Tippecanoe County Board of Commissioners

Meeting
Monday, October19, 2020
10:00 am
Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

TENTATIVE AGENDA

Due to the public health emergency, public comment on agenda items may be submitted prior to the meeting at plbennett@tippecanoe.in.gov. Comments must include Name and Address to be heard. Members of the public may watch the live stream of the meeting at https://www.facebook.com/TippecanoeCountyIndiana/ and https://www.youtube.com/channel/UCJIeeA9ZQo9EllGdZTdjurQ/featured

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

Documents:

MINUTES 10.05.2020 CM DRAFT.DOCX

III. PRESENTATION OF ACCOUNTS PAYABLE VOUCHERS- PAULA BENNETT

IV. PRESENTATION OF PAYROLL- PAULA BENNETT

V. CONTRACTS AND AGREEMENTS

TIPPECANOE COUNTY COURTHOUSE - DOME

- McNeil Coatings Consulting - Tracy Brown

Documents:

AGENDA10192020MCNEILCOATINGSCONSULTANT.PDF

VI. CHANGE ORDERS

FAIRGROUNDS

- Brand Electric, Inc., - Change Order: BP4 885-005 $6000
- Denney Excavating Inc., - Change Order: BP5 885-002 $4,394

TIPPECANOE COUNTY COURTHOUSE RENOVATION

- Stull Woodworks Inc., - Change Order: 903-001 <$57,111.86>

Documents:

CHANGEORDER10192020FAIRGROUNDSBRANDELECTRICBP4885-005.PDF
CHANGEORDER10192020FAIRGROUNDSDENNEYEXCAVATINGBP5885-002.PDF
CHANGEORDER10192020TIPPCOCOURTROOMSTULLWOODWORKS903-001.PDF

VII. PROSECUTOR - PAT HARRINGTON

2021 JAG Grant Application for HTCU

Documents:

AGENDA10192020CORRECTIONS.PDF

VIII. GRANTS- SHARON HUTCHISON

IX. APPROVAL OF 2021 HOLIDAYS

Documents:

AGENDA10192020HOLIDAYSCHEDULE2021.PDF

X. UNFINISHED/NEW BUSINESS

XI. REPORTS ON FILE

- Animal Spay & Neuter Contract
- Tippecanoe County Public Library
- Treasurer

Documents:

AGENDA10192020ANIMALSPAYNEUTERCLINIC.PDF
AGENDA10192020TIPPCOUNTYPUBLICLIBRARY.PDF
AGENDA10192020TREASURERSEPT2020.PDF

XII. PUBLIC COMMENT

Due to the public health emergency, public comment on agenda items may be submitted prior to the meeting at plbennett@tippecanoe.in.gov. Comments must include Name and Address to be heard. Members of the public may watch the live stream of the meeting at https://www.facebook.com/TippecanoeCountyIndiana/ and https://www.youtube.com/channel/UCJIeeA9ZQo9EllGdZTdjurQ/featured

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Tippecanoe County Board of Commissioners

Meeting Minutes

Monday, October 5, 2020
10:00 am
Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

Commissioners present President Tracy A. Brown, Vice President Thomas P. Murtaugh and Member David S. Byers.
Also present: Attorney Doug Masson, Auditor Robert Plantenga, Commissioners' Assistant Paula Bennett, and Recording Secretary Jennifer Wafford.

I. PLEDGE OF ALLEGIANCE – President Brown called the meeting to order and led the Pledge of Allegiance

II. APPROVAL OF MINUTES from Monday, September 21, 2020.

- Commissioner Murtaugh moved to approve the minutes as presented, second by Commissioner Byers. Motion carried.

III. PRESENTATION OF ACCOUNTS PAYABLE – Paula Bennett

The claims from September 23, 2020, through October 5, 2020, were recommended for approval without exception.

- Commissioner Byers moved to approve the Accounts Payable as presented, second by Commissioner Murtaugh. Motion carried.

IV. PRESENTATION OF PAYROLL – Paula Bennett

The payroll from October 2, 2020, was recommended for approval without exception.

- Commissioner Byers moved to approve the Payroll as presented, second by Commissioner Murtaugh. Motion carried.

V. BRAVO FOR THE ARTS PROCLAMATION – Tippecanoe Arts Federation

The Commissioners read the proclamation designating Wednesday, October 14, 2020, as Bravo for the Arts Day. The Commissioners invite the community to celebrate the arts' power and the work of the many arts and cultural providers in our region.

VI. ORDINANCE 2020-15-CM (2ND READING)- Doug Masson

Withdrawing Assignment of Jurisdiction to Dayton Redevelopment Commission

- Commissioner Murtaugh moved to consider ORDINANCE 2020-15-CM, second by Commissioner Byers.

The ordinance withdraws parcels assigned to the Dayton Redevelopment Commission in 2019. The parcels assigned, through a Resolution, were for a Redevelopment project and construction that included Yost Road. Since the passing of that Resolution, the Dayton Board has decided not to proceed with the redevelopment project. As a result of this decision, the Tippecanoe County Commissioners have decided to withdraw the assignment and reassign the parcels back to Tippecanoe County.

President Brown called for the vote:

- Auditor Plantenga recorded the vote:

Commissioner Brown	Y
Commissioner Murtaugh	Y
Commissioner Byers	Y

Ordinance 2020-15-CM passed with a vote of 3-0 on Second Reading.

VII. PROFESSIONAL SERVICES AGREEMENT– Tom Murtaugh

A Professional Services agreement with Browning Day Mullins Dierdorf for Architectural services for Phase 2 of the Tippecanoe County Central Office project. A schedule of rates was included, depending on what services may be required to complete the project.

- Commissioner Murtaugh moved to approve the agreement as presented, second by Commissioner Byers. Motion carried.

VIII. AREA PLAN – Sallie Fahey

ORDINANCE 2020-16-CM. (Z-2800)-Ordinance was withdrawn by the Petitioner prior to the meeting.

ORDINANCE 2020-17-CM. (Z-2805)

- Commissioner Byers moved to consider ORDINANCE 2020-17-CM, second by Commissioner Murtaugh.

Attorney Dan Teder, representing petitioner, Midwest Rentals requesting the rezone from PDNR to GB of 5.23 acres located on the west side of Klondike Road, South of US 52, more specifically 3312 Klondike Road, Wabash 3 (SE) 23-5. Midwest Rentals had this property rezoned in 2010 for a portable toilet business. However, the business has now been sold, and Midwest Rentals is no longer using that site. The owners wish to sell the Klondike site, and to do that, they need to remove it from the planned development to be able to have another use. This requires a zoning classification change back to GB. The rezoning request received a favorable staff recommendation and a unanimous yes vote from the Area Plan Commission.

Commitment submitted with rezoning has been withdrawn.

Commissioner Byers asked Attorney Teder why the Commitment was originally filed and then withdrawn. Attorney Teder advised that there had been some confusion about the need for a commitment due to a GIS Map being incorrect. The GIS map has since been corrected, and it was determined that a commitment was not needed, so it was withdrawn.

President Brown called for the vote:

- Auditor Plantenga recorded the vote:

Commissioner Murtaugh	Y
Commissioner Byers	Y
Commissioner Brown	Y

Ordinance 2020-17-CM passed with a vote of 3-0.

IX. HIGHWAY – Stewart Kline presented and recommended:

A. Maintenance Bond with Duncan Robertson Inc. for Tippecanoe County Bridge #133 Replacement in the amount of $727,490.20
   - Commissioner Byers moved to approve the bond as presented, second by Commissioner Murtaugh. Motion carried.

B. Construction Maintenance Bond with Ikes Sewer Enterprises for work in the right-of-way at 3105 SR25 in the amount of $5,000.
   - Commissioner Murtaugh moved to approve the bond as presented, second by Commissioner Byers. Motion carried.

C. Sub-Division Street Maintenance Bond with Milestone Contractors LP for acceptance of streets in the Three Meadows Subdivision, Section One, Phase Two, in the amount of $24,150. A Sub-Division Street Maintenance Bond with Atlas Excavating Inc. for acceptance of streets in Three Meadows Subdivision, Section One, Phase Two, in the amount of $19,269.40. Also, a Street Acceptance in Three Meadows Subdivision, Section One, Phase Two for Twin Lakes Circle.

- Commissioner Murtaugh moved to approve the bonds and street acceptance as presented, second by Commissioner Byers. Motion carried.

D. Continuation Certificate with Frontier North, Inc. in the amount of $5,000.
- Commissioner Byers moved to approve the certificate as presented, second by Commissioner Murtaugh. Motion carried.

X. GRANTS – Sharon Hutchison presented and recommended:

Permission to Apply for Grants:

For Surveyor from SIA Foundation in the amount of $15,000, towards storage to hold rafts and other WOW and DeTrash the Wabash Supplies and equipment.
- Commissioner Murtaugh moved to approve applying for the grant as presented, second by Commissioner Byers. Motion carried.

Permission to Accept Grants funds:

A. For Community Corrections from BJA in the amount of $250,000 for the implementation of the Prison Rape Elimination Act (PREA) Standards, protecting inmates and safeguarding our community. Match to the County will be from salaries of current staff that will supervise.
- Commissioner Byers moved to accept the grant as presented, second by Commissioner Murtaugh. Motion carried.

B. For Community Corrections from Indiana Supreme Court and Justice Partners Addictions Response in the amount of $60,000, for the 2020 Sequential Intercept Model Grant Award.
- Commissioner Murtaugh moved to accept the grant as presented, second by Commissioner Byers. Motion carried.

C. For Health from the Indiana Department of Health, in the amount of $316,234, for identified COVID-19 related IT needs within the Health Department.
- Commissioner Byers moved to accept the grant as presented, second by Commissioner Murtaugh. Motion carried.

D. For Emergency Management from Indiana Homeland Security Foundation Grant, in the amount of $3,750, to purchase SCBA Bottles used by EMA for different life-saving incidents. This will fund five additional new tanks.
- Commissioner Murtaugh moved to accept the grant as presented, second by Commissioner Byers. Motion carried.

E. For TEMA from Indiana Department of Homeland Security, in the amount of $12,000, for the HEMP 2021 grant to cover the cost of delegation to attend the HAZMAT training conference.
- Commissioner Byers moved to accept the grant as presented, second by Commissioner Murtaugh. Motion carried.

F. For Superior Court 3 from the Indiana Supreme Court and HHS 2020 Court Improvement Program federal funds, in the amount of $9,000, for the paperless project and collaborative effort to review Quest data for JC/JT/JM cases in Tippecanoe County as well as Advisement of Rights Video production for JC/JT cases.
   - Commissioner Murtaugh moved to accept the grant as presented, second by Commissioner Byers. Motion carried.

MOU/Contract:

Ratification of the MOU for School Resource Officer Agreement between the Tippecanoe County Sheriff's office and Tippecanoe School Corporation to cover the COPS grant until 2024.

- Commissioner Byers moved to approve the contract addendum as presented, second by Commissioner Murtaugh. Motion carried.

XI. CHANGE ORDER FOR FAIRGROUNDS RENOVATION PROJECT

Change order #6 with Shepler Construction Company, for an increase of $91,500, to complete the following on the Swine Barn:

1. Remove the existing roofing & eave trim and haul away for proper disposal.
2. Existing insulation will be saved for reuse.
3. Remove the gutter straps & roof-to-wall flashing on cupola (both upper and lower) and haul away for proper disposal.
4. Remove all valley metal and ridge cap.
5. Remove all rake trim and save for reinstallation.
6. Install new roofing and eave trim over the existing insulation.
7. Install new gutter straps and roof-to-wall flashing on both cupolas.
8. Install new valley metal and ridge cap.
9. Supply & Install new rake trim on the East end of the building.
10. Remove skylights and install new insulation and roofing over the skylight opening.
11. Including bond.

- Commissioner Byers moved to approve the change order as presented, second by Commissioner Murtaugh. Motion carried.

Change order #4 with Mulhaupt's Inc, in the amount of $2,173, to:

1. Add door, frame, and hardware at Door 221A for an added penthouse on mezzanine.
2. Provide and deliver a hollow metal knock-down cased opening frame for the kitchen opening marked by sheet keynote #11/A-102.2. Note the FRP on both sides of the wall.
3. Installation by others.

- Commissioner Byers moved to approve the change order as presented, second by Commissioner Murtaugh. Motion carried.

Change order #6 with Davidson Excavating, in the amount of $21,509, to add drain downspout drain piping per IB#13.

- Commissioner Byers moved to approve the change order as presented, second by Commissioner Murtaugh. Motion carried.

Change order #7 with Brenneco Inc, in the amount of $143.00, to add a 1-1/2" gas valve at the west side Area D to isolate east and west rooftop units.

- Commissioner Byers moved to approve the change order as presented, second by Commissioner Murtaugh. Motion carried.

XII. UNFINISHED/NEW BUSINESS

Commissioner Byers welcomed Kellie Barker to the County. She has taken the vacant position of Office Manager for the Commissioner's office.

XIII. REPORTS ON FILE

-Tippecanoe County Building Commission
-Tippecanoe County Parks & Recreation

XIV. PUBLIC COMMENT-None

Commissioner Byers moved to adjourn. President Brown adjourned the meeting.

BOARD OF COMMISSIONERS OF
THE COUNTY OF TIPPECANOE

_____
Tracy A. Brown, President

_____
Thomas P. Murtaugh, Vice-President

_____
David S. Byers, Member

ATTEST:

_____
Robert A Plantenga, Auditor 10/19/2020

Minutes prepared by Jennifer Wafford, Recording Secretary

McNEIL
COATINGS CONSULTANT

Malcolm McNeil 1132 Kay Drive Greenwood, Indiana 46142-2204 Phone 317.885.1557

September 29, 2020

Tippecanoe County Indiana Board of Commissioners
20 N. Third Street
Lafayette, IN 47901

The following is my proposal to perform a survey of the coatings that have been applied to the Tippecanoe County Courthouse located at 301 Main Street, Lafayette, IN 47901. The purpose of the survey is to determine if any repairs are necessary on the structure under the warranty which expires in 2023. The survey would consist of the following:

Condition of coatings on all surfaces covered by the warranty.
Dry Film Thickness measurements.
Delamination of coatings.
Holidays.
Excessive chalking.
Corrosion of substrates.
Blisters and/or pinholes.
All other defects which may be present in the coatings.
Any other issues which may be covered by the warranty that pertains to coatings.

A written report would be submitted at the conclusion of the survey citing all warranty issues which should be addressed and recommendations for remedial action to be taken.

The above services would be provided for a fee of $ 1500.00 plus $ 0.58 per mile travel expense payable upon completion of the survey.

Access to the substrates to be provided by Tippecanoe County.

Thank you for this opportunity to be of service.

Respectfully submitted by:

Malcolm McNeil
Coatings Consultant
NACE International Certified Level 3 Coating Inspector

RECEIVED
OCT 02 2020

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Change Order - Construction Manager-Adviser Edition

PROJECT *(Name and address)*:
885-Fairground Renovations
1406 Teal Rd.
Lafayette, IN 47905

CHANGE ORDER NUMBER: BP4 885-005
INITIATION DATE: 10/1/2020

OWNER: ☒
CONSTRUCTION MANAGER: ☒
ARCHITECT: ☐
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

TO CONTRACTOR *(Name and address):*
Brand Electric, Inc.
6274 East 375 South
Lafayette, IN 47905

PROJECT NUMBERS: 885 / 885
CONTRACT DATE: August 22, 2019
CONTRACT FOR: 4O-Electrical

THE CONTRACT IS CHANGED AS FOLLOWS:

EWO 885-060

[] Change communication and data 4" conduits, junction boxes, and innerduct to a wire tray system.

Subtotal for EWO 885-060: **-<$8,500.00>**

EWO 885-085

[] Add power to added electric hot water heater in Serving Kitchen 135.

Subtotal for EWO 885-085: **$625.00**

EWO 885-095

[] Add circuits and Cat5 daisy chain for 5 ea. remote IntelliPurge valves for the dry fire suppression system.

[] Deduct to omit 10 ea. outlets on the roofs shown on E-206.2 and E-207.2.

Subtotal for EWO 885-095: **$9,950.00**

EWO 885-102

[] Added hot water heater circuit for showers in Rooms 134 and 135.

Subtotal for EWO 885-102: **$675.00**

EWO 885-112

[] Change W1A wall sconces at east canopies (3 ea.) to VCPG Ultimate LED soffit mounted light fixtures.

Subtotal for EWO 885-112: **$1,400.00**

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EWO 885-119

[] Add electrical trough on the west wall of Electrical Room 132 to accommodate the addition of drywall for fire rating.

Subtotal for EWO 885-119: **$1,150.00**

EWO 885-125

[] Provide and install 17 ea. White Rodgers Durable Metal, lockable, F29-0192 ore equal thermostat guards.

Subtotal for EWO 885-125: **$700.00**

Total **INCREASE** for this Change Order: **$6,000.00**

CHANGE ORDER BP4 885-005 (EWO 885: 60; 85; 95; 102; 112; 119; 125)

The original Contract Sum was	$	1,745,000.00
Net change by previously authorized Change Orders	$	975.00
The Contract Sum prior to this Change Order was	$	1,745,975.00
The Contract Sum will be increased by this Change Order in the amount of	$	6,000.00
The new Contract Sum including this Change Order will be	$	1,751,975.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged..

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Tecton Construction Management	NA
CONSTRUCTION MANAGER *(Firm name)*	**ARCHITECT** *(Firm name)*
102 North 3rd Street Suite 201 Lafayette, IN 47901	NA
ADDRESS	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*
Mike Roberts 10/7/2020	NA
(Typed name) **DATE:**	*(Typed name)* **DATE:** NA
Brand Electric, Inc.	Tippecanoe County Commissioners
CONTRACTOR *(Firm name)*	**OWNER** *(Firm name)*
6274 East 375 South Lafayette, IN 47905	20 N.Third Street Lafayette, IN 47901
ADDRESS	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*
Kameron Brand 10/6/2020	David Byers
(Typed name) **DATE:**	*(Typed name)* **DATE:**

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Change Order - Construction Manager-Adviser Edition

PROJECT *(Name and address)*:
885-Fairground Renovations
1406 Teal Rd.
Lafayette, IN 47905

CHANGE ORDER NUMBER: BP5 885-002
INITIATION DATE: 10/1/2020

OWNER: ☒
CONSTRUCTION MANAGER: ☒
ARCHITECT: ☐
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

TO CONTRACTOR *(Name and address):*
Denney Excavating, Inc.
2050 S. Harding St.
Indianapolis, IN 46221

PROJECT NUMBERS: 885 / 885
CONTRACT DATE: March 12, 2020
CONTRACT FOR: 5A-DEMOLITION

THE CONTRACT IS CHANGED AS FOLLOWS:

EWO 885-120

Time and Material:

[] $125.00/HR for operator and equipment

[] $400.00 for crushing concrete

[] Provide site specific safety controls for demolition work, including signage, safety barrels and barricades as needed around immediate demolition area.

[] Remove and dispose of structures in their entirety, including elevated concrete slab, block knee wall. Footings and foundations to remain.

[] Remove (3) existing pads outside of the pool area and break off pole base at wall opening below grade.

[] Provide proper disposal of all materials, all concrete materials to be added to the crushing pile and any fill material under the elevated slab will be placed in the pool area.

[] Rough grade all disturbed areas upon completion of work.

[] DEI is to retain all salvage rights.

Per Email: Details and pictures:

[] 8'x 60' concrete slab, 4” thick on about 1’ of fill

[] (2) 4’ wide concrete steps

[] Block knee wall 4’ tall x 4” wide

[] Access through exterior door with skid steer from back of building

[] Material could be combined with Fairgrounds material that is being recycled

Total **INCREASE** for this Change Order: **$4,394.00**

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CHANGE ORDER BP5 885-002 (EWO 885-120)

The original Contract Sum was	$	258,400.00
Net change by previously authorized Change Orders	$	2,000.00
The Contract Sum prior to this Change Order was	$	260,400.00
The Contract Sum will be increased by this Change Order in the amount of	$	4,394.00
The new Contract Sum including this Change Order will be	$	264,794.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged..

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Tecton Construction Management	NA
CONSTRUCTION MANAGER *(Firm name)*	**ARCHITECT** *(Firm name)*
102 North 3rd Street Suite 201 Lafayette, IN 47901	NA
ADDRESS	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*
Mike Roberts 10/7/2020	NA
(Typed name) **DATE:**	*(Typed name)* **DATE:** NA
Denney Excavating, Inc.	Tippecanoe County Commissioners
CONTRACTOR *(Firm name)*	**OWNER** *(Firm name)*
2050 S. Harding St. Indianapolis, IN 46221	20 N.Third Street Lafayette, IN 47901
ADDRESS	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*
Randy Denney	David Byers
(Typed name) **DATE:**	*(Typed name)* **DATE:**

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Change Order - Construction Manager-Adviser Edition

PROJECT *(Name and address)*: 903-Tippecanoe County Court Room Renovations 301 Main Street Lafayette, IN 47901	CHANGE ORDER NUMBER: 903-001 INITIATION DATE: 10/1/2020	OWNER: ☒ CONSTRUCTION MANAGER: ☒ ARCHITECT: ☐ CONTRACTOR: ☒
TO CONTRACTOR *(Name and address)*: Stull Woodworks Inc. 55 Marybill Drive S. Troy, OH 45373	PROJECT NUMBERS: 903 / 903 CONTRACT DATE: February 11, 2020 CONTRACT FOR: 1B-Millwork / Casework	FIELD: ☐ OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:

EWO 903-007

[] **DEDUCT** - Wainscot, trim, and Gallery rail

Total **DECREASE** for this Change Order: -<$57,111.86>

The original Contract Sum was	$	392,745.00
Net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	392,745.00
The Contract Sum will be decreased by this Change Order in the amount of	$	57,111.86
The new Contract Sum including this Change Order will be	$	335,633.14

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged..

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Tecton Construction Management, Inc. CONSTRUCTION MANAGER *(Firm name)* 102 North 3rd Street, Suite 201, Lafayette, IN 47901 ADDRESS	NA ARCHITECT *(Firm name)* NA ADDRESS
BY *(Signature)* Mike Roberts 10/8/2020 *(Typed name)* DATE:	BY *(Signature)* NA *(Typed name)* DATE: NA
Stull Woodworks Inc. CONTRACTOR *(Firm name)* 55 Marybill Drive S., Troy, OH 45373 ADDRESS	Tippecanoe County Board of Commissioners OWNER *(Firm name)* 20 N. Third Street, Lafayette, IN 47901 ADDRESS
BY *(Signature)* Brian Stull *(Typed name)* DATE: 10/8/2020	BY *(Signature)* Tom Murtaugh *(Typed name)* DATE:

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2021 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Request for Proposals

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Established to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions.

Registration is required in Intelligrants in order to access the electronic application.
Applications must be submitted via Intelligrants on or before
12:00 P.M. EDT (noon) November 4, 2020.
Applicants are strongly encouraged to submit applications 72 hours prior to the deadline.

Several changes have been made to the solicitation from previous years. Please be sure to review the application in its entirety before completing. This includes the elimination of JAG Continuation funding for programs after 5 years.

Late or incomplete applications will not be accepted.
Award Period: January 1, 2021 – December 31, 2021

For technical assistance with submitting an application, contact your grant manger or the Help Desk at CJIHelpdesk@cji.in.gov.

ICJI is not responsible for technical issues with grant submission within 24 hours of grant deadline.
For assistance with any other requirements of this solicitation, please contact:
Leann Jaggers LeJaggers@cji.in.gov or Terrie Grantham TGrantham@cji.IN.gov

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PURPOSE OF THE GRANT

The JAG Program provides reimbursement-based funding to assist state and units of local government in developing and implementing programs, activities, and technologies to prevent and control crime and improve the criminal justice system resulting in a lasting impact for the state of Indiana.

JAG Purpose Areas

As designated by the federal granting agency and ICJI, JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, information systems for criminal justice, and criminal justice related research and evaluation activities that will improve or enhance:

1. Law enforcement programs
2. Prosecution, and court programs
3. Prevention and education programs
4. Corrections and community corrections programs
5. Drug treatment and enforcement programs
6. Planning, evaluation, and technology improvement programs
7. Mental Health programs related to law enforcement and corrections

Priority Areas

Applications for funding should fall into one of the 2021 JAG funding priority areas. Priority funding consideration will be given to programs, which meet and highlight the identified priorities listed below. Additional points can be awarded to proposals that specifically comply with a priority funding area and demonstrate evidence-based practices.

1. Safe Policing for Safe Communities: Enhance law enforcement practices and build community engagement
2. Officer Safety & Wellness: Effort to reduce the frequency of officer deaths and serious injuries
3. Reducing Violent Crime: Use data analytics and agency coordination to reduce violent crime
4. Responding to the Opioid Crisis: Reduce the prevalence of fentanyl and other opioids in Indiana
5. Enforcing Firearms Laws: Reduce violent crime involving the illegal use of firearms through strengthening partnerships, improving data, and increasing enforcement

In addition to the JAG purpose areas, ICJI understands the need for innovation and the adoption of evidence-based practices for programs within all areas of the criminal justice system. ICJI will prioritize new and innovative programs established to impact identifiable public safety problem(s), utilizing evidence-based solutions, which include data to achieve the desired outcome. To be considered a data-driven program, the ICJI will seek programs that contain three main characteristics: (1) the problem has been identified using data; (2) the solution will be driven by data analysis/research; and (3) the program success will be measured by evaluating the outcomes.

ELIGIBILITY REQUIREMENTS

State agencies, units of local government, and units of tribal governments are eligible to apply for JAG program funds. A local unit of government is defined as: a city, county, town, township, or other general purpose political subdivision of a state; any law enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; and includes Indian tribes which perform law enforcement functions as determined by the Secretary of the Interior. A city or county jurisdiction must be the recipient on behalf of city and county departments.

Additionally, all applicants awarded a grant from ICJI must agree to the following:

1. Complete the Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE) form and its attachments
2. Agree to abide by all provisions of the grant agreement
3. Agree to abide by all Special Conditions detailed in ICJI Certified Assurances and Special Conditions.
4. Submit all reports in the prescribed format and time frames as determined by ICJI.
5. Submit quarterly performance measures as listed in the Special Conditions provided upon approval of the proposal.
6. Comply with federal guidelines contained in 2 C.F.R Part 200 and the DOJ Financial Guide
7. Submit any and all data related to Uniform Crime Reporting (UCR) under IC 5-2-6-10.5. In addition, upon request, the grantee shall submit the same to the State of Indiana.

Deadlines: Registration and Application

Applications will be submitted through Intelligrants by 12:00 P.M. EDT (noon) November 4, 2020. **No late or incomplete applications will be considered for funding.**

Everything from the grant application, reporting and fiscal draw downs will occur online within Intelligrants. The registration process can be started by visiting Intelligrants and clicking on the "New user?" link. **Applicants must be registered in Intelligrants in order to access the online application**. **Registration may take several days for first time registrants.** Failure to register will prevent applicants from accessing the system. ICJI recommends early registration in order to become familiar with the system. This will prevent delays with application submission. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 24 hours of the deadline. Late applications or applications submitted through any means other than Intelligrants will not be considered for funding.

Match Requirements

The match requirement for first-year and second-year applicants will be waived. All other programs must follow the match schedule listed below. In an effort to provide funding to new programming, the Indiana Criminal Justice Institute's Board of Trustees has eliminated funding for continuation programs beyond 5 years.

3rd year – 25% match
4th year – 50% match
5th year – 75% match
6th year – Ineligible for JAG funds

Federal funds awarded to sub-recipients may not cover more than the total cost of the project less the match amount designated above. The applicant must identify the source of the non-federal portion of the total project costs. The applicant must explain how the match funds will be used in the budget narrative section of the application. If a successful applicant's proposed match exceeds the required match amount, the match amount in the approved budget is mandatory and subject to audit. Additionally, match is restricted to the same uses as those allowed for federal funds. Applicants may satisfy the match requirement with cash, in-kind services, or program income funds. Match may not be provided by other federal funds. The formula for calculating match is:

(Total Federal Funds Requested / Federal Percentage) – (Federal Funds Requested) = Sub grantee Required Match

The total project cost will equal the "Federal Funds Requested" plus the "Sub grantee Required Match".

Example:
A sub grantee is requesting $100,000 in federal funds and is required to match 75 percent.
($100,000 / 0.25) - $100,000 = $300,000

Total Project Cost: $100,000 + $300,000 = $400,000

AWARD PERIOD

The award period for the 2021 JAG grant shall be January 1, 2021 – December 31, 2021. Projects should begin on January 1, 2021 and must be in operation no later than 45 days after January 1, 2021. Failure to have the funded project operational within the time allotted may result in the cancellation of the grant and de-obligation of awarded funds. Projects must conclude no later than December 31, 2021. Funding obligations must be made prior to December 31, 2021, project income must be spent, all outstanding expenses must be paid and the Final Financial Report submitted via Intelligrants within 30 days from December 31, 2021 (grant end date). **All program activity must be completed by the end of the approved award period**.

*****This includes but is not limited to a program awarded funding for the purchase and utilization of equipment. All grant funded equipment must be purchased, installed, and operational by the end of the award period. Ordering of equipment by the grant end date (without it being installed and operational) will result in the awarding agency not providing reimbursement of purchased items. Additionally, the state will not approve extension requests solely for this purpose and the subrecipient will be required to deobligate any related funds.**

All project modifications must be completed 30 days prior to the end of the award period.

Selection Process and Award Notification

ICJI staff will conduct an initial screening of the proposal to check for completeness of the application. ICJI staff conducts a risk assessment of all applicants; the proposed applications will be scored and eligible

applications will be presented to the Drug and Crime Subcommittee of the ICJI Board of Trustees for consideration. **Incomplete applications will not be scored or considered for review**. The subcommittee will make recommendations for funding and present recommendations to the ICJI Board of Trustees.

Reporting and Monitoring Requirements

JAG subgrantees are required to submit quarterly programmatic reports via the Bureau of Justice Assistance's Performance Measurement Tool (PMT). Additional information and assistance on the updated measures may be found at the BJA PMT website.

Additional quarterly performance measures, narrative reports, and financial reports should be submitted as directed in Intelligrants. To validate requests for reimbursement, supporting documents must be included for the reported expenses, to demonstrate "proof of payment" and the details of the expense. **Details of the expense to include "proof of payment" may consist of but is not limited to the following items:**

- **Copies of timesheets**
- **Invoices**
- **Employee paystubs**
- **Detailed Ledger sheets**
- **Canceled checks**

SPECIFIC REQUIREMENTS BY PROGRAM TYPE

Evidence-Based Programming

Programs that identify as being evidence-based and/or a promising practice should provide data related to the program is it seeking to replicate. ICJI considers a program and/or practice to be evidence-based, promising or a best practice when:

1. The program or practice has been evaluated and the findings published in an academic, peer-reviewed journal(s) (i.e. *Punishment & Society, Psychology, Crime & Law,* etc.) demonstrating positive results; or,
2. Effectiveness of the program or practice has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations); or,
3. The program or practice can be found on a list or registry of evaluated programs and practices (i.e. Crime Solutions, NREPP.SAMHSA.gov, George Mason University's Center for Evidence-Based Crime Policy: http://gemini.gmu.edu/cebcp/, etc.) and is categorized as evidence-based, effective, promising, a model practice, or a best practice.

Information Sharing

Programs and plans considering information sharing should be familiar with the Global Criminal Justice Information Sharing Standards. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, ICJI requires the applicant to comply with DOJ's Global Justice Information Sharing Initiative guidelines and recommendations for this award. Applicants must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described in the Global Standards Package Grant Condition. Recipients must document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy

policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

Multi-Jurisdictional Task Forces (MJTF)

- A program that integrates a minimum of three agencies in at least two Indiana counties, or the integration of at least two county task forces which show collaboration with state and federal law enforcement agencies for the purpose of enhancing interagency coordination, intelligence, and facilitating multi-jurisdictional investigations.
- Detail a comprehensive strategy that includes undercover investigation, direction, and control of confidential informants, drug interdiction efforts, and prosecutorial support.
- Attach copies of policies and procedures concerning task force asset forfeitures and program income.
- Ensure Task force members' required training is complete
- A memorandum of understanding between all participating agencies must be submitted to ICJI with the first quarter reports.

Technology/Equipment Improvements

- Body Worn Cameras: Copy of the agency's Body Worn Camera Certification.
- Bullet Proof Vest: Copy of the agency's Body Armor Certification.

Confidential Funds

- Applications requesting confidential funds must read and comply with the requirements set forth in the DOJ Financial Guide. Additionally, all applications including a request for confidential funds must provide the Confidential Fund Certification.

DNA Testing Programs

- If JAG funds are used for DNA testing of evidentiary materials, any resulting eligible profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS. No profiles generated with JAG funds may be entered into any other nongovernmental DNA database.

Problem Solving Court Programs

Court programs seeking JAG funding should provide the following at the time of application:

- Copy of Certification as an Indiana Problem Solving Court.
- Policies and procedures related to operation of the program.
- The schedule for fees charged to participants.
- Copy of all agreements with service providers working with the court. This is not to be limited to only treatment providers, but should include those providing education services, job enhancement skills, individual/family behavioral counseling, etc.

Conference Costs

Any approved conferences or trainings must abide by the Office of Justice Programs policy on conference costs, including related expenses for lodging and transportation. Visit the DOJ Financial Guide for the most

updated and current eligible conference information, as cost limitations are dependent upon overall cost and costs per attendee.

Contracts & Consultants

When a sub-grantee contracts for work or services, the following is required:

1. Follow Indiana procurement procedures located at http://www.in.gov/idoa/2354.htm.
2. All consultant and contractual services shall include written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the grant contract period.
3. A copy of all written contracts shall be attached in Intelligrants upon their ratification.
4. Payments shall be supported by statements outlining the services rendered and supporting the period covered.

Any consultant costs exceeding those allowable by the OJP Financial Guide (maximum of $81.25 per hour or $650 per day) must be approved by ICJI prior to the start of the grant. Applicants must provide an explanation and documentation of costs exceeding the allowable rates.

INELIGIBLE ACTIVITIES AND BUDGET ITEMS

1. Food and/or beverages
2. Lobbying
3. Fundraising activities
4. Weapons and/or accessories
5. Vehicles
6. Fuel
7. Ammunition (lethal or less-lethal)
8. Electronic Immobilization Devices ("EID")
9. Construction or renovation costs
10. Acquisition cost of real estate property
11. Military type equipment
12. Repair and maintenance for equipment obtained through the DoD program
13. Canines and related expenses
14. Restitution payments
15. Fines and penalties
16. Entertainment expenses
17. Bonuses or commissions
18. Calculation and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Check with the Indiana Department of Administration at http://www.in.gov/idoa/
19. Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration
20. First Class travel
21. Pre-agreement costs
22. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval

23. Funds may not be expended or obligated prior to January 1, 2021

Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

APPENDIX A. ATTACHMENTS

This section is available for mandatory and supplemental documentation.

Applicants must provide:

a. Most recent agency audit summary
b. Equal Employment Opportunity Certification (EEOP) EEOP Certification
c. Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE) Form (see below)

Applicants must provide (if applicable):

a. Memorandum of Understanding (MOU) - A MOU must exist between all agencies involved in a multi-jurisdictional task force (MJTF) to include guidance on task force asset forfeitures and program income
b. Information Sharing/Interoperable Communication (see Information Sharing)
d. Mandatory Wear Policy (see Technology/Equipment Improvements)
e. Body Worn Camera Policy Certification (see Technology/Equipment Improvements)
f. Problem Solving Courts
   - Copy of Certification as an Indiana Problem Solving Court.
   - Policies and procedures related to operation of the Problem Solving Court
   - The schedule for fees charged participants of the program.
   - Copy of all agreements with service providers working with the court. This is not to be limited to only treatment providers, but should include those providing education services, job enhancement skills, individual/family behavioral counseling, etc.
g. Certifications
h. Job Descriptions of proposed employees
i. Equipment estimates/quotes
j. Agency's travel policy if stricter than the State of Indiana's. If a travel policy is not attached, the State travel policy will be followed.
k. Local (direct) JAG awards received by your agency
l. Contracts/Consultant Agreements - Any program that has contractual or consultant fees included in their budget must attach a copy of the contract/consultant agreement. All contracts/agreements and MOUs must contain a date range for services that covers the project period of the grant, a list of deliverables and expectations, and signatures from all parties. If the above documents are required for your grant, they should be attached in the first quarter report. Should the above documents not be completed by the end of the first quarter, an explanation as to why they are not completed should be included in your JAG Narrative Section. If at any time during the grant period these documents are revised, please include an updated copy of the document in the attachments section.

APPENDIX B. DHS/ICE FORM

Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

(1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?

☐ Yes ☐ No

(2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?

☐ Yes ☐ No

(3) If "yes" to either:

- Please provide a copy of each law or policy;
- Please describe each practice; and
- Please explain how the law, policy, or practice complies with section 8 U.S.C. § 1373.

APPENDIX C. APPLICABLE LAW AND MANDATORY REQUIREMENTS

General

This award is governed by 2 C.F.R. Part 200 and the 2015 DOJ Grants Financial Guide. All applicants must adhere to all provisions set forth in federal and state statute, regulation, or rule. Failure to abide by the federal and state mandates may, at the discretion of the State, be considered to be a material breach. The consequences of a material breach include, but are not limited, to:

- The Applicant becoming ineligible for this grant funding opportunity;
- Requiring repayment of any grant funds already received;
- The de-obligation of grant funds; and
- The material breach becoming a factor in the scoring process for future grant applications.

Furthermore, the Applicant may not obligate, expend or draw down grant funds until the Federal Office of the Chief Financial Officer notifies the State that the grant has been awarded to Indiana. The State shall not reimburse an Applicant for expenditures outside the grant period of performance.

Pursuant to 2 C.F.R. Part 200, all applicants are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them.

The Applicant understands and agrees that it cannot use federal funds from different funding sources for one or more of the identical cost items, in whole or in part. If this scenario presents itself, the Applicant must contact the ICJI program manager in writing and refrain from the expenditure, obligation, or draw down of any federal funds awarded from ICJI concerning the identical cost items.

Civil Rights Laws and Requirements

Recipients of federal grants are required to adhere to all federal and state laws concerning civil rights including, but not limited to, the laws set forth below.

- **Nondiscrimination.**

  Pursuant to the Indiana Civil Rights Law, specifically including IC §22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Applicant covenants that it shall not discriminate against any employee or applicant for employment relating to this grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Applicant certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

  Applicant covenants that it shall not discriminate against any individual based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity as outlined in the Violence Against Women Act Reauthorization Act of 2013.

  The Applicant understands that the State is a recipient of federal funds, and therefore, where applicable, Applicant and any subcontractors shall comply with requisite affirmative action requirements, including

reporting, pursuant to 41 C.F.R. Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

- **Services to Limited English Proficiency (LEP) Individuals.**
  In accordance with Department of Justice (DOJ) guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41, 455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website http://www.lep.gov.

- **Ensuring Equal Treatment for Faith-Based Organizations.**
  Faith-based organizations are prohibited from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by this grant, and recipients cannot compel beneficiaries to participate in these activities. The Equal Treatment Regulation also makes it clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. For more information on the regulation, please see the Office of Civil Right's (OCR) website at http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm.

  Faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and the Violence Against Women Act Reauthorization Act of 2013, Pub. L. no. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funding while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

- **Using Arrest and Conviction Records in Making Employment Decisions.**
  The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://www.ojp.usdoj//about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Opportunity Plans (EEOPs).

- **Complying with the Safe Streets Act.**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEOP (see 28 C.F.R. pt.42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

- **Meeting the EEOP Requirement.**
  If your organization has less than fifty employees or receives an award of less than $25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf.

  If your organization is a government agency or private business and receives an award of $25,000 or more, but less than $500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form is available at http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf.

  If your organization is a government agency or private business and has received an award for $500,000 or more and has fifty or more employees (counting both full- and part- time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to OCR for review within sixty days from the date of the award. For assistance in developing a Utilization Report, please consult the OCR's website at http://www.ojp.usdoj.gov/about/ocr/eeop.htm. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf.

  To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at EEOsubmission@usdoj.gov.

- **Ensuring Access to Federally Assisted Programs.**
  Federal laws that apply to recipients of federal grant awards prohibit discrimination on the basis of actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity in funded programs or activities, not only in employment but also in the delivery of services or benefits. Federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

- **Enforcing Civil Rights Laws.**
  All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

- **Meeting the Requirement to Submit Findings of Discrimination.**

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to OCR. A copy must also be sent to the State.

State Laws and Requirements

Recipients of grant funds from the State are required to adhere to all state laws concerning the receipt and use of grant funds from federal and state funding sources. Those laws include, but are not limited to, the laws set forth below.

- **State Ethical Requirements.**

  The Applicant and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC §4-2-6, *et seq*., IC §4-2-7, *et seq*. and the regulations promulgated thereunder. If the Applicant has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the grant, the Applicant shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this grant. If the Applicant is not familiar with these ethical requirements, the Applicant should refer any questions to the Indiana State Ethics Commission or visit the Inspector General's website at http://www.in.gov/ig/. If the Applicant or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this grant immediately upon notice to the Applicant. In addition, the Applicant may be subject to penalties under IC §§4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

- **Indiana Secretary of State.**

  Pursuant to Indiana Code Title 23, applicant must be properly registered and owes no outstanding reports to the Indiana Secretary of State.

- **Telephone Solicitation of Consumers; Automatic Dialing Solicitations.**

  As required by Indiana Code §5-22-3-7,

  (1) the Applicant and any principals of the Applicant certify that
  (A) except for de minimis and nonsystematic violations, it has not violated the terms of:
  (i) IC §24-4.7 [Telephone Solicitation Of Consumers];
  (ii) IC §24-5-12 [Telephone Solicitations]; or
  (iii) IC §24-5-14 [Regulation of Automatic Dialing Machines];
  in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
  (B) the Applicant will not violate the terms of IC §24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.

  (2)The Applicant and any principals of the Applicant certify that an affiliate or principal of the Applicant and any agent acting on behalf of the Applicant or on behalf of an affiliate or principal of the Applicant, except for de minimis and nonsystematic violations,
  (A) has not violated the terms of IC §24-4.7 in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and
  (B) will not violate the terms of IC §24-4.7 for the duration of the grant agreement even if IC §24-4.7 is preempted by federal law.

- **Drug-Free Workplace Certification.**

Applicant hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace as required by Executive Order 90-5, April 12, 1990. Executive Order 90-5 applies to all individuals and private legal entities who receive grants or contracts from State agencies. This clause was modified in 2005 to apply only to Contractor's employees within the State of Indiana and cannot be further modified, altered or changed. Applicant will give written notice to the State within ten (10) days after receiving actual notice that the Applicant, or an employee of the Applicant in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.
In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of $25,000.00, the Applicant certifies and agrees that it will provide a drug-free workplace by:

A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and

C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the Applicant of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and

D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and

E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and

F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

- **Employment Eligibility Verification.**

As required by IC §22-5-1.7, the Applicant hereby swears or affirms under the penalties of perjury that:

A. The Applicant has enrolled and is participating in the E-Verify program;

B. The Applicant has provided documentation to the State that it has enrolled and is participating in the E-Verify program;

C. The Applicant does not knowingly employ an unauthorized alien; and

D. The Applicant shall require its contractors who perform work under this Grant Agreement to certify to Applicant that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Applicant shall maintain this certification throughout the duration of the term of a contract with a contractor.

The State may terminate for default if the Applicant fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

Application Review

Pursuant to 2 C.F.R. Part 200, the State will review and score all grant applications as part of the competitive bid process. The State will assess:

- The completeness of the grant application;
- The Applicant's eligibility
- The Project's eligibility;
- Whether the grant application, the Applicant, and the Project are in compliance with all federal and state laws, regulations, and rules;
- Whether the proposed expenditures set forth in the Project Budget are allowable and allocable;
- Any potential conflicts of interest;
- Whether the Applicant has any federal and/or state debt delinquency;
- The Applicant's ability to successfully pass clearance checks from the Indiana Department of Workforce Development, Indiana Department of Revenue, and Indiana Secretary of State;
- Any and all risk associated with granting funds to the Applicant;
- Whether the Applicant is debarred or suspended by any federal or state department or agency; and
- Whether the Applicant maintains a current registration in the SAM (System for Award Management) and has an active DUNS (DATA Universal Number Systems) number.

Any item, factor, or circumstance that would adversely affect or contribute to the adverse effect of the Applicant's fitness to successfully complete the Project must be reported to the State prior to or contemporaneous with the grant application. Those items would include, but are not limited to, federal or state debt; conflicts of interest; federal or state debarments or suspensions; current, pending or outstanding criminal, civil, or enforcement actions initiated by the State; and whether the Applicant has been designated as high risk by any federal or state department or agency. If the Applicant has been designated as high risk, it must specifically disclose to the State:

- The federal or state agency that currently designated the Applicant as high risk.
- Date the Applicant was designed high risk.
- The high risk point of contact name, phone number, and email address, from the federal or state agency.
- Reason(s) for the high risk status.

The grant application shall include accurate and descriptive information detailing the Project thereby allowing the State to adequately assess and score the grant application. This documentation shall include, but is not limited to:

- The total budget for the Applicant's organization (including all sources of funds);
- Detailed information concerning Applicant's employees and/or contractors including, but not limited to, information regarding compensation, benefits, overtime, and travel.
- A sustainability plan detailing the Applicant's plan to succeed once the grant fund period expires;
- A timeline for the completion of the Project and/or expenditure of the grant funds; and
- Letters of endorsement evidencing community support for the (1) Applicant's program and mission and (1) value and need in its community.

Monitoring

2 C.F.R. Part 200 sets forth monitoring requirements whereby the State must establish and carry out a process of assessing the progress of projects and programs that are funded, in whole or in part, by federal funds. This monitoring function measures both financial and programmatic progress. It also provides an opportunity for technical assistance to the Applicant, measures compliance, builds partnerships for success, and provides results based feedback to the Applicant. The State will monitor all grant awards via an ICJI Program Manager and/or ICJI Compliance Monitoring Team. As part of the monitoring process, the ICJI Program Manager will review all reports submitted by the Grantee for accuracy, timeliness, completeness, etc. The State will conduct on-site or off-site monitoring reviews of the Project during the term of the grant agreement and for up to three (3) years after it expires or is otherwise terminated. At the request of the State, any and all documentation related to the grant shall be provided at no cost. If the Applicant fails to cooperate with the State's monitoring process, the State may consider such non-cooperation as a material breach.

Delinquent, inaccurate, incomplete, or fraudulent reports will be addressed by ICJI. ICJI's remedies include, but are not limited to, identifying the Grantee as high risk, de-obligated funding, disqualification from future funding, and referral to the federal Office of Inspector General. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the State determines that the recipient is a high-risk Applicant or Grantee pursuant to 28 C.F.R. parts 66, 70.

Reporting

Reporting requirements are included in both 2 C.F.R and 28 C.F.R. Reporting to the State shall be completed on a quarterly basis via Intelligrants. In addition, Applicant is required to submit quarterly reports via the Bureau of Justice Assistance's Performance Measurement Tool (PMT). Failure to submit any report in a timely fashion may be considered a material breach, at the discretion on the State.

The recipient agrees to comply with applicable requirements to report first-tier subawards of $25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs website at http://ojp.gov/funding/Explore/FFATA.htm (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Audit Requirements

Pursuant to 2 C.F.R. Part 200, specifically, § 200.500 *et.seq*, recipients of federal funds are subject to annual audit requirements.

A. *Audit required.* A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

B. *Single audit.* A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

C. *Program-specific audit election.* When an entity expends Federal awards under only one Federal program (excluding research and development) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the entity, the entity may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for research and development unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

D. *Exemption when Federal awards expended are less than $750,000.* A non-Federal entity that expends less than $750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

E. *Federally Funded Research and Development Centers (FFRDC).* Management of an entity that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

F. *Subrecipients and Contractors.* An entity may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

G. *Compliance responsibility for contractors.* In most cases, the entity's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the entity is responsible for ensuring compliance for procurement transactions, which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

H. *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

Grant Amendments, Modifications & Exemptions

An amendment would include any modification to the grant agreement or any of its terms or conditions. Any amendment to the grant agreement must be submitted in writing and approved by the State prior to the implementation of the amendment. Amendments include, but are not limited to, changes to the Project Budget or scope of the Project, extensions to the period of performance, changes concerning an authorized official. Amendments require strong justification and supporting documentation. Furthermore, the amendment must comply with all federal and state laws, rules, and regulations.

If the Applicant wishes to seek an exemption to a federal or state law, regulation, or rule, such request must be submitted in writing and approved by the State prior to the Applicant obligating or expending any grant funds related to the desired exemption. For example, if the Applicant wishes to hire a consultant at a rate in excess of $650 per day, a detailed justification must be submitted to and approved by the State prior to obligation or expenditure of such funds.

Unallowable Costs for all Federal Grants

Federal law prohibits the use of federal funds from certain activities irrespective of the federal funding source or the specifics of the grant program. These prohibitions include:

- Lobbying, including attempts to influence legislation or the outcome of any federal, state, or local elections. Recent changes to the law have expanded the prohibition to any federally appropriated funding used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express written approval of OJP. Violations of this prohibition are now subject to civil fines of up to $100,000 per violation.
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions).

- The direct or indirect support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

The Applicant understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of victims who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such victims.

2021 HOLIDAY SCHEDULE

To be approved 10/19/2020

HOLIDAY	DAY	DATE
New Year's Day	Friday	January 1, 2021
Martin Luther King, Jr. Day	Monday	January 18, 2021
President's Day	Monday	February 15, 2021
Good Friday	Friday	April 2, 2021
Memorial Day	Monday	May 31, 2021
Independence Day (observed)	Monday	July 5, 2021
Labor Day	Monday	September 6, 2021
Columbus Day	Monday	October 11, 2021
Veterans Day	Thursday	November 11, 2021
Thanksgiving Day	Thursday	November 25, 2021
Thanksgiving Holiday	Friday	November 26, 2021
Christmas Eve Holiday	Friday	December 24, 2021
Christmas Day Holiday	Monday	December 27, 2021

1 Floating Holiday — Will be awarded on January 1 each year for eligible employees to be used in a full-day increment observed at the discretion of the employee and their supervisor. To be eligible for floating holiday you must have successfully completed your probationary period.

Low Cost Spay Neuter Clinic Inc.

Low Cost Spay Neuter Clinic

Tippecanoe County Statistic Report

September 1- September 30, 2020

	Cats			Dogs			Actual	Budget	Difference
	Male	Female		Male	Female				
September Actuals	350	430		131	131		1,042	839	+203

Monthly Surgery Numbers

	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	YTD Total
Actual	910	668	698	198	962	1,199	1,097	1,103	1,042	-	-	-	7,877
Budget	810	839	839	839	839	839	839	839	839	839	839	515	9,715

Surgery Number Breakdown

Source:	
Individual Pet Owners	355
Rescue Groups	373
Feral or Outdoor Cats	287
Almost Home Humane Society	27
September Surgery Total	**1,103**

Actual Number of Surgeries Year to Date as of Septeber2020: 7,877

Budgeted Number of surgeries for 2020: 9,715

Total Surgeries Since Opening as of August 31, 2020: 15,143

During the month of September, the Clinic has provided individuals in need with $150.00 of services, including free spay or neuter, vaccines and medical care to the public. Year to date the clinic has provided $3,011.00 in free services to those in need.

Due to the Covid-19 pandemic, and Indiana's Stay at Home Order, the clinic was closed from March 25 - May 3, 2020 for the saftey of our staff and clients. We did two days of surgeries for rescues and shelter in the month of April as needed.

Tammy Sollenberger

Tammy Sollenberger
Executive Director
317.706.0537

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING
Tuesday, October 6th, 2020

McAllister Room B
627 South Street, Lafayette, Indiana, 7:00 pm

5:45 P.M. – Strategic Planning Meeting

RECEIVED
OCT 05 2020

Call to order
Pledge of Allegiance
Approval of Minutes: September 1st, 2020
County Librarian's Report for October 2020
Approval of Personnel Actions October 6th, 2020

COMMITTEE REPORTS

Facilities	Finance	**Personnel**
Nominating	**Foundation Liaison**	Friends Liaison

OTHER REPORTS:

Friends of TCPL
TCPL Levy Rate – Update

OLD BUSINESS:

Automation Position

NEW BUSINESS:

2021 Budget Adoption

OTHER BUSINESS:

Approval of Claims
Comments from the Public
Comments from the Board
Comments from the Director

ADJOURNMENT

TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR BOARD MEETING
627 South Street, Lafayette, Indiana
September 1, 2020

MINUTES

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Thursday, August 27, 2020 in conformity with the Indiana Open Meeting Act.

PRESENT:
Gail Summers, President
Stephen Bultinck, Vice-President
Mary Springer, Secretary
Dave Lahr, Treasurer
Brandon Hawkins, Member (via Zoom)
Lora Goonewardene, Member

ABSENT:
Mida Grover, Member

GUESTS
Jim Plantenga, Friends President
Jos N. Holman, County Librarian

Prior to the Board meeting at 7:00 p.m. Vice-President Stephen Bultinck convened a Public Hearing on the 2021 budgets. No one from the public spoke to the 2021 budgets. Board Treasurer Dave Lahr moved to adjourn the public hearing at 7:03 p.m. Board Secretary Mary Springer provided a second and the motion passed.

Board Vice-President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:04 p.m. A quorum was declared to conduct business for the library. Mr. Bultinck requested Board member Brandon Hawkins lead the Board in reciting the Pledge of Allegiance. He did so.

Mr. Hawkins moved the **Board Minutes** of August 4th, 2020 be approved as presented. Board Treasurer Dave Lahr provided a second. The motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on a few activities associated with library operations. Mr. Holman indicated the retirement of Alison Moss at the end of October 2019, left TCPL's Reference department without a full-time supervisor. TCPL hired a new Head Reference Librarian, Victoria (Tori) Tracy. Tori started work August 24th and is training with the County Librarian. Tori's professional library experience covers public and academic libraries and includes a stint as a library director at a small public library in Illinois. Also a new Library Assistant started in the Reference department on Monday, August 31. Carissa Yonan is a Purdue graduate who has worked with rare manuscripts and is planning to enroll in a remote learning MLS program. Mr. Holman reported the first collaboration between the Wea Prairie Branch and Wea Ridge Elementary took place Thursday, August 13th, 2020, when two TCPL staff members participated in a school event called ***"Meet the Kindergarten Teacher"***. Staff members interacted with an estimated 75 kindergarten students and their families. Staff members were able to create ten library accounts, replace five lost cards, and renew several library accounts as well. TCPL anticipates more

opportunities for collaboration in the future. Mr. Holman announced plans are being made for TCPL Staff Day which takes place on Monday, October 12th. A key aspect of the morning activity will include engaging work with strategic plan consultant, Amanda Standefer. Likely, activities this year will be shortened to spend fewer hours together in a large group, but lunch is still planned for the staff. Finally, Mr. Holman informed the Board that starting September 8th, TCPL would make the first open hour available to all library customers, not just seniors and others at risk. Based on current use and visitor numbers, it appears TCPL can make this change without any negative impact on current users. By consensus, the Board supported the change.

Board member Brandon Hawkins moved to approve the September 1st, 2020 **Personnel Actions.** Mrs. Springer provided a second to the motion. The motion passed.

There were no **Committee Reports.**

Under the heading of **Other Reports,** President Jim Plantenga reported on activities taking place with the Friends of TCPL. Mr. Plantenga indicated the Friends were very pleased with the results of the Kids Grab Bag Sale. The Friends sold 250 bags of children's books at $5 per bag. The Friends are also planning a one day "Friends members only" sale on Saturday, September 19 in the employee parking lot. The event is being governed by guidance from the Tippecanoe County Board of Health and will include hand sanitizer, cleaning supplies, and gloves. The total number of attendees per hour will also be governed by health department guidelines. Also, under the heading of **Other Reports,** Mr. Holman presented information about TCPL's tax levy. Based on a proposal put together by representatives from Baker Tilly, formerly Umbaugh and Associates, the proposal showed the estimated tax levy for new debt TCPL might issue in 2021. Because of making the final payment on the bond for Wyandotte in 2020, TCPL needs to consider its future tax rate. The proposal highlighted what the debt levy would be with $8 million in new debt. The Board had several questions and thoroughly discussed TCPL's finances as it relates to future capital projects activities. No action was taken on this topic.

Under the heading of **New Business,** there were several items to consider. The County Librarian presented information on new state laws found in Senate Enrolled Act 410. There are several required items in the newer law that applies to public libraries. One item requires libraries to have criminal history check policies on file by December 31, 2020. The law also allows libraries to use the Indiana State Police for this service. Mr. Holman indicated with a new policy, TCPL would continue to use its current provider or another third party to do its background checks. The Board discussed the draft policy written by Human Resources Coordinator, Steve Berman. The policy incorporates TCPL's current practice for background checks. Vice-President Bultinck asked the pleasure of the Board in taking action or not. Mrs. Springer moved to accept and approve the new Background Check Policy. Mr. Lahr seconded the motion. The motion passed. Next, the County Librarian presented information on another aspect of SEA 410. As another part of the new law, by October 1st, 2020, TCPL is required to select and declare a fiscal body through an adopted resolution. This resolution must be filed with the Indiana State

Library. This activity is to confirm who TCPL would be subject to in a binding review of its budget submission. TCPL has consistently used the Tippecanoe County Council as its fiscal body for additional appropriations and issuing new bonds. The Board reviewed the one page document and decided to approve the resolution. Mr. Hawkins moved to adopt the Resolution to declare a fiscal body as presented. Mrs. Springer provided a second to the motion and the motion passed.

Finally, under the heading of **New Business,** the Board considered a draft job description for a new position in the Automation department. Mr. Holman acknowledged the Board's Personnel committee did not have a chance to meet and discuss the new position. He stated that for two decades, TCPL heavily relied on Automation Coordinator, Tom Funkhouser to handle and resolve the majority of the library's technology challenges. Knowing for several years Tom's duties needed to be shared and delegated, TCPL is finally doing something about it. Divisional Librarian Neal Starkey has created a new position, Automation Analyst, to work alongside Tom to help TCPL achieve its technological goals. Tom will participate in making assignments for the new position. A draft job description was shared with the Board. The classification of the position is equal to the professional librarian position. The Board discussed this draft job description position. The Board decided to defer the review of the draft job description, and its place in the TCPL organization chart, to the Personnel committee. The committee will make a recommendation to the full Board under Old Business at its next meeting.

Under the heading of **Other Business,** Mr. Lahr moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 30018 through 30104. The prewritten claims were $246,575.13 and the regular claims were $127,399.11 for a grand total of $373,974.24. Mrs. Springer seconded the motion. The motion passed.

Under **Comments from the Director**, the County Librarian mentioned two things. First, he commented on the upcoming steps connected with the development of the new Strategic Plan. One of those steps includes a one-hour meeting with the Board of Trustees and a four-hour retreat with the Board as well. Mr. Holman discussed potential dates for the first one-hour meeting. The Board agreed to meet at 5:45 p.m. on Tuesday, October 6th, just prior to the regular Board meeting. The four-hour retreat will be scheduled at a later date. Next, Mr. Holman stated to the Board that TCPL will remain closed on Sundays for the immediate future. He does not believe there is enough library business to have staff in on Sundays at this time. This decision will be reviewed again in the fall of 2020.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:02 p.m. Mrs. Springer seconded the motion. The motion passed.

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Mary Springer, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.

County Librarian's Report
October 2020

1. The Planning Team working on the logistics for the development of the new strategic plan met via Zoom for the first time on Thursday, October 1st. Along with five staff members and two Board members, two community members, Amy Wood with L.A.R.A. and Michelle Brantley with G.L.C. are members of the Planning Team. Consultant Amanda Standefer led the group through several topics including the time line for the project and the three major phases of the process.
2. This year, TCPL is participating in a low key way with the mostly Purdue sponsored Fall 2020 Big Read (BR) program. The selected title is Naomi Novik's "*Spinning Silver*", a fantasy novel that re-envisions the fairy tale "Rumpelstiltskin". Because the kick-off reception for the BR did not occur in March as scheduled, communication and participation by TCPL has been limited. In early October TCPL will have "honor copies" of the title available to library customers. Forty copies of the book were provided to TCPL by the English Department of Purdue University
3. The application to Indiana Bond Bank (IBB) was completed and electronically submitted. The application was for a $300,000 loan to fund the purchase of a new vehicle for outreach services in the community. The IBB is "shopping the application around" to see the best interest rate TCPL can get with the loan. The loan would be funded through various lending institutions. The funding of the loan and formal paperwork is expected to be completed by November 2, 2020.
4. A new MLS department head joined TCPL in the person of Angela White who is the new Branch Manager at the Klondike Branch. Angela came to TCPL from the Crawsfordville Public Library where she most recently served as the IT Manager and interim Head of Circulation. Also, at Klondike, construction repairs have started to correct the problem of the building overhang on the north side of the building.
5. For the month of September, TCPL acknowledged and promoted National Library Card sign-up month. As part of the annual celebration each September, TCPL provides a simple give-away and stickers to each person who gets a new library card. TCPL waives the $1 fee for library customers who get a replacement card. Thus far 326 new library cards have been issued and 267 replacement cards throughout the system.
6. The "Declaration of Fiscal Body" resolution has been sent to the Indiana State Library as required by SEA 410. The County Librarian attended the monthly meeting of the Tippecanoe County Council to present information and answer questions on the resolution. The Council was supportive of the resolution once they understood their role in the activity and with advice and interpretation from their attorney.
7. There is one major construction based activity that remains unresolved at the new Wea Prairie Branch. In late fall, a soil erosion issue was discovered at the southwest corner of the retention pond. Kettelhut, Schneider Geomatics, and the County Librarian have discussed the matter and reached an agreement for a specific approach. There is consensus that the repair must be a long term solution. Whatever is done will be covered by the one-year warranty with Kettelhut. The question remains what is the total cost of this approach and how long will it take to do the work? More details will be shared at a later date.
8. The County Librarian will participate in a special walking tour of the Wabash Avenue neighborhood. The "Walk the Plan" tour will offer the opportunity for walking guests to hear about several key individuals who contributed to the development and success of the Wabash neighborhood. The County Librarian will present biographical information of Dr. Thomas Chestnut in the third person.
9. The County Librarian plans to participate in the Library Journal Virtual Summit on Tuesday, October 6th. The theme of the summit is "*What's Next? Libraries Adapt to the New Abnormal*". The summit is free with featured speakers from across the country.

Prescribed by State Board of Accounts

Required by IC 36-2-10-16 and IC 5-13

MONTH ENDING: September 2020

CHARGES:

1 Total Taxes Collected (Not Receipted to Ledger or Refunded)		$11,815,557.64
2 Advance Collection of Taxes		$30,906.94
3 Bank,Building and Loan and Credit Union	UNSAFE BUILDING LEIN	$0.00
4 Bad Checks		$522.50
5 Cash Change Fund		$600.00
6 Conservancy District Collections		$6,716.35
7 Demand Fees		$260.00
8 Duplicate Billings		$43.00
9 Drainage Assessments		$54,476.02
10 Auto Rental Excise Tax	+HEAVY EQUIP RENTAL EXCISE	$143,160.17
11 Special Assessment Fee		$900.00
12 Vehicle License Excise Tax		$6,271,987.57
13 Sewage Collections	STORMWATER, SEWAGE,WEED,SIDEWALK, PENALTY ON SPA LIENS, MONEY OWED CTY	$19,630.93
14 Tax Sale Costs		$6,500.00
15 Aircraft License Excise Tax		$494.49
16 SURPLUS	+OUT OF STATE	$18,019.89
17 Watercraft Title and Registration Fees		$75,685.32
18 Watercraft Use Tax./RECONSTUCTION	RECONSTRUCTION	$24,680.29
19 Innkeepers	+OVERPAYMENT	$90,961.27
Personal Property Collection Fees		$520.96
Ineligible Standard Homestead Ded Tax		$4,586.29
20 LOTTERY		$2,399,623.37
21 Total Balances of all Ledger Accounts-Cash		$101,279,781.91
22 Total Balances of all Ledger Accounts-Investments		$70,000.00
23 Total Charges		$122,315,614.91

CREDITS:

24 Depository Balances as Shown by Daily Balance of Cash and Depositories Record(List Detail On Reverse Side)			$115,241,352.69
25 Investments as Shown by Daily Balance of Cash and Depositories Record (Column 12, Line 41)			$7,070,000.00
26 Total Cash on Hand at Close of Month:	$2,757.72		
Currency	$600.00		
Coins			
Checks, Money order,etc			
Total Bad checks not included	$0.00		$3,357.72
27 Bad Check Not Collected			$0.00
28 _____			
30 Total			$122,314,710.41
31 Cash Short/Under (Add)			$904.50
32 Cash Long/Over (Deduct)			$0.00
33 Proof		$122,315,614.91	$122,315,614.91

RECONCILEMENT WITH DEPOSITORIES

34 Balance in all Depositories Per DBR (Line 24 Above)	$122,311,352.69	
35 Outstanding Warrants-Checks(Detail by Deps on Reverse Side)	$447,403.58	
36 Bal in all Depositories Per Bk Stments(Detail on Rev Side)		$122,758,756.27
37 Deposits in Transit(Detail on Reverse Side)		$0.00
38 Proof	$122,758,756.27	$122,758,756.27

ANALYSIS OF CASH ON HAND AT CLOSE OF MONTH:

(a) Cash change Fund Advanced by County	$600.00
(b)Receipts Deposited in Depositories	$2,757.72
(c)Uncollected Items on Hand(List on Reverse Side)	$0.00
(d)Total(Must Agree With Line 26 Above)	$3,357.72

State of Indiana, Tippecanoe County: as: I, the undersigned Treasurer of aforesaid County and State hereby certify that the foregoing report is true and correct to the best of my knowledge and belief.

DATE 10/6/2020

Jennifer Weston
County Treasurer

FILED
OCT 06 2020
AUDITOR OF TIPPECANOE CO

Required by IC 36-2-10-16 and IC 5-13

TIPPECANOE COUNTY TREASURER'S STATEMENT OF DEPOSITORY FOR THE MONTH OF: September 2020

Depository	Account Number	Bank Statements	Transit (Add)	Warrant-Checks (Deduct)	Accrued Interest	Balance of Cash & Depositories
Centier - Comm NOW checking	102784450	$3,740,312.84	$0.00	$0.00	$764.39	$3,739,548.45
1st Source Bank - Checking	10222529	$5,004,410.88	$0.00	$0.00	$1,435.27	$5,002,975.61
First Merchants - High Balance	9000645459	$44,499,957.05	$0.00	$0.00	$12,278.90	$44,487,678.15
First Merchants - Primary	9000645416	$4,110,630.54	$0.00	$0.00	$684.45	$4,109,946.09
First Merchants - Claims	9000720361	$1,282,122.28	$0.00	$390,149.47	$598.39	$891,374.42
First Merchants - Payroll Retirement	9000645432	$0.00	$0.00	$0.00	$0.00	$0.00
First Merchants - Flex Benefits	9000645467	$185,888.33	$0.00	$0.00	$46.10	$185,842.23
First Merchants - Flex II	9001164616	$0.00	$0.00	$0.00	$0.00	$0.00
First Merchants - Cary Home	9000645475	$1,936.45	$0.00	$0.00	$0.51	$1,935.94
First Merchants - Cum Bridge-	8390584	$2,538,482.77	$0.00	$0.00	$764.60	$2,537,718.17
First Merchants - J&C Hwy Escrow	620072213 OY	$5,929.58	$0.00	$0.00	$0.37	$5,929.21
First Merchants - Drain Maintenance	9000986906	$2,622,644.22	$0.00	$0.00	$653.19	$2,621,991.03
First Merchants - Gen Drain Maintenance	9000986892	$2,804,322.46	$0.00	$0.00	$549.48	$2,803,772.98
First Merchants - Highway Escrow	9000981572	$63,780.19	$0.00	$0.00	$18.29	$63,761.90
First Merchants - LR&S	8390606	$1,903,736.80	$0.00	$0.00	$523.81	$1,903,212.99
First Merchants - MVHA	9000981580	$2,871,975.47	$0.00	$0.00	$908.40	$2,871,067.07
First Merchants - 2018 Bonds/Fairgrounds	100199904	$8,392,993.80	$0.00	$0.00	$2,587.83	$8,390,405.97
First Merchants - Online Pymts	9001029050	$144,059.95	$0.00	$0.00	$47.76	$144,012.19
First Merchants - Law Enforcement Warrant Fu	9001167445	$424,915.38	$0.00	$0.00	$107.25	$424,808.13
First Merchants - Landfill Closure	100545365	$84,338.17	$0.00	$0.00	$24.19	$84,313.98
Staley Credit Union - Savings	40359	$1,827.52	$0.00	$0.00	$0.02	$1,827.50
Cambridge/TWM - EDIT Landfill	803-111150-009	$2,920,821.92	$0.00	$0.00	$0.00	$2,920,821.92
Cambridge/TWM - High Balance	803-010082-009	$12,966,036.68	$0.00	$0.00	$19,906.55	$12,946,130.13
Stifel	50M-165606	$11,476,164.60	$0.00	$0.00	$1,900.41	$11,474,264.19
Multi Bank Securities	8900512385	$2,336,339.48	$0.00	$0.00	$7,200.00	$2,329,139.48
1st Source Bank - Investments	611230012	$5,305,128.91	$0.00	$0.00	$6,253.95	$5,298,874.96
SUBTOTAL		$115,688,756.27	$0.00	$390,149.47	$57,254.11	$115,241,352.69
INVESTMENT		$7,070,000.00	$0.00	$0.00	$0.00	$7,070,000.00
TOTALS		$122,758,756.27	$0.00	$390,149.47	$57,254.11	$122,311,352.69

SCHEDULE OF UNCOLLECTED ITEMS ON HAND
(Checks and other items returned by depositories and in process of collection at close of month)

Date Originally Received	Received From	For	Date Returned	Returned by (Name of Depository)	Reason for Return	Amount
Total						$0.00