

Vermillion County Commissioners

Meeting Memoranda

July 6, 2021

8:15 a.m.

Commissioner's Courtroom, 2nd Floor, Courthouse

- I. Call to Order
- II. Pledge Allegiance to the Flag
- III. Roll Call
 - a. Present: President, Tim Yocum, RJ Dunavan, and Britton Luther
- IV. Approval of Memoranda
 - a. A motion was made by Luther to approve the Memoranda and seconded by Dunavan. All in favor motion carried.
- V. Approval of Claims
 - a. A motion was made by Dunavan to approve the claims and seconded by Luther. All in favor, motion carried.
- VI. Approval of Payroll
 - a. A motion was by Luther to approve payroll and seconded by Dunavan. All in favor, motion carried.
- VII. Open Issues
 - a. Peggie Parsons from the Health Department gave an update on Covid vaccines (5,296) and new cases for May (29 new cases). She also stated that they are having clinics for the vaccines at the North Vermillion & South Vermillion Schools in August. The Schools will be determining whether they will be wearing masks either on bus or school. Dr. Albrecht gives his recommendations to the school and then the school makes the decision. Parson's also stated that we are in the Blue (which means no limitations) Luther inquired if the Health Department works with Thrive West Central to get programs for the community. Parsons stated that they do work with Thrive but need to have a meeting with them to get more information out to the public. Parsons stated she will work on this.
 - b. Vermillion Rise- Bob Grewe stated that the Regular meeting for the Rise will be July 15, 2021 at 6:00 p.m. He also updated the Commissioners on the Rise and all the things that the Rise is working on (Air in buildings at Rise, Roads at the Rise, Shell Building). The Water Agreement has been signed by the Board and Grewe to get a copy to the Commissioners. Yocum stated he is going to the next Hillsdale meeting to get the agreement signed by them.
 - c. VTA (Vermillion County Trails Alliance)-Les Zimmerman stated that they will be having an Open House and Ribbon cutting ceremony on July 13, 2021 at 10:00 a.m. He requested that the Commissioners come to the event. Dunavan questions if they could do this maybe on a weekend and not during the work week. Zimmerman stated they looked at all avenues and this was the best day for the event. Zimmerman also requested that the County rent a Track-hoe for the Trail since the property is owned by the County. Zimmerman to get more information and details to the Commissioners at the next meeting. The Trails Alliance is trying to get all property leases signed and will update the Commissioners at the next meeting.

- d. Jail
 - i. Current Jail Appraisal-Average from 2 different appraisals was \$4.3 million.
 - ii. Interim Funding was approved by Council on June 29, 2021.
 - iii. Construction update- Britton had a site map for jail. Projected started July 6, 2021. Sherriff should be moved out along with dispatch, within the next week or so. Site will be isolated to limited access to the jail. Trailers have been set up and emergency power has been negotiated with the State. Project is on schedule. Council is to meet on July 19, 2021 for additional appropriations for the Jail.
- e. WTH fee Schedule for Electronic Map Data-Dunavan spoke to WTH about the Electronic Mapping. He stated that the information is already out there and that the County has done this in previous years. He tried to negotiate the price but was unsuccessful. Dunavan made a motion to approve the Fee Schedule Electronic Map Data Agreement, and was seconded by Luther. All in favor, motion carried.
- f. Status of County Handbook Use by elected Officials Offices-Auditor, Brenda Furry has not received all the feedback from the Elected Officials. Tabled to next meeting.
- g. Pending Council Additional Appropriation
 - i. Culvert 1150S Status (\$141,000) to be voted on July 19, 2021 Council Meeting.
 - ii. Ambulance Service Status (\$25,000) to be voted on July 19, 2021. Contract up in September 2021.
- h. Highway
 - i. Community Crossings Grant
 - 1. Bid Letting July 20, 2021 at Commissioners Meeting (pending receipt of funds)
 - 2. Notice to Proceed July 21, 2021 (Pending receipt of funds) Clark Dietz is doing the advertisement for this.
 - ii. Bridge #90 Construction
 - 1. 7.20.2021 Plan Details approved for bidding
 - 2. 7.21.2021 Advertise for bids
 - 3. 8.2.2021 bids due
 - 4. 8.12.2021 Construction starts
 - iii. Bridge #15
 - 1. Notice to proceed issued
 - 2. Note: Road will be closed during construction
 - 3. Schedule Pending-White's Construction won the bid out of 4 other bids at \$97,000.
 - iv. County Road 1150 S
 - 1. Will remain closed
 - 2. Pending receipt of bids & County Funding
 - 3. Bid letting 7.20.2021 (pending Council Funding)

VIII. New Business

- a. Assessors Contract for Assessment Services-Statue requires this has to be bid out for professional services. Commissioners Attorney, Jon Spurr stated it is required that the Assessor bid it out. The Assessor has bid it out in proper order. Luther stated that it should go to the Auditor instead of the Assessor for receiving of bids. He also stated that the contract looked reasonable and asked if Atty Spurr had any issues with it. Spurr stated

he did not have any issues with it. This is for the year 2022 and goes on for 4 years.

Luther stated this is an obligation that the Assessor has to meet for the assessment requirements for the County. Luther stated to allow the Assessor to proceed but to make sure that the Assessor date and time stamp all bids when received and make sure they are in proper order. Commissioners agree to allow the Assessor to move forward with the bid process.

- b. Clinton Library Board Appointment- This appointment is up July 1, 2021. Yocum to contact the Library and see if they have someone that they would want to appoint. Tabling this to August 3, 2021 meeting.
- c. Thrive West Central & Use of services-Luther stated that they are requesting funds in the amount of \$14,294.33. This is an increase of \$4,649.58 from last year. Luther provided the Commissioners with a handout from Thrive. Commissioners would like to have a meeting with the Thrive West Central and discuss their services for the County. This will be tabled to the next meeting. The funds that are being requested must go on the budget request.
- d. 2022 Budget in Process-Luther stated that all Budgets were to be returned to the Auditor by July 2, 2021. Luther would like to discuss and/or investigate some the line items in the budget. Commissioners need to get together and get the budgets done.
- e. EMS Exercises with County Officials- Mark O'Heir to get dates for an exercise with using the computers at the EOC if or when something would happen and the Courthouse was not accessible for County employees to work from. O'Heir stated that the reason for this to be at the EOC office is to keep it separate from the Courthouse so that if something happens in Newport it would be open at the Clinton building. There are a few things that need to be worked out but would like to have an exercise to try it out.
- f. Ordinance 2021-09 for Closing the Courthouse for water, internet and phone issues. A motion was made by Dunavan and seconded by Luther. All in favor, motion carried.
- g. Proposed Residential Solar Ordinance-Penney Carpenter stated that the APC Board had approved this Ordinance and was wanting the Commissioners to accept it. Carpenter stated that they have held townhalls in the north and south but there was not a lot of participation from the Community. At this time there is no permitting for solar and no penalties or fees. APC to set permits and penalties going forward. This would not include ones that have already been done they would be grandfathered in. Luther stated that he would like to hold off on signing this Ordinance until they can review the commercial solar ordinance so that it coincides with each other. Carpenter stated that was fine.

IX. Public Comment:

- a. Lynne Brewer-inquired on who was in control of the County Website. Luther stated that each office holders has the ability to access the web page. Auditor to get Brewer information on the Web site. Brewer also requested to know if the Salary Study was complete. Dunavan stated that the Salary Study was back and they have had 2 meetings and would be having one more.
- b. Tim Yocum is working on getting a boat race together on September 4, 2021 and is asking for volunteers for certain tasks to get this event up and going and volunteers to help the day of the event. All Proceeds will benefit the Parke-Vermillion Humane Shelter. Yocum would like to come up with a catchy name for this event.

- c. Dunavan was inquiring to Atty Spurr what the protocol was for getting rid of old inventory. Spurr stated if it was valueless you can see if anyone wants it. In past years typically if you wanted to get rid of things that were of value you can do a sale. Dunavan to send a county email out to see if any other offices have surplus. Auditor stated all offices must fill out a form for the Asset Ledger if offices are getting rid of surplus.

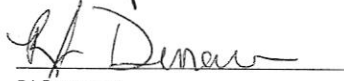
X. Adjourn

- a. A motion to adjourn was made by Dunavan and seconded by Luther. All in favor, meeting adjourned.

Aye



Tim Yocum



RJ Dunavan



Britton Luther

Attest



Brenda Furry

Nay

Date:

7/20/21

THRIVE

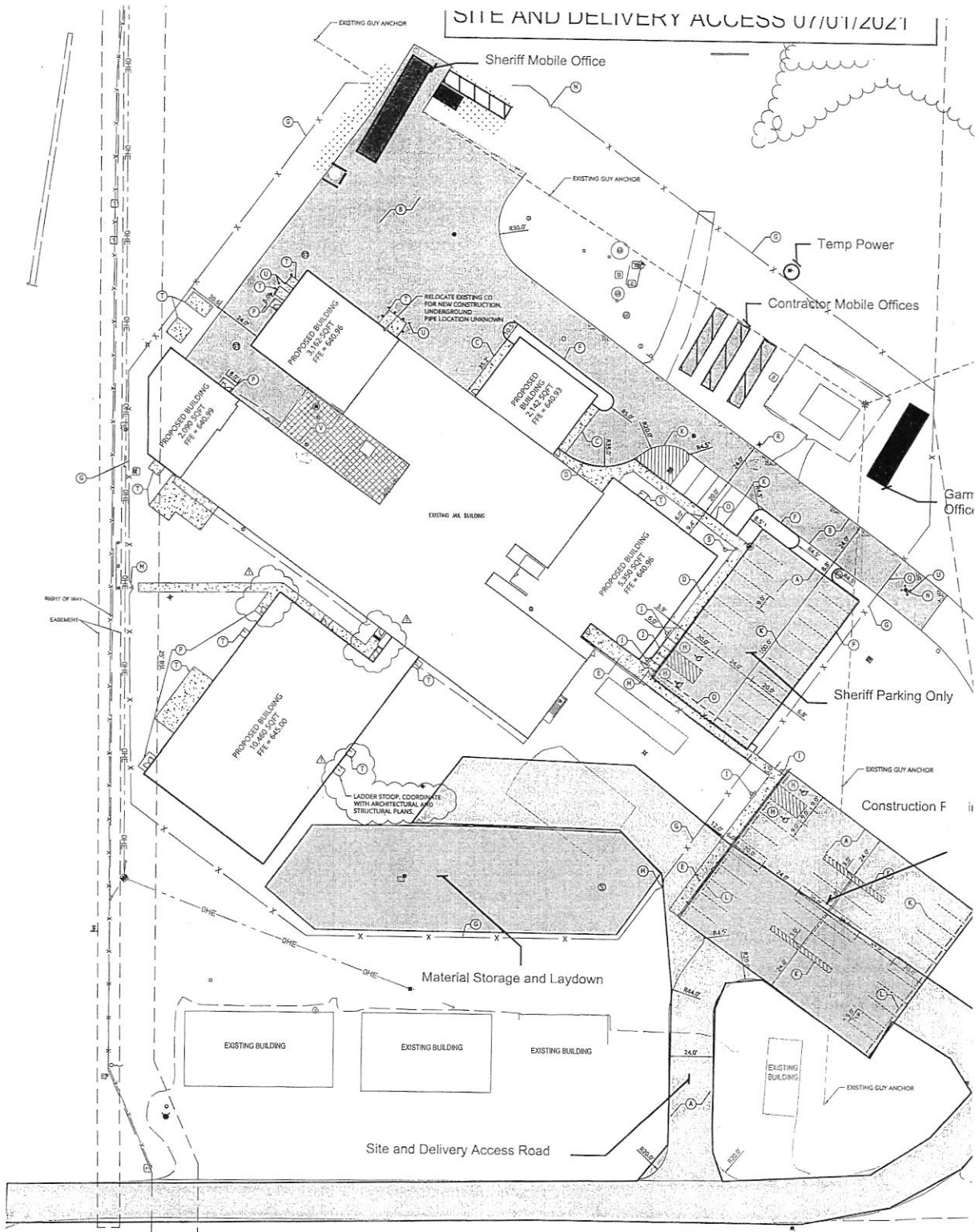
WEST CENTRAL

| STATE FISCAL YEAR 2020 (July 1, 2019 - June 30, 2020) | | | | |
|--|-----------------|------------------|----------|---------------------|
| | Total Consumers | Units of Service | Cost | GRAND TOTAL |
| Administration | | | | \$ 17,377.05 |
| Care Management (OAA/CHOICE/SSBG) | 32 | | | \$53,539.20 |
| Care Management (WAIVER) | 33 | | \$134.33 | \$53,194.68 |
| Face to Face Options Counseling | 70 | | \$199.12 | \$13,938.40 |
| Information & Assistance/ADRC | 592 | | \$16.79 | \$9,939.68 |
| Money Follows the Person | 0 | | \$882.51 | \$0.00 |
| Nursing Home Pre-Admission Screening | 11 | | \$199.12 | \$2,190.32 |
| Phone Options Counseling | 122 | | \$72.41 | \$8,834.02 |
| Waiver Service Plan Development | 19 | | \$199.12 | \$3,783.28 |
| Total Services Provided Directly by Thrive's Division of Area 7 | | | | \$162,796.63 |
| Adult Day Service (unit is 15 minutes) | 1 | 42 | \$3.06 | \$128.52 |
| Attendant Care (unit is 15 minutes) | 11 | 11,230 | \$5.82 | \$65,358.60 |
| Family Caregiver Respite | 1 | 183 | \$5.82 | \$1,065.06 |
| Family Caregiver Supplemental Services | | | \$32.72 | \$0.00 |
| Congregate Meals (Clinton) | 16 | 1,465 | \$8.00 | \$11,720.00 |
| Home Delivered Meals | 34 | 5,543 | \$6.75 | \$37,415.25 |
| Homemaker (unit is 15 minutes) | 12 | 7,078 | \$4.99 | \$35,319.22 |
| Home Health Aide | | | \$5.59 | \$0.00 |
| Legal Services (1 hour) | 0 | 0 | \$63.39 | \$0.00 |
| Ombudsman Services | | 219 | \$12.05 | \$2,639.28 |
| Personal Emergency Response | 8 | 81 | \$40.00 | \$3,240.00 |
| Supplemental Services: Home Health Supplies | 0 | 0 | \$58.24 | \$0.00 |
| Transportation - One Way Trips Area 7/WCIEDD | 29 | 813 | \$24.04 | \$19,541.39 |
| Total Services Provided by Grant Funds | | | | \$176,298.80 |
| Grand Total | | | | \$339,095.43 |
| Date Completed: 11/24/2020 | | | | |

2800 Poplar Street, Suite 9A
Terre Haute, IN 47803

www.thrivewestcentral.com

Office: (812) 238-1561
Fax: (812) 238-1564



Fee Schedule
Electronic Map Data

Review the various items in the Fee Schedule and select the ones that you are requesting. When the fees have been calculated, and totaled, fill in the total fee in the space provide in Section 5 of the Electronic Map Data Application Agreement.

1. County Map Layers

\$ _____ **Continuously Updated Map Layers:** An annual fee of \$1,500, paid in advance, for the continuous transmission of available and disclosable countywide non-photo electronic map data layers. The continuous streaming of updated data also requires the one-time installation of a WTH UDX GIS data exchange software license at a location designated by the applicant (\$700.00), and an annual subscription fee (\$360.00/Year). The same UDX connection can be used for streaming GIS data from one or more Counties.

\$750.00 One Time Delivery of Map Layers: A fee of \$750, paid in advance for a one-time delivery of available and disclosable countywide non-photo electronic map data layers delivered on a CD or by FTP transfer.

Aerial Photography: State and County Orthophotography is available for free download from the Indiana University, Indiana Spatial Data Portal at: <http://gis.iu.edu/datasetInfo/statewide/index.php>.

2. Subsets of County Map Layers (for less than countywide areas)

\$ _____ **One Time Delivery of Map Layer Subset:** A fee of \$150 per hour for the preparation of one time specifically requested subsets of County electronic map data delivered on a CD. The total amount of the fee to be calculated by County's Electronic Map Data Provider.

3. Separating Disclosable and Nondisclosable Data

\$ _____ A fee of \$150.00 per hour for computer programming required to separate disclosable and nondisclosable electronic map data if this is required as part of a one-time map data request. The total amount of the fee to be calculated by County's Electronic Map Data Provider.

TOTAL FEE: \$750.00

Questions - If there are any questions by the Applicant in filling out the Electronic Map Data Application Agreement, or determining the appropriate fees, please contact the County's Electronic Map Data Provider:

WTH Technology, Inc.
3665 Washington Blvd.
Indianapolis, IN 46205

Phone: 317.259.0105
Fax: 317.259.1423
E-Mail: steve.leatherman@wthgis.com

Vermillion County
Electronic Map Data Application Agreement

1. Applicant Information:

| | |
|--------------------|--|
| Name | Chris Green, Senior Development Manager |
| Company | Tri Global Energy |
| Address | 17300 N. Dallas Parkway, Ste. 2020, Dallas, TX 75248 |
| Phone Number | (318) 401-0378 |
| Email Address | CGreen@TriGlobalEnergy.com |
| Purpose of Request | Parcel Verification and Analysis |

2. Map Layer Request: What follows is a listing of map layers with an indication of current availability (A – Available). Put an “x” by the available layers that you are requesting.

| Select | Map Layers | |
|--------|---------------------------------|---|
| x | Addresses | A |
| x | State and Federal Highways | A |
| x | Local Roads | A |
| x | Parcels | A |
| | Subdivisions | |
| | Soils | A |
| x | Water (Lakers, Rivers, Streams) | A |
| x | County Boundary | A |
| x | Township Boundaries | A |
| x | Municipal Corporate Boundaries | A |
| x | Legal Sections | A |
| | School Districts | |
| | Voting Precincts | |
| | Planning Districts | |
| | Zoning Maps | |
| x | Railroads | A |
| | Airports | |
| | Ports | |

| Select | Map Layers | |
|--------|--------------------------------|--|
| | Watersheds | |
| | Flood Boundaries | |
| | Legal Drains | |
| | Dams | |
| | County Bridges | |
| | Landmarks | |
| | Public Recreation Areas | |
| | Utility Boundaries | |
| | Geodetic Controls (HARN) | |
| | Legal Section Corners | |
| | State Senate Districts | |
| | State House Districts | |
| | County Commissioner Districts | |
| | County Council Districts | |
| | EMS (Medical Service Boundary) | |
| | ESN (Service Number Boundary) | |
| | Census Block Group Boundaries | |
| | Zip Code Boundaries | |

**INTER-LOCAL GOVERNMENT
AGREEMENT BETWEEN
VERMILLION COUNTY AND GREENE COUNTY
REGARDING THE TRANSFER
OF INMATES PURSUANT TO IC 35-33-11 et seq.**

WHEREAS, IC 36-1-7 et seq. provides that political subdivisions and governmental entities may enter into inter-local agreements to exercise certain powers authorized by State statute; and

WHEREAS, the Vermillion County Jail is, from time to time, overcrowded and unable to appropriately house those persons charged or convicted of crimes in Vermillion County; and

WHEREAS, the Greene County Jail has, from time to time, available space beyond its needs for the care and housing of those persons charged or convicted of crimes in Greene County; and

WHEREAS, on occasion, the Greene County Jail has space available, to house Indiana Department of Corrections ("DOC") sentenced inmates (hereafter, "inmates") and pretrial detainees (hereafter, "detainees"); and

WHEREAS, IC 35-33-11-1 et seq. provides that, upon petition from a county sheriff for various reasons, a court can order the transfer of custody of an inmate or detainee in one county jail to another county jail, with the consent of the sheriff of the receiving county, with the transferring county being responsible for the cost to the receiving county to house and care for such transferee;

WHEREAS, upon request by the Vermillion County Sheriff, Greene County is willing to notify the Vermillion County Sheriff of the number of inmates and detainees that Greene County is willing to house in the Greene County Jail and, if any such inmates or detainees are to be transferred, Vermillion County shall be responsible for transferring such inmates and detainees to the Greene County Jail and Vermillion County shall compensate Greene County a per diem rate of Thirty-seven and 50/ 100 Dollars (\$37.50) per day for the housing of such inmates and detainees.

NOW, THEREFORE, the Sheriff and Commissioners of Vermillion County, Indiana, and the Sheriff and Commissioners of Greene County, Indiana, agree as follows:

1. That the Greene County Sheriff and the Greene County Commissioners agree that, if sufficient space is available in the Greene County Jail, Greene County will accept custody of Vermillion County inmates and detainees under this Agreement and pursuant to an order from the Vermillion County Circuit or Superior Court directing such transfer pursuant to IC 35-33-11-1 et seq. Custody of such transferred inmate or detainee shall remain with Greene County Sheriff until further order of the transferring court.

2. In the event that a Vermillion County inmate or detainee is transferred to the Greene County Jail by order of the Circuit or Superior Court of Vermillion County pursuant to IC 35-33-11- 1 et seq., Vermillion County shall be obligated to pay a per diem fee of Thirty-seven and 50/ 100 Dollars

(\$37.50) per day, the same per diem rate paid by the DOC for the housing of inmates and detainees at the Greene County Jail.

3. In the event a transferred Vermillion County inmate or detainee needs medical assistance, pursuant to IC 35-33-11-1 *et seq.*, Greene County shall provide such medical assistance at the expense of Vermillion County, in addition to the per diem rate set forth in paragraph 2.

4. Greene County shall bill the Vermillion County Sheriff the per diem rate of Thirty-seven and 50/100 (\$37.50) Dollars together with any medical costs it has paid for a transferred inmate, on a monthly basis, with adequate documentation regarding the cost and necessity of any medical costs paid for any DOC inmate or detainee.

5. The parties agree that, in the event that an inmate or detainee is required to appear in a Vermillion County Court on any criminal matter pending at the time of transfer of custody to Greene County, the Vermillion County Sheriff shall provide transportation from the Greene County Jail to the Vermillion Circuit or Superior Court and shall return the inmate or detainee to the Greene County Jail thereafter. In the event such transport necessitates the inmate or detainee remaining at the Vermillion County Jail for longer than twenty-four (24) hours, it is agreed that Vermillion County shall not be billed a *per diem* for the time the inmate or detainee is absent from the Greene County Jail.

6. Nothing in this Agreement shall obligate Vermillion County to transfer an inmate or detainee to Greene County, nor, if the Greene County Jail has no available space, obligate Greene County to accept such transfer.

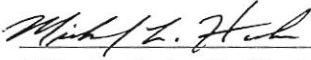
7. The Vermillion County Sheriff shall, within 1-3 days preceding a scheduled release date, retrieve the inmate or detainee from the Greene County Jail to be released outside Greene County.

8. This Agreement shall be effective immediately upon execution of the agreement by the parties. The agreement shall remain in force and effect until terminated by one of the parties. Termination of the agreement shall require thirty (30) days' written notice, preceding the intended termination date, to the other party.

9. This agreement consists of four pages, being two pages of agreement, a signature page for Vermillion County, Indiana, officials, and a signature page for Greene County, Indiana, officials. The parties contemplate that the officials will execute the documents at their respective meetings and that the signature pages will be combined to form the executed agreement.

IN WITNESS WHEREOF, the parties have executed this agreement effective as of the latest date entered here below.

GREENE COUNTY, INDIANA, by:

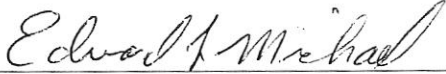


Michael L. Hasler, Sheriff Date: 07-06-2021

APPROVED AND ENTERED INTO THIS 6th DAY OF JULY, 2021, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF GREENE, INDIANA, by:



Nathan L. Abrams, President



Edward L. Michael, Vice President



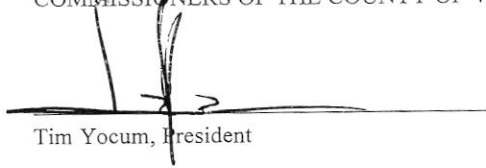
Rick Graves, Commissioner

VERMILLION COUNTY, INDIANA, by:

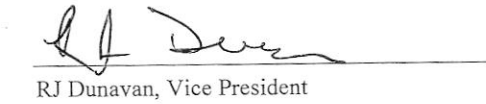


Michael R. Phelps, Sheriff Date: 7/20/2021

APPROVED AND ENTERED INTO THIS 20th DAY OF JULY 2021, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF VERMILLION, INDIANA, by:



Tim Yocum, President



RJ Dunavan, Vice President



Britton Luther, Commissioner

Baker Tilly US, LLP
205 N. Michigan Avenue
Suite 2800
Chicago, IL 60601-5927
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fax +1 (312) 729-8199
bakertilly.com

June 17, 2021

Britton Luther
County Commissioner
Vermillion County
255 S Main St.
PO Box 190
Newport, IN 47966

Dear Mr. Britton Luther:

This engagement letter and the attached Standard Business Terms set forth a contractual agreement for Baker Tilly US, LLP ("Baker Tilly", "Contractor", "we", or "our") to provide **Ambulatory Services Review** to Vermillion County, Indiana ("the County" or "Client"), summarizing the scope of work, expected deliverables, and fees for the services to be provided by Baker Tilly.

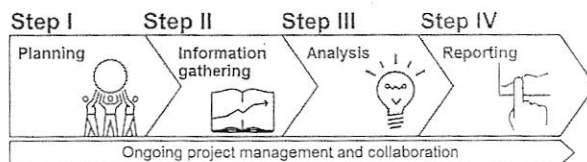
Project Goals and Objectives

The primary objective of our work will be to conduct a review of the County's current ambulatory service contract, fees, and levels of service to ensure the County is aligned with local and national peers and leveraging adequate County financial resources for these services.

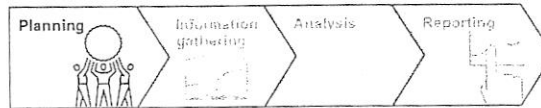
Project Scope and Approach

Baker Tilly employs a proven framework for this type of project including the appropriate components necessary for client involvement, approval and signoff on key project activities and deliverables. We also position our projects to ensure you have the tools and information you need to realize the return on your investment effectively after we have completed your project.

Our methodology, illustrated in the following graphics, contains four steps augmented by ongoing collaboration and project management activities to provide the resources and expertise necessary to complete the project objectives. These steps are described in detail on the following pages.



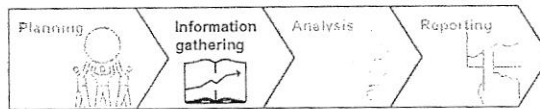
Step I: Planning



We will begin by working with you to agree on the draft report level of detail, confirm the project plan, necessary working sessions, milestones, and timing. Careful planning will help us coordinate our joint efforts, keep the project on track, manage resources, and avoid surprises. Key points of planning and coordination include:

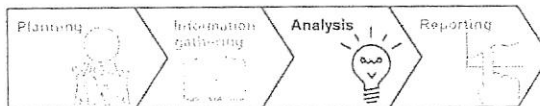
- Meeting to kick-off the project
- Coordinating milestones and touch points
- Scheduling status meetings
- Reviewing and agreeing on the draft report format, outline, and detail
- Notifying stakeholders the project's objectives, roles, and timing

Step II: Information gathering



During this phase, we will review the documentation provided by the vendor, key stakeholders, and conduct working sessions to gather additional information to ensure that we understand the County's ambulance services in more detail.

Step III: Analysis



Once we complete the information-gathering phase and have familiarize ourselves with the current state of the County's ambulance services we will compare the information to industry best practices and similar surrounding communities. This phase is critical to determining if the County's existing resources are appropriate and where potential gaps may need to be filled.

Step IV: Reporting



We will work with the County and any other necessary stakeholders to develop a deliverable review process that is inclusive, timely, and realistic. Throughout the process, we will meet with the required staff to obtain feedback prior to finalizing any deliverables.

Project Staff

Kyle O'Rourke, MPA, CIA, CRMA, CGAP
Project Partner

Kyle is a Principal in Baker Tilly's Public Sector Advisory practice with eight years of experience providing a variety of services to public sector clients, including risk consulting, business process reviews, organizational and workforce assessments, and operational assessments, benchmarking studies, and technology needs assessments. Kyle is a firm expert in internal audit and public sector risk. His clients include the Illinois Tollway, METRA, City of Dallas, State of North Carolina, and the Detroit Water and Sewerage Department. Furthermore, Kyle is Vice President of the IIA-Chicago Chapter and has recently been appointed Town Auditor for the Town of Palo Alto. Kyle will act the quality assurance/quality control and work closely with the project team on delivering the final report and recommendations.

Rory Vale, MPA
Engagement Manager

Rory is a Consulting Manager in Baker Tilly's Public Sector Advisory practice and specializes in government and not-for-profit management. He joined Baker Tilly with six years of prior industry experience, including two as a government finance executive. Rory has served as a finance director for the Indiana Department of Transportation, managing nearly \$100 million dollars in public procurements and nearly \$1 billion dollars in construction contracts annually. He previously worked for a multinational not-for-profit K-12 focused organization in Chicago where he served as a member of the founding operations and program team for a first-of- its-kind summer training institute. He subsequently led the strategy, talent and operations for the organization's charter expansion into the Northwest. Rory will act as the government finance subject matter expert, main point of contact for the County, and team management.

Matt Bubness, MPA
Project Manager

Matt Bubness is a member of Baker Tilly's Public Sector Advisory practice. Prior to joining Baker Tilly, Matt lead the outreach efforts related to the best practices that are centered on improving the budget process for GFOA. Matt also staffed GFOA's Committee on Governmental Budgeting and Fiscal Policy and lead consulting engagements related to process improvements. Prior to joining GFOA, Matt worked for Chicago Public Schools and City Colleges of Chicago. In addition to his local government experience, Matt worked in the municipal bond field, including credit rating analysis and structuring bond issuances. Matt holds a B.S. in Public Affairs and Master of Public Administration, both from Indiana University Bloomington. Matt will oversee project management on the engagement and reporting and act as the day to day lead for consulting team.

Vermillion County, Indiana
Ambulatory Services Review
June 17, 2021
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**Antonio Herrador, MBA, CRMA, CFE, CGAP, CIA, EA
Senior Consultant**

Antonio is a member of Baker Tilly's Public Sector Advisory practice, recently joining us from the Houston-Galveston Area Council. Antonio joined Baker Tilly with 17 years of compliance, regulatory, and audit experience in the public sector. Most recently, Antonio was a Senior Auditor for the largest Council of Governments in Texas. Antonio will work closely with project leadership to ensure a thorough review of outsourced services occur and collaborate with Chris on project delivery and analysis.

**Chris Strom, MPA
Consultant**

Chris is a member of Baker Tilly's Public Sector Advisory practice. Chris joined Baker Tilly with a Master of Public Administration and multiple years in the public sector, most recently with an Illinois Village. Chris has worked with many Indiana clients since joining Baker Tilly and is based out of our Chicago office. Chris is a Firm thought leaders on shared and outsourced service agreements and reviews. His perspective and experience will be valuable to this engagement. Chris will work closely on project delivery and service analysis.

Project Timeline

We anticipate the majority of this work to be completely remote; however, we do expect to conduct limited fieldwork, subject to local regulations and guidelines restricting travel. **Furthermore, we believe we can accommodate the below timeline, provided this is engagement letter is signed and returned by June 21st, 2021.** We are, however, flexible and can align a timeline to meet your needs, should you need more time to consider this engagement.

| | Task | Date |
|---|---|--|
| 1 | General Project Management and Planning | June 28 th – July 2 nd |
| 2 | Information Gathering | July 5 th – July 16 th |
| 3 | Comprehensive Analysis and Benchmarking | July 19 th – August 6 th |
| 4 | Recommendations and Final Report | August 9 th – August 20 th |

On-Going Collaboration and Project Management

We will apply an approach to managing our effort and delivery to ensure that we are responsive to the County's project needs, aligned with the organizational culture and values, and conscientious of the sensitivity of information that we are provided.

We look forward to working closely with the project lead and other key stakeholders to provide status updates and communicate next steps and/or any project issues if they arise. Maintaining open lines of communication between Baker Tilly and the County will allow us to be responsive to your needs while also understanding and addressing any potential effects on this effort. We believe in regularly communicating with you to ensure that we obtain your perspectives and input for:

- Guiding the scope of our work

- Ensuring that we consider all relevant factors in our analysis
- Incorporating context into our reporting

Project Professional Fees and Expenses

Assuming the ability to receive information and data as requested and within the timeframe necessary, the not-to-exceed consulting fee for this project is **\$25,000**. Expenses and costs will be billed as incurred, inclusive of travel.

In the event a unique or complex issue arises, we will work with you to determine the level of assistance required and arrange an appropriate fee for our services. We will always tell you if the assistance you require is outside the scope of our agreed upon engagement.

Assumptions

We based our estimate on the assumptions detailed below. Should any of these assumptions change during the engagement, we will bring the matter to the County's attention immediately and prepare a change order detailing the new requirements and corresponding budget impact. We will not undertake additional work without the County's written approval.

Assumptions include:

- Baker Tilly will have access to, and be provided with, electronic or other readily available data, without the need to conduct data extraction or comprehensive synthesis.
- Information will be provided within the specified time frames and format.
- No significant changes in scope from that outlined in our proposal.

Should the County require additional services beyond the scope of this engagement, we will be pleased to prepare a new estimate detailing the level of effort and resources required to complete the work.

Client Project Management

Baker Tilly is independent in regards to the County and our analysis and recommendations will be made independently of the County's management and oversight body. As such, during the project, the County will perform the following tasks:

- Appoint a Project Liaison to coordinate scheduling, data collection, and other logistical arrangements.
- Provide adequate space for Baker Tilly staff to participate in working sessions and if necessary, hold interviews with County personnel.
- Provide timely responses to requests for information.
- Provide timely review and feedback on project deliverables.

Baker Tilly shall submit all deliverable products and payment invoices to the County's designated staff member for review and approval.

Client agrees to:

- Establish and monitor the performance of the project to ensure that it meets the County's objectives.
- Make any decisions that involve management functions related to this project.
- Evaluate the adequacy of the services performed and any findings that result.
- Establish internal controls, including monitoring ongoing activities.

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We look forward to working with you and County staff on this very important project.

If there are any questions regarding the project or this engagement letter, please contact Rory Vale at 312-729-8191 or rory.vale@bakertilly.com. If the services outlined herein are in accordance with your requirements, and if the above terms are acceptable, please have one copy of this letter signed in the space provided below and return.

Sincerely,

BAKER TILLY US, LLP
Enclosures

The services and terms set forth in the Engagement Letter are agreed to by:



Name
President of Companies

Title
Tim Yocum

Signature
7-20-21

Date

COUNTY ORDINANCE NUMBER 2021-10
Closing the Courthouse Ordinance
Vermillion County, Indiana

AN ORDINANCE CLOSING THE COURTHOUSE ON JULY 1, 2021.

The commissioners closed the courthouse on July 1, 2021.

WHEREAS, It has come to the attention of the Board of Commissioners of Vermillion County that an emergency need existed to close the courthouse on July 1, 2021 due to there being no water service to the building.

Therefore, the Board of Commissioners of Vermillion County by its inherent authority closed the Vermillion County Courthouse to the public on July 1, 2021.


NOW BE IT ORDAINED AND ENACTED by the Vermillion County Commissioners that:


SECTION 1. That the courthouse was closed on July 1, 2021 due to there being no water service to the building.


SECTION 2. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason by any Court of competent jurisdiction, such provision shall be deemed severable and the remaining portions of this Ordinance shall remain in full force and effect.

SECTION 3. All ordinances or parts of ordinances or resolutions that are inconsistent with the provisions of this Ordinance are repealed to the extent of such inconsistency.

Adopted and passed by Vermillion County Board of Commissioners this 20th day of July, 2021.



President




ATTEST: 
Auditor of Vermillion County