Please let us know if you have any questions.

Thank you,

Adam Grossman, Superintendent Vigo County Parks

LEE ANN RIESENBECK  
Chief

Vigo County  
**ADULT PROBATION DEPARTMENT**  
120 S. 1st Street  
Terre Haute, Indiana 47807

ANTHONY R. HEBER  
Assistant Chief

Phone (812) 462-3351  
Fax (812) 232-1239

February 6, 2024

RE: Employee Title and Classification Change

Dear Council Members:

Due to two administrative staff retiring, I am requesting a change to Adult Probation's budget (fund 0274). I am requesting that the position of Receptionist (Classification Grade 3) be changed to Secretary (Classification Grade 6). It is my intent to move our current Receptionist to the Secretary position. Due to our Receptionist's longevity with the County (22 years), the difference in pay will be 11 cents per hour.

Presently, the Secretary Position is paid from Adult Probation Supplemental (fund 2100). Unfortunately, this fund has been depleted and go no longer support two employee's salaries and benefits. In essence, this change will be eliminating one administrative position from our department.

Respectfully,



Lee Ann Riesenbeck  
Chief Probation Officer



February 16, 2024

From: Vigo County CASA

To: County Council

Proposal 1-Request to Correct Job Description, Salary Ordinance & Pay

Proposal 2-Request for 3 FT positions due to funding reduction in grants

Requesting time for the 3/5/2024 meeting.

Thank you,

Glenna Cheesman

Vigo County CASA Director

To: County Council  
Reference: Request to Correct Job Descriptions, Salary Ordinance & Pay  
From: CASA Program Director: Glenna Cheesman  
Date: February 16, 2024



**Request 1:**

1. All of program's current titles/descriptions held in HR be changed to the following:
  - a. CASA-Staff Advocate Supervisor
  - b. CASA-Staff Advocate
  - c. CASA-PT Staff Advocate-Grant Funded
  - d. CASA-PT Staff Community Liaison-Grant funded
  - e. CASA-PT Data Entry-Grant funded

**Reason:**

Simplifying title and job descriptions will eliminate confusion during hiring process, analysis of pay moving forward and payroll functions. There are many variations of jobs and this cleans it up by only having these positions. It addressed positions held within the County and those that are Grant funded. Copies of the new descriptions attached.

**Request 2:**

2. Salary Ordinance Title & Grade Correction:

| Titled Submitted to County                                         | Title Listed on Salary Ordinance                               | Grade Level | Requested Corrected Titles | Requested Corrected Grade |
|--------------------------------------------------------------------|----------------------------------------------------------------|-------------|----------------------------|---------------------------|
| Staff CASA Volunteer Coordinator/FRC Supervisor                    | Volunteer Coordinator/Monitor<br>CASA                          | 10          | Staff Advocate Supervisor  | 10                        |
| Staff CASA Court Liaison/Staff CASA Supervisor                     | Volunteer Coordinator/Monitor<br>CASA-Court Liaison Supervisor | 10          | Staff Advocate Supervisor  | 10                        |
| Staff CASA Community Liaison/Trainer-<br>Recruiter/Data Supervisor | Volunteer Coordinator/Monitor<br>CASA                          | 10          | Staff Advocate Supervisor  | 10                        |
| Staff CASA CIS/Adoption Specialist Supervisor                      | Volunteer Coordinator/Monitor<br>CASA                          | 10          | Staff Advocate Supervisor  | 10                        |
| Staff CASA-Family Recovery Court                                   | Family Recovery Court Staff CASA                               | 8           | Staff Advocate             | 8                         |
| Staff CASA-Volunteer Coordinator                                   | Volunteer Coordinator/Monitor<br>CASA                          | 10          | Staff Advocate             | 8                         |
| Staff CASA-Permanency                                              | Data Administrator                                             | 4           | Staff Advocate             | 8                         |

**Reason:**

Positions are titled incorrectly. The program's FT positions are 1 Director, 4 Supervisorial roles and 3 Staff Advocate roles. The Salary Ordinance has 1 position is labeled as Data Administrator, 1 position is labeled as Family Recovery Court Staff CASA and both positions should be Staff Advocates at grade 8 non-supervisorial role. The listing of Volunteer Coordinator/Monitor CASA appears 4 times and 1 Volunteer Coordinator/Monitor CASA-Court Liaison Supervisor, graded at a 10 which is supervisor role. 4 of those positions should be titled Staff Advocate Supervisors and the remaining position should be lowered to the grade of 8 and titled Staff Advocate finalizing the 3 Staff Advocate position.



**Request 3:**

3. Correction of Staff Advocate pay. 3 FT Staff Advocates doing the same work, paid at different levels due to error of Salary ordinance title and grade level.

| Titled Submitted to County       | Base Pay at time of request of position | Title Listed on Salary Ordinance   | Grade Level | Salary Ordinance         | Current Salary Reported by Payroll 2/13/2024 | Requested Corrected Titles | Requested Corrected Grade | Requested Corrected Pay  |
|----------------------------------|-----------------------------------------|------------------------------------|-------------|--------------------------|----------------------------------------------|----------------------------|---------------------------|--------------------------|
| Staff CASA/FRC                   | 18.81                                   | Data Administrator                 | 4           | \$19.37/hr<br>(\$35,253) | \$33,718<br>(\$18.25/hr)                     | Staff Advocate             | 8                         | \$23.48/hr<br>(\$42,733) |
| Staff CASA/Volunteer Coordinator | 18.81                                   | Volunteer Coordinator/Monitor CASA | 10          | \$26.63/hr<br>(\$48,466) | \$48,777<br>(\$26.80/hr)                     | Staff Advocate             | 8                         | \$23.48/hr<br>(\$42,733) |
| Staff CASA/Permanency            | 18.81                                   | Family Recovery Court Staff CASA   | 8           | \$23.48/hr<br>(\$42,733) | \$42,741<br>(\$23.48/hr)                     | Staff Advocate             | 8                         | \$23.48/hr<br>(\$42,733) |

**Reason:**

Pay correction to create equality amongst the same positions. All 3 positions were reported to Baker Tilly as the same and at the \$18.81/hr rate. All positions were paid the same rate until the Baker Tilly adjustment in October of 2023. Due to confusion within the Baker Tilly assessment job titles, pay grades and listings were adjusted incorrectly for the same positions. Under the Salary Ordinance; we have a Data Administrator listed which is incorrect which created a dramatically lower pay rate; Family Recovery Court Staff CASA is labeled incorrectly, pay rate is correct; an additional Volunteer Coordinator/Monitor CASA is labeled & graded at the Supervisors level is incorrect and increased to the pay far above the other 2 positions. **These 3 staff members are all the same, doing the same work but in different capacity within the program and their base must be the same as well be titled Staff Advocate at the base rate of \$23.48/hr.** This is a \$13,213 variation between the same 3 positions.

**Conclusion:**

The ongoing issue of having the correct job titles and descriptions has been occurring since 2017. However, it wasn't brought to my attention of the extensive issues until it was reported by a new employee of the discrepancy in their pay. Which was then later confirmed by seeing the final Salary Ordinance that I was not aware of. The need to change job descriptions and titles are necessary to alleviate undue hardships during the hiring process, HR, payroll and further assessment for pay grades. Although there has been many attempts under the direction HR, council assistant and others to correct with repeated submissions, still no resolution. Which has now resulted in incorrect entries in the Salary ordinance and severe discrepancies in like positions. The easiest solution is to simplify our titles and description so there is a clear representation moving forward and to correct the pay between the same positions so that they are all paid the same rate.

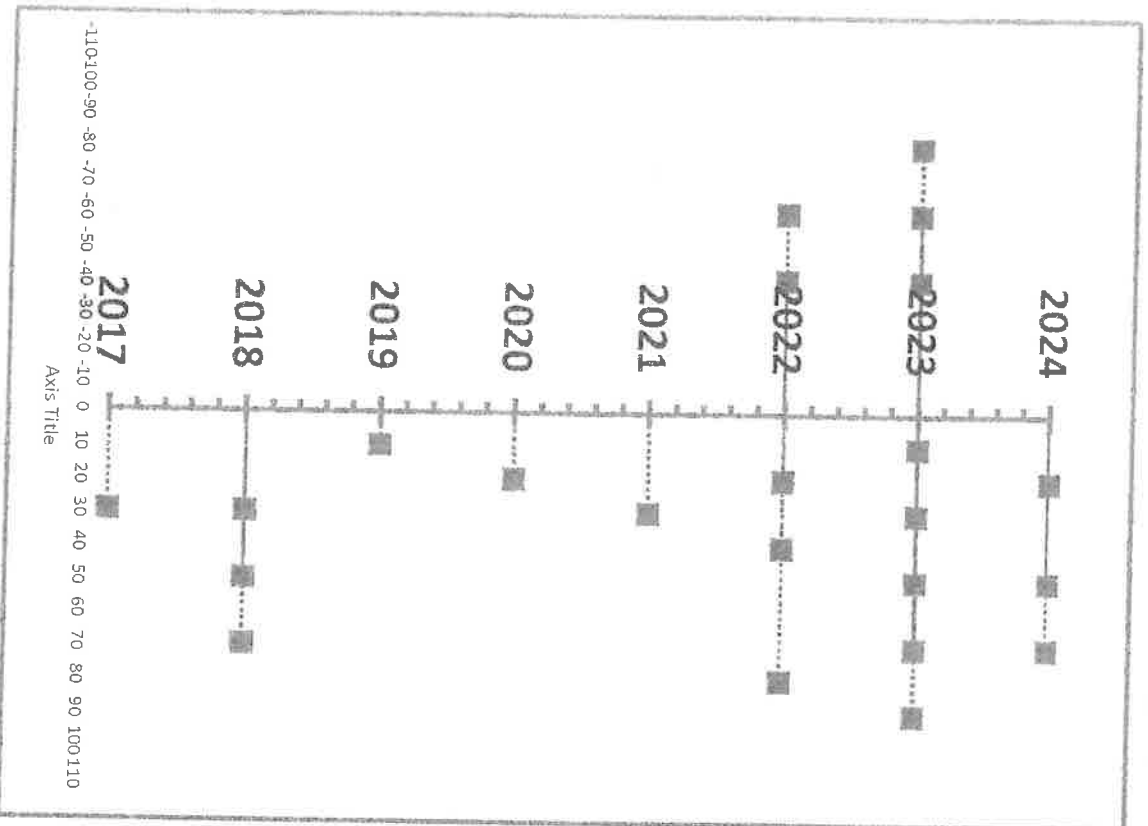
I am thankful that this was brought to my attention now and not months down the road. As corrections can be made quickly and properly so that we can move forward appropriately, effectively and fiscally. We must be expedited in our actions to equalize the pay of the FT Staff Advocates. Their work is the same, so must be the compensation.

Respectfully,  
Glenna Cheesman  
VIGO County CASA Director



\*See attached Supplemental time line of correction attempts before and during Baker Tilly Assessment.

## Supplemental Time Line of Job Title Classification Submission



| Year | Label                                       | Position |
|------|---------------------------------------------|----------|
| 2017 | Job class review submitted                  | 30       |
| 2018 | Job class & comp meeting                    | 30       |
| 2018 | New job descriptions submitted              | 50       |
| 2018 | Met w/Co Personnel Comm                     | 70       |
| 2019 | New job descrip couldn't be found           | 10       |
| 2020 | copies requested again                      | 20       |
| 2021 | New copies requested again for Baker Tiller | 30       |
| 2022 | In Jan Baker Tiller on site meeting         | 20       |
| 2022 | In Feb Received PACs                        | 40       |
| 2022 | In Sep corrections requested by KM          | 80       |
| 2022 | In Sep found position errors                | -40      |
| 2022 | In Oct Notified Council of error            | -60      |
| 2023 | In Feb before Council regarding error       | 10       |
| 2023 | In Mar FT=4 supv, 3 staff, Dir              | 30       |
| 2023 | In Apr provided updated job desc/title      | 50       |
| 2023 | In May issue with job desc & Baker          | 70       |
| 2023 | In May personnel change                     | 90       |
| 2023 | Jul-Oct excessive deduction                 | -40      |
| 2023 | In Oct retro paymtns, large deposits        | -60      |
| 2023 | In Nov termin and staff changed position    | -80      |
| 2024 | In Jan staffer advised PR discrepancy       | 20       |
| 2024 | In Feb requested all staff breakout         | 50       |
| 2024 | In Feb found staffer under wrong title      | 70       |



To: County Council  
Reference: Request for 3 Full-Time Positions  
From: CASA Program Director: Glenna Cheesman  
Date: February 16, 2024

CASA received notice that VOCA (grant) funding will be decreased by 41%, which equates to the immediate loss of 2 current part-time positions when VOCA ends this Sept 30<sup>th</sup>. Additionally, the 2024-2026 grant proposal is to be submitted in March, due to the immediate reduction there is no guarantee that the grant request for 1 position will be approved resulting in loss of the 3rd position.

Over the last 7 years the program has worked diligently to meet compliance standards and expense reductions. Through fiscal responsibility, the program has managed to improve wages from \$10/hr to the current rate of \$15. However that rate is not comparable to like program compensation rates nor is equal to the amount of complex work that is put forth by the staff which creates continued staff longevity issues.

This funding request addresses sustainability of the program milestones achieved over the last 7 years and future funding cuts that are inevitable as the 2026-2028 grant cycle will also be reduced. To offset the 41% loss with the addition of a full time positions will help alleviate the current gross understaffing of the program, maintain the '0' waitlist achieved through much difficulty 3 years ago. By providing these positions this will allow for increase in pay to a level that will promote longevity in staffing.

#### **REQUEST: 3 Full time Staff Advocate positions to the Juvenile Budget**

**-(1) FT Staff Advocate:** this is currently a PT grant funded dual position that works in tandem with the FT Staff Advocate to cover the increasing caseload for Family Recovery Court (FRC). FRC caseloads are highly intense and demand WEEKLY tasks on every case versus monthly tasks on normal CHINS cases. FRC Staff Advocates work as a team with individual case loads, but also work the entire FRC program as dual appointment. Their caseload is already maxed with new incoming cases arriving to the program. FRC staff advocates must have weekly: visits, reports, service provider meetings, staffing, parent contact, round table case briefings and attend closed court. These are specially dedicated Staff Advocate that receive additional training outside the standard program requirements. NOTE: this program is scheduled to increase from 15 cases to 20+ within 2024.

**-(1) FT Staff Advocate:** this is currently a grant funded PT dual position. This position is the initial assessment Staff advocate. Unlike other positions with averages of 20 cases, this position does all the initial front-end investigation and triage assessments for every case that is assigned to the CASA program. This position case load can exceed at any given time of 30+ cases for investigation and may remain with this position for 3 to 6 months due to staff and volunteer shortage. This position ensures that we meet the requirements under the '0' waitlist and case triage guidelines. This person gathers all information of parties to the case, does initial assessment to triage case level, completes program introduction to the parties and files informational reports with the court. This person requires additional training on assessment tools that is specific to their job duties.

**-(1) FT Staff Advocate:** this is currently a PT dual position. This person carries a full caseload and assists with coverage of the court room. This person takes all court notes, updates hearing data within our system and attends court hearings as required to be present in all proceedings. Court hearings have increased from just 2 days/week to virtually all 5 days. The addition of special hearings demands our attendance and thus the need for more court coverage along with the caseload.

### THE COST:

Full-Time Staff Advocate

Base Rate: 23.48/hr (42,733)

FICA, Perf, Insurance:

$42,733 + 3,269 + 6,068 + 24,000 = \$76,070$

$76,070 * 3 = \$228,210$

Since 2017 through grants from State CASA and VOCA funding CASA has provided a savings to the county of over \$1.8 million. This provided staffing for all part time staff member and all operational cost of the program.

**SUPPORTIVE STATEMENTS:** The following are potential questions with additional clarification.

#### **What will be the cost to the program if these positions are lost?**

- Immediate return of over 128+ children to a waitlist with no eyes on the child. This would put the program in 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. This non-compliance would be a potential loss of future funding from GAL to support our program.
- Non-compliance to Family Recovery Court program which requires a dedicated Staff Advocate to maintain the required duties within the case management standards of the program.
- Non-compliance to staff case loads. Case loads would have to be absorbed by other positions creating potential overloads of more than 30 cases per Staff Advocate exceeding State recommendations.
- Immediate escalation of hardship and stress resulting in potential increased staff turnover. CASA caseloads are intense and emotional. Adding more cases to already overwhelmed staff would create greater stress and burden.

#### **Can GAL State Funding support FT position or moving multiple part-time positions to that funding source?**

**NO.** The funds received from State CASA covers PT positions that are specifically structured to maintain '0' waitlist and minimal operating expenses. To move positions to GAL would eliminate all operating expenses for the program to include: office supplies, copy machine rental, fingerprinting/back checks, web requirements, training events and tools, national dues and fees, marketing costs for recruitment/awareness.

**What about donations to the program; can those be used to supplement staffing?** **NO** Donations are NOT allowed to be used for staffing or administrative purposes. Donations must be used to assist in immediate needs of the children assigned to the program or to assist/support the volunteers who advocate for them. This includes special events, holiday parties and appreciation.

**What about other grant opportunities?** As a county agency and court program we are limited to special grant availability. Grants that are available for staffing purposes are for 501c organizations and Vigo County CASA does not qualify. We can apply for small short-term grants for events and volunteer appreciation, but not to create sustainability of staffing.

**Can State GAL office be approached for additional funding?** **NO** Funding from State GAL is pre-determined by calculations through compliance and caseload averages distributed between all 89 counties that have CASA programs. These are calculated off the budget provided through the Indiana State legislature. There are some grant funds for specific staffing and projects (such as PR campaigns) but none available for just "staffing". Vigo County CASA was recipient of a Wellness grant that closed December 2023 which resulted in losing a staff member when the grant closed out.

### CLOSING STATEMENT:

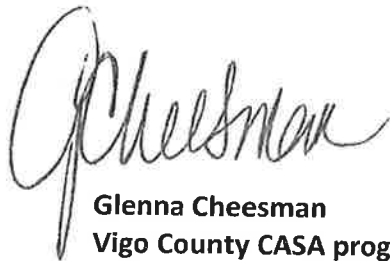
It is vital to the Vigo County CASA program that we secure these 3 positions due to the impending funding cuts. A loss of any singular position would create hardship with already maxed caseloads and low staffing. The loss of 3 positions would be devastating to the program and eliminate the milestones obtained over the last 7 years.

Staff turnover has already been difficult due to heavy caseloads and low pay rates. With the current lock in funding we have not been able to raise compensation to the level deserved for the work we do. CASA positions deal with the darkest levels of our community on a daily/hourly basis. In addition to higher caseloads, the individual cases have become increasingly more complex and horrific over the last 4 years. All of this combines to make CASA work highly stressful. Also, please bear in mind that CASA positions travel many miles annually that put wear on personal vehicles and do NOT receive any mileage reimbursement.

Programs and positions with other agencies doing similar work have higher compensation rates and much lower caseloads. Securing these 3 Full Time positions will help us close the gap, lessen workloads, minimize staff turnover and allow us to be a stronger program for the children we serve.

**CASA work is about doing the right thing for the children and their future in our community. We have to ask ourselves if we're willing to invest NOW for best possible future citizens.**

Respectfully,

A handwritten signature in cursive script, appearing to read 'Glenna Cheesman', written in dark ink.

**Glenna Cheesman**  
**Vigo County CASA program Director**

\*\* See attached mapping charts of the case management of a CASA.

\*\*Please see the community support letters attached for this request.



# The Choice

Hiring Difficulty vs Other Employment

## CASA

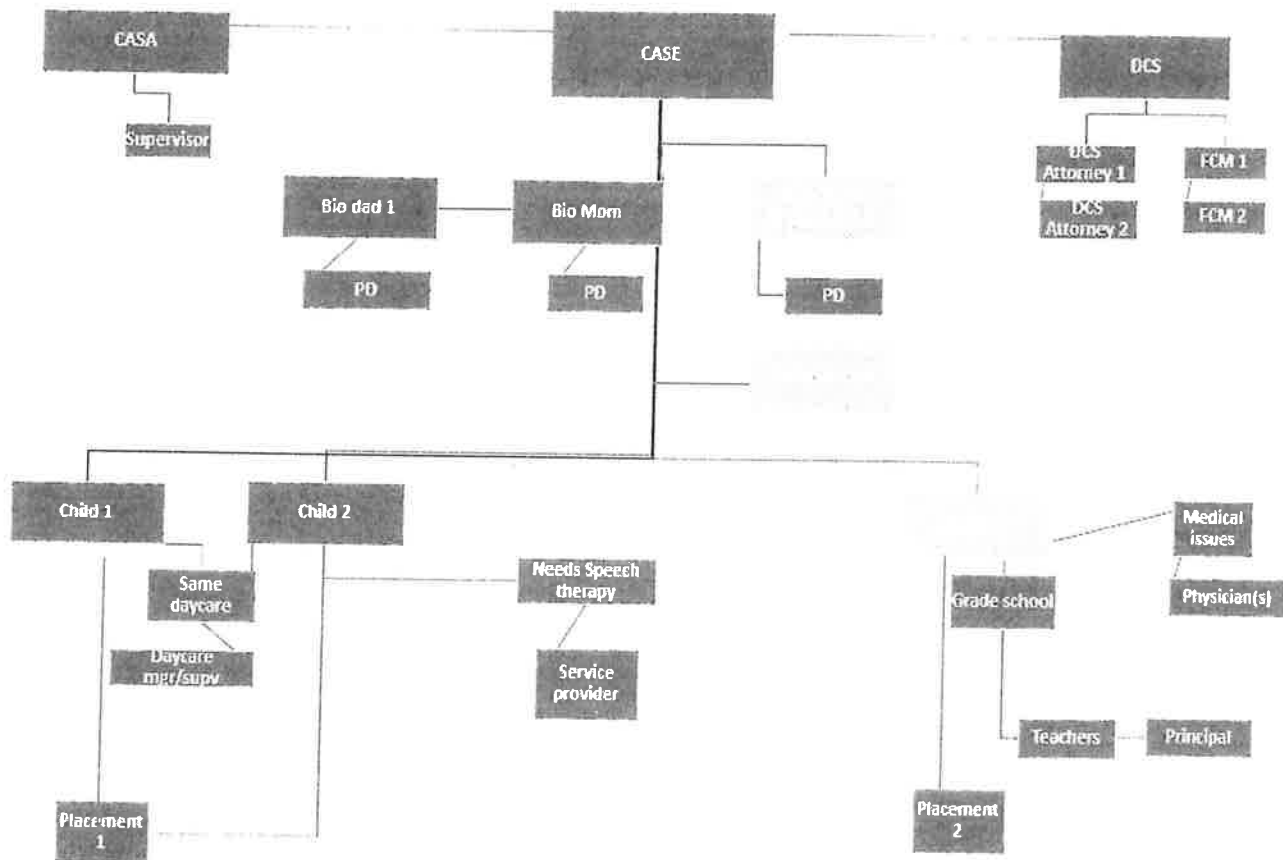
- \$15 /hr
- On call 24/7
- HS/GED required; supervisors degree required
- High stress
- Serious people skills
- Lots of mileage (30,608)  
—no reimbursement
- Personal cell phone required
- Written communication skill
- Endure verbal abuse & refusals to cooperate
- Requires going into very undesirable homes
- Able to work with children
- Attend court hearings
- Know and understand legal rights of parent & children

## Fast

- \$15 /hr
- Leave after shift & forget
- No degree required
- Minimal stress
- Minimal people skills
- Not required
- Not required
- Not required
- N/A
- Work in clean environment
- Able to serve customers
- N/A
- N/A

# TYPICAL CASE TREE

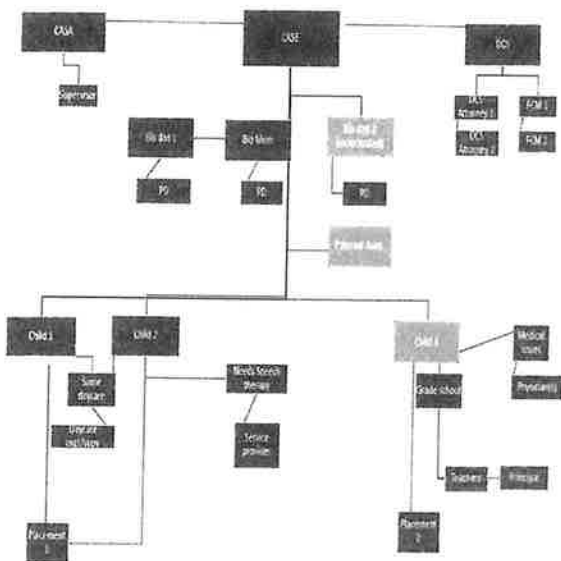
## SAMPLE CONTACTS ON A SINGULAR CASE



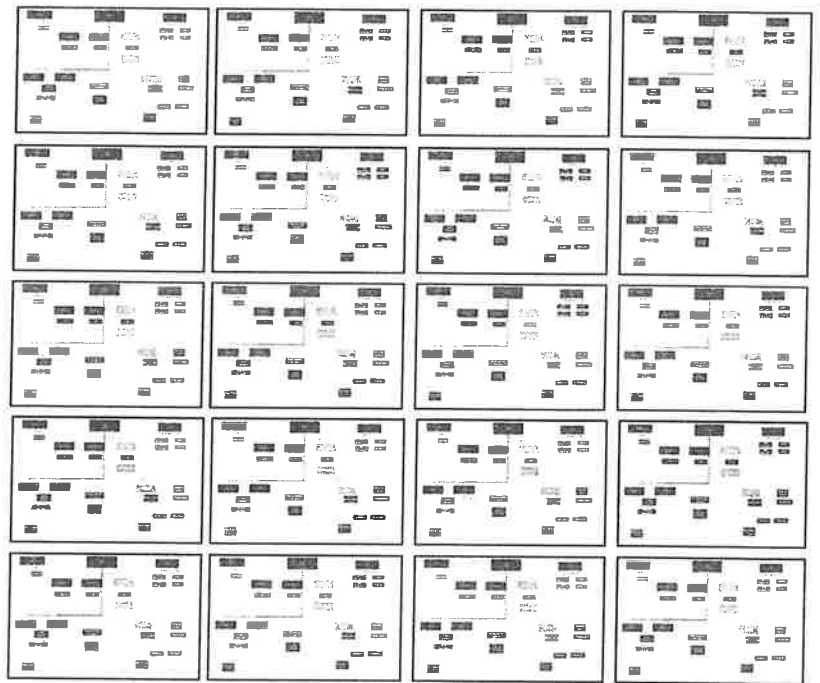
In addition to visits requirements include: hearings, CFTMs, staff meetings, calls, texts, emails, etc.

Supplemental charts 3

**1 case**



**Avg 20 cases per CASA**

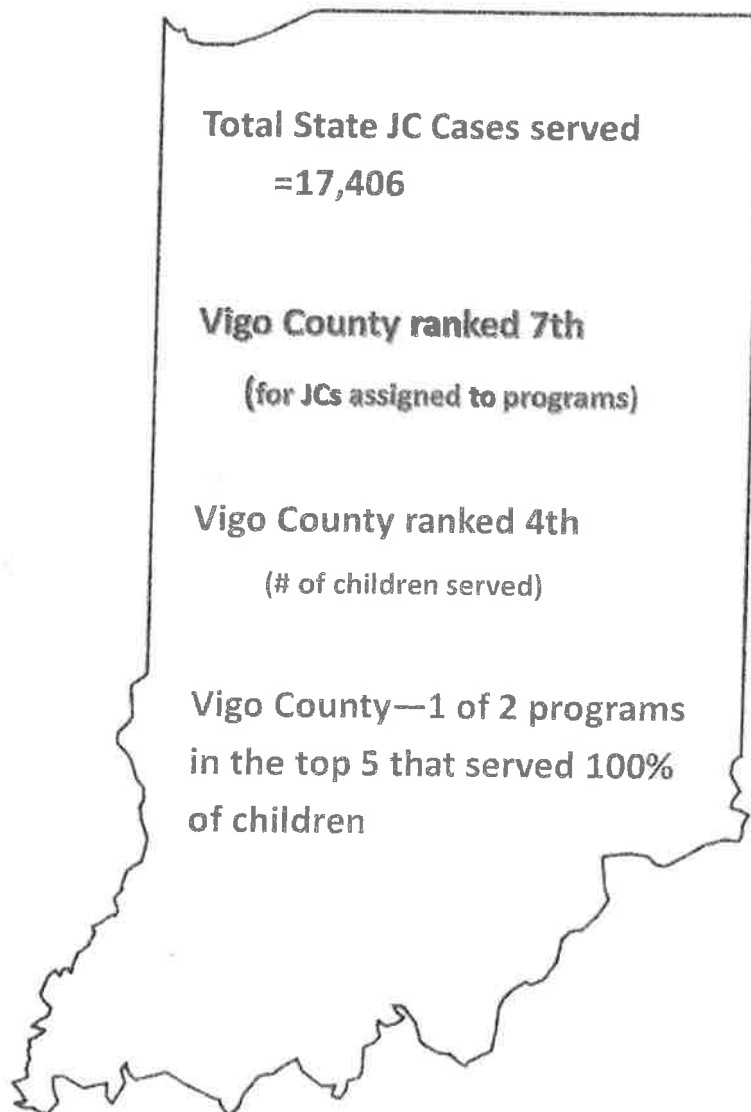


**PART TIME STAFF HANDLING 20 CASES/MO IN 29 HOURS PER WEEK**

**NOTE: DCS FULL TIME STAFF AVERAGE 12 CASES**

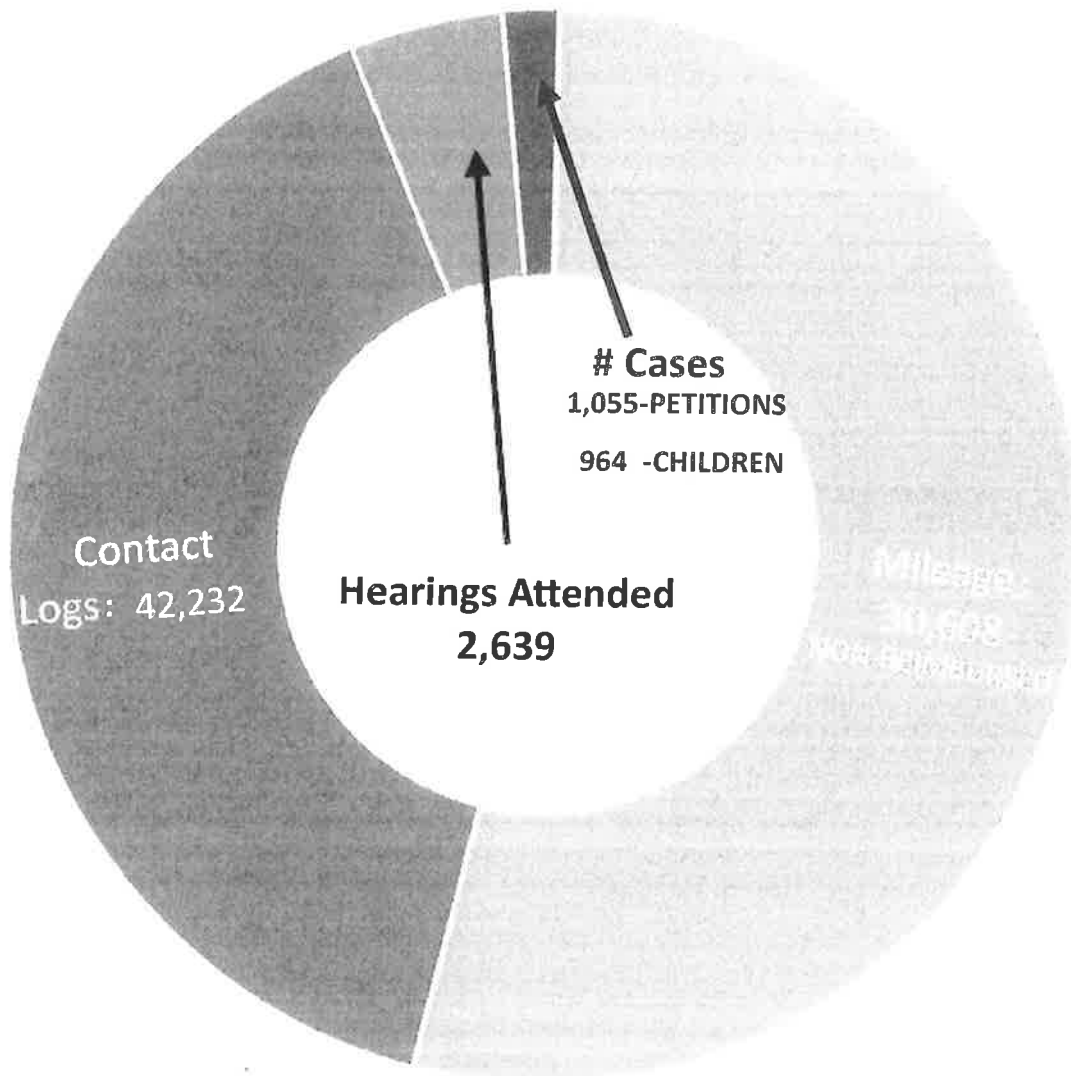
Supplemental charts 4



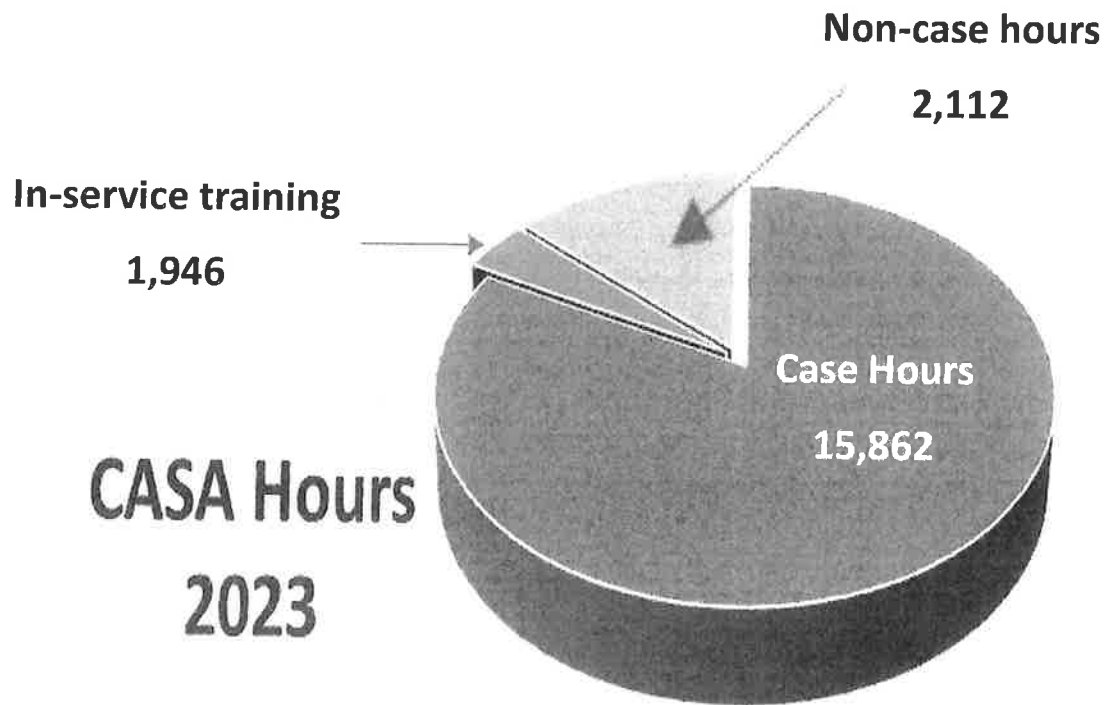


Supplemental charts 5

## Comparison of Time Investments



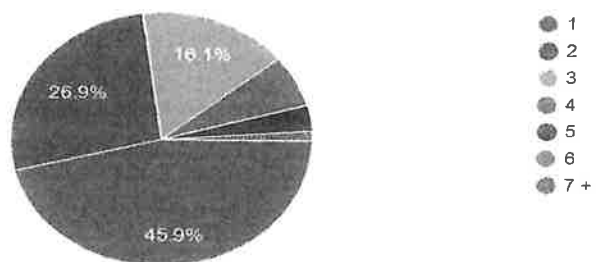
Supplementa



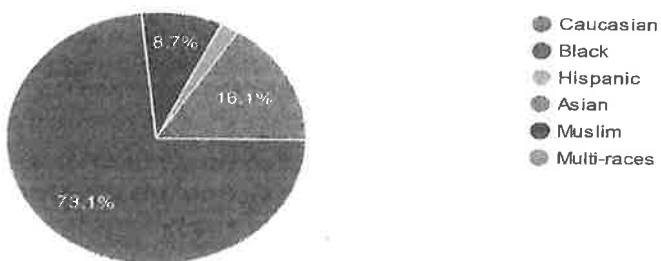
Non-case hours include special events for children, fundraising, etc.

Current data as of 2/14/2024

How many children are in the case?

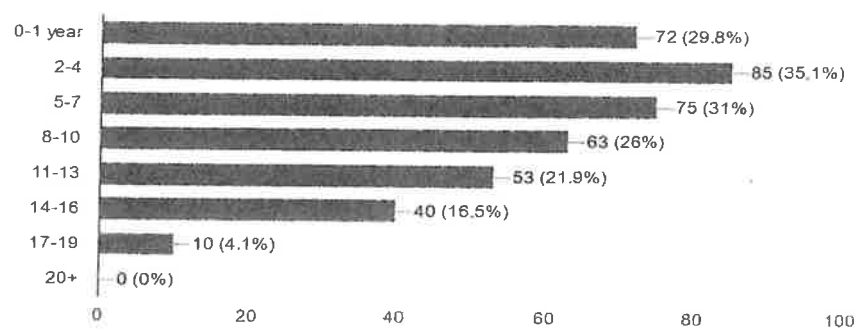


What is the race of the children?

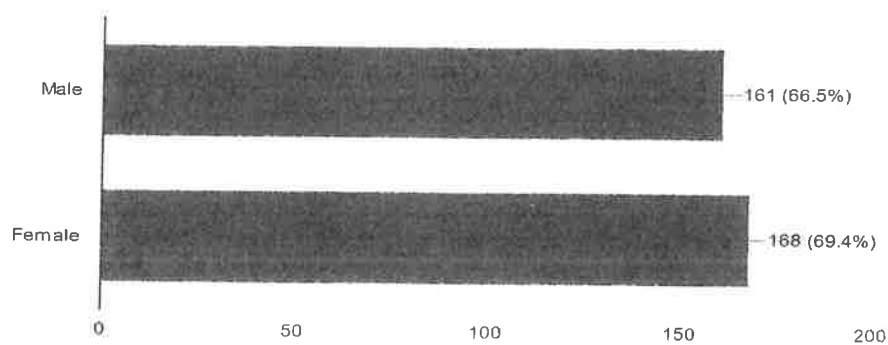


Supplemental charts 6

Please check the age group(s) the children are in:

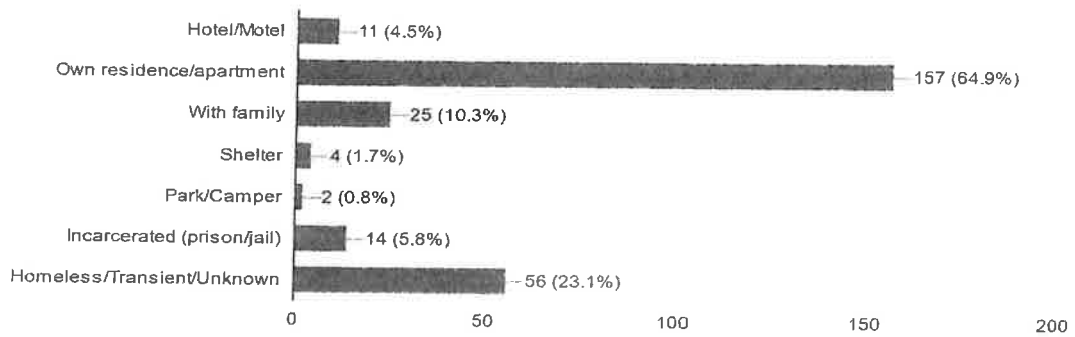


What are the genders of the child(ren): (at birth)

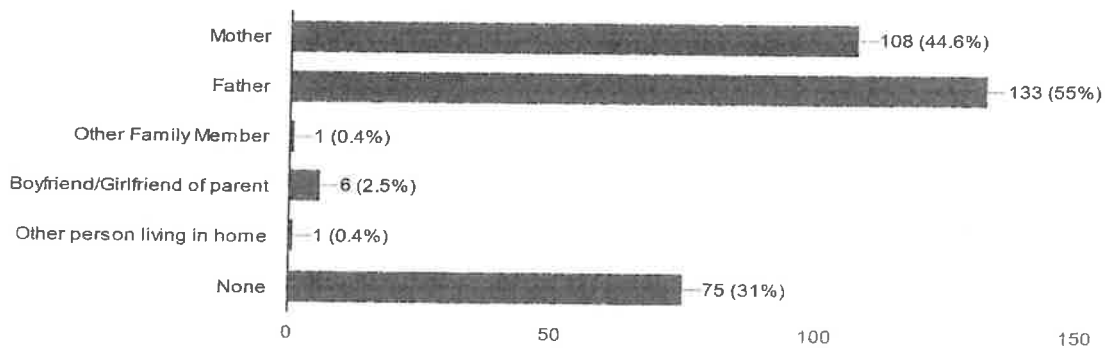


Supplemental charts 7

### Where do parents live?

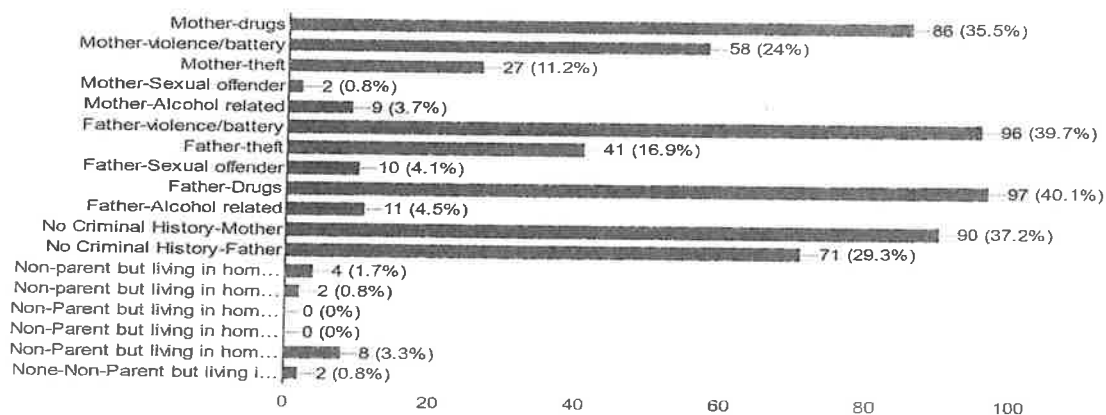


### Is there a criminal history?

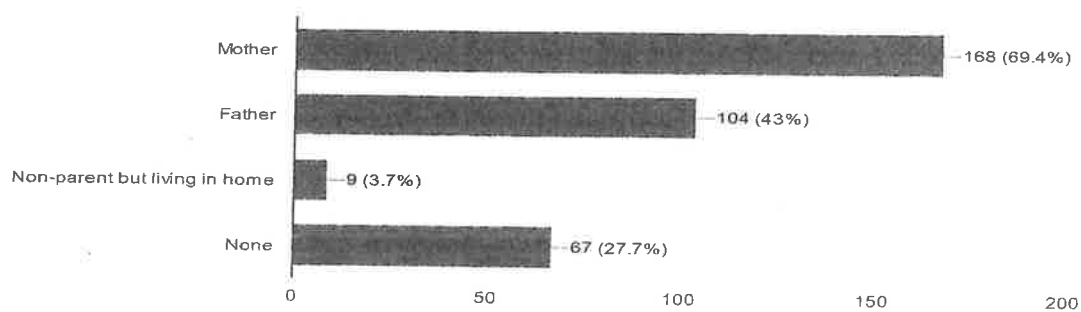


Supplemental charts 8

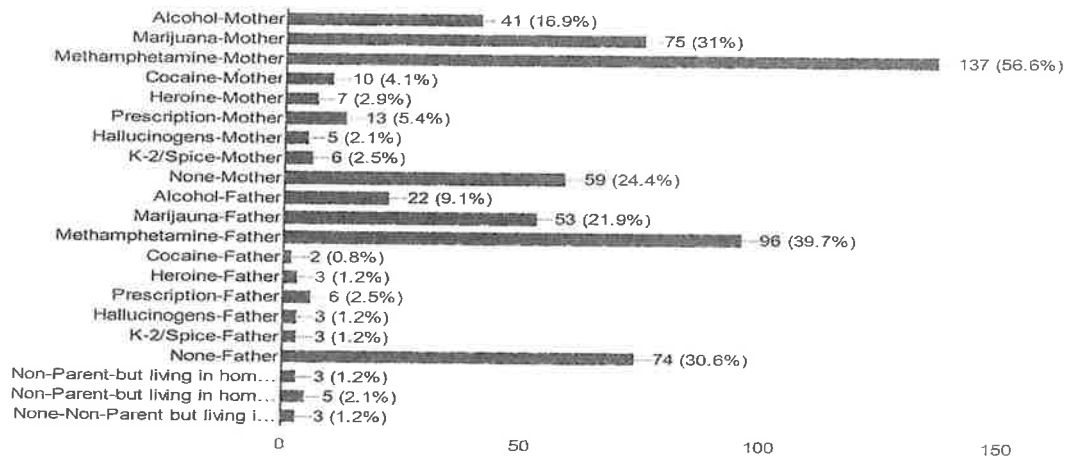
### Criminal history:



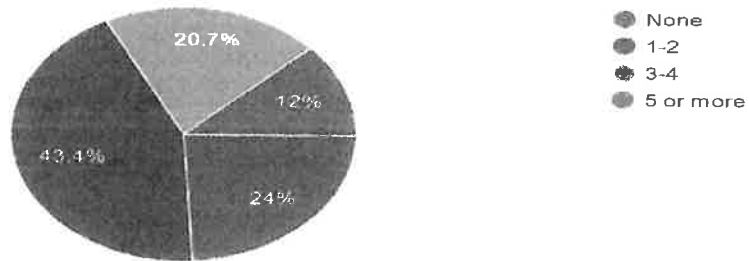
### Is there DCS history?



Are there substance abuse issues?



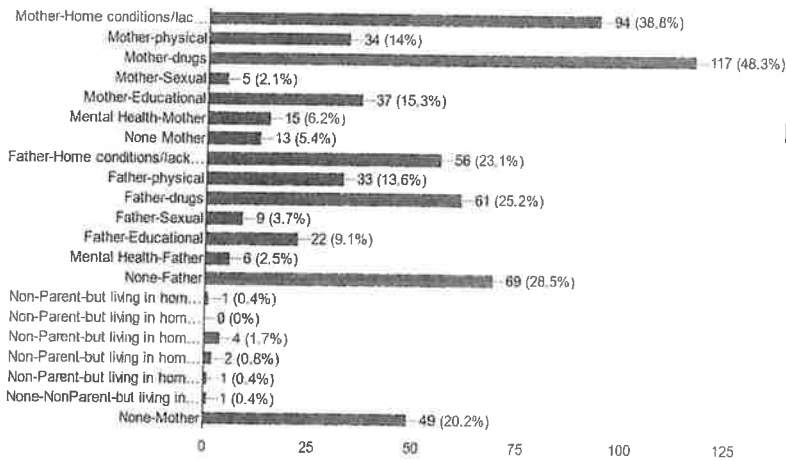
How many total substantiations/reports have there been prior to this case?



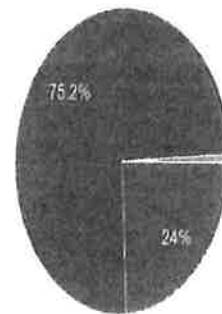
Supplemental charts 10



Type of DCS History:

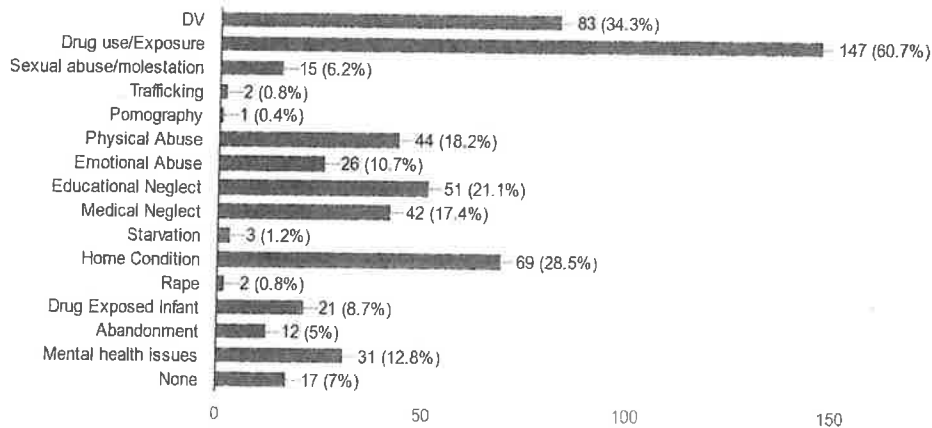


Initial Issue that opened the case.



- Abuse
- Neglect
- Safe Haven

Supplemental issues:



Supplemental charts 11

February 13, 2024

Vigo County Council  
Terre Haute, IN 47807

Re: Full-time positions for CASA

Dear Council:

I am writing to you this year to seek your support of our CASA program. As you will recall, the law requires that the court appoint either a Guardian Ad Litem or a Court-Appointed Special Advocate to every child in every Child In Need of Services and Termination of Parental Rights case. Because GALs are usually attorneys and must be paid their reasonable fee, we have long preferred in Vigo County to appoint CASAs to the children. We have found that CASAs are well-trained to provide skilled advocacy on behalf of the vulnerable children caught in these cases and save the county vast sums of money in comparison to appointing attorney GALs to those cases at county expense.

We urge you to support the requested funding for these positions, which are essential in order for our CASA program to continue to serve the needs of Vigo County's children. If you have any questions or require further information, please do not hesitate to contact us. Thank you for your consideration of this crucial request.

Very truly yours,

Sarah K. Mullican, Judge  
Vigo Circuit Court

  
Daniel W. Kelly, Magistrate  
Vigo County Juvenile Court

February 6, 2024

Dear Vigo County Council,

We the Volunteers of Vigo County Court Appointed Special Advocates are writing this letter in full support of Vigo County CASA and their request for their proposed staffing increases.

CASA is vital to the protection and support of the children in our community. Every year, the number of children in the child welfare system is increasing, and it shows no sign of stopping. Every year, the staff of CASA work tirelessly to improve upon the work they do. In turn, they train us so we may stand and speak for the vulnerable, abused, and neglected as they navigate the juvenile courts and Child In Need of Services (CHINS) process.

The work that Vigo County CASA staff does requires an extraordinary amount of time in travel, work, and energy. CASA prepares for and participates in court hearings, researches, provides documentation, and works in the community. CASA leadership continuously trains both staff and volunteers so we as a whole may keep up with shifts and changes within the court systems and processes.

With impending funding cuts from outside grant sources, CASA is at risk. Cuts will have an extremely negative impact on the program and its ability to provide the utmost service and support for those most vulnerable in our community: our children. CASA Staff and Volunteers have worked tirelessly to eliminate the waitlist of children. For the past few years, every child with an active CHINS case, has a CASA assigned to them. This means that an excess of over 1000 children each year have been served by the staff and volunteers of CASA. A loss of funds would have severe consequences and jeopardize this amazing accomplishment and the impact it has on the children we serve.

We, as members of this community, feel it is our duty to stand in support of the CASA staffing proposal, so that we may continue to do the good work we do for abused and neglected children to the absolute best of our ability as a program. We ask that Vigo County Council grant this request with expediency.

Many Thanks,

Vigo County CASA Volunteers

|                 |                   |                    |               |
|-----------------|-------------------|--------------------|---------------|
| Barbara Hocking | Molly Hare        | Lee Becker         | Susan McHenry |
| Judy Holmes     | Debbie Hargen     | Ivan Wentz         | Donna Berrard |
| Penny Reely     | William Kirby Jr. | Beverly Hignam     |               |
| Dana Kump       | Stephan Menez     | Cheryl Huff        |               |
| Mary Koenig     | Joe Devereer      | Natalie Overton    |               |
| Mary Knox       | Dennis Collier    | Kathleen Johns     |               |
| Darby Seism     | Salem Neumann     | <del>Mark Se</del> |               |
| Barbara Grodman | Glenda Sue Bayl   | Cecilia Allen      |               |

February 8, 2024

Vigo County Council,

The staff of Vigo County Court Appointed Special Advocates are writing this letter asking for full support of Vigo County CASA and the request for our proposed staffing changes and increases.

The work that we as Vigo County CASA do is an incredibly difficult job. We see horrific abuse, neglect, and home conditions daily. We are emotionally taxed to the limit and beyond daily. We receive hate, frustration, and vitriol from angry families. We do our best to support and lift up battered children, we speak for them in court, we fight to get their needs met. The job we do is heart wrenching, and often without thanks. It requires an extreme amount of time in travel, work, and energy. CASA prepares for and participates in court hearings, researches, provides documentation, and works in the community. CASA continuously trains both staff and volunteers so we as a whole may keep up with shifts and changes within the court systems and processes.

This job is not for the faint of heart, and is difficult for the heart and mind to withstand. Without a base of solid, dependable, and dedicated staff to rely on, this program, and by extension, this community, suffers greatly. We are asking for your support in our endeavor to help us build that base, and allow us to support our staff the way they support this community and its children.

CASA is a necessary part of the protection and support of the children in our community. Every year, the number of children in the child welfare system grows, and it shows no sign of stopping. We work tirelessly to learn and improve, in order to better serve our community. We train endlessly so that we may stand and speak for the vulnerable, abused, and neglected as they navigate the juvenile courts and CHINS (Child In Need of Services) process.

With massive impending funding cuts from outside grant sources, CASA is at risk. Cuts will have an extremely negative impact on the program and its ability to provide the utmost service and support for those most vulnerable in our community: our children. CASA Staff and Volunteers have worked tirelessly to eliminate the waitlist of children. For the past several years, every child with an active CHINS case in Vigo County has a CASA assigned to them. This is the highest and most challenging goal among CASA programs across the state and country, and Vigo County CASA was not only able to meet it, but maintain it as well. This means that an excess of over 1000 children each year have been served by the staff and volunteers of CASA. A loss of funds would have severe consequences and jeopardize this amazing accomplishment and the impact it has on the children we serve. It would put Vigo County's children at great risk.

The Staff of CASA feel that support and approval of the CASA staffing proposal is of great benefit to our community. We ask you, members of County Council to grant our request in all due haste, so that we may continue to do the good work we do for abused and neglected children to the absolute best of our ability as a program.

Many Thanks,

Vigo County CASA Staff

*Shellessen*

*Brian Calder*

*Danell Annell*

*Janet Webster*

*Renee Zely*

*[Signature]*

*Jan Jeff*

*Ange Ramey*

*Shanda Vandewerke*

*Gary Clark*

*Tom Prosper*

*Handy*

*Marcy Ramey*

*[Signature]*

*[Signature]*

February 5, 2024

Vigo County Council,

I write this letter in support of Vigo County CASA and their request for proposed staffing changes.

I am a teacher in this community. I see the ways trauma effects our youth on a daily basis. I understand the importance of good positive role models for children and the need for representation for those children who have been neglected and abused.

CASA's are important to the children they serve. CASA works for the child. CASA is not there in support of DCS, family, or placement, a CASA helps ensure a child's voice isn't lost in the court process. A CASA may be only consistent adult presence through the life of a child welfare case. Vigo County CASA spends time and expends much effort to research, report, advocate for and represent the children they serve to their best ability. A CASA makes sure the needs of the child are met, and their wants are heard.

As an educator in this community, I understand the importance of supporting our most vulnerable population, our children. One day they will be adults like you and I, and they deserve the best examples we have to offer. Our community should support those services and programs like CASA, which give children a voice, and help ensure they have what they need for success in the future. Programs that benefit our children give them better opportunities so they may better their chances of a good life.

Those children who have suffered abuse and neglect need our care and support to an even greater degree, and CASA helps to provide that. DCS, foster care, and court are very serious and trauma inducing things for a child. A CASA can help lessen the impact of that added trauma by providing a sense of stability. A CASA advocates to ensure that a child receives all the help they need to navigate these stressful events and learn to cope and thrive.

I give support for this vital program and I ask the council to approve the Vigo County CASA proposal for staffing changes, so that CASA may continue to advocate for those who need it most, to the highest degree.

Thank You,

A handwritten signature in cursive script that reads "Jessica Shores". The signature is written in dark ink and is positioned above the printed name.

Jessica Shores, Vigo County School Teacher

February 6, 2024

Members of Vigo County Council,

As a teacher in Vigo County Schools, I have some indirect experience with children in the system. I understand the importance of good people in the lives of vulnerable abused children. I write this letter in support of Vigo County CASA and their request for proposed staffing changes.

A CASA's presence in the life of a child in the welfare system is very important. CASA works for the child. They are not for DCS, family, or even placement, and they help make sure a child's voice isn't lost in the court process. A CASA is often the only consistent adult presence the child's case. The Staff of Vigo County CASA spends their time and effort to fully research, report, and represent the children they serve. A CASA makes sure the needs of the child are met, regardless of all else.

I am an educator who truly believes children are the future, and our community should be supportive of services and programs like CASA first and foremost. They are solely for the benefit of our children and the better we can do for children now, the better their chances of a successful life. Abused and neglected children need support and care to an even greater degree, and CASA helps to provide that.

I give support for this program without hesitation. I ask the council to approve the Vigo County CASA proposal for staffing changes, so that CASA can keep putting the children of the community first.

With Appreciation,

A handwritten signature in cursive script that reads "Jessica Wilson". The ink is dark and the signature is fluid, with a large loop on the first 'J' and a trailing flourish at the end.

Jessica Wilson, Vigo County School Teacher



4312 S 7<sup>th</sup> Street  
Terre Haute, IN 47802  
812-917-2442

February 6, 2024,

Members of the Vigo County Council,

I Shelly Fonner, am writing this letter in complete support of Vigo County CASA and their request for their proposed staffing changes.

As a foster parent, I know that a CASA is an irreplaceable advocate for the children in our welfare system. A CASA offers protection and support to the children in our community. A CASA speaks to the judge for them so their voices are heard and their care is considered to the highest degree. A CASA cares not of anything but what is best for the wellbeing of a child as they move through traumatic experiences.

The number of children in need keeps rising and it shows no sign of slowing down. The staff of CASA work continues to improve upon the work they do so they may better serve the children they represent. The work of a CASA is demanding of time in travel, workload, and energy. CASA prepares for and participates in court hearings, researches, provides documentation, and works in the community. CASA continuously trains both staff and volunteers so we as a whole may keep up with shifts and changes within the court systems and processes.

With impending funding cuts from outside grant sources, CASA is at risk. Cuts will have an extremely negative impact on the program and its ability to provide the utmost service and support for those most vulnerable in our community; our children. CASA staff and volunteers have worked tirelessly to eliminate the waitlist of children. For the past few years, every child with an active CHINS case has a CASA assigned to them. This means that an excess of over 1000 children each year have been served by the staff and volunteers of CASA. A loss of funds would have severe consequences and jeopardize this amazing accomplishment and the impact it has on the children we serve. We, as members of this community, feel that it is our duty to stand in support of the approval of the CASA increased staffing proposal so that we may continue to do the good work we do for abused and neglected children to the absolute best of our ability as a program.

Many Thanks,

S. Fonner

February 3, 2024

Members of The Vigo County Council,

I, Dawn Arnold, am writing this letter in complete support of Vigo County CASA and their request for their proposed staffing changes.

As a foster parent of 7 years, I know that a CASA is an irreplaceable advocate for the children in our welfare system. A CASA offers protection and support to the children in our community. A CASA speaks to the judge for them so their voices are heard, and their care is considered to the highest degree. A CASA cares not of anything but what is best for the wellbeing of a child, as they move through traumatic experiences.

The number of children in need keeps rising and it shows no sign of slowing down. The staff of CASA work continually to improve upon the work they do, so they may better serve the children they represent. The work of a CASA is demanding of time in travel, workload, and energy. CASA prepares for and participates in court hearings, researches, provides documentation, and works in the community. CASA continuously trains both staff and volunteers so we as a whole may keep up with shifts and changes within the court systems and processes.

With impending funding cuts from outside grant sources, CASA is at risk. Cuts will have an extremely negative impact on the program and its ability to provide the utmost service and support for those most vulnerable in our community: our children. CASA Staff and Volunteers have worked tirelessly to eliminate the waitlist of children. For the past few years, every child with an active CHINS case has a CASA assigned to them. This means that an excess of over 1000 children each year have been served by the staff and volunteers of CASA. A loss of funds would have severe consequences and jeopardize this amazing accomplishment and the impact it has on the children we serve.

We, as members of this community, feel that it is our duty to stand in support of the approval of the CASA increased staffing proposal. So that we may continue to do the good work we do for abused and neglected children to the absolute best of our ability as a program.

Many Thanks,

  
Dawn Arnold - Director of Fostering Hope @ MCC  
Foster Parent - Vigo County



February 9, 2024

Vigo County Council,

I am a long-term Vigo County resident, a son of Vigo county educators, and a father of two successful Vigo county students. I know what it looks like to have well-supported children who become strong, productive member of our community. More children deserve a chance to become successful adults that will build the future of our community. I write this letter to give my support to the Vigo County CASA program and their requested proposal for staffing changes.

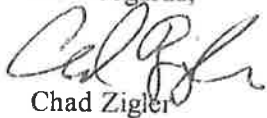
As a father, I understand the importance of being there to support a child. CASA fills a gap in the lives of children who are traumatized by troubled families and gives a voice to them in the judicial system. I believe that "voice" is absolutely priceless and we as a community should stand in support of those efforts.

Vigo County CASA Staff are unsung heroes. They give of their time tirelessly, conduct research, write reports, and represent the children who are abused and neglected. Their only concern is what is best for the children.

One day, the kids of this community will be parents, business owners, and tax payers like myself, and I believe they deserve a great program like Vigo County CASA. They deserve that program to have all the support it needs to operate to the best of its ability.

I offer my support of this program and ask the Council to approve their proposal for staffing changes so that CASA can keep speaking for the children who need it.

Kind regards,



Chad Zigler

North Vigo High School Class of 1991

Rose-Hulman Class of 1995, BSME

February 6, 2024

Members of Vigo County Council,

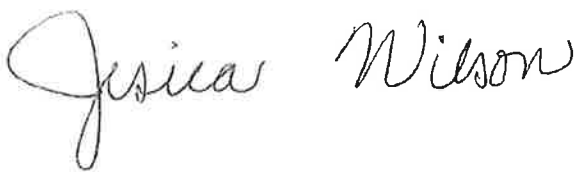
As a teacher in Vigo County Schools, I have some indirect experience with children in the system. I understand the importance of good people in the lives of vulnerable abused children. I write this letter in support of Vigo County CASA and their request for proposed staffing changes.

A CASA's presence in the life of a child in the welfare system is very important. CASA works for the child. They are not for DCS, family, or even placement, and they help make sure a child's voice isn't lost in the court process. A CASA is often the only consistent adult presence the child's case. The Staff of Vigo County CASA spends their time and effort to fully research, report, and represent the children they serve. A CASA makes sure the needs of the child are met, regardless of all else.

I am an educator who truly believes children are the future, and our community should be supportive of services and programs like CASA first and foremost. They are solely for the benefit of our children and the better we can do for children now, the better their chances of a successful life. Abused and neglected children need support and care to an even greater degree, and CASA helps to provide that.

I give support for this program without hesitation. I ask the council to approve the Vigo County CASA proposal for staffing changes, so that CASA can keep putting the children of the community first.

With Appreciation,

A handwritten signature in cursive script that reads "Jessica Wilson". The signature is written in dark ink and is positioned above the printed name.

Jessica Wilson, Vigo County School Teacher

Mr. Aaron Loudermilk  
Councilman  
Vigo County, Indiana

February 4, 2024

Dear Mr. Loudermilk,

I am writing to request that the Vigo Co. Council increase the funding for the CASA program.

I have been a volunteer for Vigo Co. CASA for over 16 years. I well remember the interview process and intense initial training. The CASA office had 2 employees. The child advocates were a volunteer force. Things have changed since that time. The number of children in the child welfare system continues to grow. We have fewer volunteers despite a robust recruitment program. Intervening with children who have experienced abuse and trauma is not a typical volunteer job.

Over the years, Vigo Co. has supported CASA allowing for an increase in paid staff. But, the need for more staff continues to grow so that the children for which we advocate are given the time and attention they deserve. Investing in the life of a child is something that is never wasted.

Sincerely,

A handwritten signature in cursive script, appearing to read "Connie Ralston".

Connie Ralston  
Volunteer, Vigo Co. CASA

Mr. Travis Norris  
Councilman  
Vigo County, Indiana

February 4, 2024

Dear Mr. Norris,

I am writing to request that the Vigo Co. Council increase the funding for the CASA program.

I have been a volunteer for Vigo Co. CASA for over 16 years. I well remember the interview process and intense initial training. The CASA office had 2 employees. The child advocates were a volunteer force. Things have changed since that time. The number of children in the child welfare system continues to grow. We have fewer volunteers despite a robust recruitment program. Intervening with children who have experienced abuse and trauma is not a typical volunteer job.

Over the years, Vigo Co. has supported CASA allowing for an increase in paid staff. But, the need for more staff continues to grow so that the children for which we advocate are given the time and attention they deserve. Investing in the life of a child is something that is never wasted.

Sincerely,

A handwritten signature in cursive script that reads "Connie Ralston".

Connie Ralston  
Volunteer, Vigo Co. CASA

Mr. Todd Thacker  
Councilman  
Vigo County, Indiana

February 4, 2024

Dear Mr. Thacker,

I am writing to request that the Vigo Co. Council increase the funding for the CASA program.

I have been a volunteer for Vigo Co. CASA for over 16 years. I well remember the interview process and intense initial training. The CASA office had 2 employees. The child advocates were a volunteer force. Things have changed since that time. The number of children in the child welfare system continues to grow. We have fewer volunteers despite a robust recruitment program. Intervening with children who have experienced abuse and trauma is not a typical volunteer job.

Over the years, Vigo Co. has supported CASA allowing for an increase in paid staff. But, the need for more staff continues to grow so that the children for which we advocate are given the time and attention they deserve. Investing in the life of a child is something that is never wasted.

Sincerely,

A handwritten signature in cursive script, appearing to read "Connie Ralston".

Connie Ralston  
Volunteer, Vigo Co. CASA

Ms. Nancy Allsup  
Councilwoman  
Vigo County, Indiana

February 4, 2024

Dear Ms. Allsup,

I am writing to request that the Vigo Co. Council increase the funding for the CASA program.

I have been a volunteer for Vigo Co. CASA for over 16 years. I well remember the interview process and intense initial training. The CASA office had 2 employees. The child advocates were a volunteer force. Things have changed since that time. The number of children in the child welfare system continues to grow. We have fewer volunteers despite a robust recruitment program. Intervening with children who have experienced abuse and trauma is not a typical volunteer job.

Over the years, Vigo Co. has supported CASA allowing for an increase in paid staff. But, the need for more staff continues to grow so that the children for which we advocate are given the time and attention they deserve. Investing in the life of a child is something that is never wasted.

Sincerely,

A handwritten signature in cursive script, appearing to read "Connie Ralston".

Connie Ralston  
Volunteer, Vigo Co. CASA

Ms. Marie Theisz  
Councilwoman  
Vigo County, Indiana

February 4, 2024

Dear Ms. Theisz,

I am writing to request that the Vigo Co. Council increase the funding for the CASA program.

I have been a volunteer for Vigo Co. CASA for over 16 years. I well remember the interview process and intense initial training. The CASA office had 2 employees. The child advocates were a volunteer force. Things have changed since that time. The number of children in the child welfare system continues to grow. We have fewer volunteers despite a robust recruitment program. Intervening with children who have experienced abuse and trauma is not a typical volunteer job.

Over the years, Vigo Co. has supported CASA allowing for an increase in paid staff. But, the need for more staff continues to grow so that the children for which we advocate are given the time and attention they deserve. Investing in the life of a child is something that is never wasted.

Sincerely,



Connie Ralston  
Volunteer, Vigo Co. CASA

Ms. Vicki Weger  
Councilwoman  
Vigo County, Indiana

February 4, 2024

Dear Ms. Weger,

I am writing to request that the Vigo Co. Council increase the funding for the CASA program.

I have been a volunteer for Vigo Co. CASA for over 16 years. I well remember the interview process and intense initial training. The CASA office had 2 employees. The child advocates were a volunteer force. Things have changed since that time. The number of children in the child welfare system continues to grow. We have fewer volunteers despite a robust recruitment program. Intervening with children who have experienced abuse and trauma is not a typical volunteer job.

Over the years, Vigo Co. has supported CASA allowing for an increase in paid staff. But, the need for more staff continues to grow so that the children for which we advocate are given the time and attention they deserve. Investing in the life of a child is something that is never wasted.

Sincerely,



Connie Ralston  
Volunteer, Vigo Co. CASA



Mr. David Thompson  
Councilman  
Vigo County, Indiana

February 4, 2024

Dear Mr. Thompson,

I am writing to request that the Vigo Co. Council increase the funding for the CASA program.

I have been a volunteer for Vigo Co. CASA for over 16 years. I well remember the interview process and intense initial training. The CASA office had 2 employees. The child advocates were a volunteer force. Things have changed since that time. The number of children in the child welfare system continues to grow. We have fewer volunteers despite a robust recruitment program. Intervening with children who have experienced abuse and trauma is not a typical volunteer job.

Over the years, Vigo Co. has supported CASA allowing for an increase in paid staff. But, the need for more staff continues to grow so that the children for which we advocate are given the time and attention they deserve. Investing in the life of a child is something that is never wasted.

Sincerely,



Connie Ralston  
Volunteer, Vigo Co. CASA

**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** CASA-Staff Advocate Supervisor  
**DEPARTMENT:** CASA  
**WORK SCHEDULE:** M-F 8am-4pm  
**JOB GRADE:** 10  
**RATE:** \$48,475.45

**DATE WRITTEN:** November 2014  
**DATE REVISED:** February 2024

**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application proves or perform essential functions of the job, unless the accommodation would cause an undue hardship.

**DUTIES:**

Incumbent serves as a Staff Advocate Supervisor for the Vigo County Court Appointed Special Advocate (CASA) program, responsible for advocating and representing abused and neglected children within the juvenile court system, supervising and coordinating individuals in one of the following program areas: Family Recovery Court (FRC), Child Information, Assessment Intake, Staff Advocates, Court Liaison, Volunteer Coordination, Community Liaison, Recruitment, Training, and Data.

**GENERAL:**

Oversees staff in various areas within the department

Maintains a modified case load.

Maintains "on leave" volunteers and updates on current case load to attempt to bring "on leave" CASAs back to program to take cases off waitlist. This is done through email notification of current waitlist and phone calls.

Oversees and organizes Bi-weekly of supervised staff meetings and Case Triage sessions to maintain workflow and case management to insure that cases are progressing and not needing additional case management and transferred to Direct CASA due to case involvement.

Maintains, organizes and supervises triage of cases on waitlist and assignment of cases to staff advocates.

Performs observation, supervision, investigation, evaluation of progress and quality of case, facilitating, advocating, monitoring on limited basis, researching case background and current status of case, gathering medical, and school and placement information on assigned cases. Includes but not limited to researching birth parents past and current criminal status, drug screen results and service compliance.

Interacts and has contacts with the children of case through visits and meetings, all persons connected to the case including but not limited to: parents, family members, kinship care, placements, doctors, counselors, teachers, therapists, case managers and other social service providers. Also may have interaction with employers, community members, landlords, etc.

Preforms "Spot" visits on assigned cases so that assurance of safety of the children involved is provided and will make reports of abuse and neglect as required by State law to Abuse Hotline.

Assists and provides CASA volunteers with individualized supervision for child and family on matters relative to family stabilization, permanency planning, treatments and discharge of case, including providing information regarding community resources, monitoring and providing case review, evaluation, and documentation.

Provides staff advocates and CASA volunteers with community based and crisis intervention resource information designed to maintain children in their residents, assistance with court report forms and report writing, provide resource information for distribution to CASA Families.

Provides case management and supervision of staff advocates and CASA volunteers as required by State and National Standards, such as maintaining direct supervision and case management of assigned volunteers, preparation for court testimony, including maintaining monthly contact for case updates, recording contact logs, approval of contact logs, Director case updates, disciplinary and up to removal of Staff CASA or volunteer from cases and program.

Insures that Staff advocates are meeting the required visitation of a child a minimum of once every 60 days, unless exception has been given due to distance of placement, then exception arrangement can be allowed for alternative communication with child.

Collaborates with Court personnel, Department of Child Services, social service providers, Law Enforcement, School, Mental Health and other community agencies for case updates and background history. Attends Family Team Meetings with social service providers.

Maintains program database with monthly audits of supervised staff caseloads, updates on placement, parent and child information, case logs, court appearance, research and casework and provides work performance entries of Volunteers and staff advocates.

Performs duties that require ensuring appropriate documents are scanned, processed and accessible for all offices, agencies, court personnel, staff and volunteers.

Provides written court reports to court as required for all Periodic Review, Permanency and Termination of Parental Right hearings and any other requested report by the courts by supervised staff, CASA Volunteers and assigned caseload.

Maintains mileage record and report within database.

Attends ALL court proceedings and provide testimony as required.

Provides quality case management and supervision of assigned case load with individualized case management for child and family on matters relative to community based and crisis intervention resource information, family stabilization, permanency planning, treatments and discharge of case, including providing information regarding community resources, monitoring and providing case review, evaluation, and documentation.

Prepares and submits various reports, including gathering detailed information from multiple parties, balancing discrepancies between the court programs and CASA program data, cross-checking data entry for correct labeling and input to State CASA requirements.

Performs various clerical duties to included but limited to: providing content for brochures, proof reading documents, social media content, photocopying, scanning, mailing, and filing of hard copy documents; updates public and scheduling bulletin boards and electronic/digital time sheets;.

Participates and attends staff functions: monthly staff structure meetings, planning meetings for events and parties, monthly community CASA and volunteer events. Includes staffing sessions of creation of new procedures and policy.

### **SPECIAL PROJECTS:**

Assists in planning CASA Community event for awareness, recruitment, appreciation of volunteers and staff, events for children of program, trainings and speaking engagements.

Performs all/any additional related duties as assigned by Program Director.

### **I. JOB REQUIREMENTS:**

Must be at least 21 years of age.

Requires a valid driver's license and proof of valid insurance.

Baccalaureate Degree in Criminology, Criminal Justice, Human Development of related field of study OR work experience in related field.

Must complete 30 hour CASA training course.

Must carry modified advocacy caseload.

Ability to meet all employer and department hiring requirements; including passage of drug test, and criminal background check.

Working knowledge of child welfare, and/or child focused social issues and knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect preferred.

Working knowledge of juvenile justice and/or socials service systems and ability to apply such knowledge to a variety of interrelated tasks.

Ability to supervise and assist CASA volunteers in the advocacy of abused and neglected children, including providing training and evaluating performance.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working ability to count, perform simple arithmetic calculations of additions/subtractions.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare various documents and written reports as required.

Working knowledge of Microsoft Office programs: Word, Excel, Publisher, PowerPoint.

Working knowledge to use web based software programs used by the courts and program.

Ability to properly operate standard office equipment: computer, calculator, fax machine, copier, telephone/headset/call forwarding system and shredder.

Ability to provide public access or maintain confidentiality of department information and records according to Program, County, State and National standards.

Ability to comply with all employer and department policies/work rules including but not limited to: attendance, safety, drug-free workplace and personal conduct.

Ability to effectively communicate orally and in written word with: co-workers, County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain and carry out and present written and oral instructions.

Ability to compare or observe similarities and differences in data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to multi-task in fast-paced environment for long periods of time and under time constraints.

Ability to apply knowledge of people and/or locations to assist and plan layout for assigned work projects.

Ability to plan, present and speak at presentations, trainings, fundraisers and events.

Ability to occasionally work extended hours, weekends, evening hours and occasional out of town travel for conferences/training that could include overnight stays.

## **II. DIFFICULTY OF WORK:**

Incumbent performs tasks according to standard operating procedures or policy and procedural manuals, with work priorities determined by supervisor, and/or formal court schedule. Incumbent receives indirect or occasional supervision with moderate flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

## **III. RESPONSIBILITY:**

Incumbent performs duties according to standard department policies and procedures with work priorities determined by supervisor. Assignments are guided by following standard operation procedures or policy and procedural manuals. Decisions are restricted by only the broadest policy and/or guidance from supervisor. Errors in incumbent work are primarily detected or prevented through supervisory review. Undetected errors result in adverse actions on volunteers and may result in loss of money to department.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of executing policies, developing/implementing programs/services, and resolving problems.

Incumbent reports directly to Vigo County CASA Program Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for extended periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, speaking clearly and hearing sounds/communications. Incumbent occasional works extended, weekend and/or evening hours with occasional out of town travel for conferences/training involving overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of CASA Staff Advocate Supervisor for Vigo County CASA describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

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

YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** CASA-Staff Data Entry  
**DEPARTMENT:** CASA  
**WORK SCHEDULE:** As assigned 29hrs/week  
**JOB CATEGORY:** GRANT FUNDED  
**RATE:** GRANT FUNDED (Determined per Grant Cycle)

**DATE WRITTEN:** November 2014  
**DATE REVISED:** February 2024

**STATUS:** Part-Time  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily and within required time lines. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential function of the job, unless the accommodation would cause an undue hardship.

**DUTIES:**

Incumbent serves as Data Entry for the Vigo County Court Appointed Special Advocate (CASA) program, responsible for providing administrative support to the department operations, supervisors, staff and volunteers through digital filing system, database management and court E-filing.

**GENERAL:**

Performs duties with critical time line that require ensuring appropriate documents are scanned, processed and accessible for all offices, staff and volunteers.

Performs duties within required time frame that upload and track volunteer receipt of scanned documents, by working to accelerate migration of case documents to digital formats, updating file distribution system as needed and maintaining case management software.

Performs duties of compiling hard case files and proper organization of documentation received by program.

Corrects exception reports ensuring that correct data has been entered: cause number structure, gender, ethnicity, date of birth, placement, bio metrics, contact logs, court notes.

Performs e-filing of court documentation per state filing requirements.

Gathers and process of documents from electronic sources and in person pick up from courts daily.

Composes notification/appointment letters, emails and electronic notification to agencies of court and case participants.

Participates and attends staff functions as directed by Program Director: monthly staff structure meetings, case triage sessions, planning meetings for events and parties, monthly community CASA and volunteer events. Includes staffing sessions of creation of new procedures and policy.

Participates in general office duties of office maintenance, inventory, filing, answering of phones and office coverage.

Performs all/any additional related duties as assigned by Supervisor and/or Program Director.

**I. JOB REQUIREMENTS:**

Must be at least 18 years of age.

High school diploma or GED.

Requires a valid driver's license and proof of valid insurance.

Must complete CASA 30 training and Optima training curriculum.

Ability to meet all employer and department hiring requirements, including passage of drug test, and criminal background check.

**Ability to understand, memorize, retain and carry out and present written and oral instructions.**

**Ability to work alone with minimum supervision and with others in a team environment.**

**Ability to multi-task in fast-paced environment for long periods of time and under time constraints.**

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of bookkeeping functions and ability to count and make simple arithmetic additions/subtractions.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare various documents and written reports as required.

Strong working knowledge of Microsoft Office programs: Word, Excel, Publisher, PowerPoint and web based software programs used by the courts and program.

Ability to properly operate standard office equipment: computer, calculator, fax machine, copier, telephone/headset/call forwarding system and shredder.

Ability to provide public access or maintain confidentiality of department information and records according to Program, County, State and National standards.

Ability to comply with all employer and department policies/work rules including but not limited to: attendance, safety, drug-free workplace and personal conduct.

Ability to effectively communicate orally and in written word with: co-workers, County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to compare or observe similarities and differences in data, coordinate and make determinations based on data analyses.

Ability to apply knowledge of people and/or locations to assist and plan layout for assigned work projects.

Ability to plan, present and speak at presentations, fundraisers and events.

Ability to occasionally work extended hours, weekends, evening hours and occasional out of town travel for conferences/training that could include overnight stays.



**II. DIFFICULTY OF WORK:**

Incumbent performs tasks according to standard operating procedures or policy and procedural manuals, with work priorities determined by supervisor, and/or formal court schedule. Incumbent receives indirect or occasional supervision with moderate flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. This position requires extensive duties that rely on time sensitive data entry.

**III. RESPONSIBILITY:**

Incumbent performs duties according to standard department policies and procedures with work priorities determined by supervisor. Assignments are guided by following standard operation procedures or policy and procedural manuals. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of executing policies, developing/implementing programs/services, and resolving problems.

Incumbent reports directly to assigned Supervisors and or Program Director.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for extended periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, speaking clearly and hearing sounds/communications. Incumbent occasional works extended, weekend and/or evening hours with occasional out of town travel for conferences/training involving overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Administrative Assistant-Courts Data Specialist for Vigo County CASA describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

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

YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** CASA-Staff Community Liaison  
**DEPARTMENT:** CASA  
**WORK SCHEDULE:** As assigned Max 15hrs/week  
**JOB CATEGORY:** GRANT FUNDED  
**RATE:** GRANT FUNDED (Determined per Grant Cycle)

**DATE WRITTEN:** November 2014  
**DATE REVISED:** February 2024

**STATUS:** Part-Time  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential function of the job, unless the accommodation would cause an undue hardship.

**DUTIES:**

Incumbent serves as Community Liaison for the Vigo County Court Appointed Special Advocate (CASA) program, responsible for coordination of recruitment/awareness and training events and campaigns to promote the Vigo County CASA program to obtain volunteer participation.

**GENERAL:**

Develops and implements plans for recruitment/awareness, reflecting diversity of current and in-coming volunteers while conveying the mission statement of the CASA program.

Conducts special events, fundraisers, volunteer drives, radio and television interviews, public service announcements, speaking events, social media plans, and newspaper interviews regarding recruitment and program needs with increased awareness on the individual volunteer.

Conducts training plans and sessions for volunteers consistent with National CASA Curriculum.

Maintains and contributes to Social media forums: Facebook, Twitter, Instagram, CASA website.

Serves as lead Community Liaison while on site distributing brochures and other public relations materials at community, awareness, recruitment, training events and other activities.

Performs various clerical duties to include but limited to: assisting with preparation of CASA newsletter, Spotlight volunteer publication, updating content for brochures, proof reading documents, social media content, photocopying, scanning, mailing, and filing of hard copy documents; updates public and scheduling bulletin boards and electronic/digital time sheets;.

Participates and attends staff functions: monthly staff structure meetings, planning meetings for events and parties, monthly community CASA and volunteer events. Includes staffing sessions of creation of new procedures and policy.

Performs all/any additional related duties as assigned by Supervisor and/or Program Director.

**I. JOB REQUIREMENTS:**

Must be at least 18 years of age.

Requires a valid driver's license and proof of valid insurance.

High school diploma or GED.

Must complete 30 hour CASA training course.

Ability to meet all employer and department hiring requirements, including passage of drug test, and criminal background check.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge and ability to count, perform simple arithmetic calculations of additions/subtractions.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare various documents and written reports as required.

Working knowledge of Microsoft Office programs: Word, Excel, Publisher, PowerPoint.

Working knowledge to use web based software programs used by the courts and program.

Ability to properly operate standard office equipment: computer, calculator, fax machine, copier, telephone/headset/call forwarding system and shredder.

Ability to provide public access or maintain confidentiality of department information and records according to Program, County, State and National standards.

Ability to comply with all employer and department policies/work rules including but not limited to: attendance, safety, drug-free workplace and personal conduct.

Ability to effectively communicate orally and in written word with: co-workers, County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain and carry out and present written and oral instructions.

Ability to compare or observe similarities and differences in data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to multi-task in fast-paced environment for long periods of time and under time constraints.

Ability to apply knowledge of people and/or locations to assist and plan layout for assigned work projects.

Ability to plan, present and speak at presentations, fundraisers and events.

Ability to occasionally work extended hours, weekends, evening hours and occasional out of town travel for conferences/training that could include overnight stays.

## **II. DIFFICULTY OF WORK:**

Incumbent performs tasks according to standard operating procedures or policy and procedural manuals, with work priorities determined by supervisor, and/or formal court schedule. Incumbent receives indirect or occasional supervision with moderate flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

### **III. RESPONSIBILITY:**

Incumbent performs duties according to standard department policies and procedures with work priorities determined by supervisor. Assignments are guided by following standard operation procedures or policy and procedural manuals. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of executing policies, developing/implementing programs/services, and resolving problems.

Incumbent reports directly to Volunteer Coordinator/Recruiter/Trainer/Community Liaison Supervisor.

### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for extended periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, speaking clearly and hearing sounds/communications. Incumbent occasional works extended, weekend and/or evening hours with occasional out of town travel for conferences/training involving overnight.

### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Volunteer Recruiter/Community Liaison for Vigo County CASA describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

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

YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** CASA-Staff Advocate  
**DEPARTMENT:** CASA  
**WORK SCHEDULE:** 29/HRS PER WEEK  
**JOB GRADE:** GRANT FUNDED  
**RATE:** (UPDATED PER GRANT CYCLE)

**DATE WRITTEN:** November 2014  
**DATE REVISED:** February 2024

**STATUS:** PART-TIME  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application proves or perform essential function of the job, unless the accommodation would cause an undue hardship.

**DUTIES:**

Incumbent serves as a Staff Advocate for the Vigo County Court Appointed Special Advocate (CASA) program, responsible for advocating and representing abused and neglected children within the juvenile court system in one of the following program areas: Family Recovery Court (FRC), Child Information, Assessment Intake, Staff Advocates, Volunteer Coordination, Community Liaison, Recruitment, Training, and Data.

**GENERAL:**

Serves as Staff Advocate, including observing, investigating, evaluating progress and quality of case, facilitating, advocating, monitoring on limited basis, researching case background and current status of case, gathering medical, school and placement information on assigned cases. Includes but not limited to researching birth parents past and current criminal status, drug screen results and service compliance.

Interacts and has contacts with the children of case through visits and meetings, all persons connected to the case including but not limited to: parents, family members, kinship care, placements, doctors, counselors, teachers, therapists, case managers and other social service providers. Also may have interaction with employers, community members, landlords, etc.

Performs "Spot" visits on assigned cases so that assurance of safety of the children involved is provided and will make reports of abuse and neglect as required by State law to Abuse Hotline.

Is required to see/and or maintain child contact of assigned child a minimum of once every 30 days, unless exception has been given due to distance of placement, then exception arrangement can be allowed for alternative communication with child.

Collaborates with Court personnel, Department of Child Services, social service providers, Law Enforcement, School, Mental Health and other community agencies for case updates and background history. Attends Family Team Meetings with social service providers.

Assists in case triage and waitlist of cases.

Maintains program database with updates on placement, parent and child information, case logs, court appearance, research and case work.

Performs duties that require ensuring appropriate documents are scanned, processed and accessible for all offices, agencies, court personnel, staff and volunteers.

Provides written court reports to court as required for all Periodic Review, Permanency and Termination of Parental Right hearings and any other requested report by the courts.

Maintains mileage record and report to be submitted monthly.

Attends ALL court proceedings and provide testimony as required.

Provides quality case management and supervision of assigned case load of 25-30 cases with individualized case management for child and family on matters relative to community based and crisis intervention resource information, family stabilization, permanency planning, treatments and discharge of case, including providing information regarding community resources, monitoring and providing case review, evaluation, and documentation.

Provides case management required by State and National Standards, such as maintaining direct contact with the children of the case, preparation for court testimony, including maintaining monthly contact for case updates, recording contact logs, approval of volunteer contact logs, Director Case updates.

Prepares and submits various reports, including gathering detailed information from multiple parties, balancing discrepancies between the court programs and CASA program data, cross-checking data entry for correct labeling and input to State CASA requirements.

Performs various clerical duties to included but limited to: providing content for brochures, proof reading documents, social media content, photocopying, scanning, mailing, and filing of hard copy documents; updates public and scheduling bulletin boards and electronic/digital time sheets;

Participates and attends staff functions: monthly staff structure meetings, planning meetings for events and parties, monthly community CASA and volunteer events. Includes staffing sessions of creation of new procedures and policy.

### **SPECIAL PROJECTS:**

Organizes one CASA Community event per year-training, community event, speaking series.

Performs all/any additional related duties as assigned by Supervisor and or Program Director.

### **I. JOB REQUIREMENTS:**

Must be at least 21 years of age.

Recommended but not required: Baccalaureate Degree in Criminology, Criminal Justice, Human Development or related field of study OR work experience in related field.

Must complete 30 hour CASA training course.

Must carry 15+ advocacy caseload.

Ability to meet all employer and department hiring requirements, including passage of drug test, and criminal background check.

Requires a valid driver's license and proof of valid insurance.

Working knowledge of child welfare, and/or child focused social issues and knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect preferred.

Working knowledge of juvenile justice and/or socials service systems and ability to apply such knowledge to a variety of interrelated tasks.

Ability to assist in coordination of CASA volunteers in the advocacy of abused and neglected children, including providing training and evaluating performance.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working ability to count, perform simple arithmetic calculations of additions/subtractions.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare various documents and written reports as required.

Working knowledge of Microsoft Office programs: Word, Excel, Publisher, PowerPoint.

Working knowledge to use web based software programs used by the courts and program.

Ability to properly operate standard office equipment: computer, calculator, fax machine, copier, telephone/headset/call forwarding system and shredder.

Ability to provide public access or maintain confidentiality of department information and records according to Program, County, State and National standards.

Ability to comply with all employer and department policies/work rules including but not limited to: attendance, safety, drug-free workplace and personal conduct.

Ability to effectively communicate orally and in written word with: co-workers, County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain and carry out and present written and oral instructions.

Ability to compare or observe similarities and differences in data, coordinate and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to multi-task in fast-paced environment for long periods of time and under time constraints.

Ability to apply knowledge of people and/or locations to assist and plan layout for assigned work projects.

Ability to plan, present and speak at presentations, trainings, fundraisers and events.

Ability to occasionally work extended hours, weekends, evening hours and occasional out of town travel for conferences/training that could include overnight stays.

## **II. DIFFICULTY OF WORK:**

Incumbent performs tasks according to standard operating procedures or policy and procedural manuals, with work priorities determined by supervisor, and/or formal court schedule. Incumbent receives indirect or occasional supervision with moderate flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor.

## **III. RESPONSIBILITY:**

Incumbent performs duties according to standard department policies and procedures with work priorities determined by supervisor. Assignments are guided by following standard operation procedures or policy and procedural manuals. Decisions are restricted by only the broadest policy and/or guidance from supervisor. Errors in incumbent work are primarily detected or prevented through supervisory review. Undetected errors result in adverse actions on volunteers and may result in loss of money to department.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of executing policies, developing/implementing programs/services, and resolving problems.

Incumbent reports directly to Vigo County Staff CASA Supervisor.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for extended periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, speaking clearly and hearing sounds/communications. Incumbent occasional works extended, weekend and/or evening hours with occasional out of town travel for conferences/training involving overnight.

## **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

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

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

YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name



**POSITION DESCRIPTION  
COUNTY OF VIGO, INDIANA**

**POSITION:** CASA-Staff Advocate  
**DEPARTMENT:** CASA  
**WORK SCHEDULE:** M-F 8am-4pm  
**JOB GRADE:** 8  
**RATE:** \$23.48/hr

**DATE WRITTEN:** November 2014  
**DATE REVISED:** February 2024

**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Vigo County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application proves or perform essential function of the job, unless the accommodation would cause an undue hardship.

**DUTIES:**

Incumbent serves as a Staff Advocate for the Vigo County Court Appointed Special Advocate (CASA) program, responsible for advocating and representing abused and neglected children within the juvenile court system in one of the following program areas: Family Recovery Court (FRC), Child Information, Assessment Intake, Staff Advocates, Volunteer Coordination, Community Liaison, Recruitment, Training, and Data.

**GENERAL:**

Serves as Staff Advocate, including observing, investigating, evaluating progress and quality of case, facilitating, advocating, monitoring on limited basis, researching case background and current status of case, gathering medical, school and placement information on assigned cases. Includes but not limited to researching birth parents past and current criminal status, drug screen results and service compliance.

Interacts and has contacts with the children of case through visits and meetings, all persons connected to the case including but not limited to: parents, family members, kinship care, placements, doctors, counselors, teachers, therapists, case managers and other social service providers. Also may have interaction with employers, community members, landlords, etc.

Performs "Spot" visits on assigned cases so that assurance of safety of the children involved is provided and will make reports of abuse and neglect as required by State law to Abuse Hotline.

Is required to see/and or maintain child contact of assigned child a minimum of once every 30 days, unless exception has been given due to distance of placement, then exception arrangement can be allowed for alternative communication with child.

Collaborates with Court personnel, Department of Child Services, social service providers, Law Enforcement, School, Mental Health and other community agencies for case updates and background history. Attends Family Team Meetings with social service providers.

Assists in case triage and waitlist of cases.

Maintains program database with updates on placement, parent and child information, case logs, court appearance, research and case work.

Performs duties that require ensuring appropriate documents are scanned, processed and accessible for all offices, agencies, court personnel, staff and volunteers.

Provides written court reports to court as required for all Periodic Review, Permanency and Termination of Parental Right hearings and any other requested report by the courts.

Maintains mileage record and report to be submitted monthly.

Attends ALL court proceedings and provide testimony as required.

Provides quality case management and supervision of assigned case load of 25-30 cases with individualized case management for child and family on matters relative to community based and crisis intervention resource information, family stabilization, permanency planning, treatments and discharge of case, including providing information regarding community resources, monitoring and providing case review, evaluation, and documentation.

Provides case management required by State and National Standards, such as maintaining direct contact with the children of the case, preparation for court testimony, including maintaining monthly contact for case updates, recording contact logs, approval of volunteer contact logs, Director Case updates.

Prepares and submits various reports, including gathering detailed information from multiple parties, balancing discrepancies between the court programs and CASA program data, cross-checking data entry for correct labeling and input to State CASA requirements.

Performs various clerical duties to included but limited to: providing content for brochures, proof reading documents, social media content, photocopying, scanning, mailing, and filing of hard copy documents; updates public and scheduling bulletin boards and electronic/digital time sheets;

Participates and attends staff functions: monthly staff structure meetings, planning meetings for events and parties, monthly community CASA and volunteer events. Includes staffing sessions of creation of new procedures and policy.

### **SPECIAL PROJECTS:**

Organizes one CASA Community event per year-training, community event, speaking series.

Performs all/any additional related duties as assigned by Supervisor and or Program Director.

### **I. JOB REQUIREMENTS:**

Must be at least 21 years of age.

Recommended but not required: Baccalaureate Degree in Criminology, Criminal Justice, Human Development or related field of study OR work experience in related field.

Must complete 30 hour CASA training course.

Must carry 15+ advocacy caseload.

Ability to meet all employer and department hiring requirements, including passage of drug test, and criminal background check.

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Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare various documents and written reports as required.

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YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name