



MONROE COUNTY COUNCIL
REGULAR SESSION
JANUARY 10, 2012 5:30 P.M.
COURT ROOM 213
JUSTICE BUILDING
301 N. COLLEGE AVE.
BLOOMINGTON, IN 47404
AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT
- IV. DEPARTMENT UPDATES
- V. ELECTION OF OFFICERS
- VI. 2012 COUNCIL CALENDARS
 - 1. Resolution 2012-__ Council Work Session Calendar
 - 2. Resolution 2012-__ Council Regular Session Calendar
 - 3. Resolution 2012-__ Personnel Administration Committee Calendar
- VII. COUNCIL ORGANIZATION
Council Appointments to Board/Commissions & Department Liaisons
- VIII. COMMISSIONERS, *Commissioner*
Report on Open Positions
 - A. Human Resources Director
 - B. Sheriff Department
- IX. COMMISSIONERS, *Jason Carnes*
 - A. Request for Approval of Creation of a New Fund and Budget Lines
 - 8115-000 (CFDA number 81.041) Solar Panel Grant
 - 20.0001 Supplies
 - 30.0001 Professional Services
 - 40.0001 Capital Items

 - B. Request for Approval of Appropriation of Funds
 - 8115-000 (CFDA number 81.041) Solar Panel Grant
 - 20.0001 Supplies \$ 1,500.00
 - 30.0001 Professional Services 12,000.00
 - 40.0001 Capital Items 264,805.40

TOTAL

\$278,305.40

X. PROSECUTOR, *Chris Gaal*

A. Request for Approval of Additional Appropriation

0101-009 Prosecutor

10.0031 Misdemeanor DPA	\$ 3,957.00
10.0041 Senior Legal Secretary	2,912.00
11.8001 FT Health/Dental/Life	1,580.00
11.8003 FT Unemployment	69.00
11.8101 FICA	526.00
11.8201 PERF	<u>739.00</u>

TOTAL

\$ 9,783.00

B. Request for Approval of Additional Appropriation

0655-000 Prosecutor Diversion User Fees

10.0021 Legal Secretary	\$ 30,174.00
11.7601 Longevity	400.00
11.8001 FT Health/Dental/Life	6,940.00
11.8003 FT Unemployment	320.00
11.8101 FICA	2,339.00
11.8201 PERF	<u>3,244.00</u>

TOTAL

\$ 43,339.00

XI. HEALTH DEPARTMENT, *Penny Caudill*

A. Request for Approval of a New Fund and Budget Lines

8114-000 Futures Clinic

- 10.0002 LPN/Nurse
- 10.0003 Clinic Manager
- 11.7601 Longevity
- 11.8001 FT Health/Life
- 11.8003 FT UI
- 11.8101 FICA
- 11.8201 PERF
- 12.0001 APN/Nurse Practitioner
- 13.8002 PT UI
- 10.8002 PT Fringe
- 20.0001 Supplies
- 20.0005 Uniforms
- 20.0008 Medical Supplies
- 20.0009 Medications
- 20.0010 Public Information Material
- 20.0011 Contraceptives
- 30.0002 Labs
- 30.0003 Postage
- 30.0004 Travel
- 30.0005 Telephone
- 30.0006 Registration/Conference Fees
- 30.0007 Medical Malpractice

- 30.0009 Contractual Services
- 30.0010 Rent
- 30.0016 Utilities

B. Request for Approval of Appropriation of Funds

8114-000 Futures Clinic

10.0002 LPN/Nurse	\$ 33,818.00	
10.0003 Clinic Manager	28,711.00	
11.7601 Longevity	1,000.00	
11.8001 FT Health/Life	15,007.00	
11.8003 FT UI	750.00	
11.8101 FICA	10,367.00	
11.8201 PERF	6,722.00	
12.0001 APN/Nurse Practitioner	71,990.00	
13.8002 PT UI	360.00	
10.8002 PT Fringe	<u>360.00</u>	▼ \$169,085.00
20.0001 Supplies	5,000.00	
20.0005 Uniforms	50.00	
20.0008 Medical Supplies	1,500.00	
20.0009 Medications	3,000.00	
20.0010 Public Information Material	200.00	
20.0011 Contraceptives	<u>36,948.00</u>	▼ 46,698.00
30.0002 Labs	15,500.00	
30.0003 Postage	600.00	
30.0004 Travel	1,000.00	
30.0005 Telephone	2,000.00	
30.0006 Registration/Conference Fees	2,000.00	
30.0007 Medical Mal-practice	10,000.00	
30.0009 Contractual Services	17,500.00	
30.0010 Rent	12,000.00	
30.0016 Utilities	<u>2,600.00</u>	▼ <u>63,200.00</u>

TOTAL \$278,983.00

C. Request for Approval of Additional Appropriation

0801-000 Health Department

30.0200 VaxCare	\$ 10,000.00
10.0018 Public Health Coordinator	\$ 10,000.00

TOTAL \$ 20,000.00

XII. Request for Approval of Creation of New Budget Lines

4913 000 Solid Waste Interlocal

- 10.0001 Controller
- 11.8101 FICA
- 11.8201 PERF

11.8103 U/I
11.8001 FT Health

XIII. REQUEST FOR APPROVAL OF AMENDMENT OF THE 2012 MONROE COUNTY SALARY ORDINANCE [first reading]

A. 4913-000 Solid Waste Interlocal

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
Controller	\$35,000	\$38,189

B. 0101-002 Auditor

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
Second Financial Rep.		\$30,174

C. 0801-000 Health Department

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
Public Health Coordinator	0	\$32,178

D. 0653-000 Clerk Perpetuation Fund

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
Assistant Deputy Clerk		\$25,746

E. 0226-225 Juvenile Facility COIT (Probation)

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
10.0004 Juv PO	0	\$58,833
10.0005 Juv PO	0	\$58,833
10.0006 Juv PO	0	\$56,525

F. 0101-009 - Prosecutor - CGF

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
10.0031 Deputy Prosecutor	\$49,821	\$53,778
10.0041 Senior Legal Secretary	\$30,174	\$33,086

**XIV. APPROVAL OF MINUTES OF REGULAR COUNCIL SESSIONS HELD ON:
JULY 13, 2010, APRIL 26, JUNE 14, JULY 26, SEPTEMBER 27, AND
NOVEMBER 9, 2011; DECEMBER 13, 2011 CONTINUED TO DECEMBER 14,
2011 AND THE SPECIAL SESSION OF DECEMBER 14, 2011**

AND

**BUDGET HEARING SESSIONS HELD ON: SEPTEMBER 14 AND 15,
SEPTEMBER 21 AND 22, OCTOBER 25, 26 AND 27, 2011.**

XV. COUNCIL COMMENTS



MONROE COUNTY COUNCIL
REGULAR SESSION
JANUARY 10, 2012 5:30 P.M.
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8115-000 (CFDA number 81.041) Solar Panel Grant
 - 20.0001 Supplies \$ 1,500.00
 - 30.0001 Professional Services 12,000.00
 - 40.0001 Capital Items 264,805.40
- TOTAL** **\$278,305.40**

The County received \$278,305.40 from the Office of Energy Development. The project is four-fold: 1) install PV solar panels on North Showers; 2) install energy dashboards on 3 schools and Showers; 3) a solar education installation in the atrium of North Showers, and 4) implement the Leaders of Today vs. Leaders of Tomorrow energy challenge.

The County's partners, MCCSC and the Bloomington Project School have discretion (allowable by the grant) to spend the \$1,500 (supplies) for activities related to the energy challenge and curriculum. Due to a short contract period, this should be heard at the first Council meeting of 2012.

X. PROSECUTOR, *Chris Gaal*

A. Request for Approval of Additional Appropriation

0101-009 Prosecutor

10.0031 Misdemeanor DPA	\$ 3,957.00
10.0041 Senior Legal Secretary	2,912.00
11.8001 FT Health/Dental/Life	1,580.00
11.8003 FT Unemployment	69.00
11.8101 FICA	526.00
11.8201 PERF	<u>739.00</u>

TOTAL **\$ 9,783.00**

This request for additional appropriation is necessary in line 0101-009-10.0031 due to changes in the employee being paid out of this line. When the funding was originally appropriated during budget hearings the employee in this position had not yet worked for Monroe County Government for three years. The pay was appropriated at halfway between low and mid point. The employee originally in this position has since left employment with our office and this position will be filled by a current employee who has been with the County for over three years. This additional appropriation will bring the pay level to midpoint as per Monroe County compensation policy.

The request for additional appropriation in line 0101-009-10.0041 is necessary due to the fact that this line was decreased to midpoint when the Council passed a motion to decrease in grade supervisor pay during the budget hearings. When the motion was reversed, the salary in this line was not corrected to reflect the change.

B. Request for Approval of Additional Appropriation

0655-000 Prosecutor Diversion User Fees

10.0021 Legal Secretary	\$ 30,174.00
11.7601 Longevity	400.00
11.8001 FT Health/Dental/Life	6,940.00
11.8003 FT Unemployment	320.00
11.8101 FICA	2,339.00
11.8201 PERF	<u>3,244.00</u>

TOTAL **\$ 43,339.00**

This request for additional appropriation is necessary due to a change that was made during budget hearings that was not reflected in the approved budget. Funding for two legal secretary positions was initially requested to be paid out of Prosecutor County General. One of these positions was approved in County General at the budget hearing, the other legal secretary position was not funded out County General. This position had not been submitted as part of the Diversion User Fee budget (0655), leaving no appropriation for this legal secretary position for 2012. This additional appropriation will allow for continued funding of this already established position.

The additional appropriation request to the benefit lines is to pay benefits on this position.

XI. HEALTH DEPARTMENT, Penny Caudill

A. Request for Approval of a New Fund and Budget Lines

8114-000 Futures Clinic

- 10.0002 LPN/Nurse**
- 10.0003 Clinic Manager**
- 11.7601 Longevity**
- 11.8001 FT Health/Life**
- 11.8003 FT UI**
- 11.8101 FICA**
- 11.8201 PERF**
- 12.0001 APN/Nurse Practitioner**
- 13.8002 PT UI**
- 10.8002 PT Fringe**
- 20.0001 Supplies**
- 20.0005 Uniforms**
- 20.0008 Medical Supplies**
- 20.0009 Medications**
- 20.0010 Public Information Material**
- 20.0011 Contraceptives**
- 30.0002 Labs**
- 30.0003 Postage**
- 30.0004 Travel**
- 30.0005 Telephone**
- 30.0006 Registration/Conference Fees**
- 30.0007 Medical Malpractice**
- 30.0009 Contractual Services**
- 30.0010 Rent**
- 30.0016 Utilities**

B. Request for Approval of Appropriation of Funds

8114-000 Futures Clinic

10.0002 LPN/Nurse	\$ 33,818.00
10.0003 Clinic Manager	28,711.00
11.7601 Longevity	1,000.00
11.8001 FT Health/Life	15,007.00
11.8003 FT UI	750.00
11.8101 FICA	10,367.00
11.8201 PERF	6,722.00
12.0001 APN/Nurse Practitioner	71,990.00

13.8002 PT UI	360.00
10.8002 PT Fringe	<u>360.00</u>

▼ \$169,085.00

This is for personnel at Futures Clinic during grant year 2012.

20.0001 Supplies	5,000.00
20.0005 Uniforms	50.00
20.0008 Medical Supplies	1,500.00
20.0009 Medications	3,000.00
20.0010 Public Information Material	200.00
20.0011 Contraceptives	<u>36,948.00</u>

▼ 46,698.00

This is for supplies at Futures Clinic during grant year 2012.

30.0002 Labs	15,500.00
30.0003 Postage	600.00
30.0004 Travel	1,000.00
30.0005 Telephone	2,000.00
30.0006 Registration/Conference Fees	2,000.00
30.0007 Medical Mal-practice	10,000.00
30.0009 Contractual Services	17,500.00
30.0010 Rent	12,000.00
30.0016 Utilities	<u>2,600.00</u>

▼ 63,200.00

This is for services other than personnel (30s) at Futures Clinic during grant year 2012.

TOTAL \$278,983.00

This is for a new fund with lines and appropriation to fund Futures Clinic during 2012. Funds are from the 2012 Title X grant. Budget will be covered by Title X, TANF, local grants and fees/donations/third party payments.

C. Request for Approval of Additional Appropriation

0801-000 Health Department

30.0200 VaxCare	\$ 10,000.00
10.0018 Public Health Coordinator	\$ 10,000.00

TOTAL \$ 20,000.00

The MCHD is one of a dozen LHD in Indiana participating in an immunization pilot. To do this, the health fund 0801 will use the new Rev line (VaxCare) and new expense line. The money from Rev from VaxCare needs to be appropriated and to a line so we can pay CHS their portion of the funds. The health dept requests an additional appropriation of \$20,000 for this purpose. The PHC position was approved during budget hearing but the additional expenditure was not added to budget.

XII. Request for Approval of Creation of New Budget Lines

4913 000 Solid Waste Interlocal

10.0001 Controller
11.8101 FICA

11.8201 PERF
 11.8103 U/I
 11.8001 FT Health

Budget lines are needed in order to pay the controller's salary.

XIII. REQUEST FOR APPROVAL OF AMENDMENT OF THE 2012 MONROE COUNTY SALARY ORDINANCE [first reading]

A. 4913-000 Solid Waste Interlocal

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
Controller	\$35,000	\$38,189

This reflects the correct salary for this line.

B. 0101-002 Auditor

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
Second Financial Rep.		\$30,174

This corrects the salary figure for this position in the salary ordinance.

C. 0801-000 Health Department

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
Public Health Coordinator	0	\$32,178

D. 0653-000 Clerk Perpetuation Fund

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
Assistant Deputy Clerk		\$25,746

This position was inadvertently omitted from the original salary ordinance.

E. 0226-225 Juvenile Facility COIT (Probation)

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
10.0004 Juv PO	0	\$58,833
10.0005 Juv PO	0	\$58,833
10.0006 Juv PO	0	\$56,525

These positions were moved from County General into this fund during budget hearings.

F. 0101-009 - Prosecutor - CGF

<u>Position</u>	<u>Present Salary</u>	<u>Requested Salary</u>
10.0031 Deputy Prosecutor	\$49,821	\$53,778
10.0041 Senior Legal Secretary	\$30,174	\$33,086

These changes were made due to reclassification and length of service with the County.

XIV. APPROVAL OF MINUTES OF REGULAR COUNCIL SESSIONS HELD ON: JULY 13, 2010, APRIL 26, JUNE 14, JULY 26, SEPTEMBER 27, AND NOVEMBER 9, 2011; DECEMBER 13, 2011 CONTINUED TO DECEMBER 14, 2011 AND THE SPECIAL SESSION OF DECEMBER 14, 2011

**AND
BUDGET HEARING SESSIONS HELD ON: SEPTEMBER 14 AND 15,
SEPTEMBER 21 AND 22, OCTOBER 25, 26 AND 27, 2011.**

XV. COUNCIL COMMENTS

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Human Resource Director
DEPARTMENT: Monroe County Commissioners
WORK SCHEDULE: 8:00 A.M. – 4:00 P.M.
JOB CATEGORY: EXE I (Executive)

DATE WRITTEN: December, 2005 **STATUS:** Full-time
DATE REVISED: July 24, 2007 **FLSA STATUS:** 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. The County of Monroe provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Director for the Human Resources for the Monroe County Government reporting to the Commissioners, administers compensation and benefit programs, prepares various related reports, ensures compliance with a variety of employment laws and regulations, and assists County Commissioners.

I. DUTIES:

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, providing training and corrective instruction, and delegating work assignments.

Establishes and/or maintains employee benefit programs and plans. Assists elected officials, department heads, and employees in understanding and utilizing benefits. Coordinates use of job descriptions and forms required for administration of programs. Reviews benefit plans annually and makes recommendations for improvements.

Administers workers' compensation program, including processing claims, responding to inquiries, and resolving related problems.

Advises appointed and elected officials on matters of personnel policies, recommending specific courses of action as appropriate. Oversees compliance with state and federal employee/employer regulations, including but not limited to Equal Employment Opportunity (EEC), Americans With Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), and Department of Labor (DOL) regulations.

Directs the preparation of position vacancy announcements and new hire orientation, including assisting department supervisors as needed, creating job postings, screening applicants, assisting with interviews.

Maintains employee files, including ensuring adherence to confidentiality requirements.

Attends County Council and County Commissioners meetings as needed, including preparing related reports as requested.

Maintains current knowledge of human resources field by attending professional meetings and training seminars and reading related publications.

Prepares annual County salary ordinance.

Performs related duties as assigned.

II. JOB REQUIREMENTS:

Baccalaureate degree in public affairs, human resources, management, or related field, or equivalent combination of education and experience. PHR/SPHR Certification preferred.

Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring recommendations, providing training and corrective instruction, and delegating work assignments.

Thorough knowledge of and ability to read, interpret, and apply federal, state, and local human resources laws and regulations, including but not limited to EEO, ADA, FLSA, DOL regulations, FMLA, and Workers' Compensation.

Working knowledge of county government operations and budget procedures.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to properly use standard office equipment, including but not limited to fax machine, copier, telephone, printer, computer, keyboard, and various office management software.

Ability to effectively communicate orally and in writing with the co-workers, other county departments, elected officials, attorneys, state and federal agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

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

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

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to maintain accurate records, compile and prepare related reports.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours, evenings and weekends, and travel out of town, sometimes overnight, for the purpose of training.

III. DIFFICULTY OF WORK:

Incumbent performs duties that are broad in scope involving many variables and considerations. Incumbent operates within well-established government regulations and County policies, exercising independent judgment in interpreting relating guidelines to specific situations.

IV. RESPONSIBILITIES:

Incumbent applies County policies and procedures to individual cases, discussing unusual/unprecedented situations with supervisors as needed. Incumbent receives general supervision, with work periodically reviewed for soundness of judgment and conclusions, and compliance with state and federal employment regulations, County personnel policies and benefits plans. Work is reviewed for effect on department goals and objectives and compliance with legal requirements.

V. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, elected officials, attorneys, state and federal agencies, and the public, for purposes of exchanging information, explaining/interpreting policies and procedures, mediating employee disputes/disciplinary actions, and providing technical guidance regarding human resources issues.

Reports directly to Monroe County Commissioners and the County Commissioners' Executive Director.

VI. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, bending at waist, close vision, keyboarding, hearing sounds/communication, and speaking clearly. Incumbent is occasionally required to work extended hours, evenings, and weekends, and travel of out town, sometimes overnight.

VII. APPLICATION/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Human Resources Director 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 _____

Application/Employee signature

Date



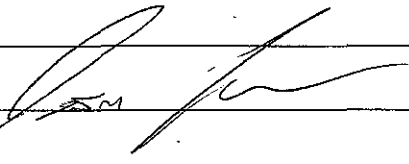
REQUEST FOR CREATION OF NEW BUDGET LINE APPROVAL FROM THE MONROE COUNTY COUNCIL

(Rev. 05-04)

Department: Commissioners		Date: 1-4-12
Fund Name / Number: 8115 (CFDA number 81.041) Solar Panels Grant		
New Budget Line Number		New Budget Line Name
20.0001	Supplies	
30.0001	Professional Services	
40.0001	Capital Items	

Reason for request (include a complete description of why a new budget line in this fund is needed and how the money in that line will be used)

The County received a grant for the installation of PV system on the Showers Building. This is to facilitate the spending of the grant money.

Department Head 	Date: 1/4/12
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Email completed form to the County Council Administrative Assistant in the Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

Requests received after the deadline will placed on the following month's agenda.



**REQUEST FOR ADDITIONAL APPROPRIATION APPROVAL
FROM MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Prosecutor		Date: January 10, 2012
From Fund Name/Number:		
Fund Name / Number: Prosecutor County General/0101-009		
Budget Line Number	Budget Line Name	Amount
10.0031	Misdemeanor DPA	\$3,957
10.0041	Senior Legal Secretary	\$2,912
11.8001	FT Health/Dental/Life	\$1,580
11.8003	FT Unemployment	\$69
11.8101	FICA	\$526
11.8201	PERF	\$739
		Total: \$9,783

Reason for request (include a complete description of why appropriation is needed and how the money will be used)

This request for additional appropriation is necessary in line 10.0031 due to changes in the employee being paid out of this line. When the funding was originally appropriated during budget hearings the employee in this position had not yet worked for Monroe County Government for three years. The pay was appropriated at halfway between low and mid point. The employee originally in this position has since left employment with our office and this position will be filled by a current employee who has been with the County for over three years. This additional appropriation will bring the pay level to midpoint as per Monroe County compensation policy.

The request for additional appropriation in line 10.0041 is necessary due to the fact that this line was decreased to midpoint when the Council passed a motion to decrease in grade supervisor pay during the budget hearings. When the motion was reversed, the salary in this line was not corrected to reflect the change.

The additional appropriation to the benefit lines is to pay the benefits on the salary differences.

Department Head Chris Gaal	Date: 12/19/11
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Email completed form to the County Council Administrative Assistant in the Council Office prior to the appropriation deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

Requests received after the deadline will placed on the following month's agenda.



**REQUEST FOR ADDITIONAL APPROPRIATION APPROVAL
FROM MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Prosecutor		Date: January 10, 2012
From Fund Name/Number:		
Fund Name / Number: Prosecutor Diversion User Fees/0655-000		
Budget Line Number	Budget Line Name	Amount
10.0021	Legal Secretary	\$30,174
11.7601	Longevity	\$400
11.8001	FT Health/Dental/Life	\$6940
11.8003	FT Unemployment	\$302
11.8101	FICA	\$2,339
11.8201	PERF	\$3,244
		Total: \$43,339
Reason for request (include a complete description of why appropriation is needed and how the money will be used)		
<p>This request for additional appropriation is necessary due to a change that was made during budget hearings that was not reflected in the approved budget. Funding for two legal secretary positions was initially requested to be paid out of Prosecutor County General. One of these positions was approved in County General at the budget hearing, the other legal secretary position was not funded out County General. This position had not been submitted as part of the Diversion User Fee budget (0655), leaving no appropriation for this legal secretary position for 2012. This additional appropriation will allow for continued funding of this already established position.</p> <p>The additional appropriation request to the benefit lines is to pay benefits on this position.</p>		
Department Head Chris Gaal		Date: 12/19/11

Email completed form to the County Council Administrative Assistant in the Council Office prior to the appropriation deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

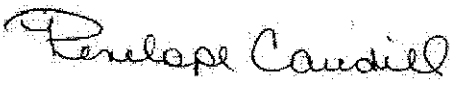
Requests received after the deadline will placed on the following month's agenda.



REQUEST FOR CREATION OF NEW BUDGET LINE APPROVAL FROM THE MONROE COUNTY COUNCIL

(Rev. 05-04)

Department: Health	Jan 2012
Fund Name / Number: Futures Clinic 8114	
New Budget Line Number	New Budget Line Name
10.0002	LPN/Nurse
10.0003	Clinic Manager
11.7601	Longevity
11.8001	FT Health/Life
11.8003	FT UI
11.8101	FICA
11.8201	PERF
12.0001	APN/Nurse Practitioner
13.8002	PT UI
10.8002	PT Fringe
Reason for request (include a complete description of why a new budget line in this fund is needed and how the money in that line will be used)	
This request is for 2012 Title X grant cycle to fund Futures Clinic	
Pg 1 or 3	

Department Head 	Date: 12/2/2011
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Email completed form to the County Council Administrative Assistant in the Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

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**REQUEST FOR CREATION OF NEW BUDGET LINE APPROVAL FROM THE
MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Health	Jan 2012
Fund Name / Number: Futures Clinic 8114	
New Budget Line Number	New Budget Line Name
20.0001	Supplies
20.0005	Uniforms
20.0008	Medical Supplies
20.0009	Medications
20.0010	Public Information Material
20.0011	Contraceptives

Reason for request (include a complete description of why a new budget line in this fund is needed and how the money in that line will be used)

This request is for 2012 Title X grant cycle to fund Futures Clinic

Pg 2 or 3

Department Head <i>Penelope Caudill</i>	Date: 12/2/2011
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Email completed form to the County Council Administrative Assistant in the Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

Requests received after the deadline will placed on the following month's agenda.



REQUEST FOR CREATION OF NEW BUDGET LINE APPROVAL FROM THE MONROE COUNTY COUNCIL

(Rev. 05-04)

Department: Health		Jan 2012
Fund Name / Number: Futures Clinic 8114		
New Budget Line Number		New Budget Line Name
30.0002	Labs	
30.0003	Postage	
30.0004	Travel	
30.0005	Telephone	
30.0006	Registration/Conference fees	
30.0007	Medical Mal-Practice	
30.0010	Rent	
30.0016	Utilities	
30.0009	<i>Contractual Services</i>	

Reason for request (include a complete description of why a new budget line in this fund is needed and how the money in that line will be used)

This request is for 2012 Title X grant cycle to fund Futures Clinic

Pg 3 or 3

Department Head <i>Penelope Caudill</i>	Date: 12/2/2011
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Email completed form to the County Council Administrative Assistant in the Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

Requests received after the deadline will placed on the following month's agenda.



**REQUEST FOR ADDITIONAL APPROPRIATION APPROVAL
FROM MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Health		Date: January 2012
Fund Name / Number: Futures 8114		
Budget Line Number	Budget Line Name	Amount
10.0002	LPN/Nurse	\$33,818.00
10.0003	Clinic Manager	28,711.00
11.7601	Longevity	1,000.00
11.8001	FT Hlth/Life	15,007.00
11.8003	FT UI	750.00
11.8101	FICA	10,367.00
11.8201	PERF	6,722.00
12.0001	APN/Nurse Practitioner	71,990.00
13.8002	PT UI	360.00
10.8002	PT Fringe	360.00 Total: \$169,085.00
Reason for request (include a complete description of why appropriation is needed and how the money will be used)		
This is for personnel at Futures Clinic during grant year 2012.		
Pg 1 of 3		

Department Head: <i>Penelope Cavdill</i>	Date: 12/2/2011
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Email completed form to the County Council Administrative Assistant in the Auditor's Office prior to the additional appropriation deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

Requests received after the deadline will placed on the following month's agenda.



**REQUEST FOR ADDITIONAL APPROPRIATION APPROVAL
FROM MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Health		Date: January 2012
Fund Name / Number: Futures 8114		
Budget Line Number	Budget Line Name	Amount
20.0001	Supplies	\$5,000.00
20.0005	Uniforms	50.00
20.0008	Medical Supplies	1,500.00
20.0009	Medications	3,000.00
20.0010	Public Information	200.00
20.0011	Contraceptives	36,948.00
		Total: \$ 46,698.00

Reason for request (include a complete description of why appropriation is needed and how the money will be used)

This is for supplies (20s) at Futures Clinic during grant year 2012.

Pg 2 of 3

Department Head: <i>Penelope Caudill</i>	Date: 12/2/2011
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Email completed form to the County Council Administrative Assistant in the Auditor's Office prior to the additional appropriation deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

Requests received after the deadline will placed on the following month's agenda.



**REQUEST FOR ADDITIONAL APPROPRIATION APPROVAL
FROM MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Health		Date: January 2012
Fund Name / Number: Futures 8114		
Budget Line Number	Budget Line Name	Amount
30.0002	Labs	\$15,500.00
30.0003	Postage	600.00
30.0004	Travel	1,000.00
30.0005	Telephone	2,000.00
30.0006	Registration/Conference Fees	2,000.00
30.0007	Medical Mal-Practice Ins	10,000.00
30.0009	Contractual Services	17,500.00
30.0010	Rent	12,000.00
30.0016	Utilities	2,600.00
		Total: \$ 63,200.00

Reason for request (include a complete description of why appropriation is needed and how the money will be used)

This is for services other than personnel (30s) at Futures Clinic during grant year 2012.

Grand Total = \$278,983

Budget to be covered by Title X, TANF, local grants and fees/donations/third party pmt

Pg 3 of 3

Department Head: <i>Penelope Caudill</i>	Date: 12/2/2011
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Email completed form to the County Council Administrative Assistant in the Auditor's Office prior to the additional appropriation deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

Requests received after the deadline will placed on the following month's agenda.



**REQUEST FOR CREATION OF NEW BUDGET LINE APPROVAL FROM THE
MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Solid Waste Management		Date: 1/6/2012
Fund Name / Number: 4913-000 Solid Waste Interlocal		
New Budget Line Number		New Budget Line Name
10.0001		Controller
11.8101		FICA
11.8201		PERF
11.8103		U/I
11.8001		FT Health

Reason for request (include a complete description of why a new budget line in this fund is needed and how the money in that line will be used)

This sets the budget lines to pay the controller's salary from this fund.

Department Head Steve Saulter, Auditor's office	Date: 1/6/2012
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Email completed form to the County Council Administrative Assistant in the Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates).

Requests received after the deadline will placed on the following month's agenda.



**REQUEST FOR SALARY ORDINANCE APPROVAL
FROM MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Monroe Co. Solid Waste Management District	Date: 1/6/2012
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Fund Name: 4913-000 Solid Waste Interlocal

Position Number and Name	Present Salary	Requested Salary
10.0001 Controller	\$35,000	\$38,189

If salary increase request where will the additional funds come from?

Reason for Request

This changes the line to reflect the correct salary

Department Head: Steve Saulter, Auditor's office	Date: 1/6/2012
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Send completed form to the County Council Administrative Assistant in the Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates). Requests received after the deadline will placed on the following month's agenda.



REQUEST FOR SALARY ORDINANCE APPROVAL FROM MONROE COUNTY COUNCIL

(Rev. 05-04)

Department: Auditor		Date: 1/6/2012
Fund Name: 0101-002 Auditor		
Position Number and Name	Present Salary	Requested Salary
10.0014 2 nd Financial Rep	\$10/hr	\$301.174
If salary increase request where will the additional funds come from?		
Reason for Request		
This corrects the salary figure for this position in the Salary Ordinance.		
Department Head:		Date:
Amy Gerstman, Auditor/by Steve Saulter		1/6/2012

Send completed form to the County Council Administrative Assistant in the Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates). Requests received after the deadline will placed on the following month's agenda.



**REQUEST FOR SALARY ORDINANCE APPROVAL
FROM MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Health Department	Date: 1/6/2012
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Fund Name: 0801-000

Position Number and Name	Present Salary	Requested Salary
10.0018 Public Health Coordinator	0	\$32,178

If salary increase request where will the additional funds come from?

Reason for Request

Department Head: Penny Caudill	Date: 1/6/2012
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Send completed form to the County Council Administrative Assistant in the Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates). Requests received after the deadline will placed on the following month's agenda.



REQUEST FOR SALARY ORDINANCE APPROVAL FROM MONROE COUNTY COUNCIL

(Rev. 05-04)

Department: Clerk's Office		Date: 1/6/2012
Fund Name: 0653-000 Clerk's Perpetuation Fund		
Position Number and Name	Present Salary	Requested Salary
10.0002 Assistant Deputy Clerk	0	\$32,178
If salary increase request where will the additional funds come from?		
Reason for Request		
This position was inadvertently omitted from the original salary ordinance.		
Department Head:		Date:
Linda Robbins, Clerk		1/6/2012

Send completed form to the County Council Administrative Assistant in the Council Office prior to the deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates). Requests received after the deadline will placed on the following month's agenda.



**REQUEST FOR SALARY ORDINANCE APPROVAL
FROM MONROE COUNTY COUNCIL**

(Rev. 05-04)

Department: Monroe Circuit Court Probation		Date: 01/05/2012
Fund Name: Juvenile Facility COIT 0226-225		
Position Number and Name	Present Salary	Requested Salary
0226-225 10.0004 Juv PO	\$0.00	\$58,833
0226-225 10.0005 Juv PO	\$0.00	\$53,833
0226-225 10.0006 Juv PO	\$0.00	\$56,525
If salary increase request where will the additional funds come from?		
Reason for Request		
These positions were moved from County General into this fund during budget hearings.		

Department Head: Linda Brady	Date: 01/05/2012
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Send completed form to the County Council Administrative Assistant in the Auditor's Office prior to the additional appropriation deadline (see appropriate resolution concerning the Council meeting schedule for deadline dates). Requests received after the deadline will placed on the following month's agenda.