

**ALLEN COUNTY COUNCIL MEETING AGENDA
WEDNESDAY, APRIL 15, 2026
5:30 PM**

CALL TO ORDER: PRESIDENT, BOB ARMSTRONG

ADOPTION OF THE AGENDA

APPROVAL OF MINUTES: March 11, 2026

FINANCIAL REPORT: AUDITOR, JACKIE SCHEUMAN

TOTAL APPROPRIATIONS REQUESTED IN THE GENERAL FUND: \$ 291,000

TOTAL APPROPRIATIONS REQUESTED IN OTHER FUNDS: \$ 1,500,000

COMMISSIONERS REPORT

PUBLIC COMMENT

WEST CENTRAL ALLEN COUNTY FIRE DISTRICT:

APPROPRIATION WITHIN THE GENERAL FUND

400 Series - Capital \$ 3,300,000

DEPARTMENT 05 - SHERIFF

Consideration of a salary ordinance establishing the pay for ten (10) new Civilian Confinement Officers with a classification of C3/1 \$52,662 annual salary, 40 Hours per week, Non-Exempt.

DEPARTMENT 07 - CORONER

APPROPRIATION WITHIN THE GENERAL FUND 100:

100-0701-442.43-08 Vehicle \$ 57,000

DEPARTMENT 40 - COMMISSIONERS

APPROPRIATION WITHIN THE GENERAL FUND 100:

1) 100-4001-411.31-13	Contractual	\$	200,000
2) 100-4006-411.43-07	Weights & Measures - Vehicles	\$	34,000
		\$	<u>234,000</u>

APPROPRIATION WITHIN THE OPIOID LITIGATION SETTLEMENT FUND 127:

127-4001-411.31-13 Contractual \$ 300,000

DEPARTMENT 40 - COMMISSIONERS (AUDITOR)

TRANSFER WITHIN THE GENERAL FUND 100:

FROM:

132-4010-411.44-99 Jail Construction \$ (9,686,000)

TO:

132-4010-411.38-63 AC Bldg Corp Lease Rental \$ 9,686,000

DEPARTMENT 48 - EMERGENCY MANAGEMENT

Consideration of a salary ordinance reclassifying the pay of Planning Coordinator from A6/8 \$81,757, 37.5 Hrs, Non-Exempt TO A6/8 \$81,757, 37.5 Hrs, Exempt.

DEPARTMENT 72 - HIGHWAY

APPROPRIATION WITHIN THE HIGHWAY FUND 250:

250-7203-431.42-02 Buildings \$ 1,200,000

DEPARTMENT 73 - HEALTH

- 1) Consideration of a salary ordinance reclassifying the pay of Information Systems & Special Projects A2/1 \$44,873, 37.5 Hrs, Non-Exempt TO Information Systems Coordinator, A4/1, \$53,314, 37.5 Hrs, Non-Exempt.
- 2) Consideration of a salary ordinance reclassifying the pay of STD/HIV Prevention Division Director, A8/1, \$69,045, 37.5, Exempt TO HIV/STD Prevention Supervisor, A7/1, \$63,344, 37.5 Hrs, Exempt.

DISCUSSION AND OTHER BUSINESS TO COME BEFORE COUNCIL:

Allen County Police Pension annual review.

RECENT and/or UPCOMING MEETINGS:

LIAISON REPORTS:

Approval to waive the second reading on any matter approved today for which it may be deemed necessary for the County Council meeting of **April 15, 2026**

The next regular County Council meeting will be held at 5:30 pm, Wednesday **May 13, 2026** in the Chambers room of Citizens Square.

Allen County does not discriminate because of disability in the admission to, or treatment or employment in, its programs or activities. The Human Resources Director has been designated to coordinate compliance with nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided therein, and Allen County's ADA policy is available from the ADA Coordinator. Suggestions on how the County can better meet the needs of persons with disabilities may be submitted to the ADA Coordinator at: Human Resources Department 200 E. Berry Street, Suite 380, Fort Wayne, In. 46802 or by phone at (260)449-7217.

ALLEN COUNTY
FINANCIAL REPORT FOR
COUNTY GENERAL FUND
March 31, 2026

April 15, 2026 **Meeting**

Fund - 100

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	50,002,995		50,002,995
ESTIMATED REVENUES FOR 2026:			ACTUAL REVENUES TO DATE:
2026 Property Tax	92,613,313		Percentage of Collections: 0.00%
Less Circuit Breaker Credit	<u>(6,000,000)</u>		
Total Property Taxes charged	86,613,313		0.00% 0
Miscellaneous	<u>59,623,843</u>		24.08% <u>14,355,760</u>
	146,237,156		Total Percentage of Collections 9.82% 14,355,760
TOTAL CASH & ESTIMATED REVENUES:	196,240,151		ACTUAL CASH YEAR TO DATE: 64,358,754
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2026 Budget	149,464,479		35,150,966
2025 Encumbrances	932,328		
Additional Appropriations	475,856		
	<u>150,872,663</u>		
TOTAL BUDGETED APPROPRIATION	150,872,663		Percentage of Disbursements 23.30% 35,150,966
Retain Cash Reserve	(4,000,000)		
AMOUNT LEFT FOR APPROPRIATION	<u>41,367,487</u>		ACTUAL CASH BALANCE YTD: <u>29,207,789</u>
FOR CONSIDERATION TODAY:			
APPROPRIATION	291,000		

County General Miscellaneous Revenue Explanations

March 31, 2026

25% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
OTHER TAXES:				
Financial Institutions Tax	320,000	0.00%	0	Two equal installments June and December.
Vehicle License Excise Tax	5,000,000	0.00%	0	Distributed April, June, October & December
Local Income Tax	23,787,203	25.00%	5,946,801	Distributed monthly
Commercial Vehicle Excise Tax	501,330	0.00%	0	Two equal installments June and December.
Riverboat Wagering Tax Rev	501,000	0.00%	0	Full year distribution received in August.
INTERGOVERNMENTAL REVENUES:				
Indirect Costs - Child Support	150,000	14.14%	21,211	Received Quarterly
Emerg Prep/Civil Def-Fed Match	90,000	0.00%	0	Received 1x per yr
Care of State/Federal Prisoners	1,000,000	50.20%	502,021	Varies monthly depending on prisoners
ACJC/Trans Child Care	450,000	36.53%	164,387	Per Diem fees received monthly, except out-of-county contracts pay full year in first quarter
Youth Serv/Regular Child Care	4,100,000	23.07%	945,822	Varies monthly depending on youth housed
Liquor Excise Tax Dist-ABC	20,000	53.96%	10,791	Two Distributions per year
Public Defender/Capital Case	2,200,000	22.51%	495,216	Received Quarterly
Examination of Records	0	0.00%	0	Two Distributions per year
Opioid Distribution to Local Gov	100,000	0.00%	0	Opioid Litigation Settlement
SSI Payments	5,000	0.00%	0	Receive monthly from Social Security Admin
LICENSES AND PERMITS:				
Department of Planning	1,640,000	31.00%	508,480	Collections deposited monthly
Building Department	4,000,000	33.06%	1,322,200	Collections deposited monthly
Cable Franchise License Fees	275,000	22.61%	62,181	Paid Quarterly from Cable Vendors
CHARGES FOR SERVICES:				
Treasurer	75,000	0.13%	100	Tax Sale Fees receipted with December Settlement
Recorder	900,000	21.89%	196,978	Collections deposited monthly
Sheriff	1,950,000	57.16%	1,114,597	Made up of different fees, including tax warrants at 3/31 \$67,422.55.
Surveyor	275,000	21.32%	58,620	Summer months usually yield higher collections
Coroner	25,000	37.28%	9,320	
Auditor	5,000	18.76%	938	Copy, Notary, Payroll Processing fees
Data Processing	50,000	19.54%	9,769	Data file fees monthly / Joint Permit Brd 50% reimb from City of Ft Wayne

County General Miscellaneous Revenue Explanations

March 31, 2026

25% of Year Elapsed

Revenue Source	Annual Estimate	Percent	Actual	Explanation
N.I.R.C.C.	1,300,000	21.14%	274,844	Reimbursed from Feds as it is spent and invoiced
Clerk	1,000,000	24.17%	241,687	Collections deposited monthly
MISCELLANEOUS REVENUE:				
Child Support Exp Budget Reimb	1,500,000	12.00%	180,028	Reimbursed from State as it is spent and invoiced
Election Expense Reimburse	0	0.00%	23,244	Reimbursement for cost of running City election
Reimbursements/Refunds	250,000	40.10%	100,253	Miscellaneous Reimbursements, i.e. Commissary part-time salaries
Interest	8,000,000	26.19%	2,095,038	Received monthly
Rental of County Property	250,000	17.67%	44,186	Received monthly.
Co. Misc. - Non-identified Rev	225,000	10.98%	24,697	Misc one time revenue
OTHER FINANCING SOURCES:				
Sale of Real & Personal Property	50,000	4.70%	2,351	Proceeds from sale of county owned property
Unclaimed Surplus Tax	200,000	0.00%	0	Unclaimed Surplus is moved to General Fund in December of each year. TS Surplus done in Jan
Property Tax Refund Reimb	200,000	0.00%	0	County is reimbursed from units at Settlement for tax refunds paid throughout the year.
TOTAL	60,394,533	23.77%	14,355,760	
Less Property Tax Refunds				Eliminate refunds above the estimated revenue to calculate a more accurate picture of collection rate.
Total Miscellaneous Collections	60,394,533	23.77%	14,355,760	

ALLEN COUNTY
 FINANCIAL REPORT FOR
LIT Public Safety-County Share
 March 31, 2026

April 15, 2026 Meeting

Fund - 120

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	6,035,661		6,035,661
ESTIMATED REVENUES FOR 2026:		ACTUAL REVENUES TO DATE:	
		Percentage of Collections:	
LIT Public Safety distributive shares	5,049,601	25.00%	1,262,400
Miscellaneous/Commissary Reimb			
	5,049,601		1,262,400
TOTAL CASH & ESTIMATED REVENUES:	11,085,262	Total Percentage of Collections	25.00% 1,262,400
		ACTUAL CASH YEAR TO DATE:	7,298,061
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2026 Budget	5,049,601		707,185
2025 Encumbrances	1,735,791		
Additional Appropriations			
	6,785,392	Percentage of Disbursements	10.42% 707,185
TOTAL BUDGETED APPROPRIATION	6,785,392		
 		ACTUAL CASH BALANCE YTD:	6,590,876
AMOUNT LEFT FOR APPROPRIATION	4,299,870		
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	0		

ALLEN COUNTY
 FINANCIAL REPORT FOR
Opioid Litigation Settlement Fund
 March 31, 2026

April 15, 2026 Meeting

Fund - 127

Department - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	1,696,162		1,696,162
ESTIMATED REVENUES FOR 2026:			ACTUAL REVENUES TO DATE:
Litigation Settlement	625,000		0.00% 0
Interest	50,000		0.00% 0
	675,000		Total Percentage of Collections 0.00% 0
TOTAL ESTIMATED CASH:	2,371,162		ACTUAL CASH YEAR TO DATE: 1,696,162
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2026 Budget	355,000		350,875
2025 Encumbrances	0		
Additional Appropriations	0		
TOTAL BUDGETED APPROPRIATION	355,000		Percentage of Disbursements 98.84% 350,875
AMOUNT LEFT FOR APPROPRIATION	2,016,162		REMAINING CASH BALANCE YTD: <u>1,345,287</u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	300,000		
UNAPPROPRIATIONS			

ALLEN COUNTY
 FINANCIAL REPORT FOR
LIT-CORRECTIONAL FACILITY
 March 31, 2026

April 15, 2026 Meeting

Fund - 132

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	21,312,737		21,312,737
ESTIMATED REVENUES FOR 2026:		ACTUAL REVENUES TO DATE:	
LIT Correctional Facility Dist	16,131,881	Percentage of Collections:	25.00% 4,032,970
Miscellaneous	_____		_____
	16,131,881	Total Percentage of Collections	25.00% 4,032,970
TOTAL CASH & ESTIMATED REVENUES:	37,444,618	ACTUAL CASH YEAR TO DATE:	25,345,707
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2026 Budget	37,312,737		571,664
2025 Encumbrances	0		
Additional Appropriations	_____		_____
TOTAL BUDGETED APPROPRIATION	37,312,737	Percentage of Disbursements	571,664
AMOUNT LEFT FOR APPROPRIATION	<u>131,881</u>	ACTUAL CASH BALANCE YTD:	<u>24,774,043</u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	0		

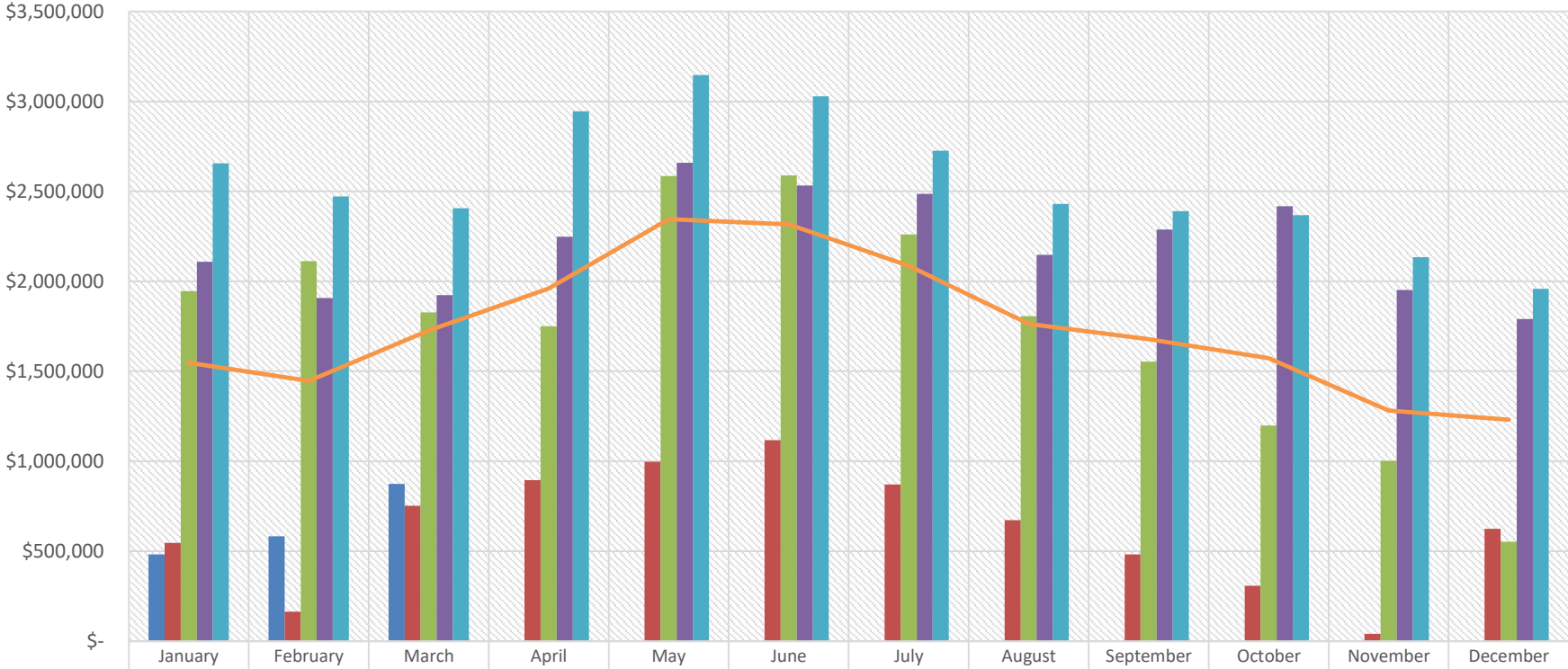
ALLEN COUNTY
FINANCIAL REPORT FOR
Correctional Facility Building Fund
March 31, 2026

April 15, 2026 Meeting

Fund - 133

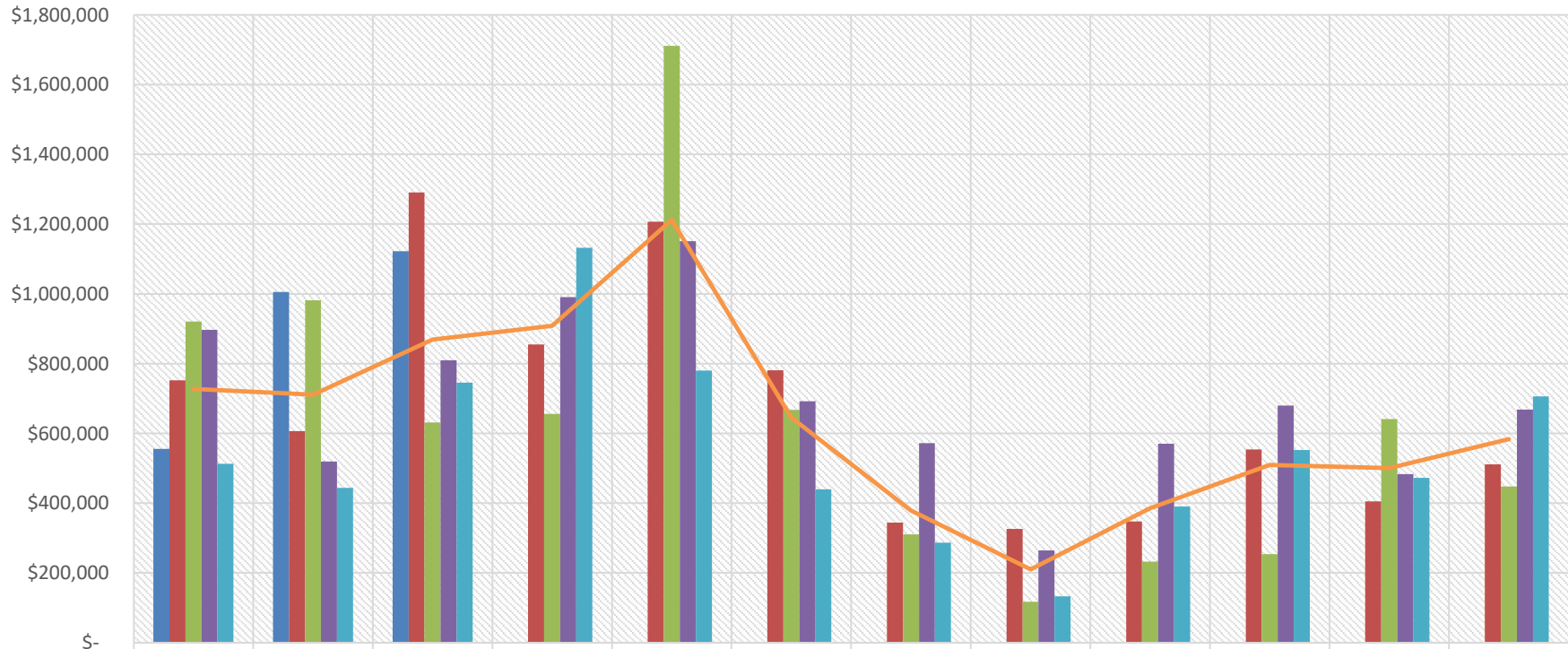
	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/26	43,658,180			43,658,180
ESTIMATED REVENUES FOR 2026:			ACTUAL REVENUES TO DATE:	
			Percentage of Collections:	
Miscellaneous	-			0
	<u>0</u>		Total Percentage of Collections	<u>0</u>
TOTAL CASH & ESTIMATED REVENUES:	43,658,180		ACTUAL CASH YEAR TO DATE:	43,658,180
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2026 Budget	43,658,180			1,264
2025 Encumbrances	0			
Additional Appropriations				
	<u>0</u>		Percentage of Disbursements	<u>1,264</u>
TOTAL BUDGETED APPROPRIATION	43,658,180			
AMOUNT LEFT FOR APPROPRIATION	<u><u>0</u></u>		ACTUAL CASH BALANCE YTD:	<u><u>43,656,916</u></u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	0			

Coliseum Fund Balance 5 Year History



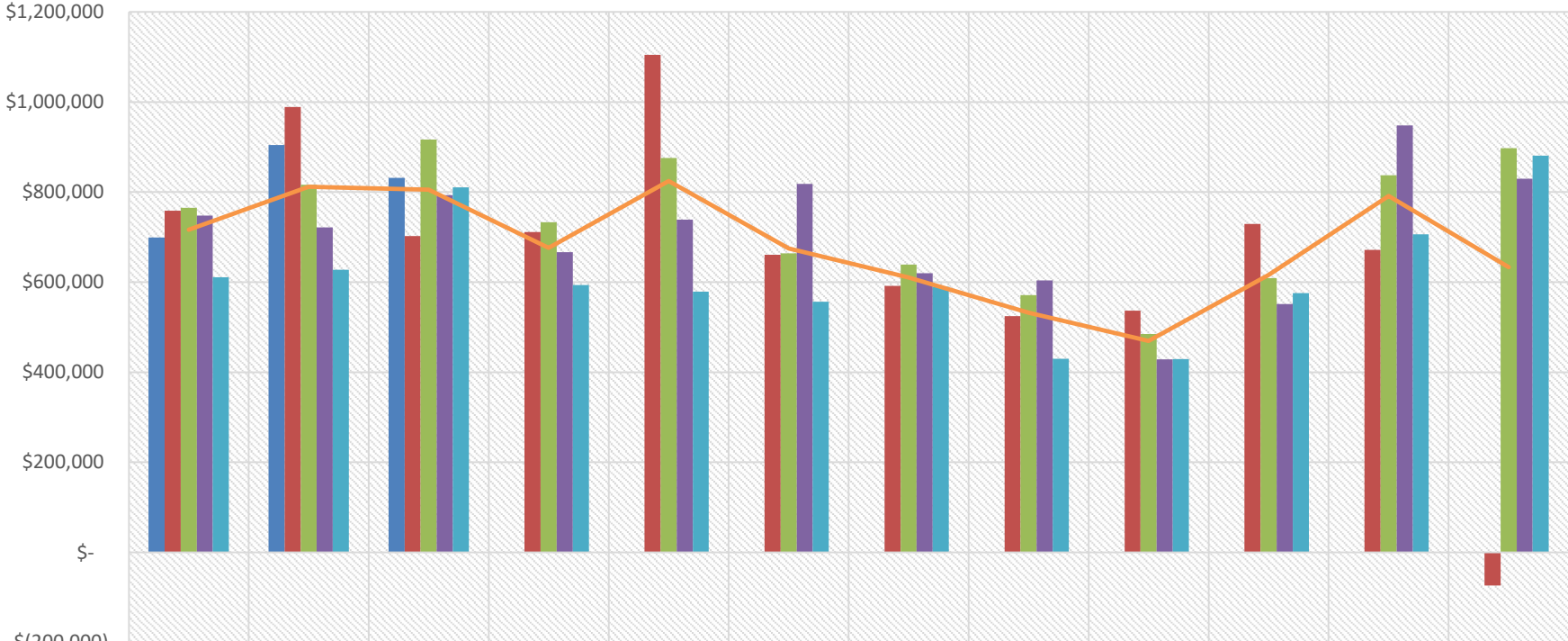
	January	February	March	April	May	June	July	August	September	October	November	December
2026	\$481,076	\$582,015	\$872,906									
2025	\$545,812	\$163,024	\$751,507	\$895,110	\$997,384	\$1,117,494	\$870,208	\$671,594	\$482,199	\$306,805	\$40,107	\$624,862
2024	\$1,945,407	\$2,111,088	\$1,826,171	\$1,749,329	\$2,584,539	\$2,588,203	\$2,259,616	\$1,805,746	\$1,553,426	\$1,198,155	\$1,001,921	\$552,296
2023	\$2,108,529	\$1,906,476	\$1,923,073	\$2,246,877	\$2,658,983	\$2,532,940	\$2,485,404	\$2,146,026	\$2,288,139	\$2,416,686	\$1,951,633	\$1,790,259
2022	\$2,655,364	\$2,471,270	\$2,405,931	\$2,944,228	\$3,145,715	\$3,028,794	\$2,726,031	\$2,429,344	\$2,390,626	\$2,367,433	\$2,133,628	\$1,958,826
Average	\$1,547,237	\$1,446,774	\$1,726,671	\$1,958,886	\$2,346,655	\$2,316,858	\$2,085,315	\$1,763,178	\$1,678,598	\$1,572,270	\$1,281,822	\$1,231,561

Coliseum Revenue 5 Year History



	January	February	March	April	May	June	July	August	September	October	November	December
2026	\$555,493	\$1,005,573	\$1,122,172									
2025	\$751,963	\$606,141	\$1,290,472	\$854,644	\$1,207,107	\$780,557	\$344,131	\$325,859	\$347,393	\$553,551	\$405,153	\$511,001
2024	\$920,409	\$981,724	\$631,573	\$656,058	\$1,711,134	\$667,467	\$310,211	\$117,372	\$232,427	\$253,356	\$641,326	\$447,702
2023	\$897,284	\$519,473	\$809,851	\$990,529	\$1,150,804	\$692,014	\$572,343	\$264,427	\$570,371	\$679,986	\$483,137	\$667,970
2022	\$513,171	\$443,336	\$745,285	\$1,131,987	\$780,260	\$439,791	\$286,837	\$132,986	\$390,538	\$552,234	\$472,176	\$706,178
Average	\$727,664	\$711,249	\$869,295	\$908,305	\$1,212,326	\$644,957	\$378,380	\$210,161	\$385,182	\$509,782	\$500,448	\$583,213

Coliseum Expense 5 Year History



	January	February	March	April	May	June	July	August	September	October	November	December
2026	\$699,279	\$904,634	\$831,282									
2025	\$758,447	\$988,929	\$701,989	\$711,041	\$1,104,834	\$660,446	\$591,417	\$524,473	\$536,787	\$728,946	\$671,851	\$(73,755)
2024	\$765,261	\$816,043	\$916,489	\$732,901	\$875,923	\$663,803	\$638,798	\$571,242	\$484,748	\$608,627	\$837,560	\$897,327
2023	\$747,581	\$721,526	\$793,254	\$666,725	\$738,697	\$818,057	\$619,878	\$603,806	\$428,258	\$551,439	\$948,191	\$829,344
2022	\$610,898	\$627,430	\$810,624	\$593,689	\$578,774	\$556,712	\$589,599	\$429,673	\$429,256	\$575,428	\$705,982	\$880,979
Average	\$716,293	\$811,712	\$805,589	\$676,089	\$824,557	\$674,755	\$609,923	\$532,299	\$469,762	\$616,110	\$790,896	\$633,474

ALLEN COUNTY
FINANCIAL REPORT FOR
Memorial Coliseum
March 31, 2026

April 15, 2026

Meeting

Fund - 240

Department - Memorial Coliseum

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/26				
ESTIMATED REVENUES FOR 2026:	624,862		ACTUAL REVENUES TO DATE:	624,862
			Percentage of Collections:	
Fees	10,751,060		24.93%	2,680,140
Interest	99,000		3.13%	3,098
	10,850,060		Total Percentage of Collections	24.73% 2,683,238
TOTAL ESTIMATED CASH:	11,474,922		ACTUAL CASH YEAR TO DATE:	2,683,238
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2026 Budget	10,850,060			2,435,195
2025 Encumbrances	83,194			
Additional Appropriations	0			
TOTAL BUDGETED APPROPRIATION	10,933,254		Percentage of Disbursements	22.27% 2,435,195
AMOUNT LEFT FOR APPROPRIATION	541,669		REMAINING CASH BALANCE YTD:	872,906
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	0			
UNAPPROPRIATIONS	0			

ALLEN COUNTY
FINANCIAL REPORT
HIGHWAY FUND
March 31, 2026

April 15, 2026 **Meeting**

Fund - 250

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/26	19,874,899			19,874,899
ESTIMATED REVENUES FOR 2026:			ACTUAL REVENUES TO DATE:	
			Percentage of Collections:	
SUR/Wheel Tax Distribution	2,890,700		21.59%	623,987
Highway Fees	677,500		26.35%	178,507
MVH State Distribution	11,580,342		27.46%	3,179,820
Miscellaneous/Other	<u>3,346,000</u>		21.80%	<u>729,577</u>
	18,494,542		Total Percentage of Collections	25.48% 4,711,892
TOTAL CASH & ESTIMATED REVENUES:	38,369,441		ACTUAL CASH YEAR TO DATE:	24,586,791
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2026 Budget	19,111,276			4,660,437
2025 Encumbrances	11,309,674			
Additional Appropriations	<u> </u>			<u> </u>
TOTAL BUDGETED APPROPRIATION	30,420,950		Percentage of Disbursements	15.32% 4,660,437
AMOUNT LEFT FOR APPROPRIATION	<u>7,948,491</u>		REMAINING CASH BALANCE YTD:	<u>19,926,354</u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	1,200,000			
UNAPPROPRIATIONS	0			

ALLEN COUNTY
 FINANCIAL REPORT FOR
Sur/Wheel Tax Bridge Fund
 March 31, 2026

April 15, 2026

Meeting

Fund - 252

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	1,117,591		1,117,591
ESTIMATED REVENUES FOR 2026:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
Interlocal Agreements	198,433		25.00% 49,602
Miscellaneous	<u>57,000</u>		18.35% <u>10,460</u>
	255,433		Total Percentage of Collections 23.51% 60,062
TOTAL ESTIMATED CASH:	1,373,024		ACTUAL CASH YEAR TO DATE: 1,177,653
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2026 Budget	255,403		0
2025 Encumbrances	258,758		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	514,161		Percentage of Disbursements 0.00% 0
AMOUNT LEFT FOR APPROPRIATION	<u><u>858,864</u></u>		REMAINING CASH BALANCE YTD: <u><u>1,177,653</u></u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	0		
UNAPPROPRIATIONS	0		

ALLEN COUNTY
FINANCIAL REPORT
LOCAL ROAD AND STREET
March 31, 2026

April 15, 2026 **Meeting**

Fund - 255

Department - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	4,467,246		4,467,246
ESTIMATED REVENUES FOR 2026:		ACTUAL REVENUES TO DATE:	
		Percentage of Collections:	
LRS Distributions	3,092,641	26.82%	829,560
Federal Reimb/Misc	<u>0</u>		
	3,092,641	Total Percentage of Collections	<u>829,560</u>
TOTAL ESTIMATED CASH:	7,559,887	ACTUAL CASH YEAR TO DATE:	5,296,806
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2026 Budget	3,308,491		850,031
2025 Encumbrances	402,672		
Additional Appropriations	<u> </u>		
TOTAL BUDGETED APPROPRIATION	3,711,163	Percentage of Disbursements	22.90% 850,031
AMOUNT LEFT FOR APPROPRIATION	<u><u>3,848,724</u></u>	REMAINING CASH BALANCE YTD:	<u><u>4,446,775</u></u>
 FOR CONSIDERATION TODAY:			
APPROPRIATIONS	0		
UNAPPROPRIATIONS	0		

ALLEN COUNTY
FINANCIAL REPORT FOR
REASSESSMENT
March 31, 2026

April 15, 2026 **Meeting**

Fund - 261

Department - Co. Assessor

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	593,570		593,570
ESTIMATED REVENUES FOR 2026:		ACTUAL REVENUES TO DATE:	
2026 Property Tax	690,526	Percentage of Collections:	0.00%
Less Circuit Breaker Credit	<u>(42,567)</u>		
Total Property Taxes charged	647,959		0.00% 0
Miscellaneous	<u>68,534</u>		7.46% <u>5,112</u>
	716,493	Total Percentage of Collections	0.71% 5,112
TOTAL CASH & ESTIMATED REVENUES:	1,310,063	ACTUAL CASH YEAR TO DATE:	598,682
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2026 Budget	997,170		374,287
2025 Encumbrances	4,627		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	1,001,797	Percentage of Disbursements	37.36% 374,287
AMOUNT LEFT FOR APPROPRIATION	<u><u>308,266</u></u>	REMAINING CASH BALANCE YTD:	<u><u>224,395</u></u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	0		
UNAPPROPRIATIONS	0		

ALLEN COUNTY
FINANCIAL REPORT
Cumulative Capital Development
March 31, 2026

April 15, 2026

Meeting

Fund - 321

Dept - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	8,945,219		8,945,219
ESTIMATED REVENUES FOR 2026:			ACTUAL REVENUES TO DATE:
2026 Property Tax	4,999,406		0.00%
Less Circuit Breaker Credit	<u>(296,333)</u>		
Total Property Taxes charged	4,703,073		0.00%
Miscellaneous	498,305		18.27% 91,051
	<u>5,201,378</u>		<u>91,051</u>
TOTAL CASH & ESTIMATED REVENUES:	14,146,597		ACTUAL CASH YEAR TO DATE: 9,036,270
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2026 Budget	7,472,000		1,258,864
2025 Encumbrances	1,820,094		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	9,292,094		Percentage of Disbursements 13.55% 1,258,864
AMOUNT LEFT FOR APPROPRIATION	<u><u>4,854,503</u></u>		REMAINING CASH BALANCE YTD: <u><u>7,777,406</u></u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	0		
UNAPPROPRIATIONS	0		

ALLEN COUNTY
FINANCIAL REPORT
LIT-Economic Development
March 31, 2026

April 15, 2026 Meeting

Fund - 329

Dept - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>	
CASH BALANCE AT 1/1/26	33,947,990			33,947,990
ESTIMATED REVENUES FOR 2026:			ACTUAL REVENUES TO DATE:	
			Percentage of Collections:	
LIT-Economic Development Tax	17,969,967		25.00%	4,492,492
Miscellaneous (Commissioners)	500,000		0.17%	874
Federal/State Project Reimb-Highway	<u>500,000</u>		217.20%	<u>1,085,983</u>
	18,969,967		Total Percentage of Collections	29.41% 5,579,348
TOTAL CASH & ESTIMATED REVENUES:	52,917,957		ACTUAL CASH YEAR TO DATE:	39,527,338
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:	
2025 Budget, Encumbrances and Additional Appropriations:				
Highway (\$8,142,534 Beg Budget, \$602,557 PO's)	8,745,091		21.44%	1,874,931
Planning (\$364,845 Beg Budget, \$0 PO's)	364,845		18.23%	66,526
Commissioners (\$5,625,994 Beg Budget, \$6,228,263 PO's)	11,854,257		16.60%	1,967,576
County General Expenses moved for 2025 Budget	<u>4,750,000</u>		0.00%	<u>0</u>
TOTAL BUDGETED APPROPRIATION	25,714,193		Percentage of Disbursements	15.20% 3,909,033
AMOUNT LEFT FOR APPROPRIATION	<u><u>27,203,764</u></u>		REMAINING CASH BALANCE YTD:	<u><u>35,618,305</u></u>
FOR CONSIDERATION TODAY:				
APPROPRIATIONS	0			
UNAPPROPRIATIONS	0			

ALLEN COUNTY
FINANCIAL REPORT
MAJOR BRIDGE FUND
March 31, 2026

April 15, 2026 Meeting

Fund - 340

Dept - Highway

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	11,109,166		11,109,166
ESTIMATED REVENUES FOR 2026:		ACTUAL REVENUES TO DATE:	
2026 Property Tax	5,385,323	Percentage of Collections:	0.00%
Less Circuit Breaker Credit	<u>(328,688)</u>		
Total Property Taxes charged	5,056,635		0.00% 0
Miscellaneous	<u>1,279,191</u>		17.49% <u>223,757</u>
	6,335,826	Total Percentage of Collections	3.53% 223,757
TOTAL CASH & ESTIMATED REVENUES:	17,444,992	ACTUAL CASH YEAR TO DATE:	11,332,923
ESTIMATED DISBURSEMENTS:		ACTUAL DISBURSEMENTS:	
2026 Budget	6,535,107		1,610,003
2025 Encumbrances	3,733,526		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	10,268,633	Percentage of Disbursements	15.68% 1,610,003
AMOUNT LEFT FOR APPROPRIATION	<u><u>7,176,359</u></u>	REMAINING CASH BALANCE YTD:	<u><u>9,722,920</u></u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	0		
UNAPPROPRIATIONS	0		

ALLEN COUNTY
FINANCIAL REPORT FOR
Rainy Day Fund
March 31, 2026

April 15, 2026

Meeting

Fund - 736

Department - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	16,485,400		16,485,400
ESTIMATED REVENUES FOR 2026:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
Interest	750,000		20.63% 154,698
Highway project reimbursement	-		#DIV/0!
Highway loan repayment	783,957		100.00% 783,957
	1,533,957		Total Percentage of Collections 61.19% 938,655
TOTAL CASH & ESTIMATED REVENUES:	18,019,357		ACTUAL CASH YEAR TO DATE: 17,424,055
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2026 Budget	-		239,757
2025 Encumbrances	1,331,964		
Additional Appropriations			
	1,331,964		Percentage of Disbursements 239,757
TOTAL BUDGETED APPROPRIATION	1,331,964		
Transfer from General Fund			Transfer from General Fund
AMOUNT LEFT FOR APPROPRIATION	16,687,392		REMAINING CASH BALANCE YTD: <u>17,184,298</u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	0		
UNAPPROPRIATIONS	0		

ALLEN COUNTY
 FINANCIAL REPORT FOR
ARP Coronavirus Local Rec
 March 31, 2026

April 15, 2026

Meeting

Fund - 975

Department - Commissioners

	<u>ESTIMATE</u>		<u>ACTUAL</u>
CASH BALANCE AT 1/1/26	10,182,162		10,182,162
ESTIMATED REVENUES FOR 2026:			ACTUAL REVENUES TO DATE:
			Percentage of Collections:
ARPA Funds	0		
Interest	<u>2,000,000</u>		4.60% <u>91,920</u>
	2,000,000		Total Percentage of Collections 4.60% <u>91,920</u>
TOTAL ESTIMATED CASH:	12,182,162		ACTUAL CASH YEAR TO DATE: 10,274,082
ESTIMATED DISBURSEMENTS:			ACTUAL DISBURSEMENTS:
2026 Budget	2,648,655		2,223,497
2025 Encumbrances	6,603,483		
Additional Appropriations	<u> </u>		<u> </u>
TOTAL BUDGETED APPROPRIATION	9,252,138		Percentage of Disbursements 2,223,497
AMOUNT LEFT FOR APPROPRIATION	<u><u>2,930,024</u></u>		REMAINING CASH BALANCE YTD: <u><u>8,050,585</u></u>
FOR CONSIDERATION TODAY:			
APPROPRIATIONS	0		
UNAPPROPRIATIONS	0		

Jackie Scheuman

From: Chris Perez <cperez@wcf.d.us>
Sent: Saturday, March 21, 2026 12:11 PM
To: Jackie Scheuman; Jackie Scheuman
Cc: Gale Stelzer
Subject: Request for Additional Appropriation – West Central Fire District (April 8 Meeting)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Jackie.

The West Central Fire District would like to request a place on the agenda for the County Council meeting on **April 8, 2026**. We are seeking an additional appropriation for essential building renovations at our fire stations.

Our Board has officially approved funding for this project in the amount of **\$3.3 million**. To support this request, we have provided our 2026 budget projections below, which demonstrate our capacity to manage this expenditure while maintaining a healthy reserve:

2026 Financial Projections

Description	Amount
Cash on Hand (01/01/2026)	\$6,037,231.80
Estimated 2026 Revenue	\$7,746,315.04
Estimated 2026 Expenses	\$9,852,900.78
Year-End Estimated Cash Reserve	\$3,930,646.06

Please let me know if you require any additional documentation or specific forms to be completed prior to the meeting. Thank you for your assistance in bringing this before the Council.

Best regards,

Christina Perez
Office Administrator
West Central Allen County Fire District

**Amended Salary Ordinance
2026**

Consideration of a salary ordinance amending the pay for employees within the budget of Sheriff Department. All Sheriff Department funds 5201-421.

Title	Approp	Classification	Pay
Civilian Confinement Officers	NEW (10)	C03/1	\$52,662 40 hrs/wk Non-Exempt

WHEREAS: The Allen County Council is apprised of the need to amend the salary ordinance for the above mentioned position and is in concurrence with this need.

NOW THEREFORE: BE IT ORDAINED BY THE ALLEN COUNTY COUNCIL:

SECTION 1. The salary, wages and other compensation paid this position within the budget are amended as described above.

**THIS ORDINANCE READ, CONSIDERED AND ADOPTED BY THE MEMBERS OF
THE ALLEN COUNTY COUNCIL ON THE 15th DAY OF APRIL 2026.**

MEMBERS OF THE ALLEN COUNTY COUNCIL
AYE **NAY**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attest:

Jacquelynn A. Scheuman, Allen County Auditor-Secretary, Ex-Officio

PERSONNEL COMMITTEE REQUEST FORM

Complete this form and submit electronically to the Compensation Specialist for consideration by the Allen County Council Personnel Committee. Include any additional documentation to support this request. Must be submitted four (4) weeks prior to Personnel Committee meeting.

Please indicate the type of request: New Position Reclassification Other

If other was selected, please explain:

How many positions this change will affect:

Current FLSA Status: Exempt Non-Exempt

Requested FLSA Status: Exempt Non-Exempt

Please advise if this position is grant funded: Yes No

Are funds requested for 2026: Yes No

Are there funds requested for 2027: Yes No

Is a new appropriation line number needed: Yes No

Current Position Title:	
Requested Position Title:	
Current Pay Classification:	
Appropriation Line Number (or first 10 digits):	
Date Submitted to Human Resources:	

Justification for request: (use as much space as necessary)

Please provide/attach the following with the Personnel Committee Request Form:

1. Current and updated job description
2. Current and updated organization chart
3. Any additional information for Personnel Committee



Allen County Job Description

CONFINEMENT OFFICER

Department: Sheriff - Confinement

FLSA Status: Non-exempt

Classification/Level: Safety, PG-3 (\$49,629 - \$69,805)

Date: 5/2023

Under the direction of the Corporal, the Confinement Officer is responsible for ensuring the safety and security of employees, inmates, and visitors at the Allen County Jail. This involves enforcing the laws, rules, and regulations relevant to the Office of the Sheriff and the detention of individuals in the jail. This position is covered as defined by the Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Maintain the security and safety of employees, inmates, and visitors at the Allen County Jail through regular checks.
- Conduct thorough searches of detainees to ensure the absence of weapons and prohibited items.
- Supervise detainees during authorized activities such as counsel visitation, commissary purchases, mail distribution, and telephone calls.
- Regularly inspect the jail facility to ensure security, monitor the well-being of detainees, and maintain cleanliness and security in cell areas.
- Safely transport and accompany inmates to and from the jail, courts, medical facilities, and visits.
- Take charge of inspecting, recording, and distributing meals for inmates.
- Carry out necessary booking procedures, including detainee photography and completion of required forms and intake reports.
- Receive, record, and manage all money and personal belongings according to established protocols.
- Ensure inmates receive their prescribed medication and necessary medical attention.
- Conduct routine "shakedowns" of cells and dormitories to identify and confiscate contraband, preparing written reports on findings.
- Accurately enter data and maintain records as required.
- Occasionally provide testimony in court proceedings.
- Interact with other law enforcement agencies and the public regarding inmate matters.
- Frequent interaction with inmates to address their needs and maintain order.
- Attend seminars and in-service training sessions as mandated.
- Perform all other assigned duties, including overtime when necessary.

REQUIREMENTS:

- High School Diploma or GED
- Must be at least 18 years of age
- Possession of a valid Driver's License for potential inmate transportation
- Successful completion of Defensive Tactics training
- Successful completion of the ILEA Jailers Academy within one year of the date of employment
- Successful completion of the Allen County Jail First Time Officer training program
- Proficiency in computer skills, including Microsoft Office and job-related software

REQUIREMENTS: (continued)

- Strong report writing skills
- Ability to work effectively in both team and individual settings
- Adaptability to handle stressful and unpredictable situations
- Strong time management skills with the ability to multitask
- Strong written and verbal communication abilities
- Proficiency in utilizing handcuffs, radios, phones, computers, copiers, department vehicles, and other relevant equipment
- Capability to physically restrain aggressive and violent inmates

PERFORMANCE EXPECTATIONS::

The Confinement Officer performs work that involves carrying out moderately complex tasks to maintain the security and safety of inmates and visitors. It requires a comprehensive understanding of rules and regulations to ensure their proper implementation during booking procedures, inspections, and data entry.

RESPONSIBILITY:

The Confinement Officer engages in work that involves exercising judgment when conducting searches of individuals to detect weapons and contraband. Errors in decision-making are easily identified, and the work is regularly reviewed during the process and upon completion.

PERSONAL WORK RELATIONSHIPS:

The Confinement Officer maintains regular communication with fellow County employees, inmates housed at the Allen County Jail, other law enforcement agencies, and the general public.

WORKING CONDITIONS:

The Confinement Officer operates within a County detention facility, working closely with adult individuals who may exhibit physical and verbal aggression. The role involves frequent standing and the ability to move around freely, lifting objects weighing over forty pounds on a regular basis. Attention to detail is necessary for typing tasks, and there is frequent bending, pushing, pulling, reaching overhead, and kneeling. The work environment may involve exposure to body fluids, chemicals, unpleasant odors/fumes, and noise. The Confinement Officer is responsible for regularly monitoring equipment, conducting thorough inspections, and frequently proofreading documentation. Occasionally, physical exertion is required to subdue and restrain violent inmates.

SUPERVISION:

None

LICENSING:

CPR Certification and Basic First Aid
Valid Driver's License to transport inmates

IMMEDIATE SUPERVISOR:

Corporal

HOURS:

Various

EEO CATEGORY:

1104

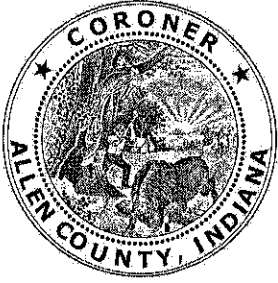
WORKERS'S COMP CODE:

7720

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Allen County Coroner

1 EAST MAIN ST., SUITE 555
FORT WAYNE, IN 46802-1804
PHONE 260-449-7389
FAX: 260-449-7577

E. Jon Brandenberger, MD*
Allen County Coroner

To: Allen County Council
Allen County Auditor

Date: Tuesday, March 24, 2026

RE: 2026 Budget Request for Vehicle Replacement

The Allen County Coroner's Office is requesting funding to replace a vehicle that meets the immediate replacement criteria. Our 2017 Chevrolet Traverse, with 118,000 miles, currently requires a transmission replacement.

Our office has received a bid from Kelly Automotive Group for a 2025 Chevrolet Tahoe with a police package. This police package includes red and blue emergency lights and the wiring harness.

Our request for a larger vehicle is necessary. This past winter, our Traverse became stuck in the snow due to its low ground clearance, causing it to push snow and become immobilized. Our investigators occasionally travel off-road and require additional ground clearance, as well as increased space for equipment and response gear.

Additional funding will be needed to transfer the law enforcement radio and computer mount, as well as to purchase a console kit and controller panel for the emergency lights and siren. We are also requesting a small contingency fund for unforeseen expenses related to equipment installation.

Budget Request Breakdown:

2025 Chevrolet Tahoe — \$53,970.00
Console/Computer — \$2,217.00
Labor — \$300.00
Contingency — \$513.00

Total Request: \$57,000.00

Handwritten signature of E. Jon Brandenberger.

E. Jon Brandenberger, MD
Allen County Coroner

Handwritten signature of Christopher A. Meihls.

Christopher A. Meihls
Chief Investigator

C. MEIHLS*	R. MAZE*	M. GIGLI*	C. BRENNKE*	T. MAZE*	M. BURRIS*	S. BAKER*	M. IDEN*	K. SWYGART
CHIEF	SENIOR	DEPUTY	DEPUTY	DEPUTY	DEPUTY	DEPUTY	DEPUTY	ADMIN
INVESTIGATOR	INVESTIGATOR	CORONER	CORONER	CORONER	CORONER	CORONER	CORONER	ASSISTANT

*Indiana Certified medicolegal Death Investigator

Allen County Vehicle Replacement Score Sheet

Date: 3/10/26 Vehicle #: 070006 Department: Coroner
 Year: 2017 Make: Chevrolet Model: Traverse Mileage: 117,174

Allen County Vehicle Replacement Parameters: Equipment is evaluated by age, mileage, general overall condition, and maintenance cost. Total score determines **replacement eligibility**.

9 1. Age of Vehicle: One (1) point for each year of chronological age, based on "in-service date" of the vehicle.

11 2. Mileage: One (1) point for each 10,000 miles of operation.

6 3. General Overall Condition:
 Degree of Corrosion: (2) Significant Rust (1) Modest Rust (0) Little Rust
 Interior Conditions: (2) Rips and Tears (1) Normal Wear (0) No Damage
 Mechanical Condition: (2) Inoperable (1) Modest Repairs Required (0) Operates Normally

2 4. Maintenance Cost: One (1) to five (5) based on the total cost factor. The maintenance cost figure includes all repair and maintenance costs minus any costs associated with accident repairs. A five (5) would be equal to 100% or more of the original purchase price, while a one (1) would be equal to 20% of the original purchase price.

Acquire Cost 25584
 Maint Cost 11608 45

TOTAL SCORE: 28

Over 25 points	IV. Needs immediate replacement
20 - 25 points	III. Qualifies for replacement
14 - 19 points	II. Good Condition
Less than 14 points	I. Excellent Condition

An annual schedule to replace vehicles is based on age and/or mileage criteria:

Vehicle Description	Age/Miles
Non-Public Safety Vehicle	10 years / 125,000
Public Safety Vehicle	6 years / 125,000

Christopher Meihls

From: Paul Wright
Sent: Tuesday, March 10, 2026 1:32 PM
To: Sheri Hermann
Cc: Christopher Meihls
Subject: 070006 SCORE SHEET
Attachments: 070006 SCORE_0001.pdf

I was asked this morning to score 070006. Here is the score sheet. The driver is complaining of a transmission shifting problem. This transmission was already replaced in July of 2024. The vehicle is out of warranty by time (1 year warranty unlimited miles). The vehicle does qualify for replacement by score, however it should be noted that if the transmission would require replacement again it will be in excess of \$4500.00.

Paul Wright
Service Center Manager
2610 S. Clinton St.
Fort Wayne, IN 46803
260-449-7518

Vehicle Acquisition Request

03/11/2026 11:52 AM (EDT)

Submitted by Christopher Meihls (Christopher.Meihls@allencounty.in.gov)



Allen County Vehicle Acquisition Request

Requestor Information

Employee Name Christopher Meihls

Department Coroner's Office

Phone 2603853699

Ext. 7288

Request Information

Type of Request Replace Vehicle

Vehicle Assignment Take Home

Requested Vehicle Type SUV

Reason for Request Score = Immediate Removal

Discussed with:

- County Council Liaison

Approved Funding Source (fund #) Will go to council

Plate Type Passenger (CP/LEA)

Enter the intended use and daily function this vehicle must perform: This vehicle is an on-call vehicle 24/7, for death scenes and autopsies. Our full-time staff have to be readily available at all times to respond to a death scene.

Anticipated Monthly Mileage 1500

Replacement Vehicle Information

Vehicle Number 07006

Year 2017

Make Chevrolet

Model Traverse

Mileage 117174

Did this model meet the needs of your department? No

Suggestions Requesting larger vehicle, Chevy Tahoe to manage off road scenes, snowstorms (Traverse Got Stuck in Snow This Year), and larger storage area for equipment.

Allen County Vehicle Acquisition Request



Enter Contact Information:

User Id:

Ext:

Dept:

Division:

- Addition to the Fleet
- Budgeting Purposes Only
- Replace Vehicle

- Pool Vehicle
- Take Home

Enter Driver:

Requested Vehicle Type:

Enter Replacement Vehicle Information:

* Vehicle No.	* Year	* Make	* Model	Mileage
<input type="text" value="070006"/>	<input type="text" value="2017"/>	<input type="text" value="Chevrolet"/>	<input type="text" value="Traverse"/>	<input type="text" value="117,174"/>

VIN

Did this model meet the needs of your department?

- Yes
- No

Suggestions :

* Reason for Request:

Discussed With:

- County Commissioners
- County Council Liaison

* Approved Funding Source (fund #):

Plate Type:

Request Extras:

- Fuel Key
- GPS
- Lassus Card
- County Seal

Enter the intended use and daily function this vehicle must perform:

Be specific and include anticipated monthly mileage
This Vehicle Is An On-call Vehicle 24/7, For Death Scenes And Autopsies. Our Full-time Office Staff Have To Be Readily Available At All Times To Respond To Death Investigations. Monthly Mileage Is Approximately 1,500.00. I Have Personally Spoken To Our Liaison, Councilman Kenny Fries Who Agress With The Purchase.

Fort Wayne ITB #: 9351825 2025 Tahoe PPV-9C1 4X4 Pursuit

Vehicle Description	2025 Tahoe PPV-9C1 SUV 4X4 "Pursuit Rated"
Model	CK10706 9C1
Standard Package/Equipment Group	1FL 9C1

BASE VEHICLE SPECIFICATIONS Includes:

L84 - 5.3L V-8 engine (355 HP/383 Ft.-Lb. of Torque) w/Dynamic Fuel Management, Direct Injection & VVT; **MHS** - 10-Speed Automatic transmission w/Tow-Haul & Traction Select System; **NEW EPH** - **Electronic Precision Shift**, mounted on right side of steering column; **NP0** - Active Single-Speed 4X4 Transfer Case w/Autotrac; **BG9** - Vinyl flooring; **AZ3** - 40/20/40 cloth front bench seat; **RKE/BTM/BTV** - Remote keyless entry w/Push-button keyless start & **Remote Start**; **AMF** - For a total of Six (6) remotes/keys; **6J3-6J4-6J7** - Grille area wiring harnesses (4 - circuits); **7X3** - Driver's side LED spotlamp; **J55** - 16" brake rotors w/Brembo Calipers; **PXT-RAV-XCS** - 20" Police Rated Black steel wheels w/P275/55R20 Police Rated **FIRESTONE "Firehawk"** tires w/spare; **UE1** - **On-Star Services (Unable to Delete)**; **URW** - **NEW 17.7" Color LCD radio display w/Wireless Apple CarPlay & Android Auto**; **UD7** - Rear Park Assist; **UV2** - **HD Surround Vision**; **KI4** - 110-volt outlet w/400 Watt max. capacity; **V76** - **Front tow hooks**; **Z82 w/ CTT** - 2" receiver w/hitch guidance; **G86** - Limited slip rear differential; **K6K** - Rear mounted Auxiliary 760.CCA Battery.

Total Cost for Commonly Specified BASE VEHICLE

Additional Options Available	2025 "4X4 Pursuit" *\$ 51,900.00*	
Whelen Lamp Pkgs. 4-ION grille mounted light heads, 6 - ION lights in rear corner pillars; 4 - Color combos avail. W - White, R - Red, B - Blue Driver / Passenger; IN Law Enforcement Requirements: 6JG - R / B	6JG	\$ 1,900.00
Safety Pkg. Collision alert; Lane keep assist w/depart-ure warning; Blind Zone steering assist ; Auto emergency, Rear Cross-Traffic & pedestrian/bicyclist braking ; Intersection auto emergency braking ; Bicyclist alert ; Rear Camera Mirror and Intellibeam headlamps.	PQA	\$ 790.00
Rear Decklid Edge Red/Blue LED lamps	T53	\$ 550.00
Front Bucket Seats w/premium cloth & "Retail Console" Requires PQA - Safety Package	A50	\$ 330.00
Carpeting w/carpeted mats Floor Liners Avail \$ 290.00	B30/B58	\$ 190.00
Auxiliary Red/White Dome lamp	6C7	\$ 170.00
On-Star DELETE - Requires PQA - A50 N/A w/bench or 5Y1	UDA	\$ 50.00
Auto headlamp & DRL DELETE	9G8	\$ 50.00
Front Center 20% seat section REMOVED	5Y1	NO Charge
Front cloth seats / Rear vinyl seating N/A w/A50 buckets	5T5	\$ 40.00
Spcl Colors V. Red - Silver Ice Req. TKG \$250/\$450	5T4 - 9W5 + TKG	\$ 700.00
		Sub-Total of options: \$ 2,070.00

Options available for deletion from BASE VEHICLE Specifications:		
Driver's side spotlamp DELETE	(7X3)	\$ 700.00
M3934		Sub-Total of Deletions: \$ 000.00
Color: Black		Price, as ordered: \$ 53,970.00

Dealer Name	Kelley Chevy, LLC
Contact Names	Jordan Ladig
Phone Numbers	D: 260-496-6460 C: 260-445-6993
E-mail Addresses	jladig@kelleyauto.com
Dealer Address	5220 Value Drive Fort Wayne, IN 46808



Passive Security Solutions
 8501 Bash Street Suite #100
 Indianapolis, IN 46250
 3172885150
 dhartman@passivesecuritysolutions.com

Estimate

ADDRESS	SHIP TO	ESTIMATE # 3268
Allen County Service Center	Allen County Service Center	DATE 03/18/2026
2610 S. Clinton Street	Allen County Service Center	
Fort Wayne, IN 46803	2610 S. Clinton Street	
	Attn: Paul	
	Fort Wayne, IN 46803	

P.O. NUMBER
 2025 Tahoe Coroner

QTY	SKU	DESCRIPTION	RATE	AMOUNT
1	7170-1179-01	Consol6 Kit, 2025+ Chevrolet Tahoe Wide Body Console Box w/Cup Holder, Storage Compartment & Tall Armrest	899.00	899.00T
1	19740	1.5" Rocker Switch/USB and AUX 12V Power Outlet Filler Panel - *Accessories NOT Included	10.00	10.00T
2	7160-0063	AUX 12V Power Outlet - Cigarette Plug	30.00	60.00T
2	15371	Dual USB Power Port	65.00	130.00T
1	7170-1238	Computer Pedestal Kit, 2025+ Chevrolet Tahoe with Mongoose® XLE 9"	789.00	789.00T
1	7160-1870-00	Computer Cradle, Notepad VI - Universal	329.00	329.00T
1	9002	Shipping Costs Pre-Paid & Added to Invoice-Amount to be Determined	0.00	0.00T

2025 Tahoe - Coroner	SUBTOTAL	2,217.00
*Gamber Johnson Equipment:	TAX (0%)	0.00
- Console Kit w/ Armrest, Cupholders, Storage w/ Lid & USB/Cig Plugs	TOTAL	\$2,217.00
- Computer Pedestal Package w/ Cradle (Dell Latitude 5540)		

Accepted By

Accepted Date

Christopher Meihls

From: Paul Wright
Sent: Thursday, March 19, 2026 2:33 PM
To: Christopher Meihls
Subject: NEW TAHOE EQUIPMENT QUOTE
Attachments: 2025 CORONER TAHOE EQUIPMENT.pdf

Here is a copy of the quote for the equipment for the new Tahoe. You can reference the part numbers to get a look at the products. They will come from Gamber Johnson. Labor will be in the 300-dollar range. Feel free to ask any questions you might have. We picked Gamber Johnson for the best value and turn-around time.

Paul Wright
Service Center Manager
2610 S. Clinton St.
Fort Wayne, IN 46803
260-449-7518



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Board of Commissioners

LINE ITEM NUMBER: 100-4001-411.31-13 AMOUNT REQUESTED: \$ 200,000

CURRENT FUND BALANCE:

EXPECTED ANNUAL REVENUE:

IS REVENUE ON PACE TO MEET EXPECTATIONS?

STATUTORY GUIDELINES:

HOW WILL THIS APPROPRIATION BE USED?
See attached

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?
See attached.

IS THIS A RECURRING EXPENSE?
Unsure at this time.

WILL OTHER EXPENDITURES BE NECESSARY?
Not directly related to this request.

DISCUSSED WITH LIAISON? Commissioner Turpin will be contacting our liaison

LIAISON'S NAME: Bob Armstrong

After saving this form, email it to
Becky Butler in the Auditor's Office

Restore Allen: Transition to Implementation and Sustainability

Up to this point, Restore Allen has been privately funded and managed initiative. To turn its recommendations into reality, implementation needs a permanent anchor or hub that can coordinate work across agencies, community partners, and residents. This “home base” wouldn't lead the work or replace existing organizations. Instead, its role would be to ensure forward momentum, keep everyone aligned, maintain momentum, and ensure accountability as partners across the system lead their parts of the effort.

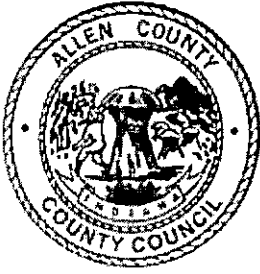
Specifically, a home for this initiative is needed to:

- Provide oversight and accountability to support sustainability and long-term impact
- Maintain fiscal responsibility to ensure resources are used in the best way possible
- Ensure the resources needed from the community are available
- Bring influence, durability, and legitimacy to the effort

To begin prioritizing and working on the recommendation, the formation of a Core Team is proposed, whose role would be to:

- Prioritize the implementation of the recommendations
- Identify working teams to address specific calls to action
- Establish shared measurement and reporting practices
- Facilitate cross-sector collaboration
- Support community communications

We believe that having this initiative housed within the Board of Commissioners provides the permanent anchor necessary to move forward. To that end we are requesting appropriation of \$200,000 to fund a coordinator position(s) (contractor) who would work with the Core Team to begin to prioritize and implement recommendations. This person(s) would also be working to develop the long-term structures and processes to support the Restore Allen initiative as well as general collaboration with the justice ecosystem.



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM THE GENERAL FUND:

DEPARTMENT: Board of Commissioners

LINE ITEM NUMBER: 100-4006-411-4307

REQUESTED AMOUNT: \$ 34,000

FOR LINE ITEM UNDER CONSIDERATION, YTD EXPENDITURES & ANTICIPATED EXPENDITURES:
N/A

WAS THIS INCLUDED IN THE ANNUAL BUDGET REQUEST? IF NOT, WHY NOT?

This request was not included with the 2026 Budget Capital requests. The reason for that was that repairs on the vehicle needing replaced had been extremely minimal at the time budgets were submitted in August.

HOW WILL THIS APPROPRIATION BE USED?

This appropriation will be used to replace Vehicle #405004, which is one of the vehicles used by Weights & Measures. This vehicle was recently in the Service Center for routine maintenance and ended up needing over \$1k work of work and it is estimated that repairs are only going to continue on this vehicle, making it uneconomical.

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

The amount requested for appropriation is based off of previous vehicles purchased for the County that are similar in size to the vehicle that is needed to replace this vehicle.

IS THIS A RECURRING EXPENSE?

No

WILL OTHER EXPENDITURES BE NECESSARY?

No

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: Bob Armstrong

After saving this form, email it to
Becky Butler in the Auditor's Office

Replacement recommendation for 405004

From Paul Wright <Paul.Wright@allencounty.in.gov>

Date Fri 3/20/2026 9:38 AM

To Jill Williamson <Jill.Williamson@allencounty.in.gov>

 1 attachment (375 KB)

405004 SCORE_0001.pdf;

405004 (the weights and measures Equinox) has had over a thousand dollars' worth of repairs performed recently. It does score as eligible for replacement. I anticipate that it will continue to need repairs that will make it uneconomical to keep. In the last 20 months, it has been driven nearly 18,000 miles. If this amount of mileage continues, I see expensive repairs on the horizon. We recently ordered new Chevrolet Trax for the Health Department (23,000 dollars). Sheri Hermann tells me prices have risen slightly and an Equinox was a few thousand dollars more. What do you think?

Paul Wright
Service Center Manager
2610 S. Clinton St.
Fort Wayne, IN 46803
260-449-7518

Allen County Vehicle Replacement Score Sheet

Date: 3/20/2010 Vehicle #: 405004 Department: Commissioners
 Year: 2010 Make: Chevrolet Model: Equinox Mileage: 84,133

Allen County Vehicle Replacement Parameters: Equipment is evaluated by age, mileage, general overall condition, and maintenance cost. Total score determines **replacement eligibility**.

- 16 1. Age of Vehicle: One (1) point for each year of chronological age, based on "in-service date" of the vehicle.
- 8 2. Mileage: One (1) point for each 10,000 miles of operation.
- 3 3. General Overall Condition:
 Degree of Corrosion: (2) Significant Rust, (1) Modest Rust (0) Little Rust
 Interior Conditions: (2) Rips and Tears, (1) Normal Wear (0) No Damage
 Mechanical Condition: (2) Inoperable, (1) Modest Repairs Required (0) Operates Normally
- 1 4. Maintenance Cost: One (1) to five (5) based on the total cost factor. The maintenance cost figure includes all repair and maintenance costs minus any costs associated with accident repairs. A five (5) would be equal to 100% or more of the original purchase price, while a one (1) would be equal to 20% of the original purchase price.

Acquire Cost 19261
 Maint Cost 4220

TOTAL SCORE: 28

Over 25 points	IV. Needs immediate replacement
20 - 25 points	III. Qualifies for replacement
14 - 19 points	II. Good Condition
Less than 14 points	I. Excellent Condition

An annual schedule to replace vehicles is based on age and/or mileage criteria:

Vehicle Description	Age/Miles
Non-Public Safety Vehicle	10 years / 125,000
Public Safety Vehicle	6 years / 125,000



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Board of Commissioners

LINE ITEM NUMBER: 127-4001-411.31-13 AMOUNT REQUESTED: \$ 300,000

CURRENT FUND BALANCE: \$1,345,287

EXPECTED ANNUAL REVENUE: \$336,386.46

IS REVENUE ON PACE TO MEET EXPECTATIONS? Yes

STATUTORY GUIDELINES: Federal Settlement agreement with drug companies

HOW WILL THIS APPROPRIATION BE USED?

\$40k of this money will be used to complete a grant agreement that was made with the Allen County Jail Chaplaincy to help support the substance abuse treatment program provided inside the Allen County Jail. The remaining money appropriated will be used towards other requests that have been made, if deemed appropriate.

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

See above.

IS THIS A RECURRING EXPENSE?

WILL OTHER EXPENDITURES BE NECESSARY?

There should be no other expenditures needed this year beyond this appropriation.

DISCUSSED WITH LIAISON? Yes

LIAISON'S NAME: Bob Armstrong

After saving this form, email it to
Becky Butler in the Auditor's Office

Allen County Jail Chaplaincy – Substance Abuse Treatment Program

Submitted to: Allen County Commissioners

Submitted by: Allen County Jail Chaplaincy

Website: <https://www.thechaplaincy.net/>

Email: William.curry@co.allen.in.us

Phone: 260-449-7215

Address: 417 S Calhoun St, Fort Wayne, IN 46802

Executive Summary

The Allen County Jail Chaplaincy respectfully requests \$65,000 in annual opioid settlement funding to support the substance abuse treatment program provided inside the Allen County Jail. This request focuses solely on substance abuse education, treatment support, and evidence-based recovery programming. With approximately 700 incarcerated individuals served daily—many battling opioid or polysubstance addiction—funding will allow the Chaplaincy to sustain and expand its structured recovery curriculum and support individuals pursuing sobriety.

Statement of Need

The opioid crisis continues to devastate families across Indiana, significantly contributing to incarceration rates in Allen County. A majority of individuals entering the jail report substance use disorders or opioid dependence. Without structured intervention during incarceration, individuals frequently relapse upon release—leading to renewed crime, overdoses, and recidivism.

The Chaplaincy's substance abuse program is one of the few consistent recovery-focused services available inside the facility. Funding is required to sustain and expand treatment access for those who need it most.

Program Description

The Chaplaincy provides a structured, evidence-based substance abuse program including:

- Daily substance abuse classes using *Courage to Change* interactive journaling
- Facilitated group discussion and peer-supported recovery sessions
- Individual sobriety planning and coping strategy development
- Substance abuse prevention education
- Trauma-informed spiritual and emotional support

This funding request focuses solely on the treatment program itself—not reentry, housing, or broader services.

Goals & Objectives

Goal 1: Enhance recovery readiness.

- Enroll 80–120 individuals annually in structured substance abuse education.

Goal 2: Improve coping skills and relapse prevention.

- Provide evidence-based journals and guided curriculum to all participants.

Goal 3: Improve emotional and behavioral stability during incarceration.

- Provide trauma-informed education and consistent group support.

Evaluation Plan

Success will be measured through:

- Class attendance and program completion rates
- Participant journaling progress and curriculum checkpoints
- Pre/post assessments of coping skills, awareness, and recovery readiness
- Feedback from participants and facilitators

Budget – Total Request: \$65,000

1. Personnel – \$45,000

- Substance Abuse Program Facilitator (Part-time) – \$40,000
- Assistant Facilitator / Support Staff (Part-time) – \$5,000

2. Program Materials – \$15,000

- Courage to Change journals
- Workbooks & printed curriculum
- Bibles (for participants who request faith-based materials)

3. Training & Professional Development – \$3,000

4. Administrative/Indirect – \$2,000

Budget Justification

Personnel: The facilitator and assistant facilitator are essential to delivering daily treatment sessions. Reducing staffing costs while maintaining program integrity ensures maximum service delivery within the reduced budget.

Program Materials: Courage to Change journals and recovery curriculum materials are required for each cohort. These are the core educational tools used for accountability and transformation.

Training: Ensures program staff continue to practice evidence-based and trauma-informed approaches.

Indirect Costs: Minimal administrative expenses required for basic operational needs related directly to the treatment program.

Organizational Capacity

The Allen County Jail Chaplaincy, established in 1997, provides daily spiritual care, counseling, and recovery-focused guidance to incarcerated individuals. Under the leadership of Dr. William A. Curry Jr., Senior Chaplain, the organization has decades of experience providing substance abuse education inside the jail.

Conclusion

With \$65,000 in opioid settlement funding, the Chaplaincy will be able to sustain and strengthen its substance abuse treatment program—helping incarcerated individuals develop the skills and mindset necessary for long-term sobriety. This investment will improve participant well-being, reduce relapse risk, and contribute to a safer Allen County.

Respectfully submitted,

Dr. William A. Curry Jr.
Senior Chaplain, Allen County Jail Chaplaincy

Grant Agreement

This is a Grant Agreement ("Agreement"), dated as of February 24, 2026, by and between The Board of Commissioners of the County of Allen (hereinafter referred to as "Funder") and Allen County Jail Chaplaincy, Inc., an Indiana Domestic Nonprofit Corporation, (hereinafter referred to as "Grantee").

BACKGROUND

A. Grantee is a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code ("IRC"). Grantee's mission is to bring comfort, encouragement, and hope by ministering the redemptive love of God to jail inmates and, where appropriate, to jail staff. The goals of the Grantee are to challenge inmates to be reconciled with God and to prepare them to live productive lives.

B. Funder desires to support Grantee's mission by making a grant ("Grant") on the basis set out in this Agreement and in the grant plan ("Grant Plan") attached as **Exhibit A**.

Grantee and Funder agree as follows:

1. CORE TERMS

1.1 Grant

Funder will make the Grant to Grantee in the amount and in accordance with the schedule set out in the Grant Plan.

1.2 Use of Grant

Grantee will use the Grant, and any income earned on the Grant funds, for the purpose set out in the Grant Plan and as outlined in their Program Description attached as **Exhibit B**.

1.3 Grant Period

The grant period ("Grant Period") is set out in the Grant Plan.

2. COMMUNICATION; REPORTS; RECORDS

2.1 Contact Persons

Grantee and Funder will each appoint one individual to act as principal contact person for notices and other communications under this Agreement. The initial appointees are identified in the Grant Plan. Grantee and Funder may change their contact person at any time by written notice to the other party.

2.2 Reporting

Grantee will provide Funder with narrative and/or financial reports as set out in the Grant Plan.

2.3 Recordkeeping/Audit

Grantee will maintain its books and records in accordance with generally accepted accounting principles, practices and procedures, and in a manner that will provide Funder with sufficient detail to review Grantee's receipts and expenditures relating to the Grant. Grantee will make such records available for review by Funder upon reasonable notice during the Grant Period and for four years after the termination or expiration of this Agreement. As a recipient of funds from an Indiana political subdivision, Grantee must allow for any audits required by the Indiana State Board of Accounts, and must file an Entity Annual Report (E-1) within sixty days of Grantee's fiscal year end.

3. DONOR RECOGNITION; PUBLICITY

Grantee may announce and publicize the Grant in recognition of Funder's support. Grantee and Funder may each disclose the other party's name and the amount of the Grant, and use each other's logo, in internal and external communications, including, without limitation, on its website and in its outreach materials, and as may otherwise be required by law. Neither Grantee nor Funder will make any other public communications related to the Grant without the prior written consent of the other party. Grantee and Funder will comply with any trademark guidelines that the other party may provide.

4. GRANT ADMINISTRATION

4.1 Funds Management

Grantee will manage the Grant funds in accordance with applicable law, the provisions of this Agreement, and its established policies. Grantee may combine the Grant funds with its other assets for investment purposes.

4.2 Changed Circumstances

If the Grant is restricted to a particular program or purpose, Grantee will notify Funder if Grantee determines in good faith that, because of factual or other changes in circumstances, it is no longer possible for the Grant to serve its original purpose. In that case, and in cases where a portion of the Grant remains unspent or unallocated upon completion of the applicable purpose, Grantee may use the remaining Grant funds on an unrestricted basis in line with its mission.

5. COMPLIANCE

5.1 Tax Status

Grantee represents and warrants that it is a tax-exempt public charity under Section 501(c)(3) of the IRC. Grantee will promptly notify Funder of any changes in such status. Grantee will comply with all IRC provisions applicable to Grantee as a tax-exempt organization.

5.2 Anti-Terrorism

Neither Grantee nor Funder will: (a) engage in illegal activities; or (b) provide resources or support to, receive resources or support from, or associate in any way with any individual or entity that engages in drug trafficking or activities of terrorism.

6. GENERAL PROVISIONS

6.1 Entire Agreement

This Agreement, together with the Grant Plan, expresses the final, complete, and exclusive agreement between Grantee and Funder, and supersedes any and all prior or contemporaneous written and oral agreements, communications, or course of dealing between Grantee and Funder relating to its subject matter. If there are any inconsistencies between the Grant Plan and this Agreement, this Agreement will control.

6.2 Amendment

This Agreement may be amended only as stated in writing and signed by both Grantee and Funder which recites that it is an amendment to this Agreement.

6.3 Assignment

Grantee shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement without prior written approval of the Funder.

6.4 Non-Discrimination

In connection with the performance of this Agreement, Grantee shall not discriminate against any employee, applicant for employment, or program participant because of race, religion, color, sex, age, handicap, or national origin.

6.5 Third Party Beneficiaries

This Agreement is for the exclusive benefit of Grantee and Funder, and not for the benefit of any third party, including, without limitation, any partner, employee, or volunteer of Grantee.

6.6 Governing Law

This Agreement will be governed by Indiana law.

6.7 Force Majeure

Grantee will not be required to perform or be held liable for failure to perform if nonperformance is caused by labor strikes, work stoppages, war, hostilities, a national emergency, acts of God, epidemics, quarantines, natural disasters, power failures, or any other causes beyond Grantee's control. Grantee will notify and consult with Funder regarding the event and how to minimize its impact, and in all cases will make commercially reasonable efforts to address the problem and carry out its obligations.

6.8 Indemnity

As a condition of receiving funds from Funder, Grantee agrees to fully indemnify and hold harmless Funder (The Board of Commissioners of the County of Allen), including its officers, agents and employees, from and against any and all claims, demands, payments, suits, actions, costs, recoveries and judgments of every kind and description brought out of or occurring in connection with, directly or indirectly, activities funded in part or in whole with funds made available under this Agreement.

6.9 Counterparts


This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will be taken together and deemed to be one instrument. Transmission by fax or PDF of executed counterparts constitutes effective delivery.

* * * * *

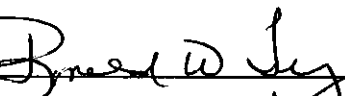
This Agreement was signed by Grantee and Funder as of the date stated in its first paragraph:

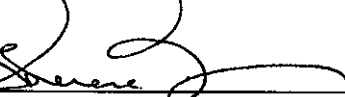
Funder

Grantee

By: 
Name: Richard Beck
Title: Commissioner

By: _____
Name: _____
Title: _____

By: 
Name: Ronald Turpin
Title: Commissioner

By: 
Name: Therese Brown
Title: Commissioner

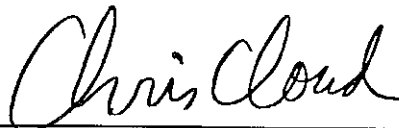
Attest: 
By: _____
Name: Chris Cloud
Title: Allen County Deputy Auditor

Exhibit A Grant Plan

Terms of Grant

Grant amount	USD \$65,000 per year for five years totaling \$325,000
Payment schedule	Funder will make annual \$65,000 grant payments out of Allen County's opioid settlement fund. The first year, payment will be made within 30 days of notification by the Allen County Sheriff that the substance abuse programing has been scheduled. Subsequent annual payments will be made in January of each year after receipt of annual grant report, confirmation from Allen County Sheriff that the program should continue, and expenditure of the previous year's funding.
Payment account	Bank name: Bank address: Account number: ABA number: ACH number:

Use of Grant

Grant purpose	Grantee will use the Grant to operate an evidence-based substance abuse program inside the Allen County Jail with the approval of the Allen County Sheriff. The program shall focus solely on substance use education, treatment support, and evidence-based recovery programming.
Grant period	February 13, 2026 to December 31, 2030

Reporting

Timing	Grantee will deliver a report to Funder in December 2026, 2027, 2028, 2029, and a final report in December 2030.
Content	The narrative report will describe Grantee's progress on achieving the purpose of the Grant. Each report will show how the Grant funds were spent compared to the annual budget presented in the Project Description, any metrics gathered for the Evaluation Plan, and progress made on each of the three stated goals in the grant request. Goal 1: Enhance recovery readiness, Goal 2: Improve coping skills and relapse prevention, and Goal 3: Improve emotional and behavioral stability during incarceration.

Other Terms

Other Terms	N/A
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Funder Contact Information

Funder address	200 East Berry Street, Suite 410 Fort Wayne, Indiana 46802
Funder contact person	Name: Chris Cloud Title: Chief of Staff E-mail: chris.cloud@allencounty.us Telephone: 260-449-4752

Grantee Contact Information

Grantee address	
Grantee contact person	Name: Title: E-mail: Telephone:

Exhibit B
Project Description

Jail 2024

Payment Date	Principal	Interest	Total Debt Service	Principal Balance	Interest Balance	Fees	Invoice Total
Beginning Balance				203,655,000.00	120,402,427.36		
6/30/2025	-	6,159,877.36	6,159,877.36	203,655,000.00	114,242,550.00	2,622.64	6,162,500.00
12/31/2025	-	4,841,825.00	4,841,825.00	203,655,000.00	109,400,725.00	2,675.00	4,844,500.00
6/30/2026	-	4,841,825.00	4,841,825.00	203,655,000.00	104,558,900.00	2,675.00	4,844,500.00
12/31/2026	-	4,841,825.00	4,841,825.00	203,655,000.00	99,717,075.00	2,675.00	4,844,500.00
6/30/2027	-	4,841,825.00	4,841,825.00	203,655,000.00	94,875,250.00	2,675.00	4,844,500.00
12/31/2027	-	4,841,825.00	4,841,825.00	203,655,000.00	90,033,425.00	2,675.00	4,844,500.00
6/30/2028	4,055,000.00	4,841,825.00	8,896,825.00	199,600,000.00	85,191,600.00	2,862.50	8,899,687.50
12/31/2028	4,155,000.00	4,740,450.00	8,895,450.00	195,445,000.00	80,451,150.00	2,862.50	8,898,312.50
6/30/2029	4,260,000.00	4,636,575.00	8,896,575.00	191,185,000.00	75,814,575.00	2,675.00	8,899,250.00
12/31/2029	4,365,000.00	4,530,075.00	8,895,075.00	186,820,000.00	71,284,500.00	2,675.00	8,897,750.00
6/30/2030	4,475,000.00	4,420,950.00	8,895,950.00	182,345,000.00	66,863,550.00	2,987.50	8,898,937.50
12/31/2030	4,590,000.00	4,309,075.00	8,899,075.00	177,755,000.00	62,554,475.00	2,987.50	8,902,062.50
6/30/2031	4,705,000.00	4,194,325.00	8,899,325.00	173,050,000.00	58,360,150.00	3,487.50	8,902,812.50
12/31/2031	4,820,000.00	4,076,700.00	8,896,700.00	168,230,000.00	54,283,450.00	3,487.50	8,900,187.50
6/30/2032	4,940,000.00	3,956,200.00	8,896,200.00	163,290,000.00	50,327,250.00	2,550.00	8,898,750.00
12/31/2032	5,065,000.00	3,832,700.00	8,897,700.00	158,225,000.00	46,494,550.00	2,550.00	8,900,250.00
6/30/2033	5,195,000.00	3,706,075.00	8,901,075.00	153,030,000.00	42,788,475.00	2,862.50	8,903,937.50
12/31/2033	5,320,000.00	3,576,200.00	8,896,200.00	147,710,000.00	39,212,275.00	2,862.50	8,899,062.50
6/30/2034	5,455,000.00	3,443,200.00	8,898,200.00	142,255,000.00	35,769,075.00	2,987.50	8,901,187.50
12/31/2034	5,590,000.00	3,306,825.00	8,896,825.00	136,665,000.00	32,462,250.00	2,987.50	8,899,812.50
6/30/2035	5,730,000.00	3,167,075.00	8,897,075.00	130,935,000.00	29,295,175.00	2,550.00	8,899,625.00
12/31/2035	5,875,000.00	3,023,825.00	8,898,825.00	125,060,000.00	26,271,350.00	2,550.00	8,901,375.00
6/30/2036	6,020,000.00	2,876,950.00	8,896,950.00	119,040,000.00	23,394,400.00	2,800.00	8,899,750.00
12/31/2036	6,170,000.00	2,726,450.00	8,896,450.00	112,870,000.00	20,667,950.00	2,800.00	8,899,250.00
6/30/2037	6,325,000.00	2,572,200.00	8,897,200.00	106,545,000.00	18,095,750.00	2,862.50	8,900,062.50
12/31/2037	6,485,000.00	2,414,075.00	8,899,075.00	100,060,000.00	15,681,675.00	2,862.50	8,901,937.50
6/30/2038	6,645,000.00	2,251,950.00	8,896,950.00	93,415,000.00	13,429,725.00	2,612.50	8,899,562.50
12/31/2038	6,810,000.00	2,085,825.00	8,895,825.00	86,605,000.00	11,343,900.00	2,612.50	8,898,437.50
6/30/2039	6,980,000.00	1,915,575.00	8,895,575.00	79,625,000.00	9,428,325.00	2,675.00	8,898,250.00

**Amended Salary Ordinance
2026**

Consideration of a salary ordinance amending the pay for employees within the budget of Emergency Management Department. All Emergency Management Department funds 4801-429.

Title	Approp	Classification	Pay
		Same	From/To
Planning Coordinator	19.01	A6/8	\$81,757
			37.5 hrs/wk Non-Exempt
			\$81,757
			37.5 hrs/wk Exempt

WHEREAS: The Allen County Council is apprised of the need to amend the salary ordinance for the above mentioned position and is in concurrence with this need.

NOW THEREFORE: BE IT ORDAINED BY THE ALLEN COUNTY COUNCIL:

SECTION 1. The salary, wages and other compensation paid this position within the budget are amended as described above.

**THIS ORDINANCE READ, CONSIDERED AND ADOPTED BY THE MEMBERS OF
THE ALLEN COUNTY COUNCIL ON THE 15th DAY OF APRIL 2026.**

MEMBERS OF THE ALLEN COUNTY COUNCIL
AYE **NAY**

Attest: _____
Jacquelynn A. Scheuman, Allen County Auditor-Secretary, Ex-Officio

PERSONNEL COMMITTEE REQUEST FORM

Complete this form and submit electronically to the Compensation Specialist for consideration by the Allen County Council Personnel Committee. Include any additional documentation to support this request. Must be submitted four (4) weeks prior to Personnel Committee meeting.

Please indicate the type of request: New Position Reclassification Other

If other was selected, please explain:

How many positions this change will affect:

Current FLSA Status: Exempt Non-Exempt

Requested FLSA Status: Exempt Non-Exempt

Please advise if this position is grant funded: Yes No

Are funds requested for 2026: Yes No

Are there funds requested for 2027: Yes No

Is a new appropriation line number needed: Yes No

Current Position Title:	
Requested Position Title:	
Current Pay Classification:	
Appropriation Line Number (or first 10 digits):	
Date Submitted to Human Resources:	

Justification for request: (use as much space as necessary)

Please provide/attach the following with the Personnel Committee Request Form:

1. Current and updated job description
2. Current and updated organization chart
3. Any additional information for Personnel Committee



Allen County Job Description

EMERGENCY MANAGEMENT PLANNING COORDINATOR

Department: Emergency Management
Classification/Level: Professional, PG-A06

FLSA Status: Exempt
Date Last Reviewed: 02/2026

Under the direction of the Director of Emergency Management, the Planning Coordinator is responsible for the development, management, and coordination of all emergency management planning processes and plans for Allen County to include the 5 mission areas of Prevention, Protection, Response, Recovery, and Mitigation, in accordance with the standard guidelines set forth by Federal Emergency Management Agency's (FEMA) National Incident Management Systems and the National Response Framework (NRF). This position is Not Covered (At-will) as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Serves as Allen County's chief emergency preparedness planner to strengthen the preparedness and resiliency of Allen County and its local units of government. Works with stakeholders to coordinate, draft, review, approve, and maintain plans, including but not limited to, the Allen County Emergency Operations Plan (EOP) and Annexes; Emergency Response Plan (ERP); Multi-Hazard Mitigation Plan (MHMP), Continuity of Operation Plan (COOP), and Continuity of Government Plan (COG).
- Responsible for updating the annual Threat and Hazard Identification and Risk Assessment (THIRA), State Preparedness Report (SPR), and Hazard Identification and Threat Assessment (HIRA) tools.
- Develops and maintains Allen County's Emergency Operations Center (EOC), in both the virtual and physical EOC space, serving as Planning Section Chief, ensuring constant state of readiness of the Planning Section, and participating in EOC training exercises and drills. Serves as EOC Manager.
- Works with local units of government, event organizers, first responder agencies and stakeholders to coordinate, prepare, and disseminate Incident Action Plans (IAP's) for planned community events, to include, but not be limited to, sporting events, parades, fairs, political events, and large community gatherings, in order to synchronize operations and ensure unity of response and alignment of public safety tasks and responsibilities.
- Serve as the office's Geographic Information System (GIS) Specialist and Liaison to the Allen County-Fort Wayne GIS system. Maintain the Allen County Emergency Management's map viewer for situational awareness and response, to include creating and maintaining special layers specific to Allen County Emergency Management.
- Maintain the damage assessment system and connectivity to local governmental units within Allen County and the Indiana Department of Homeland Security to quickly conduct the three phases of damage assessment and coordinate geospatial analysis to understand economic impact to the county and respective communities.
- Coordinate, generate, and publish models using complex analysis to provide understanding of community impacts based on demographics, infrastructure, and parcel data. Maintain ESRI geospatial dashboard for Allen County Emergency Management, including data sets from municipalities, local governmental units, and key partners.
- Develops and maintains interpersonal relationships critical to the coordination of protection, preparedness, response, recovery, and mitigation with employees, volunteers, non-governmental organizations, businesses, and relevant stakeholders.
- Serves as a liaison for the Allen County Emergency Management office to local and regional organizations, groups and committees related to emergency preparedness.
- Manages the Allen County Office of Emergency Management's Drone program, to include the coordination of the Allen County Drone Working Group, to include maintaining Part 107 UAS Drone Pilot License.

- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- Bachelor's degree in Homeland Security, Emergency Management, Public Administration, or related degree field, with a minimum of four (4) years of experience in homeland security, emergency management, public safety, or related experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Extensive knowledge of and ability to apply the complex and varied planning concepts identified within the National Planning Frameworks.
- Working knowledge and ability to make practical application of local, state, and federal homeland security/emergency management regulations, policies, and procedures during varied situation.
- Working knowledge of standard English grammar, spelling, and punctuation, and ability to type with speed and accuracy.
- Ability to effectively communicate orally and in writing and during routine and emergency situations with elected officials, county and local governmental unit department heads, co-workers, volunteers, public safety personnel, school corporations, related local/state/federal agencies, other emergency management agencies, and members of the public to include being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interpersonal relationships with co-workers.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to regularly work extended, evening and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.
- Ability to properly operate computer programs and systems used by the department, including Microsoft Office 365 suite, Homeland Security Information Network (HSIN), WebEOC, Damage Assessment App, Geospatial (GIS), and other systems.
- Complete FEMA Professional Development Series within 90 days of hire.
- Complete FEMA National Emergency Management Basic Academy within 24 months of hire.
- Complete annual federal and state training requirements for this position.

DIFFICULTY OF WORK:

The Emergency Management Planning Coordinator performs work involving many variables in sometimes complex and chaotic situations. Applying key concepts into local planning to ensure planning requirements are accomplished. Judgment is needed to assess the risks and vulnerabilities that may occur in any emergency.

There is frequent exposure to dangerous environments and situations when responding to and operating at emergency scenes. Dangerous conditions could include exposure to extreme weather, roadside and traffic hazards, exposure to dangerous chemicals and substances, body fluids, and other objectionable materials. Active and dynamic human caused emergency responses could create exposure to physical threats.

RESPONSIBILITY:

The Emergency Management Planning Coordinator duties are a broad range of duties involving complex considerations and problems, sometimes performed under difficult physical and psychological conditions. Incumbent performs according to department policies and procedures, state guidelines, regulations, and recognized standards of professional and ethical practice. Incumbent exercises independent judgment in most duties.

PERSONAL WORK RELATIONSHIPS:

The Emergency Management Planning Coordinator maintains frequent contact with co-workers, other County and local governmental unit department heads and staff, local elected officials, volunteers, public safety personnel, school corporations and, other emergency preparedness agencies in common related federal state and local agencies, and members of the public for the purpose of exchanging and explaining information, providing instruction, and assisting in coordinating emergency operations.

WORKING CONDITIONS:

The Emergency Management Planning Coordinator performs duties in a standard office environment, involving sitting for long periods of time, sitting/walking at will, handling/grasping objects, bending, reaching, speaking clearly, keyboarding, and hearing communication. Frequent typing, including proofreading, attention to detail and detailed inspections are also required.

Incumbent serves on 24-hour call, responding to emergencies involving physical threats and emotional stress, walking/standing for long periods, walking on uneven terrain, carrying objects weighing 50 pounds, bending, twisting, and crawling in confined spaces, and exposure to inclement or extreme weather, toxic chemicals, dangerous equipment, and loud environments, for which safety precautions must be followed at all times to avoid injury to self and others.

SUPERVISION

None

LICENSING:

- Valid Indiana Driver’s License to operate an emergency vehicle.
- Eligible for appointment as a Special Deputy.
- Acquire and maintain an FAA Part 107 Small Unmanned Aerial Vehicle (sUAS) License

IMMEDIATE SUPERVISOR:

Reports directly to the Director of Allen County Emergency Management

HOURS:

This position has non-standard hours. Generally, 8:00 am-4:30 pm, Monday through Friday. Incumbent must be available after normal working hours and on weekends for frequent meetings, trainings, and events. Must be available 24 hours for emergency response to events within Allen County and Northeast Indiana.

EEO CATEGORY:

0102

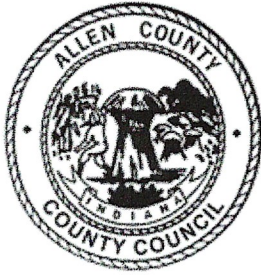
WORKERS’S COMP CODE:

9410

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



COUNTY COUNCIL

ADDITIONAL APPROPRIATION REQUEST FROM FUNDS OTHER THAN THE GENERAL FUND:

DEPARTMENT: Highway

LINE ITEM NUMBER: 250-72-03-431-42-02 AMOUNT REQUESTED: \$ 1,200,000

CURRENT FUND BALANCE: \$19,581,212 (\$11,610,969.58 is current balance of open Purchase Orders)

EXPECTED ANNUAL REVENUE: \$18,494,542

IS REVENUE ON PACE TO MEET EXPECTATIONS? Yes

STATUTORY GUIDELINES:

HOW WILL THIS APPROPRIATION BE USED?

This appropriation will be used to remove four total existing inground truck lifts at both the North and South Maintenance Facilities. The current lifts are aging. North lifts were installed around 1991 and the South lifts in 1998. Each has a max lifting capacity of 43,000 pounds. The lifts will be replaced with wireless remote operation saddle lifts with 70,000 pound lifting capacity each. Installation includes concrete work, drainage, electrical, and floor epoxy.

SPECIFIC COST OF ITEM AND HOW WAS THIS COST DETERMINED?

We have been working with a vendor and the Building Maintenance staff to determine a cost estimate and we have also asked County Services to assist in the bidding process. We plan to complete installation at the North location first and then move to the South location so that there is limited disruption to service.

IS THIS A RECURRING EXPENSE?

No

WILL OTHER EXPENDITURES BE NECESSARY?

No

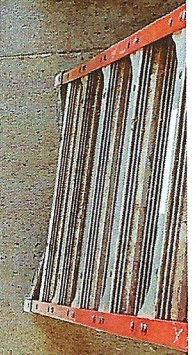
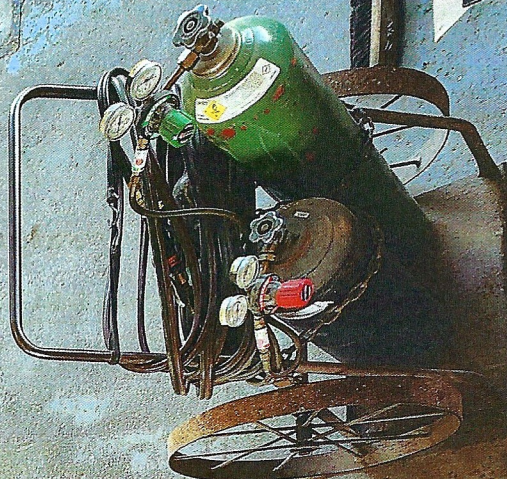
DISCUSSED WITH LIAISON? Yes, Bob Armstrong also attended the Preliminary Scoping Meeting

LIAISON'S NAME: Bob Armstrong

After saving this form, email it to
Becky Butler in the Auditor's Office

North

BASED ON STATION 7





South

4

ALLEN COUNTY HIGHWAY DEPARTMENT

200 E. Berry Street - Room 280 -- Fort Wayne, IN 46802
 Phone (260) 449-7369 Fax (260) 449-7594



ENGINEERS ESTIMATE

North & South Truck Lift Replacements

ALLEN COUNTY, INDIANA

Quest # & Bid Reference #

Project #0000326

PRINT DATE: 3/26/2026

ITEM NO.	ITEM CODE	DESCRIPTION	U OF M	QUANTITY	UNIT PRICE	TOTAL COST
1		North Barn Truck Lifts	EACH	2.00	\$277,440.00	\$554,880.00
2		South Barn Truck Lifts	EACH	2.00	\$277,440.00	\$554,880.00
3		North Expoy Coating	LSUM	1.00	\$9,000.00	\$9,000.00
4		South Expoy Coating	LSUM	1.00	\$9,000.00	\$9,000.00
5		North & South Barn New Floor Drains (Building Maintenance Dept.)	EACH	4.00	\$2,500.00	\$10,000.00
6		North & South Electrical Feeds with Disconnect Box (Building Maintenance Dept.)	EACH	2.00	\$10,000.00	\$20,000.00

BASE BID = **\$1,157,760.00**

Ott Equipment Service Inc.

517 Herriman Ct
Noblesville, IN 46060
+13177738941
sales@ottequipment.com
ottequipment.com



Estimate

ADDRESS
Adam Brite
Allen County Hwy Dept South Garage
8317 E Tillman Rd
Fort Wayne, IN 46816

ESTIMATE 3906
DATE 03/26/2026

ESTIMATE PREPARED BY
Sam Cauffman

EMAIL
sam@ottequipment.com

PHONE
260-450-5232

	DESCRIPTION	QTY	RATE	AMOUNT
MOD235X3A2BK	MOD35 self-contained inground lift, 2 piston configuration, wireless remote operation, 70,000lbs total lifting capacity, saddle for most utility vehicles. Includes universal adapter stand, liquid evacuation kit, and adapter kit for most heavy truck applications.	2	177,545.00	355,090.00T
Installation	Installation includes removal of components of both existing lifts at north garage, demo and excavation to approximately 6'9" deep to accommodate installation of new lifts. Drains at rear of lifts to be raised by others during excavation to eliminate the drastic fall from the rear of the lifts to the drains. Center of rear pistons on new lifts to be approximately 15" further forward from the doors compared to existing lifts. With this measurement we can accommodate a wheel base range of 108" - 222" with the 18' front containments. Flowable fill to be used as back fill, concrete will be tied in with rebar and rebar mat. Underground locate will be done prior to project starting. Drain work is to be done by facility.	1	197,790.00	197,790.00T
Contaminated spoils	Removal of contaminated spoils only if required	1	2,000.00	2,000.00T
PLEASE READ	Ott Equipment Service will cut out concrete to accommodate drain work. Drain work is to be done by others and Ott Equipment Service will pour back concrete.	1	0.00	0.00T

Install of any lifts does not include electrical or air connections.
GROUND CLAUSE: Any condition requiring cribbing or any unnatural ground conditions such as rock, tree stumps, old or new utilities, excessive concrete, previous excavation, water, quick sand, etc., the additional work thereby caused will be figured on a time and material basis. Does not include removing contaminated soils or spoils from job site unless specified.

SUBTOTAL	554,880.00
TAX	0.00
TOTAL	\$554,880.00

Accepted By

By signing this Estimate, I affirm that I have the authority to accept this estimate for the stated business and that I have read and accept the above prices, specifications, and conditions as well as the Terms and Conditions attached to this Estimate. Any Shims Required Because Of Uneven Floor Will Be Extra - Assumes Concrete is suitable for proper installation. Prices subject to change.

Ott Equipment Service Inc. Proposal Terms and Conditions

- Incorporated Terms and Conditions.** The following Terms and Conditions ("Terms") are attached to and made a part of the applicable Proposal issued by Ott Equipment Service, Inc. ("Ott Equipment"). The Proposal and these Terms are collectively referred to as the "Agreement". The company the bid is submitted to shall be referred to as "Customer". Any items included in the Description section of the Proposal, including both products and services, are collectively referred to as "Equipment".
- Authority to Bind. By executing this Agreement,** the person signing the Acceptance of Proposal hereby represents and warrants that s/he or it is signing with full and complete authority to bind the Customer to every term of this Agreement.
- Insurance.** The Customer is insured by insurers of recognized financial responsibility against such losses and risks and in such amounts as are prudent and customary in the businesses in which the Customer is engaged, including, but not limited to, the purchase and installation of the Equipment as well as any other losses associated with any other actions related to or required to be performed in before, during or after the installation of the Equipment.
- Non-Cancellable Contract.** Accepted Proposals may not be cancelled or deferred unless the Customer immediately assumes liability and makes all payments to Ott Equipment for (a) all Equipment that has been ordered and received by Ott Equipment or Customer, (b) all work completed by Ott Equipment, (c) all work in progress by Ott Equipment, and (c) Customer has paid all cancellation charges including, without limitation, any deposits made by Customer.
- Title to Equipment.** The Equipment shall be located and used only at the Job Location on the Proposal. Title to the Equipment shall remain with Ott Equipment until payment in full has been received by Ott Equipment. The Customer shall not sell, lease or otherwise dispose of the Equipment until it has made full payment.
- Proper Use of Equipment.** Customer shall case the Equipment to be operated in compliance with the general operating instructions and standards of the manufacturer. The Customer shall use the Equipment only in the manner for which it is designed and as a careful and prudent owner would.
- Disclaimer of Warranty.** Goods, services, and equipment provided by Ott Equipment under this Agreement are provided "as is." Ott Equipment makes no express or implied warranty as to the condition of any such goods, services, or equipment. In no event shall Ott Equipment be liable to Customer, any agent of Customer or any party related to Customer, including Customer's employees, customers or invitees, for damages, whether direct, indirect, special, consequential or otherwise, resulting in any way from the sale, use or performance of the Equipment.
- Credit Check and Personal Guarantee.** Customer consents for Ott Equipment to do a credit check on Customer. If Ott Equipment determines, based on the results of the credit check or upon other information or belief, that Customer may not be able to fulfil its financial obligations herein, Ott Equipment may require an owner of Customer to execute a personal guarantee.
- Environmental and Regulatory Permits.** By executing this Agreement, Customer represents and warrants that Ott Equipment's installation of the Equipment will not violate any environmental, regulatory permits, or any other governmental permit or requirement.
- Landlord's Approval.** If Customer does not own the property on which the Equipment is to be installed, Customer represents and warrants that it has its landlord's approval for the installation of the Equipment or that it does not need its landlord's approval for the installation of the Equipment.
- Default.** Customer shall be in default of this Agreement and Ott Equipment shall be entitled to terminate this agreement and/or enforce any of its security interest in the Equipment if (a) Customer fails to pay any amount when due under this Agreement or any other Agreement between Ott Equipment and Customer, (b) Customer fails to comply with any non-financial term of this Agreement or any other Agreement between Ott Equipment and Customer, or (c) Ott Equipment believes, in good faith, that the prospect for payment of any amount due is impaired or the Equipment to be in immediate danger of loss, damage, seizure or confiscation. In the event of default, all amounts due shall become immediately due and payable without notice or demand and Ott Equipment may sue for its damages and to enforce its security interest in the Equipment.
- Enforcement.** Upon the occurrence of default, Ott Equipment shall have the following remedies: (a) to retain all payments made by Customer as liquidated damages; (b) to enter the Job Location and remove all or any part of the Equipment; (c) to repair the Equipment after removing it at Client's expenses; (d) to sell or lease or otherwise dispose of the Equipment at a public or private sale; (e) to exercise all of the right and remedies of a secured party; (f) to commence legal proceedings under the terms of this Agreement; and (g) to all of the costs and fees, including without limitation attorneys' fees and court costs.
- Jurisdiction, Applicable Law and Venue.** Customer hereby consents to personal jurisdiction in the Courts of Hamilton County, Indiana or the federal courts located in Indianapolis, Indiana. Customer agrees that the laws of the State of Indiana shall apply to this Agreement.
- Force Majeure.** Ott Equipment shall not be liable for its failure or delay in the performance of its obligations hereunder arising by reason of circumstances beyond its reasonable control including, without limitation, strikes, accidents, weather, fire, acts or omissions of third parties, acts of Gods, pandemics, epidemics, government regulations or restrictions, or failure or delay in delivery from its suppliers.
- Late Fee.** Any amount not paid to Ott Equipment when due shall bear interest at the rate of 12% per annum from the due date until full payment is received by Ott Equipment.
- Mechanic's Lien.** Customer understands and agrees that Ott Equipment has the right to file a mechanic's lien or any other kind of lien permitted by law on the Equipment and/or Premises.
- Entire Agreement.** This Agreement constitutes the entire agreement between the Ott Equipment and Customer and supersedes all prior agreements, proposals, representations, statements, and understandings, whether written or oral, with respect to the Equipment or any of the terms hereto. Any change to this Agreement must be in writing and signed by an authorized representative of both parties. Any waiver shall not operate as a waiver of any other breach of this Agreement. If any portion of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in effect.

Accepted Name: _____

Accepted Signature: _____

Date: _____

Ott Equipment Service Inc.

517 Herriman Ct
 Noblesville, IN 46060
 +13177738941
 sales@ottequipment.com
 ottequipment.com



Estimate

ADDRESS
 Adam Brite
 Allen County Hwy Dept
 2234 Carroll Rd
 Fort Wayne, IN 46818

ESTIMATE 3905
 DATE 03/25/2026

ESTIMATE PREPARED BY
 Sam Cauffman

EMAIL
 sam@ottequipment.com

PHONE
 260-450-5232

DESCRIPTION	QTY	RATE	AMOUNT
MOD235X3A2BK	2	177,545.00	355,090.00T
Installation	1	197,790.00	197,790.00T
Contaminated spoils	1	2,000.00	2,000.00T
PLEASE READ	1	0.00	0.00T

Install of any lifts does not include electrical or air connections.
 GROUND CLAUSE: Any condition requiring cribbing or any unnatural ground conditions such as rock, tree stumps, old or new utilities, excessive concrete, previous excavation, water, quick sand, etc., the additional work thereby caused will be figured on a time and material basis. Does not include removing contaminated soils or spoils from job site unless specified.

SUBTOTAL	554,880.00
TAX	0.00
TOTAL	\$554,880.00

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2. **Authority to Bind. By executing this Agreement,** the person signing the Acceptance of Proposal hereby represents and warrants that s/he or it is signing with full and complete authority to bind the Customer to every term of this Agreement.
3. **Insurance.** The Customer is insured by insurers of recognized financial responsibility against such losses and risks and in such amounts as are prudent and customary in the businesses in which the Customer is engaged, including, but not limited to, the purchase and installation of the Equipment as well as any other losses associated with any other actions related to or required to be performed in before, during or after the installation of the Equipment.
4. **Non-Cancellable Contract.** Accepted Proposals may not be cancelled or deferred unless the Customer immediately assumes liability and makes all payments to Ott Equipment for (a) all Equipment that has been ordered and received by Ott Equipment or Customer, (b) all work completed by Ott Equipment, (c) all work in progress by Ott Equipment, and (c) Customer has paid all cancellation charges including, without limitation, any deposits made by Customer.
5. **Title to Equipment.** The Equipment shall be located and used only at the Job Location on the Proposal. Title to the Equipment shall remain with Ott Equipment until payment in full has been received by Ott Equipment. The Customer shall not sell, lease or otherwise dispose of the Equipment until it has made full payment.
6. **Proper Use of Equipment.** Customer shall case the Equipment to be operated in compliance with the general operating instructions and standards of the manufacturer. The Customer shall use the Equipment only in the manner for which it is designed and as a careful and prudent owner would.
7. **Disclaimer of Warranty.** Goods, services, and equipment provided by Ott Equipment under this Agreement are provided "as is." Ott Equipment makes no express or implied warranty as to the condition of any such goods, services, or equipment. In no event shall Ott Equipment be liable to Customer, any agent of Customer or any party related to Customer, including Customer's employees, customers or invitees, for damages, whether direct, indirect, special, consequential or otherwise, resulting in any way from the sale, use or performance of the Equipment.
8. **Credit Check and Personal Guarantee.** Customer consents for Ott Equipment to do a credit check on Customer. If Ott Equipment determines, based on the results of the credit check or upon other information or belief, that Customer may not be able to fulfil its financial obligations herein, Ott Equipment may require an owner of Customer to execute a personal guarantee.
9. **Environmental and Regulatory Permits.** By executing this Agreement, Customer represents and warrants that Ott Equipment's installation of the Equipment will not violate any environmental, regulatory permits, or any other governmental permit or requirement.
10. **Landlord's Approval.** If Customer does not own the property on which the Equipment is to be installed, Customer represents and warrants that it has its landlord's approval for the installation of the Equipment or that it does not need its landlord's approval for the installation of the Equipment.
11. **Default.** Customer shall be in default of this Agreement and Ott Equipment shall be entitled to terminate this agreement and/or enforce any of its security interest in the Equipment if (a) Customer fails to pay any amount when due under this Agreement or any other Agreement between Ott Equipment and Customer, (b) Customer fails to comply with any non-financial term of this Agreement or any other Agreement between Ott Equipment and Customer, or (c) Ott Equipment believes, in good faith, that the prospect for payment of any amount due is impaired or the Equipment to be in immediate danger of loss, damage, seizure or confiscation. In the event of default, all amounts due shall become immediately due and payable without notice or demand and Ott Equipment may sue for its damages and to enforce its security interest in the Equipment.
12. **Enforcement.** Upon the occurrence of default, Ott Equipment shall have the following remedies: (a) to retain all payments made by Customer as liquidated damages; (b) to enter the Job Location and remove all or any part of the Equipment; (c) to repair the Equipment after removing it at Client's expenses; (d) to sell or lease or otherwise dispose of the Equipment at a public or private sale; (e) to exercise all of the right and remedies of a secured party; (f) to commence legal proceedings under the terms of this Agreement; and (g) to all of the costs and fees, including without limitation attorneys' fees and court costs.
13. **Jurisdiction, Applicable Law and Venue.** Customer hereby consents to personal jurisdiction in the Courts of Hamilton County, Indiana or the federal courts located in Indianapolis, Indiana. Customer agrees that the laws of the State of Indiana shall apply to this Agreement.
14. **Force Majeure.** Ott Equipment shall not be liable for its failure or delay in the performance of its obligations hereunder arising by reason of circumstances beyond its reasonable control including, without limitation, strikes, accidents, weather, fire, acts or omissions of third parties, acts of Gods, pandemics, epidemics, government regulations or restrictions, or failure or delay in delivery from its suppliers.
15. **Late Fee.** Any amount not paid to Ott Equipment when due shall bear interest at the rate of 12% per annum from the due date until full payment is received by Ott Equipment.
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Accepted Name: _____

Accepted Signature: _____

Date: _____



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6021 Highview Drive, Fort Wayne, IN 46818
260.483.8383 fax 260.484.3252 800.783.8338
Make the Preferred Choice

March 25, 2026

Allen County Highway Department
200 E. Berry St. Suite 280
Fort Wayne, IN. 46802

Contact: Theodore Vaught
Office: 260-449-3631
Email: Theodore.Vaught@allencounty.in.gov

Project: Tillman Road and Carroll Road Service Area Floor

PROPOSAL: FF-5888

Dear: Mr. Vaught,

In accordance with your instructions, we are pleased to submit our quotation for the above referenced project.

We propose to furnish all labor, material, and necessary OSHA approved equipment to complete the work in full compliance with the preparation and application standards specifically detailed below.

AREAS OF CONCERN

- Due to Weather Conditions, material dry times will be affected
- Customer is responsible to move all items prior to the start of the project.

CURRENT CONDITION

- New concrete

OBJECTIVE

- **Prepare and apply materials per Customer Specification**
 - Iso Joints: Flexible Polyurethane Caulk
 - Primer: 100% Solids Clear Epoxy at 8-10 mils
 - Build: 100% Solids Clear Epoxy at 8-10 mils
 - Finish: 100% Solid Highwear Urethane at 3-5 mils

PROJECT COMPLETION

- Each location to be completed in (1) mobilizations for the crane areas
- **Option** to complete balance service areas will require (2) mobilizations
- Work will require (4) days for new concrete or entire service areas

THE WORK The preparation and installation of the following:

- Carroll Road
 - New Concrete – approx. 1,400 s.f.
 - Balance of Service Area – additional 1,660 s.f.
- Tillman Road
 - New Concrete – approx. 1,443 s.f.
 - Balance of Service Area – additional 4,133 s.f.

SCOPE OF WORK

The surfaces and/or items listed below are specifically meant to include only those surfaces and items within the area outlined in the **SCOPE OF WORK**. Each of these items and/or surfaces will be treated as follows:

1. All surfaces not to be coated will be properly protected.
2. Customer agrees to not allow any traffic or remove any covering in project work area during entire project.
3. All edge lines will be taped to provide a straight edge at which coatings will stop.
4. All surfaces will be prepared by grinding using a 36" HD Surface Grinder along with Dust Extractors to be powered by 480 3-phase at minimum of 30 amps and/or Easy Prep Diamond Blades.
 - a. **480 3-phase will be supplied, connected and disconnected by the customer.**
5. All surfaces to be coated, but unable to be reached by grinder, will be hand prepared by using floor sanders and hand grinders.
6. Upon completion of floor surface preparation, all dust and dirt will be removed to provide a clean, profiled substrate for subsequent coatings to bond.
7. All saw cuts will be filled with flexible polyurea joint filler.
8. A coat of 100% Solids Epoxy will be applied at approximately 8 to 10 mils thick by squeegee and back rolled.
9. Upon cure, the area will be sanded and cleaned to provide a clean profiled substrate for subsequent coatings to bond.
10. A coat of 100% Solids Epoxy will be applied at approximately 8 to 10 mils thick by squeegee and back rolled.
11. Upon cure, the area will be sanded and cleaned to provide a clean profiled substrate for subsequent coatings to bond.
12. A topcoat of 100% Solids High Wear Moisture Cure Urethane will be applied at approximately 3 to 5 mils thick by brush and roller.

13. Upon completion, all remaining debris will be gathered and placed into a container supplied by the customer.

14. Subject to the attached Terms and Conditions, incorporated herein.

NOTE Preferred, Inc. – Fort Wayne is not responsible for delamination due to Hydrostatic pressure or any vapor transmission. Moisture Testing is recommended to be completed prior to the start of the project. A Moisture Vapor System is required and recommended by coatings manufacturers if testing exceeds coatings manufacturer’s recommendation. Moisture Vapor Systems are warranted from Coatings Manufacturer only. Preferred, Inc.- Fort Wayne is not responsible for delamination of existing coatings. Preferred, Inc.- Fort Wayne is not responsible for any floor defects due to movement or cracking in the concrete surface.

TERMS 50% Upon start of project/Balance upon completion of project

PRICING

Carroll Road	
New Concrete	\$ 6,816.00
Balance of Service Area	add: \$ 9,072.00
Tillman Road	
New Concrete	\$ 6,975.00
Balance of Service Area	add: \$18,545.00

- PRICE OPTIONS**
- Company Logos (price determined by design).
 - An additional mobilization will result in move-in charge of \$3,500.00.
 - If 480-3 phase is unavailable, 50KW generator is required fee of \$600 per day.

PRICE NOTES

The Price quoted above is valid except for hidden or unforeseen conditions which cause additional time, labor, and materials thereby requiring customer to assume supplementary costs to complete job. Preferred agrees to bring any such conditions to Customer’s attention. If Customer and Preferred are unable to reach agreement with respect to the supplemental costs, either party may cancel the Agreement and Preferred shall receive payment for the Work completed as of the date of cancellation. If, price increases or material-equipment delays are incurred from date of proposal or contract through no fault of Preferred Inc., the price shall be adjusted as necessary to cover any such increases. Where delivery of materials or equipment is delayed, as a result of shortage or unavailability, Preferred Inc. – Fort Wayne shall not be liable for any additional costs or damages associated with such delay(s).

BID NOTE

This project has been engineered and designed exclusively by Customer. Preferred Inc. – Fort Wayne disclaims any responsibility for Customer’s engineering and design and disclaims any and all liability arising out of Customer’s design and engineering. To the maximum extent allowed by law, Customer indemnifies and holds Preferred harmless from and against all claims arising of the or resulting from the performance of the Work to the extent caused by the design and engineering of the Work. Preferred disclaims any warranty for the fitness of the Work for Customer’s purpose. Preferred warrants that the Work shall be performed in a good and workmanlike manner, providing that Customer provide reasonable notice to Preferred of any deficiency and provides Preferred with a reasonable opportunity to repair any such deficiency.

Thank you for the opportunity for our company to display its skills and abilities. We would like to discuss any possible changes or adjustments that would promote a contract award.

Prepared by,



Brad Osborn
Project Manager, Estimator
bosborn@preferredinc.com

Respectfully,



Andrew Goble
Sales Representative
agoble@preferredinc.com

NOTE: This proposal may be withdrawn by us if not accepted within 10 days.

Acceptance of Proposal FF-5888: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to proceed with the work as specified.

Schedule: Will be discussed upon acceptance of this proposal.

****72 HOUR NOTICE IS REQUIRED FOR PROJECT CANCELLATION OR A MOBILIZATION FEE MAY BE REQUIRED****

Signature: _____ Date of Acceptance: _____

**Attachment to Proposal FF-5888
(Terms and Conditions)**

Materials/Application:

The material requirements will be applied in accordance with the manufacturer's standards.

Responsibility:

We will maintain responsible supervision to control the finishing of all work, as well as coordinate an expedient completion of these proposal requirements.

The owner will provide secure storage space for materials at 60 degrees Fahrenheit, electricity (120 V., 30 amp; 220 V., 60 amp; or other) water (if needed), finish lighting, workable drains, and a dumpster for trash disposal. The customer shall also provide a minimum air and floor temperature of 60 degrees Fahrenheit, which shall be maintained throughout the installation and must be maintained once installation is complete.

Any deviations from the work plan, materials, schedule, or other terms and conditions described herein are subject to additional charges. The customer agrees to accept responsibility for any hazardous waste accumulated in the process of sandblasting, lead abatement any other process that results in waste of material already on the customer's premises. If Preferred Inc. makes arrangements for the disposal of such waste, the customer will sign off as generator.

Hazardous Materials and Conditions:

Preferred, Inc. - Fort Wayne will gather all non-hazardous debris and dispose into dumpster or compactor to be provided by owner. All unopened and untinted materials will be removed by Preferred and properly stored. All open or tinted materials will be left with owner. As stipulated by EPA regulations, all solvents used for cleaning or thinning materials will be removed by Preferred, Inc. - Fort Wayne

Note: Solvents (mineral spirits, lacquer, etc.) are not spent on job site. They are removed from your location and brought back to Preferred, Inc. - Fort Wayne, where they are used until they are spent and then declared to be hazardous waste. Preferred, Inc. - Fort Wayne does not transport hazardous waste. Preferred, Inc. - Fort Wayne is not responsible for any waste resulting from an industrial process that must be treated as special waste; or waste determined to be hazardous. Preferred, Inc. - Fort Wayne uses Phillips Environmental to dispose of the hazardous waste it generates at its own facility. Manifests and Certificates of Disposal are available upon request.

Organization – Supervision:

Upon being awarded a contract for this work, Customer will be provided a pre-job completion form, phone numbers to make contact in case of any emergencies.

Safety Standards:

All work practices, materials and equipment used will be in full compliance with Preferred Inc.'s Safety Standards.

OSHA Compliance:

All work practices, materials and equipment used will be in full compliance with applicable OSHA regulations.

Workmen's Compensation:

Preferred, Inc. - Fort Wayne personnel are fully covered by Workmen's Compensation Insurance.

Equal Employment Opportunity Compliance:

Preferred, Inc. - Fort Wayne is an equal opportunity employer operating in compliance with applicable federal and state laws.

Debris Removal:

Upon completion of work, Preferred, Inc. - Fort Wayne will safely remove all job-related materials, equipment and debris from the job site, and will leave its work area in clean, orderly condition.

Deviations from Agreement:

Any deviations from the work plan, materials, schedule or other terms and conditions described herein are subject to additional charges.

Limits of Liability:

The warranties and obligations expressly stated herein are in lieu of all other liabilities and obligations, including but not limited to general, specific or consequential damages arising from the performance of Preferred, Inc. - Fort Wayne under this agreement.

Hazardous Materials and Conditions:

Preferred, Inc. - Fort Wayne is not responsible for the identification, detection, abatement, encapsulation or removal of asbestos or any other materials deemed to present a hazard to its employees including any materials considered to be special waste. If hazardous materials or other hazardous conditions are encountered at the job site during the course of work, Preferred, Inc. - Fort Wayne reserves the right to remove its employees from the job site until such hazardous materials are abated, encapsulated or removed, or the hazardous conditions are corrected. Pursuit to any delays resulting from such situation and correction Preferred, Inc. - Fort Wayne shall receive an extension of time to complete its work, and compensation for all expenses associated with such delays, or conditions.

Force Majeure:

Preferred, Inc. - Fort Wayne assumes no responsibility for costs or delays due to storms, fire, flood, or other natural disasters, nor for accidents, strikes, or other events beyond its control.

Cancellation:

If this agreement is canceled by customer at any time prior to project completion for reasons other than non-performance by Preferred, Inc. - Fort Wayne, then all charges accrued to the date of cancellation become immediately due and payable to Preferred, Inc. - Fort Wayne

Entire Agreement:

This agreement is the complete and entire agreement between Preferred, Inc. - Fort Wayne and the customer, and supersedes any other communication, whether oral or written. This agreement cannot be modified by either party except in writing, and with the written consent of the other party.

Coating Performance Responsibility:

Preferred Inc. is not responsible for the coating performance in primary and/or secondary containment linings, or other critical performance areas.

Abrasive Blasting:

Unless specifically set forth above, where abrasive blasting is utilized, the resulting waste disposal is the responsibility of the Customer.

Payment Agreement:

Non-payment will warrant your account to be forwarded to a collection agency and/or attorney. It is agreed upon that the customer will pay all costs and expenses of collection, including but not limited to attorney's fees and expenses.

Limited Warranty:

Customer acknowledges that Preferred, Inc. - Fort Wayne is not the manufacturer of any other Products. Other than expressly set forth in this Agreement, any warranty with respect to the products must come from the manufacturer. Preferred, Inc. - Fort Wayne will pass through to the customer any applicable manufacturer warranties, to the extent transferable. Preferred, Inc. - Fort Wayne warrants its workmanship under normal use for a period of one (1) year from the date of the completion of the project. Except for this limited warranty, Preferred, Inc. - Fort Wayne disclaims all express or implied warranties and product liability, specifically including warranties of merchantability and fitness for a particular purpose.

Limits of Liability:

To the maximum extent permitted by law and notwithstanding any other provision of this Agreement, the aggregate liability under this Agreement of Preferred, Inc. - Fort Wayne, will be limited to the total amount paid to Preferred, Inc. - Fort Wayne pursuant to this Agreement. The parties acknowledge that such an aggregate liability is a fair and reasonable estimate of any loss or damage likely to be suffered in the event of a breach of this Agreement. Neither party shall be liable to the other for any indirect, incidental, special, consequential or punitive damages arising out of or related to this Agreement.

Timeline of Project:

Preferred Inc. - Fort Wayne reserves the right to modify the scope of work and/or discuss with the owner possible alternatives to the project if the project is, taking longer than expected, not allowing for proper completion due to any unforeseen obstacles, and/or any conditions that may extend the project timeline such as operations or building conditions.

Credit Card Payments:

Preferred Inc. - Fort Wayne will accept credit card payments for all invoices. The customer will be responsible for all credit card processing fees.

**Amended Salary Ordinance
2026**

Consideration of a salary ordinance amending the pay for employees within the budget of Health Department. All Health Department funds 7301-441.

Title	Approp	Classification	Pay
From/To		From/To	From/To
Information Systems & Special Projects TO Information Systems Coordinator	19.92	A2/1 TO A4/1	A 2/1 \$44,873, 37.5 Hrs, Non- Exempt TO A 4/1 \$53,314, 37.5 Hrs, Non-Exempt

WHEREAS: The Allen County Council is apprised of the need to amend the salary ordinance for the above mentioned position and is in concurrence with this need.

NOW THEREFORE: BE IT ORDAINED BY THE ALLEN COUNTY COUNCIL:

SECTION 1. The salary, wages and other compensation paid this position within the budget are amended as described above.

**THIS ORDINANCE READ, CONSIDERED AND ADOPTED BY THE MEMBERS OF
THE ALLEN COUNTY COUNCIL ON THE 15th DAY OF APRIL 2026.**

MEMBERS OF THE ALLEN COUNTY COUNCIL
AYE **NAY**

Attest: _____
 Jacquelynn A. Scheuman, Allen County Auditor-Secretary, Ex-Officio

**Amended Salary Ordinance
2026**

Consideration of a salary ordinance amending the pay for employees within the budget of Health Department. All Health Department funds 7301-441.

Title	Approp	Classification	Pay
From/To		From/To	From/To
STD/HIV Prevention Division Director	13.98	A8/1 TO A7/1	A 8/1 \$69,045, 37.5 Hrs, Exempt TO A 7/1 \$63,344, 37.5 Hrs, Exempt
HIV/STD Prevention Supervisor			

WHEREAS: The Allen County Council is apprised of the need to amend the salary ordinance for the above mentioned position and is in concurrence with this need.

NOW THEREFORE: BE IT ORDAINED BY THE ALLEN COUNTY COUNCIL:

SECTION 1. The salary, wages and other compensation paid this position within the budget are amended as described above.

**THIS ORDINANCE READ, CONSIDERED AND ADOPTED BY THE MEMBERS OF
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MEMBERS OF THE ALLEN COUNTY COUNCIL
AYE **NAY**

Attest: _____
 Jacquelynn A. Scheuman, Allen County Auditor-Secretary, Ex-Officio

PERSONNEL COMMITTEE REQUEST FORM

Complete this form and submit electronically to the Compensation Specialist for consideration by the Allen County Council Personnel Committee. Include any additional documentation to support this request. Must be submitted four (4) weeks prior to Personnel Committee meeting.

Please indicate the type of request: New Position Reclassification Other

If other was selected, please explain:

How many positions this change will affect:

Current FLSA Status: Exempt Non-Exempt

Requested FLSA Status: Exempt Non-Exempt

Please advise if this position is grant funded: Yes No

Are funds requested for 2026: Yes No

Are there funds requested for 2027: Yes No

Is a new appropriation line number needed: Yes No

Current Position Title:	
Requested Position Title:	
Current Pay Classification:	
Appropriation Line Number (or first 10 digits):	
Date Submitted to Human Resources:	

Justification for request: (use as much space as necessary)

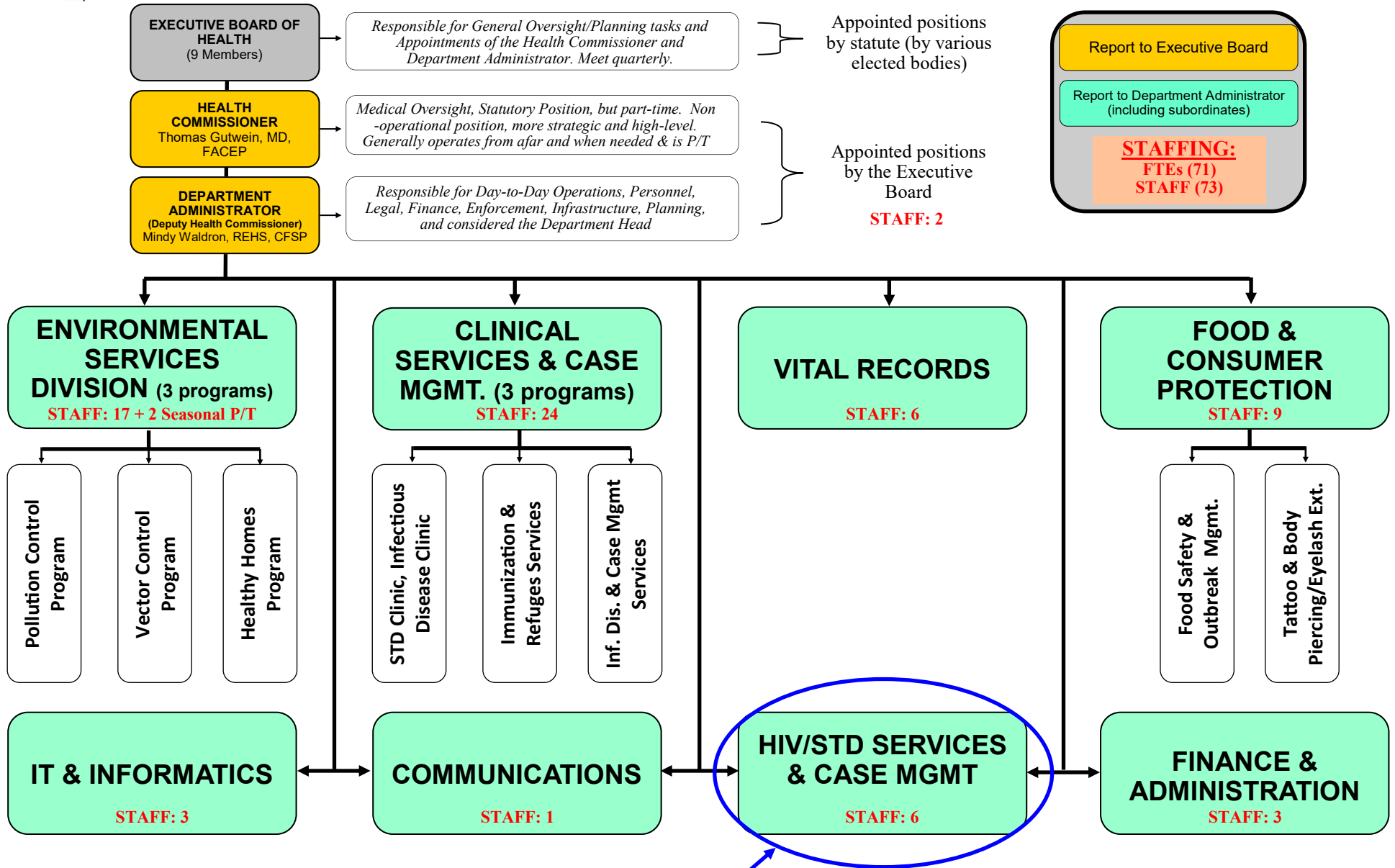
Please provide/attach the following with the Personnel Committee Request Form:

1. Current and updated job description
2. Current and updated organization chart
3. Any additional information for Personnel Committee



CURRENT AS OF 2/2026 BEFORE REQUESTED CHANGES

Allen County Department of Health



Report to Executive Board

Report to Department Administrator (including subordinates)

STAFFING:
FTEs (71)
STAFF (73)

Appointed positions by statute (by various elected bodies)

Appointed positions by the Executive Board
STAFF: 2

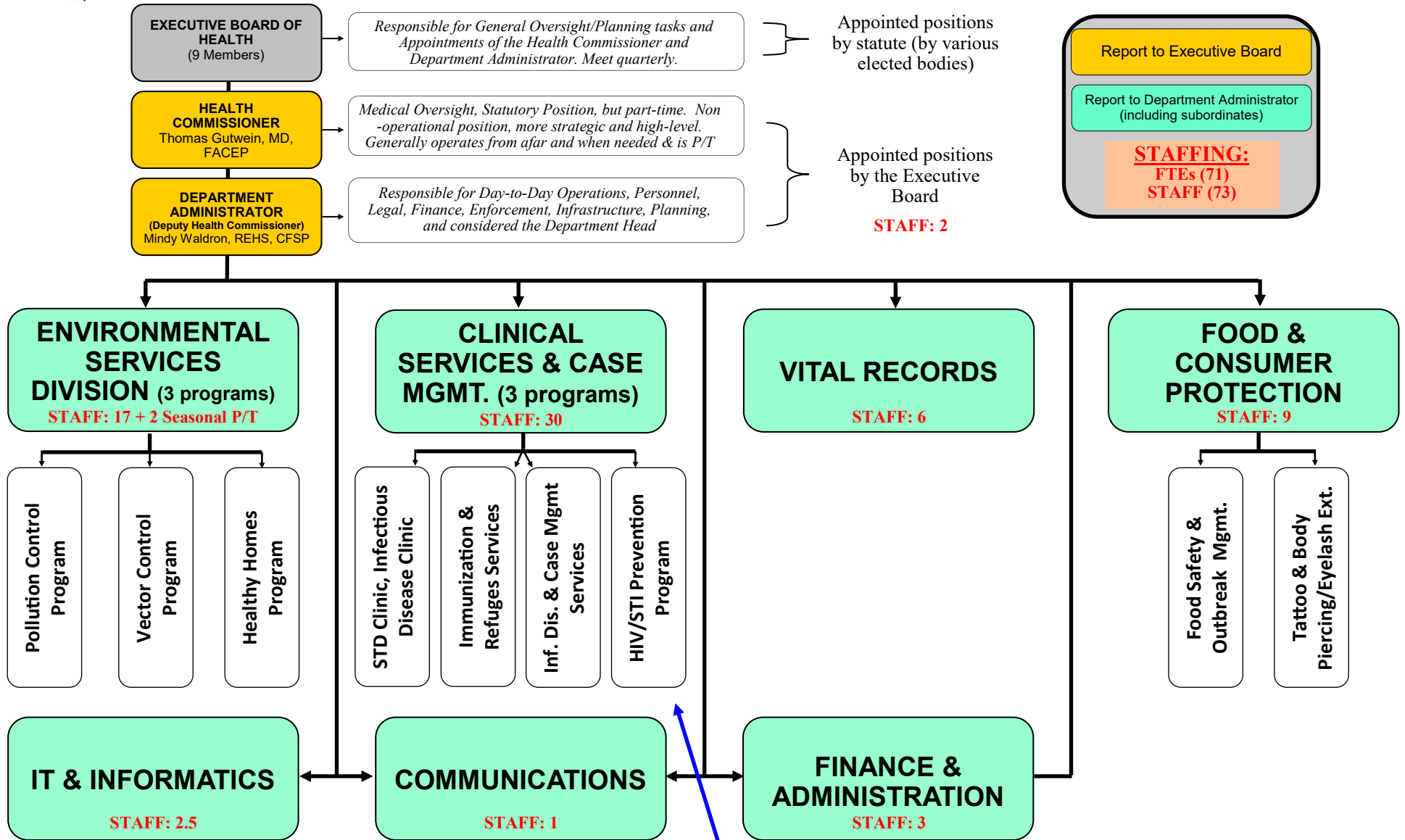
STAFFING:
FTEs (71)
STAFF (73)

Currently, the HIV/STI Division is a stand-alone division.



PROPOSED CHANGES 2-2026

Allen County Department of Health



In this proposed version, the HIV/STI Division becomes a program housed under the Clinical Services & Case Management Division



Allen County Job Evaluation System PROFESSIONAL JOB ANALYSIS QUESTIONNAIRE (JAQ)

Title: Information Systems Coordinator
Department:

Classification/Level:
Date: /2026

GENERAL INSTRUCTIONS: The information you supply on this questionnaire will be used to draft your job description. Please read the entire questionnaire carefully before answering any questions to avoid duplicating your replies. Take time to answer each question carefully and completely. To accurately prepare a description of the duties and responsibilities of your job, it is essential that your responses be clear, concise, and thorough.

POSITION INFORMATION

(TO BE COMPLETED BY THE EMPLOYEE IN THE POSITION WITH REVIEW AND COMMENTS BY THE SUPERVISOR)

Name: VACANT – Reclassifying then filling Date: March 3, 2026

Job Title: Information Systems Coordinator

Phone #: _____ Organization: Allen County Department of Health

Department: same Division: Informatics Division

How long have you been in your current position: _____

Name of Immediate Supervisor: Jana Sanders (but being written by Mindy Waldron)

Title of Immediate Supervisor: Informatics Division Director

Phone # of Immediate Supervisor: 260-449-7120 (Jana) – 260-449-7578 (Mindy)

Email Address of Immediate Supervisor: jana.sanders@allencounty.in.gov / mindy.waldron@allencounty.in.gov

GENERAL DESCRIPTION

Briefly state the general purpose of your job:

Under the direction of the Informatics Division Director, the Information Systems Coordinator manages the information technology systems that support the Allen County Department of Health and coordinates with the County's third party information technology (IT) vendor to support the department's needs. The Information

Systems Coordinator oversees and supports various data platforms and represents the department as a Super User and trainer for the enterprise-wide permitting system. This position conducts overall departmental data analysis, training and dashboard development. This position also assists Department Administration with various equipment-related tasks, data management, research and other IT-related day-to-day activities needing support, development and IT/Equipment/Data troubleshooting. This position is covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS OF THE JOB

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

Begin by listing the duties in order of importance from most important to least important. Rate the importance of each duty or responsibility based on the following scale and estimate the overall percentage of time you devote to each duty. [Note: percentages should total 100%. Continued onto next page]

Task or Duty	% of Time
1. Develops and works toward increased optimization of the enterprise-wide environmental permitting system, Accela, as well as Application Enhancer. Creates standard operating procedures and evaluates business processes/products to identify improvements and increase efficiency of this system and reporting. Tests, and trains staff on new Accela products and procedures as new versions are deployed or as new staff are onboarding. Troubleshoots issues with Accela and coordinates with vendor to resolve data/operational conflicts. Acts as the assigned departmental “Super User” for Acela, attending Super User meetings, conferences, and development discussions.	25%
2. Analyzes various departmental data utilizing programming such as Power BI, developing reports utilizing Crystal Reports and Ad Hoc reporting products, assists with in-house Accela Citizens Access or similar, and works with any other platforms deployed to include testing and training as directed.	20%
3. Develops reports for departmental use in Accela, and assists with data management, developing internal/external data mechanisms such as dashboards.	15%

Task or Duty	% of Time
4. Assists with various GIS-related projects, mapping and data epidemiological processes, and staff training as directed.	5%
5. Manages the procurement, testing and troubleshooting of all field equipment for use with Accela and other platforms as directed.	5%
6. Manages and oversees the Department's information technology equipment inventory including but not limited to, procurement, implementation, troubleshooting, tracking, and staff training. Coordinates and acts as the departmental contact for any new departmental or enterprise-wide application, portal, platform or IT-related process to include exploration, development, training and deployment as directed.	5%
7. Coordinates with Allen County's third party information technology vendor to refresh computers and other related equipment, working with the Informatics Director for deployment with all staff. Coordinates periodic cell phone and mobile device equipment refresh projects as directed.	5%
8. Assists Informatics Director in the coordination of large and impactful IT department or enterprise-wide special projects (such as changes to email, computer and phone system changes, new/existing equipment, software or similar). Assists with new use account creation and deletion as directed. Assists Informatics Director with oversight of City/County phone system equipment, functionality, reporting and troubleshooting.	5%

Task or Duty	% of Time
9. Develops/Manages staff's daily and monthly report spreadsheets to include functionality of the reports in use, troubleshooting and data analysis as requested. Assists all division directors with the creation of various excel spreadsheets and reports and assists in epidemiological investigations as necessary.	5%
10. Communicates computer/internet/system outages and resolution updates to staff when directed. Represents the Department at various meetings and events when requested. Assists Department Administrator with Health First Indiana/Health First Allen County grants, data, program tracking to include entry of data in state portal or similar. Assists with other special projects when needed. Performs leadership tasks and acts as the main IT-related point person in the absence of the Informatics Director. Performs all other duties as assigned.	10%

JOB REQUIREMENTS:

List any **SPECIALIZED** knowledge, abilities, and skills required to perform the tasks/duties effectively, i.e., **budgeting, diesel mechanics, CAD, urban planning, payroll.** Indicate how this is applied or used in your work.

Knowledge, Skill, Ability	How Applied
Associates or Bachelors degrees in information technology, computer science, data management, project management or significant experience in public health and computer practice preferred.	This is the basis of education and experience required to successfully lead the projects specified.
More than three years of information technology or data analysis experience preferred.	Needs some tangible experience in this area of practice to advise, lead and manage IT tasks for the department.
Working knowledge of Accela, Application Enhancer, Crystal Reports, Power BI, GIS/GPS platforms, network environments, print servers, IT equipment in general with a mastery in technology troubleshooting, data dashboard development/familiarity, and database development preferred.	Knowledge of systems and software over which they will develop, lead, test, train and work in daily.

Knowledge, Skill, Ability

Strong written and verbal skills to include experience and ease in public speaking

Proficient in various Microsoft Office 365 products, especially Word, Excel, Power Point and Teams.

Attention to detail, ability to analyze data and trends with regard to disease, and strong data entry and overall communication skills

Ability to take an idea or concept, consider all impacts and produce a product that addresses needs. Ability to learn new software programs, become proficient, and be able to train others on use of software. Strong verbal and written communication skills. Ability to multi-task many projects at once with strong organizational skills. Ability to comfortably and professionally speak to small and large audiences when training or representing. Ability to work with diverse groups of individuals with varying sets of skills and knowledge

How Applied

Presentations, meetings, department representation at state, local and national events, and day-to-day communications with medical providers, staff, and members of the public. Must engage in medical enforcement and must possess appropriate skills. Convey and synthesize difficult concepts into simple, digestible information.

Day-to-Day activities and training.

Working with a great deal of technical and medical data, treatment regimens/medications, diseases, and accuracy of data entry for state reporting purposes.

Day-to-day tasks

List all major equipment, software, or other specialized tools that you typically use or handle to perform your job responsibilities/duties, i.e., truck, car, hand and power tools, lab equipment, computer software programs.

- Microsoft Office software with strong emphasis on using Word, Excel, Power Point and Teams.

- All general office equipment with special emphasis on working knowledge of computers, tablets and mobile devices, network printers, copiers, and other similar IT equipment.

Place an X next to one statement to indicate the MINIMUM level of education required to perform this job. NOTE: This may well be less than your own particular educational level.

- [] High school diploma or equivalent
- [] Specialized training beyond high school normally gained in a program of less than 18 months duration.
Please specify type of training required: _____
- [X] Associates degree (two year degree) or certification program of comparable length. Please outline specific certification: Associates or Bachelors degree in information technology, computer science, data management, project management or significant experience in public health and computer practice preferred.
- [] Degree, diploma, or certification with time requirements of greater than two years but less than four years. Please specify: _____
- [] Bachelors degree gained through four year college/university academic program, Please provide info on relevant bachelor's degree, which would qualify:
Biology, public health, education, or related field preferred
- [] Masters Degree. Please specify area of concentration:

- [] Post graduate degree and related experience normally associated with, but not limited to; legal, scientific and medical positions. Please specify area of concentration:

Place an X next to one statement to indicate the minimum amount of total related experience an employee must have prior to starting this job. Assume the employee has the appropriate level of formal education indicated in the previous section.

- [] No related experience required
- [] Less than 1 year
- [] More than 1 year
- [X] At least 3 years
- [] At least 5 years
- [] More than 8 years

Please specify: 3 years experience in public health, information technology, data management or similar preferred.

List below any type of certification, licenses, or registration required for you to perform your job. NOTE: A valid driver's license should only be listed if driving is a part of your job.

Certification required:

License required:

Registration required:

JOB REQUIREMENTS (LEVEL OF KNOWLEDGE, SKILLS AND ABILITIES REQUIRED)

Place an X next to one statement that best describes the level of knowledge and abilities required in your job.

- Individual must possess an understanding of standard methods, practices and procedures of a discipline or specialized field and the body of facts relevant to the assigned categories of work.
- Individual must possess an understanding of elementary principles, theories, and methodology or advanced methods, practices, and procedures.
- Individual must possess an understanding of full range of generally accepted and commonly used principles, theories, methodology, and precedents.
- Incumbent must possess an understanding of advanced theories, principles, methodology, and new developments.
- Incumbent must possess an understanding of mastery of their field plus the ability to cope with unprecedented types of problems by extending accepted methods and techniques or by developing new ones.
- Incumbent must possess an understanding of mastery of their field plus the ability to generate hypotheses or principles or to extend the accepted principles, theories, or concepts beyond their previously recognized limits.

JOB REQUIREMENTS (NATURE AND EXTENT OF KNOWLEDGE)

Place an X next to all statements, which describes the level of knowledge and abilities required for your job.

- Work consists of practical knowledge of practices, rules, and regulations developed through on-the-job training and extended experience.
- Work consists of specialized knowledge of pragmatic and theoretical principles.
- Work consists of a broad knowledge of principles and practices of a recognized profession.
- Work consists of complete technical knowledge of a recognized profession.

DIFFICULTY OF WORK (COMPLEXITY OF ASSIGNED WORK)

Place an X next to all statements, which describes the level of complexity of intricacy of your work.

- Work consists of repetitive duties, restricted in scope and intricacy, involving few variables.
- Work consists of repetitive duties, restricted in scope but of substantial intricacy, involving several variables or considerations with interrelationships.
- Work is broad in scope and of substantial intricacy involving many variables or considerations with interrelationships difficult to ascertain, and usually having conflicting aspects requiring individual and differential diagnosis and treatment.

- Work is broad in scope and of great intricacy involving many complex and significant variables; or considerations which are new, either in basic character or in circumstances or situations in which they occur.
- Work, in addition to being broad in scope, is of great intricacy, and of new and unprecedented nature, also requires study and consideration of the impact of alternative possible solutions on other major programs, situations, organizations, or future developments.

DIFFICULTY OF WORK (NATURE OF GUIDELINES)

Place an X next to all statements, which describe the level of mental demands of your work.

- Work consists of numerous, prescribed and well established guidelines that are directly applicable to the task at hand, and can be readily selected. Judgment is limited to relating guidelines to a specific case. Analytical work answers are logically and readily obtained.
- Work consists of generally accepted, but not always clearly applicable guidelines. Judgment is needed in selecting the most pertinent guidelines, in interpreting precedents, and in adapting standard formulas, methods, or procedures to fit facts and conditions.
- Works consists of generally applicable, but ambiguous or only partially relevant guidelines or other-wise seriously deficient guidelines. Judgment is needed in extensively adapting or in making significant compromises to fit unusual or complex situations.
- Work consists of obscure, non-existent, irrelevant or contradictory guidelines for major parts of work. Creativity and ingenuity are needed to devise new approaches to deal with previously unsolved or novel problems.

RESPONSIBILITIES – EXTENT OF SUPERVISORY PARTICIPATION AND CONTROL OVER WORK

Place an X next to one statement that describes the effects of errors in your work.

- Supervisor gives specific instruction on new types of assignments. Work is occasionally checked during the process. All work is reviewed for adherence to instructions and guidelines, soundness of judgment and conclusions and accuracy.
- Purpose and desired results are indicated and anticipated and unusual problems are discussed. Deviations from the guidelines must be referred to the supervisor. Case actions or recurring work are clearly covered by guidelines and may or may not be reviewed. Otherwise, work is reviewed for adherence to instructions, soundness of judgment and conclusions, technical adequacy and conformance with practice or precedent.
- Purpose and desired results are indicated. Unusual problems are proposed and deviations from guidelines or normal practice are discussed at the discretion of the employee. Case actions, recurring work (even where there is some variety or departure from standard guidelines) may or may not be reviewed. Otherwise work is reviewed for soundness of judgment and conclusions, general technical adequacy and conformance with practice and policy.
- General objectives and boundaries are indicated. Problems during work raising questions about

objectives and boundaries are discussed. Technical instruction is neither sought nor needed. Decisions and recommendations (other than on individual cases) are reviewed for attainment of objectives and compliance with agency policy.

- Assignments are usually planned with the supervisor in terms of general objective and boundaries. Problems arising during the work which may have a possible impact on agency policy are discussed. Decisions and recommendations are reviewed for overall accomplishment and impact upon agency mission, policy, or practice.

RESPONSIBILITIES – OPPORTUNITY TO MAKE CHOICES

Place an X next to one statement to indicate the opportunity of making choices.

- Has little or no opportunity to make choices in carrying out routine or recurring assignments or tasks.
- Makes choices and takes actions in performing a variety of relatively standardized assignments or tasks.
- Makes choices and decisions and acts on varied non-standardized, non-routine assignments or tasks.

Place an X next to one statement to indicate how the work is assigned to you by your supervisor.

- Detailed instruction before tasks or duty begins.
- Close supervision with frequent checks.
- General direction in following established practices and clear-cut policies.
- General guidance allowing for employee planning of procedures and methods to attain objective.

RESPONSIBILITIES – NATURE OF INSTRUCTIONS, GUIDELINESS & REQUIRED JUDGMENT

Place an X next to the one statement which best indicates the nature of instructions, guidelines and required judgment necessary to successfully perform the job.

- Work involves detailed instructions requiring little or no judgment.
- Incumbent will be required to apply standardized or generally accepted methods to deal with individual situations.
- Incumbent will provide a substantial contribution to the department making non-routine decisions / recommendations based on established departmental/organizational guidelines and policies.
- Incumbent will provide major contributions involving authoritative application of departmental/organizational policies and practices in especially complex or important matters.
- Incumbent will provide extensive and consequential contribution involving support, development or recommendations of major objectives, policies, programs, or practices.

PERSONAL WORK RELATIONSHIPS – PURPOSE AND NATURE OF REQUIRED CONTACTS

Place an X next to all the statements that describe the job-related communication required in your job. For those marked, indicate with an X whether it is daily, weekly, or monthly. (continued onto next page)

[X] Cooperative work relationships are incidental to purpose of the work to give and receive factual information about the work.

 X daily weekly monthly

[X] Person-to-person work relationships with explanation or interpretation of what is required in order to render services, carry out policies or maintain coordination ,are necessary for incumbent to successfully carry out function of position.

 X daily weekly monthly

JOB REQUIREMENTS (NATURE AND LEVEL OF KNOWLEDGE)

Place an X next to one statement that best describes the level of knowledge required in your job.

[] Individual possesses ability to follow simple oral instructions and understands general work processes, as well as has practical knowledge of use of hand tools.

[] Individual possesses ability to read and write at an elementary level and understand work processes, as well as methods and use of equipment and machinery.

[] Individual possesses thorough knowledge of one trade or working knowledge of a variety of trades; has the ability to interpret work instructions and other technical guides; read blueprints; has practical knowledge of tools, machinery, and equipment; and possesses some work planning and layout, as well as practical shop mathematics.

[X] Individual possesses ability to use memory, judgment and ingenuity in planning and layout work; possess skills in using a variety of equipment and machinery; possesses experience planning and laying out work; has practical knowledge of variety of related skills including shop mathematics to level of geometry and trigonometry.

JOB REQUIREMENTS (KIND AND AMOUNT OF SKILL)

Place an X next to all statements, which describes the level of skill required for your job.

[X] Work consists of simple repetitive tasks and operations.

[X] Work consists of moderately complex, relatively standardized tasks, processes or operations.

[X] Work consists of complex, varied, standardized tasks, processes or operations.

[X] Work consists of highly complex, varied, non-standardized tasks, processes or operations.

RESPONSIBILITIES – EXTENT OF SUPERVISORY PARTICIPATION AND CONTROL OVER WORK

Place an X next to one statement that describes the effects of errors in your work.

- Supervisor gives complete and specific instruction on assignments. Work is performed under close supervision and there is no authority to deviate from the instructions given.
- Work is performed under moderate supervision. Instructions are relatively complete. Incumbent applies knowledge of technical manuals and work precedents and recommends or requests deviations from general instructions when necessary.
- Incumbent works with considerable independence from supervisory controls. Instructions are general. Technical manuals and work precedents may be modified to be practically applied. Incumbent has authority to deviate from instructions with prior approval and make decisions and judgments affecting quality and adequacy of work.

RESPONSIBILITIES – SCOPE OF WORK

Place an X next to one statement that describes the scope of your work.

- Incumbent works on only a portion of an operation which is part of a work process.
- Incumbent works on an operation which is part of a total work process, with little planning and layout responsibilities.
- Incumbent works on a total work process with responsibility for planning and layout. Advises others on practical aspects of work sequences and techniques.

RESPONSIBILITIES – OPPORTUNITY TO MAKE CHOICES

Place an X next to one statement to indicate the opportunity of making choices.

- Has little or no opportunity to make choices in carrying out routine or recurring assignments or tasks.
- Makes choices and takes actions in performing a variety of relatively standardized assignments or tasks.
- Makes choices and decisions and acts on varied non-standardized, non-routine assignments or tasks.

RESPONSIBILITIES – COMPLEXITY OF WORK

Place an X next to all the statements that describe the level of complexity for the position.

- Work involves simple, repetitive action and simple work sequences. Requires a low degree of accuracy and a low degree of care and skill to prevent damage to tools.
- Work involves moderately complex, involved in relatively varied tasks. A moderate degree of care and skill is required to protect tools, materials, and prevent injury to others.

- Incumbent is responsible for a variety of different operations to complete assignments. A high degree of accuracy is required to protect tools and materials and to prevent injury to others.

PERSONAL WORK RELATIONSHIPS – NATURE OF PERSONS CONTACTED IN PERSON OR BY PHONE

- Contacts are with persons employed by the same agency.
 Contacts are with persons employed by other agencies or with the public.
 Contacts are with supervisors or officials who have significant impact on programs or policies or incumbent's work has significant impact on programs or policies or the organization.

PHYSICAL EFFORT – NATURE AND DEGREE

Place an X next to all the statements that describe the nature and degree of physical effort for the position.

- Effort involves light lifting of tools, objects and working material, or light pushing and pulling, and/or normal visual or hearing acuity. Normally performs job in seated or standing position.
- Effort involves moderate lifting, pushing, pulling, reaching and/or more than normal visual or hearing acuity required for precision work. Performs in an abnormal sitting or standing position. Manual dexterity moderate.
- Effort involves heavy lifting, pushing or pulling, and excessive crouching, stooping, or lying in prone position and/or involves intense strain on sight or hearing. Performs usually in a non-sitting position. High manual dexterity may be required.

PHYSICAL EFFORT – FREQUENCY AND DURATION

Place an X next to all the statements that describe the frequency and duration of physical effort for the position.

- Effort is exerted for short periods of time. Strain is not prolonged.
- Effort is exerted regularly for sustained periods. Strain may be intense for frequent or moderate duration.
- Effort is prolonged and frequent. Strain may be extended in duration.

WORKING CONDITIONS – HAZARD/INJURY

Place an X next to all the statements that describe the hazard and/or injury associated with this position.

- Minimum hazardous working conditions.

Occasional exposure to hazardous work conditions (noise, fumes, height, slippery, vibration, moving parts).

Daily involvement with work that involves chance of major injury or loss of life.

WORKING CONDITIONS – EXPOSURE TO ENVIRONMENT

Place an X next to all the statements that describe the exposure to the environment associated with this position.

Adequate working conditions with at least minimum environmental conditions to assure the health, safety, and comfort of the workers.

Moderate exposure to dust, grease, temperature, noise, inadequate lighting, inclement weather, etc. May work where safety or health may be a factor.

Prolonged and frequent exposure to dust, grease, extreme temperature, or severe outdoor weather conditions. Exposure to unfavorable health or safety conditions frequently present.

WORKING CONDITIONS – PHYSICAL EFFORT

Physical Effort/Risk

In the spaces below, please note what kind of physical effort and/or risk is required to do your job and how often it is required by checking the appropriate box.

<u>Work Position</u>	<u>0 - 10%</u>	<u>10 - 30%</u>	<u>30 - 60%</u>	<u>60 - 90%</u>	<u>90-100%</u>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Body Movements</u>	<u>0-30 lbs</u>	<u>31-60 lbs</u>	<u>61-90 lbs</u>	<u>Over 90 lbs</u>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>0 - 10%</u>	<u>10 - 30%</u>	<u>30 - 60%</u>	<u>60 - 90%</u>	<u>90 - 100%</u>
Lifting frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing:					
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching:					
Parallel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hand:	Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Repetitive motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Holding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Finger Dexterity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This factor measures the kinds of mental stress and visual effort that is required to do your job.

	<u>0 – 10%</u>	<u>10 – 30%</u>	<u>30 – 60%</u>	<u>60 – 90%</u>	<u>90 – 100%</u>
Typing/CRT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Color distinction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visual inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Measure/assemble					
close to eye	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye/hand coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORKING CONDITIONS – WORK ENVIRONMENT

	<u>0 – 10%</u>	<u>10 – 30%</u>	<u>30 – 60%</u>	<u>60 – 90%</u>	<u>90 – 100%</u>
Exposure to temperature					
Extremes:					
Inside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard conditions:					
Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infections					
Disease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving:					
Car/Std Truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual/auto shift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location:					
Fall Hazard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Underground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<u>0 – 10%</u>	<u>10 – 30%</u>	<u>30 – 60%</u>	<u>60 – 90%</u>	<u>90 – 100%</u>
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Lighting:

Daylight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Night	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other physical Effort/Risk Information:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MANAGEMENT – SPAN OF CONTROL

Do you directly supervise other employees? Yes No

If you answered yes, how many employees do you supervise?

of Subordinate Supervisors # of Non-Supervisors

If you answered yes, how often do you directly supervise subordinates? daily weekly monthly

ADDITIONAL INFORMATION

Please use the space below to add any other information about your position with the organization that you feel is important to understanding your role.

This new position will replace/revise a position that is currently vacant. Prior position was more related to assisting with day-to-day computer/IT needs (a little more just assistive vs. managing inventory, supporting platforms and software, and development/troubleshooting and creating dashboards). We are in a place where just admin/support-type work isn't enough to support our day-to-day needs. We used to have a part-time Resultant resource onsite in our specific buildings daily for 4 hours due to our equipment/platform variety and diversity as well as our sheer need for operational support on equipment. That resource no longer exists.

Further, our need for data analysis and development of data dashboards, reports, and better resources is immense and we struggle to do that ourselves with current workloads. We are looking for a position of greater depth than the current position is situated – one we can give higher levels of responsibility to with commensurate expectations of output (similar to a project manager in the IT world, but not completely autonomous).

We are happy to provide further information, walk through our hierarchical chart, or explain the duties of the position relative to daily expectations. Thank you for your time.

STANDARD HOURS OF POSITION: 8am-4:30pm

SUPERVISOR CERTIFICATION

The following is to be completed by the immediate supervisor ONLY.

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out organizational functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

As supervisor, I certify the accuracy of these statements

As supervisor, I do not certify the accuracy of these statements.

Please use the space below for any comments you may have.

SEE ABOVE.

By signing below, I agree that the information in this Job Analysis Questionnaire is factual, to the best of my knowledge, and represents the duties and functions of the position being described.

Employee's Signature vacant Date: _____

Department Head/Elected Official's Signature Mindy Waldron Date: 3-3-2026



Position Overview

Job Title	
Department	
Employee Name (if applicable)	
Supervisor Name	
Current Classification (if applicable)	
Current Pay Grade (if applicable)	

Summary of NFP Recommendations

Classification	
Pay Grade	
Comments/Key Decision Points	

8900 Keystone Crossing / Suite 900 / Indianapolis, IN 46240 / NFP.com

Insurance services provided through First Person, Inc., a subsidiary of NFP Corp. (NFP). Doing business in California as First Person Insurance Solutions (License # OE 44236).

Summary of Process

Process Step	<u>Who was Involved</u>	<u>Date Submitted / Completed</u>
Job Analysis Questionnaire (JAQ)		
Desk Audit Questionnaire and Virtual Meeting with the Department		
Two NFP Team Members Independently Evaluate the Position for Classification		
Market Compensation Benchmark Completed		
Job Description is Drafted and Finalized		
Personnel Committee Presentation – Scheduled Meeting Date	Personnel Committee	

Attachments

- Job analysis questionnaire (JAQ)
- Job description
- Market compensation benchmark



Allen County
Job Evaluation System
PROFESSIONAL JOB ANALYSIS QUESTIONNAIRE
(JAQ)

Title: Information Systems Coordinator
Department:

Classification/Level:
Date: /2026

GENERAL INSTRUCTIONS: The information you supply on this questionnaire will be used to draft your job description. Please read the entire questionnaire carefully before answering any questions to avoid duplicating your replies. Take time to answer each question carefully and completely. To accurately prepare a description of the duties and responsibilities of your job, it is essential that your responses be clear, concise, and thorough.

POSITION INFORMATION

(TO BE COMPLETED BY THE EMPLOYEE IN THE POSITION WITH REVIEW AND COMMENTS BY THE SUPERVISOR)

Name: VACANT – Reclassifying then filling Date: March 3, 2026

Job Title: Information Systems Coordinator

Phone #: _____ Organization: Allen County Department of Health

Department: same Division: Informatics Division

How long have you been in your current position: _____

Name of Immediate Supervisor: Jana Sanders (but being written by Mindy Waldron)

Title of Immediate Supervisor: Informatics Division Director

Phone # of Immediate Supervisor: 260-449-7120 (Jana) – 260-449-7578 (Mindy)

Email Address of Immediate Supervisor: jana.sanders@allencounty.in.gov / mindy.waldron@allencounty.in.gov

GENERAL DESCRIPTION

Briefly state the general purpose of your job:

Under the direction of the Informatics Division Director, the Information Systems Coordinator manages the information technology systems that support the Allen County Department of Health and coordinates with the County's third party information technology (IT) vendor to support the department's needs. The Information

Systems Coordinator oversees and supports various data platforms and represents the department as a Super User and trainer for the enterprise-wide permitting system. This position conducts overall departmental data analysis, training and dashboard development. This position also assists Department Administration with various equipment-related tasks, data management, research and other IT-related day-to-day activities needing support, development and IT/Equipment/Data troubleshooting. This position is covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS OF THE JOB

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

Begin by listing the duties in order of importance from most important to least important. Rate the importance of each duty or responsibility based on the following scale and estimate the overall percentage of time you devote to each duty. [Note: percentages should total 100%. Continued onto next page]

Task or Duty	% of Time
1. Develops and works toward increased optimization of the enterprise-wide environmental permitting system, Accela, as well as Application Enhancer. Creates standard operating procedures and evaluates business processes/products to identify improvements and increase efficiency of this system and reporting. Tests, and trains staff on new Accela products and procedures as new versions are deployed or as new staff are onboarding. Troubleshoots issues with Accela and coordinates with vendor to resolve data/operational conflicts. Acts as the assigned departmental “Super User” for Acela, attending Super User meetings, conferences, and development discussions.	25%
2. Analyzes various departmental data utilizing programming such as Power BI, developing reports utilizing Crystal Reports and Ad Hoc reporting products, assists with in-house Accela Citizens Access or similar, and works with any other platforms deployed to include testing and training as directed.	20%
3. Develops reports for departmental use in Accela, and assists with data management, developing internal/external data mechanisms such as dashboards.	15%

Task or Duty	% of Time
4. Assists with various GIS-related projects, mapping and data epidemiological processes, and staff training as directed.	5%
5. Manages the procurement, testing and troubleshooting of all field equipment for use with Accela and other platforms as directed.	5%
6. Manages and oversees the Department's information technology equipment inventory including but not limited to, procurement, implementation, troubleshooting, tracking, and staff training. Coordinates and acts as the departmental contact for any new departmental or enterprise-wide application, portal, platform or IT-related process to include exploration, development, training and deployment as directed.	5%
7. Coordinates with Allen County's third party information technology vendor to refresh computers and other related equipment, working with the Informatics Director for deployment with all staff. Coordinates periodic cell phone and mobile device equipment refresh projects as directed.	5%
8. Assists Informatics Director in the coordination of large and impactful IT department or enterprise-wide special projects (such as changes to email, computer and phone system changes, new/existing equipment, software or similar). Assists with new use account creation and deletion as directed. Assists Informatics Director with oversight of City/County phone system equipment, functionality, reporting and troubleshooting.	5%

Task or Duty	% of Time
9. Develops/Manages staff's daily and monthly report spreadsheets to include functionality of the reports in use, troubleshooting and data analysis as requested. Assists all division directors with the creation of various excel spreadsheets and reports and assists in epidemiological investigations as necessary.	5%
10. Communicates computer/internet/system outages and resolution updates to staff when directed. Represents the Department at various meetings and events when requested. Assists Department Administrator with Health First Indiana/Health First Allen County grants, data, program tracking to include entry of data in state portal or similar. Assists with other special projects when needed. Performs leadership tasks and acts as the main IT-related point person in the absence of the Informatics Director. Performs all other duties as assigned.	10%

JOB REQUIREMENTS:

List any SPECIALIZED knowledge, abilities, and skills required to perform the tasks/duties effectively, i.e., budgeting, diesel mechanics, CAD, urban planning, payroll. Indicate how this is applied or used in your work.

Knowledge, Skill, Ability	How Applied
Associates or Bachelors degrees in information technology, computer science, data management, project management or significant experience in public health and computer practice preferred.	This is the basis of education and experience required to successfully lead the projects specified.
More than three years of information technology or data analysis experience preferred.	Needs some tangible experience in this area of practice to advise, lead and manage IT tasks for the department.
Working knowledge of Accela, Application Enhancer, Crystal Reports, Power BI, GIS/GPS platforms, network environments, print servers, IT equipment in general with a mastery in technology troubleshooting, data dashboard development/familiarity, and database development preferred.	Knowledge of systems and software over which they will develop, lead, test, train and work in daily.

Knowledge, Skill, Ability

Strong written and verbal skills to include experience and ease in public speaking

Proficient in various Microsoft Office 365 products, especially Word, Excel, Power Point and Teams.

Attention to detail, ability to analyze data and trends with regard to disease, and strong data entry and overall communication skills

Ability to take an idea or concept, consider all impacts and produce a product that addresses needs. Ability to learn new software programs, become proficient, and be able to train others on use of software. Strong verbal and written communication skills. Ability to multi-task many projects at once with strong organizational skills. Ability to comfortably and professionally speak to small and large audiences when training or representing. Ability to work with diverse groups of individuals with varying sets of skills and knowledge

How Applied

Presentations, meetings, department representation at state, local and national events, and day-to-day communications with medical providers, staff, and members of the public. Must engage in medical enforcement and must possess appropriate skills. Convey and synthesize difficult concepts into simple, digestible information.

Day-to-Day activities and training.

Working with a great deal of technical and medical data, treatment regimens/medications, diseases, and accuracy of data entry for state reporting purposes.

Day-to-day tasks

List all major equipment, software, or other specialized tools that you typically use or handle to perform your job responsibilities/duties, i.e., truck, car, hand and power tools, lab equipment, computer software programs.

- **Microsoft Office software with strong emphasis on using Word, Excel, Power Point and Teams.**

- All general office equipment with special emphasis on working knowledge of computers, tablets and mobile devices, network printers, copiers, and other similar IT equipment.

Place an X next to one statement to indicate the MINIMUM level of education required to perform this job. NOTE: This may well be less than your own particular educational level.

- High school diploma or equivalent
- Specialized training beyond high school normally gained in a program of less than 18 months duration.
Please specify type of training required: _____
- Associates degree (two year degree) or certification program of comparable length. Please outline specific certification: Associates or Bachelors degree in information technology, computer science, data management, project management or significant experience in public health and computer practice preferred.
- Degree, diploma, or certification with time requirements of greater than two years but less than four years. Please specify: _____
- Bachelors degree gained through four year college/university academic program, Please provide info on relevant bachelor's degree, which would qualify:
Biology, public health, education, or related field preferred
- Masters Degree. Please specify area of concentration:

- Post graduate degree and related experience normally associated with, but not limited to; legal, scientific and medical positions. Please specify area of concentration:

Place an X next to one statement to indicate the minimum amount of total related experience an employee must have prior to starting this job. Assume the employee has the appropriate level of formal education indicated in the previous section.

- No related experience required
- Less than 1 year
- More than 1 year
- At least 3 years
- At least 5 years
- More than 8 years

Please specify: 3 years experience in public health, information technology, data management or similar preferred.

List below any type of certification, licenses, or registration required for you to perform your job. NOTE: A valid driver's license should only be listed if driving is a part of your job.

Certification required:

License required:

Registration required:

JOB REQUIREMENTS (LEVEL OF KNOWLEDGE, SKILLS AND ABILITIES REQUIRED)

Place an X next to one statement that best describes the level of knowledge and abilities required in your job.

- Individual must possess an understanding of standard methods, practices and procedures of a discipline or specialized field and the body of facts relevant to the assigned categories of work.
- Individual must possess an understanding of elementary principles, theories, and methodology or advanced methods, practices, and procedures.
- Individual must possess an understanding of full range of generally accepted and commonly used principles, theories, methodology, and precedents.
- Incumbent must possess an understanding of advanced theories, principles, methodology, and new developments.
- Incumbent must possess an understanding of mastery of their field plus the ability to cope with unprecedented types of problems by extending accepted methods and techniques or by developing new ones.
- Incumbent must possess an understanding of mastery of their field plus the ability to generate hypotheses or principles or to extend the accepted principles, theories, or concepts beyond their previously recognized limits.

JOB REQUIREMENTS (NATURE AND EXTENT OF KNOWLEDGE)

Place an X next to all statements, which describes the level of knowledge and abilities required for your job.

- Work consists of practical knowledge of practices, rules, and regulations developed through on-the-job training and extended experience.
- Work consists of specialized knowledge of pragmatic and theoretical principles.
- Work consists of a broad knowledge of principles and practices of a recognized profession.
- Work consists of complete technical knowledge of a recognized profession.

DIFFICULTY OF WORK (COMPLEXITY OF ASSIGNED WORK)

Place an X next to all statements, which describes the level of complexity of intricacy of your work.

- Work consists of repetitive duties, restricted in scope and intricacy, involving few variables.
- Work consists of repetitive duties, restricted in scope but of substantial intricacy, involving several variables or considerations with interrelationships.
- Work is broad in scope and of substantial intricacy involving many variables or considerations with interrelationships difficult to ascertain, and usually having conflicting aspects requiring individual and differential diagnosis and treatment.

- [X] Work is broad in scope and of great intricacy involving many complex and significant variables; or considerations which are new, either in basic character or in circumstances or situations in which they occur.
- [] Work, in addition to being broad in scope, is of great intricacy, and of new and unprecedented nature, also requires study and consideration of the impact of alternative possible solutions on other major programs, situations, organizations, or future developments.

DIFFICULTY OF WORK (NATURE OF GUIDELINES)

Place an X next to all statements, which describe the level of mental demands of your work.

- [X] Work consists of numerous, prescribed and well established guidelines that are directly applicable to the task at hand, and can be readily selected. Judgment is limited to relating guidelines to a specific case. Analytical work answers are logically and readily obtained.
- [X] Work consists of generally accepted, but not always clearly applicable guidelines. Judgment is needed in selecting the most pertinent guidelines, in interpreting precedents, and in adapting standard formulas, methods, or procedures to fit facts and conditions.
- [X] Works consists of generally applicable, but ambiguous or only partially relevant guidelines or other-wise seriously deficient guidelines. Judgment is needed in extensively adapting or in making significant compromises to fit unusual or complex situations.
- [] Work consists of obscure, non-existent, irrelevant or contradictory guidelines for major parts of work. Creativity and ingenuity are needed to devise new approaches to deal with previously unsolved or novel problems.

RESPONSIBILITIES – EXTENT OF SUPERVISORY PARTICIPATION AND CONTROL OVER WORK

Place an X next to one statement that describes the effects of errors in your work.

- [] Supervisor gives specific instruction on new types of assignments. Work is occasionally checked during the process. All work is reviewed for adherence to instructions and guidelines, soundness of judgment and conclusions and accuracy.
- [X] Purpose and desired results are indicated and anticipated and unusual problems are discussed. Deviations from the guidelines must be referred to the supervisor. Case actions or recurring work are clearly covered by guidelines and may or may not be reviewed. Otherwise, work is reviewed for adherence to instructions, soundness of judgment and conclusions, technical adequacy and conformance with practice or precedent.
- [] Purpose and desired results are indicated. Unusual problems are proposed and deviations from guidelines or normal practice are discussed at the discretion of the employee. Case actions, recurring work (even where there is some variety or departure from standard guidelines) may or may not be reviewed. Otherwise work is reviewed for soundness of judgment and conclusions, general technical adequacy and conformance with practice and policy.
- [] General objectives and boundaries are indicated. Problems during work raising questions about

objectives and boundaries are discussed. Technical instruction is neither sought nor needed. Decisions and recommendations (other than on individual cases) are reviewed for attainment of objectives and compliance with agency policy.

- Assignments are usually planned with the supervisor in terms of general objective and boundaries. Problems arising during the work which may have a possible impact on agency policy are discussed. Decisions and recommendations are reviewed for overall accomplishment and impact upon agency mission, policy, or practice.

RESPONSIBILITIES – OPPORTUNITY TO MAKE CHOICES

Place an X next to one statement to indicate the opportunity of making choices.

- Has little or no opportunity to make choices in carrying out routine or recurring assignments or tasks.
- Makes choices and takes actions in performing a variety of relatively standardized assignments or tasks.
- Makes choices and decisions and acts on varied non-standardized, non-routine assignments or tasks.

Place an X next to one statement to indicate how the work is assigned to you by your supervisor.

- Detailed instruction before tasks or duty begins.
- Close supervision with frequent checks.
- General direction in following established practices and clear-cut policies.
- General guidance allowing for employee planning of procedures and methods to attain objective.

RESPONSIBILITIES – NATURE OF INSTRUCTIONS, GUIDELINESS & REQUIRED JUDGMENT

Place an X next to the one statement which best indicates the nature of instructions, guidelines and required judgment necessary to successfully perform the job.

- Work involves detailed instructions requiring little or no judgment.
- Incumbent will be required to apply standardized or generally accepted methods to deal with individual situations.
- Incumbent will provide a substantial contribution to the department making non-routine decisions / recommendations based on established departmental/organizational guidelines and policies.
- Incumbent will provide major contributions involving authoritative application of departmental/organizational policies and practices in especially complex or important matters.
- Incumbent will provide extensive and consequential contribution involving support, development or recommendations of major objectives, policies, programs, or practices.

PERSONAL WORK RELATIONSHIPS – PURPOSE AND NATURE OF REQUIRED CONTACTS

Place an X next to all the statements that describe the job-related communication required in your job. For those marked, indicate with an X whether it is daily, weekly, or monthly. (continued onto next page)

[X] Cooperative work relationships are incidental to purpose of the work to give and receive factual information about the work.

 X daily weekly monthly

[X] Person-to-person work relationships with explanation or interpretation of what is required in order to render services, carry out policies or maintain coordination ,are necessary for incumbent to successfully carry out function of position.

 X daily weekly monthly

JOB REQUIREMENTS (NATURE AND LEVEL OF KNOWLEDGE)

Place an X next to one statement that best describes the level of knowledge required in your job.

[] Individual possesses ability to follow simple oral instructions and understands general work processes, as well as has practical knowledge of use of hand tools.

[] Individual possesses ability to read and write at an elementary level and understand work processes, as well as methods and use of equipment and machinery.

[] Individual possesses thorough knowledge of one trade or working knowledge of a variety of trades; has the ability to interpret work instructions and other technical guides; read blueprints; has practical knowledge of tools, machinery, and equipment; and possesses some work planning and layout, as well as practical shop mathematics.

[X] Individual possesses ability to use memory, judgment and ingenuity in planning and layout work; possess skills in using a variety of equipment and machinery; possesses experience planning and laying out work; has practical knowledge of variety of related skills including shop mathematics to level of geometry and trigonometry.

JOB REQUIREMENTS (KIND AND AMOUNT OF SKILL)

Place an X next to all statements, which describes the level of skill required for your job.

[X] Work consists of simple repetitive tasks and operations.

[X] Work consists of moderately complex, relatively standardized tasks, processes or operations.

[X] Work consists of complex, varied, standardized tasks, processes or operations.

[X] Work consists of highly complex, varied, non-standardized tasks, processes or operations.

RESPONSIBILITIES – EXTENT OF SUPERVISORY PARTICIPATION AND CONTROL OVER WORK

Place an X next to one statement that describes the effects of errors in your work.

- Supervisor gives complete and specific instruction on assignments. Work is performed under close supervision and there is no authority to deviate from the instructions given.
- Work is performed under moderate supervision. Instructions are relatively complete. Incumbent applies knowledge of technical manuals and work precedents and recommends or requests deviations from general instructions when necessary.
- Incumbent works with considerable independence from supervisory controls. Instructions are general. Technical manuals and work precedents may be modified to be practically applied. Incumbent has authority to deviate from instructions with prior approval and make decisions and judgments affecting quality and adequacy of work.

RESPONSIBILITIES – SCOPE OF WORK

Place an X next to one statement that describes the scope of your work.

- Incumbent works on only a portion of an operation which is part of a work process.
- Incumbent works on an operation which is part of a total work process, with little planning and layout responsibilities.
- Incumbent works on a total work process with responsibility for planning and layout. Advises others on practical aspects of work sequences and techniques.

RESPONSIBILITIES – OPPORTUNITY TO MAKE CHOICES

Place an X next to one statement to indicate the opportunity of making choices.

- Has little or no opportunity to make choices in carrying out routine or recurring assignments or tasks.
- Makes choices and takes actions in performing a variety of relatively standardized assignments or tasks.
- Makes choices and decisions and acts on varied non-standardized, non-routine assignments or tasks.

RESPONSIBILITIES – COMPLEXITY OF WORK

Place an X next to all the statements that describe the level of complexity for the position.

- Work involves simple, repetitive action and simple work sequences. Requires a low degree of accuracy and a low degree of care and skill to prevent damage to tools.
- Work involves moderately complex, involved in relatively varied tasks. A moderate degree of care and skill is required to protect tools, materials, and prevent injury to others.

- Incumbent is responsible for a variety of different operations to complete assignments. A high degree of accuracy is required to protect tools and materials and to prevent injury to others.

PERSONAL WORK RELATIONSHIPS – NATURE OF PERSONS CONTACTED IN PERSON OR BY PHONE

- Contacts are with persons employed by the same agency.
 Contacts are with persons employed by other agencies or with the public.
 Contacts are with supervisors or officials who have significant impact on programs or policies or incumbent's work has significant impact on programs or policies or the organization.

PHYSICAL EFFORT – NATURE AND DEGREE

Place an X next to all the statements that describe the nature and degree of physical effort for the position.

- Effort involves light lifting of tools, objects and working material, or light pushing and pulling, and/or normal visual or hearing acuity. Normally performs job in seated or standing position.
- Effort involves moderate lifting, pushing, pulling, reaching and/or more than normal visual or hearing acuity required for precision work. Performs in an abnormal sitting or standing position. Manual dexterity moderate.
- Effort involves heavy lifting, pushing or pulling, and excessive crouching, stooping, or lying in prone position and/or involves intense strain on sight or hearing. Performs usually in a non-sitting position. High manual dexterity may be required.

PHYSICAL EFFORT – FREQUENCY AND DURATION

Place an X next to all the statements that describe the frequency and duration of physical effort for the position.

- Effort is exerted for short periods of time. Strain is not prolonged.
- Effort is exerted regularly for sustained periods. Strain may be intense for frequent or moderate duration.
- Effort is prolonged and frequent. Strain may be extended in duration.

WORKING CONDITIONS – HAZARD/INJURY

Place an X next to all the statements that describe the hazard and/or injury associated with this position.

- Minimum hazardous working conditions.

Occasional exposure to hazardous work conditions (noise, fumes, height, slippery, vibration, moving parts).

Daily involvement with work that involves chance of major injury or loss of life.

WORKING CONDITIONS – EXPOSURE TO ENVIRONMENT

Place an X next to all the statements that describe the exposure to the environment associated with this position.

Adequate working conditions with at least minimum environmental conditions to assure the health, safety, and comfort of the workers.

Moderate exposure to dust, grease, temperature, noise, inadequate lighting, inclement weather, etc. May work where safety or health may be a factor.

Prolonged and frequent exposure to dust, grease, extreme temperature, or severe outdoor weather conditions. Exposure to unfavorable health or safety conditions frequently present.

WORKING CONDITIONS – PHYSICAL EFFORT

Physical Effort/Risk

In the spaces below, please note what kind of physical effort and/or risk is required to do your job and how often it is required by checking the appropriate box.

<u>Work Position</u>	<u>0 - 10%</u>	<u>10 - 30%</u>	<u>30 - 60%</u>	<u>60 – 90%</u>	<u>90-100%</u>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Body Movements</u>	<u>0-30 lbs</u>	<u>31-60 lbs</u>	<u>61-90 lbs</u>	<u>Over 90 lbs</u>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>0 – 10%</u>	<u>10 – 30%</u>	<u>30 – 60%</u>	<u>60 – 90%</u>	<u>90 – 100%</u>
Lifting frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing:					
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching:					
Parallel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hand:	Overhead	[X]	[]	[]	[]	[]
	Repetitive motion	[]	[]	[]	[]	[X]
	Grasping	[]	[X]	[]	[]	[]
	Holding	[]	[X]	[]	[]	[]
	Finger Dexterity	[]	[X]	[]	[]	[]

This factor measures the kinds of mental stress and visual effort that is required to do your job.

	0 – 10%	10 – 30%	30 – 60%	60 – 90%	90 – 100%
Typing/CRT	[]	[]	[]	[]	[X]
Color distinction	[]	[]	[]	[X]	[]
Attention to detail	[]	[]	[]	[]	[X]
Visual inspection	[]	[]	[]	[]	[X]
Measure/assemble					
close to eye	[]	[X]	[]	[]	[]
Eye/hand coordination	[]	[X]	[]	[X]	[]
Writing	[]	[]	[]	[]	[]
Reading	[]	[]	[]	[]	[X]
Hearing	[]	[]	[]	[X]	[]
Speaking	[]	[]	[]	[X]	[]

WORKING CONDITIONS – WORK ENVIRONMENT

	0 – 10%	10 – 30%	30 – 60%	60 – 90%	90 – 100%
Exposure to temperature					
Extremes:					
Inside	[X]	[]	[]	[]	[]
Outside	[X]	[]	[]	[]	[]
Hazard conditions:					
Dust	[X]	[]	[]	[]	[]
Fumes	[X]	[]	[]	[]	[]
Chemicals	[X]	[]	[]	[]	[]
Gases	[X]	[]	[]	[]	[]
Dangerous equipment	[X]	[]	[]	[]	[]
Infections					
Disease	[X]	[]	[]	[]	[]
Bodily fluids	[X]	[]	[]	[]	[]
Extreme Noise	[X]	[]	[]	[]	[]
Electrical Hazard	[X]	[]	[]	[]	[]
Driving:					
Car/Std Truck	[X]	[]	[]	[]	[]
Heavy truck	[X]	[]	[]	[]	[]
Manual/auto shift	[X]	[]	[]	[]	[]
Mower	[X]	[]	[]	[]	[]
Forklift	[X]	[]	[]	[]	[]
Heavy Equipment	[X]	[]	[]	[]	[]
Location:					
Fall Hazard	[X]	[]	[]	[]	[]
Confined Spaces	[X]	[]	[]	[]	[]

Underground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<u>0 – 10%</u>	<u>10 – 30%</u>	<u>30 – 60%</u>	<u>60 – 90%</u>	<u>90 – 100%</u>
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Lighting:

Daylight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Night	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other physical Effort/Risk Information:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MANAGEMENT – SPAN OF CONTROL

Do you directly supervise other employees? Yes No

If you answered yes, how many employees do you supervise?

of Subordinate Supervisors # of Non-Supervisors

If you answered yes, how often do you directly supervise subordinates? daily weekly monthly

ADDITIONAL INFORMATION

Please use the space below to add any other information about your position with the organization that you feel is important to understanding your role.

This new position will replace/revise a position that is currently vacant. Prior position was more related to assisting with day-to-day computer/IT needs (a little more just assistive vs. managing inventory, supporting platforms and software, and development/troubleshooting and creating dashboards). We are in a place where just admin/support-type work isn't enough to support our day-to-day needs. We used to have a part-time Resultant resource onsite in our specific buildings daily for 4 hours due to our equipment/platform variety and diversity as well as our sheer need for operational support on equipment. That resource no longer exists.

Further, our need for data analysis and development of data dashboards, reports, and better resources is immense and we struggle to do that ourselves with current workloads. We are looking for a position of greater depth than the current position is situated – one we can give higher levels of responsibility to with commensurate expectations of output (similar to a project manager in the IT world, but not completely autonomous).

We are happy to provide further information, walk through our hierarchical chart, or explain the duties of the position relative to daily expectations. Thank you for your time.

STANDARD HOURS OF POSITION: 8am-4:30pm

SUPERVISOR CERTIFICATION

The following is to be completed by the immediate supervisor ONLY.

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out organizational functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

As supervisor, I certify the accuracy of these statements

As supervisor, I do not certify the accuracy of these statements.

Please use the space below for any comments you may have.

SEE ABOVE.

By signing below, I agree that the information in this Job Analysis Questionnaire is factual, to the best of my knowledge, and represents the duties and functions of the position being described.

Employee's Signature vacant Date: _____

Department Head/Elected Official's Signature Mindy Waldron Date: 3-3-2026



Allen County Job Description

INFORMATION SYSTEMS COORDINATOR

Department: Health – Informatics Division
Classification/Level: Professional PG:

FLSA Status: Non-Exempt
Date: 03/2026

Under the direction of the Informatics Division Director, the Information Systems Coordinator manages the information technology systems that support the Allen County Department of Health and coordinates with the County's third party information technology (IT) vendor to support the department's needs. The Information Systems Coordinator oversees and supports various data platforms and represents the department as a Super User and trainer for the enterprise-wide permitting system. This position conducts overall departmental data analysis, training and dashboard development. This position also assists Department Administration with various equipment-related tasks, data management, research and other IT-related day-to-day activities needing support, development and IT/Equipment/Data troubleshooting. This position is covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Develops reports, tests software and platforms, assists with various GIS-related projects, develops and implements the training for new staff on uses of a variety of systems and is the point person for development and troubleshooting of the permitting and vital records data platforms.
- Analyzes various departmental data utilizing programming such as Power BI, developing reports utilizing Crystal Reports and Ad Hoc reporting products, assists with in-house Accela Citizens Access or similar, and works with any other platforms deployed to include testing and training as directed.
- Acts as the Allen County Department of Health's designated Super User for Accela and Application Extender, developing and conducting all related training and troubleshooting and elevating issues to IT contractor for support.
- Develops reports for departmental use in Accela, and assists with data management, developing internal/external data mechanisms such as dashboards.
- Assists with various GIS-related projects, mapping and data epidemiological processes, and staff training as directed.
- Manages the procurement, testing and troubleshooting of all field equipment for use with Accela and other platforms as directed.
- Manages and oversees the Department's information technology equipment inventory including but not limited to, procurement, implementation, troubleshooting, tracking, and staff training.
- Coordinates and acts as the departmental contact for any new departmental or enterprise-wide application, portal, platform or IT-related process to include exploration, development, training and deployment as directed.
- Coordinates with Allen County's third-party information technology vendor to refresh computers and other related equipment, working with the Informatics Director for deployment with all staff. Coordinates periodic cell phone and mobile device equipment refresh projects as directed.
-
- Manages and maintains department's five digital displays in waiting areas as well as all relevant software, specifically administrating software accounts, creating content, training on software, and working with third-party vendors.
- Develops/Manages staff's daily and monthly report spreadsheets to include functionality of the reports in use, troubleshooting and data analysis as requested.
- Assists all division directors with the creation of various excel spreadsheets and reports and assists in epidemiological investigations as necessary.
- Communicates computer/internet/system outages and resolution updates to staff when directed. Represents the

Department at various meetings and events when requested.

- Assists Department Administrator with Health First Indiana/Health First Allen County grants, data, program tracking to include entry of data in state portal or similar.
- Assists with other special projects when needed. Performs leadership tasks and acts as the main IT-related point person in the absence of the Informatics Director.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- Associate's degree in information technology, computer science, data management, project management, or significant experience in public health and computer practice preferred.
- More than three years of information technology or data analysis experience.
- Working knowledge of Accela, Application Extender/Enhancer, Crystal Reports, Power BI, GIS/GPS platforms, network environments, print servers, database development, and general IT equipment troubleshooting preferred.
- Strong written and verbal skills to include experience and ease in public speaking.
- Proficient in various Microsoft Office 365 products, especially Word, Excel, Power Point and Teams.
- Attention to detail, ability to analyze data and trends with regard to disease, and strong data entry and overall communication skills
- Capacity to take an idea or concept, consider all impacts and produce a product that addresses needs.
- Aptitude to learn new software programs, become proficient, and be able to train others on use of software.
- Ability to multi-task many projects at once with strong organizational skills.
- Proficient in delivering professional training and presentations to both small and large audiences.
- Competence to work with diverse groups of individuals with varying sets of skills and knowledge

DIFFICULTY OF WORK:

The Information Systems Coordinator performs work that is broad in scope and of substantial intricacy when supporting the Informatics Division as a Super User and trainer of various data platforms within the Allen County Department of Health. Judgment is needed when testing software and platforms and assisting with **SERV-IN**.

RESPONSIBILITY:

The Information Systems Coordinator performs work that involves standardized practices, procedures and general instructions when assisting with GIS-related data projects and development. Work requires some analysis and judgment in making non-routine decisions and recommendations when assisting the Administration Division and Department Administrator with various duties associated with equipment-related tasks.

PERSONAL WORK RELATIONSHIPS:

The Information Systems Coordinator maintains contact with other County employees, local, state and federal agencies and members of the general public regarding the support of the Informatics Division as a super user and training of various data platforms within the Allen County Department of Health.

WORKING CONDITIONS:

The Information Systems Coordinator performs majority of work in a standard office environment with the ability to move around freely. Some lifting of up to fifty pounds, bending, pushing/pulling loads, reaching over head and kneeling. Frequent sitting, typing, proofreading, mental/visual effort, transcription and attention to detail are also necessary.

SUPERVISION:

None

LICENSING:

None

IMMEDIATE SUPERVISOR:

Informatics Division Director

HOURS:

8:00 am – 4:30 pm; 37.5 hours/week; overtime as required

EEO CATEGORY:

0802

WORKER'S COMP CODE:

8810

Allen County Benchmarking Project Data Summary

Title	Base 25th Percentile	TCC 25th Percentile
Information Systems Coordinator	\$55,614	\$56,108

Benchmarking data represents a 1950 hour per year schedule.

Base = Cash compensation paid to employees for regular job performance (i.e., hourly rate, exempt salary)

TCC (Total Cash Compensation) = Base pay plus additional cash compensation paid within a year (e.g., bonuses and other variable pay) – excludes benefits, long-term incentives, retirement plan contributions



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LICENSING:

None

IMMEDIATE SUPERVISOR:

Informatics Division Director

HOURS:

8:00 am – 4:30 pm; 37.5 hours/week; overtime as required

EEO CATEGORY:

0802

WORKER'S COMP CODE:

8810



Position Overview

Job Title	
Department	
Employee Name (if applicable)	
Supervisor Name	
Current Classification (if applicable)	
Current Pay Grade (if applicable)	

Summary of NFP Recommendations

Classification	
Pay Grade	
Comments/Key Decision Points	

8900 Keystone Crossing / Suite 900 / Indianapolis, IN 46240 / NFP.com

Insurance services provided through First Person, Inc., a subsidiary of NFP Corp. (NFP). Doing business in California as First Person Insurance Solutions (License # OE 44236).

Summary of Process

Process Step	<u>Who was Involved</u>	<u>Date Submitted / Completed</u>
Job Analysis Questionnaire (JAQ)		
Desk Audit Questionnaire and Virtual Meeting with the Department		
Two NFP Team Members Independently Evaluate the Position for Classification		
Market Compensation Benchmark Completed		
Job Description is Drafted and Finalized		
Personnel Committee Presentation – Scheduled Meeting Date	Personnel Committee	

Attachments

- Job analysis questionnaire (JAQ)
- Job description
- Market compensation benchmark



Allen County
Job Evaluation System
PROFESSIONAL JOB ANALYSIS QUESTIONNAIRE
(JAQ)

Title: HIV/STI Prevention Program Supervisor
Department:

Classification/Level:
Date: /2026

GENERAL INSTRUCTIONS: The information you supply on this questionnaire will be used to draft your job description. Please read the entire questionnaire carefully before answering any questions to avoid duplicating your replies. Take time to answer each question carefully and completely. To accurately prepare a description of the duties and responsibilities of your job, it is essential that your responses be clear, concise, and thorough.

POSITION INFORMATION

(TO BE COMPLETED BY THE EMPLOYEE IN THE POSITION WITH REVIEW AND COMMENTS BY THE SUPERVISOR)

Name: New Position Date: March 1, 2026

Job Title: HIV/STI Prevention Program Supervisor ("STI" = Sexually Transmitted Infection)

Phone #: _____ Organization: Allen County Department of Health

Department: same Division: Clinical Services and Case Management Division

How long have you been in your current position: _____

Name of Immediate Supervisor: Erika Pitcher (but being written by Mindy Waldron)

Title of Immediate Supervisor: Clinical Services & Case Mgmt. Division Director

Phone # of Immediate Supervisor: 260-449-4838 (Erika) – 260-449-7578 (Mindy)

Email Address of Immediate Supervisor: erika.pitcher@allencounty.us / mindy.waldron@allencounty.us

GENERAL DESCRIPTION

Briefly state the general purpose of your job:

Under the direction of the Clinical Services & Case Management Division Director, the HIV/STI Prevention Program Supervisor leads one nurse, one support staff and 3 disease intervention specialists who intervene in the spread of sexually transmitted infections (STIs) including HIV by reducing the complications of these

diseases through surveillance, case detection through screening, treatment of known cases, case follow up and education for close contacts. This position oversees the program staff engaged in this field/office/clinical work and tracks duties, data and outcomes on a day-to-day basis. This position is covered as defined by the Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS OF THE JOB

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

Begin by listing the duties in order of importance from most important to least important. Rate the importance of each duty or responsibility based on the following scale and estimate the overall percentage of time you devote to each duty. [Note: percentages should total 100%. Continued onto next page]

Task or Duty	% of Time
1. Supervises and directs the HIV/STI Prevention Program staff on a daily basis including education on and completion of all required field/office/clinical work in accordance with state law, to include data collection and analysis, staff scheduling, and training.	50%
2. Supervises the daily operations of the program including onsite and offsite testing, counseling, education, epidemiologic case analysis, patient interviewing, partner counseling, phlebotomy, exams, treatment, testing, client referrals and documentation. Recommends corrective action to Division Director as appropriate and ensures staff compliance with all policies and procedures.	25%
3. Maintains/Compiles a wide variety of local and state data, reports, files, and related statistics required by the Indiana Department of Health, Centers for Disease Control & Prevention, and as needed for local use & reporting/decision-making. Often presents on this data publicly and internally.	10%
4. Assists with operation & staffing of and ensures STI testing provision at the Allen County Syringe Services Program weekly as needed, offsite mobile unit testing events (Jail, Community Corrections, Schools, many other), community/university testing events and educational prevention initiatives.	5%

<u>Task or Duty</u>	<u>% of Time</u>
5. Reviews and evaluates program operations and monitors changes in and availability of appropriate medications required for applicable disease treatment, and is responsible for changes to or implementation of new internal programmatic processes, reporting and follow-up with staff and area medical providers/agencies.	4%
6. Attends meetings, events, and conducts speaking engagements as requested. Responds to inquiries from other agencies, medical providers, state departments, or members of the public. Engages in any after-hours disease follow-up work as assigned.	2%
7. Orders and maintains inventory for Syringe Services program as well as medications for divisional/department use (specific).	2%
8. Performs all other duties as assigned.	2%
9.	
10.	

JOB REQUIREMENTS:

List any **SPECIALIZED** knowledge, abilities, and skills required to perform the tasks/duties effectively, i.e., budgeting, diesel mechanics, CAD, urban planning, payroll. Indicate how this is applied or used in your work.

<u>Knowledge, Skill, Ability</u>	<u>How Applied</u>
Bachelors degree in biology, public health, education, social work or related field preferred with at least 3 years experience in public health, STI surveillance testing and prevention work.	This is the basis of education and experience required to successfully lead a team of field/office/clinical STI surveillance staff

Knowledge, Skill, Ability

How Applied

Thorough knowledge in infectious diseases, HIV/STI principles, epidemiology, bloodborne pathogens, state laws and rules regarding communicable diseases, testing, counseling and treatment

Strong written and verbal skills to include experience and ease in public speaking

Ability to perform and teach phlebotomy and well as general laboratory processes for bloodwork/specimens gathered in daily practices

Knowledge of partner/contact counseling skills to assess individual risk behaviors and motivational interviewing abilities to gather needed information for treatment recommendations

Attention to detail, ability to analyze data and trends with regard to disease, and strong data entry and overall communication skills

Oversees the staff who perform the tasks related to these areas, and therefore a solid basis of knowledge, experience and ability to apply these principles is required.

Presentations, meetings, department representation at state, local and national events, and day-to-day communications with medical providers, staff, and members of the public. Must engage in medical enforcement and must possess appropriate skills.

Day-to-Day activities and training.

Needed to effectively conduct partner notifications/referral and to help stop the spread of disease. Developing trust with patients is key to success in partner and patient treatment.

Working with a great deal of technical and medical data, treatment regimens/medications, diseases, and accuracy of data entry for state reporting purposes.

List all major equipment, software, or other specialized tools that you typically use or handle to perform your job responsibilities/duties, i.e., truck, car, hand and power tools, lab equipment, computer software programs.

- **Microsoft Office software with strong emphasis on using Word, Excel, Power Point and Teams.**
- **All general office equipment**
- **Ability to safely drive, back-up, park, and work from a box-truck mobile unit for outreach events.**
- **Ability to do phlebotomy and other basic medical tasks involving syringes, needles, blood, and similar devices, including lab equipment for the spinning down of these items for shipment (using a centrifuge, etc.)**

Place an X next to one statement to indicate the MINIMUM level of education required to perform this job. NOTE: This may well be less than your own particular educational level.

- High school diploma or equivalent
- Specialized training beyond high school normally gained in a program of less than 18 months duration.
Please specify type of training required: _____
- Associates degree (two year degree) or certification program of comparable length. Please outline specific certification: _____
- Degree, diploma, or certification with time requirements of greater than two years but less than four years. Please specify: _____
- Bachelors degree gained through four year college/university academic program, Please provide info on relevant bachelor's degree, which would qualify:
Biology, public health, education, social work or related field preferred
- Masters Degree. Please specify area of concentration:

- Post graduate degree and related experience normally associated with, but not limited to; legal, scientific and medical positions. Please specify area of concentration:

Place an X next to one statement to indicate the minimum amount of total related experience an employee must have prior to starting this job. Assume the employee has the appropriate level of formal education indicated in the previous section.

- No related experience required
- Less than 1 year
- More than 1 year
- At least 3 years
- At least 5 years
- More than 8 years

Please specify: 3 years experience in public health, STI surveillance testing and prevention work and any associated medical processes such as phlebotomy

List below any type of certification, licenses, or registration required for you to perform your job. NOTE: A valid driver's license should only be listed if driving is a part of your job.

Certification required:

License required:

Registration required:

JOB REQUIREMENTS (LEVEL OF KNOWLEDGE, SKILLS AND ABILITIES REQUIRED)

Place an X next to one statement that best describes the level of knowledge and abilities required in your job.

- Individual must possess an understanding of standard methods, practices and procedures of a discipline or specialized field and the body of facts relevant to the assigned categories of work.
- Individual must possess an understanding of elementary principles, theories, and methodology or advanced methods, practices, and procedures.
- Individual must possess an understanding of full range of generally accepted and commonly used principles, theories, methodology, and precedents.
- Incumbent must possess an understanding of advanced theories, principles, methodology, and new developments.
- Incumbent must possess an understanding of mastery of their field plus the ability to cope with unprecedented types of problems by extending accepted methods and techniques or by developing new ones. **Mainly due to the nature of the job where the disease cases are incredibly complicated (as they are referred to us from area medical providers by state law – and because public health departments are the experts in the treatment of syphilis, congenital syphilis, other STIs, etc.). When various risk factors exist (e.g.; pregnancy and others), or when medications are on backorder/unavailable, the decisions on treatment and medical interventions are sometimes discerned in the moment with deep knowledge of medication effects and preclusions, etc. This position leads those discussions and helps with the overall decisions (speaking with our Medical Director, an MD, as needed).**
- Incumbent must possess an understanding of mastery of their field plus the ability to generate hypotheses or principles or to extend the accepted principles, theories, or concepts beyond their previously recognized limits.

JOB REQUIREMENTS (NATURE AND EXTENT OF KNOWLEDGE)

Place an X next to all statements, which describes the level of knowledge and abilities required for your job.

- Work consists of practical knowledge of practices, rules, and regulations developed through on-the-job training and extended experience.
- Work consists of specialized knowledge of pragmatic and theoretical principles.
- Work consists of a broad knowledge of principles and practices of a recognized profession.
- Work consists of complete technical knowledge of a recognized profession.

DIFFICULTY OF WORK (COMPLEXITY OF ASSIGNED WORK)

Place an X next to all statements, which describes the level of complexity of intricacy of your work.

- Work consists of repetitive duties, restricted in scope and intricacy, involving few variables.
- Work consists of repetitive duties, restricted in scope but of substantial intricacy, involving several variables or considerations with interrelationships.
- Work is broad in scope and of substantial intricacy involving many variables or considerations with interrelationships difficult to ascertain, and usually having conflicting aspects requiring individual and differential diagnosis and treatment.

- Work is broad in scope and of great intricacy involving many complex and significant variables; or considerations which are new, either in basic character or in circumstances or situations in which they occur.
- Work, in addition to being broad in scope, is of great intricacy, and of new and unprecedented nature, also requires study and consideration of the impact of alternative possible solutions on other major programs, situations, organizations, or future developments.

DIFFICULTY OF WORK (NATURE OF GUIDELINES)

Place an X next to all statements, which describe the level of mental demands of your work.

- Work consists of numerous, prescribed and well established guidelines that are directly applicable to the task at hand, and can be readily selected. Judgment is limited to relating guidelines to a specific case. Analytical work answers are logically and readily obtained.
- Work consists of generally accepted, but not always clearly applicable guidelines. Judgment is needed in selecting the most pertinent guidelines, in interpreting precedents, and in adapting standard formulas, methods, or procedures to fit facts and conditions.
- Works consists of generally applicable, but ambiguous or only partially relevant guidelines or other-wise seriously deficient guidelines. Judgment is needed in extensively adapting or in making significant compromises to fit unusual or complex situations.
- Work consists of obscure, non-existent, irrelevant or contradictory guidelines for major parts of work. Creativity and ingenuity are needed to devise new approaches to deal with previously unsolved or novel problems.

RESPONSIBILITIES – EXTENT OF SUPERVISORY PARTICIPATION AND CONTROL OVER WORK

Place an X next to one statement that describes the effects of errors in your work.

- Supervisor gives specific instruction on new types of assignments. Work is occasionally checked during the process. All work is reviewed for adherence to instructions and guidelines, soundness of judgment and conclusions and accuracy.
- Purpose and desired results are indicated and anticipated and unusual problems are discussed. Deviations from the guidelines must be referred to the supervisor. Case actions or recurring work are clearly covered by guidelines and may or may not be reviewed. Otherwise, work is reviewed for adherence to instructions, soundness of judgment and conclusions, technical adequacy and conformance with practice or precedent.
- Purpose and desired results are indicated. Unusual problems are proposed and deviations from guidelines or normal practice are discussed at the discretion of the employee. Case actions, recurring work (even where there is some variety or departure from standard guidelines) may or may not be reviewed. Otherwise work is reviewed for soundness of judgment and conclusions, general technical adequacy and conformance with practice and policy.
- General objectives and boundaries are indicated. Problems during work raising questions about

objectives and boundaries are discussed. Technical instruction is neither sought nor needed. Decisions and recommendations (other than on individual cases) are reviewed for attainment of objectives and compliance with agency policy.

- Assignments are usually planned with the supervisor in terms of general objective and boundaries. Problems arising during the work which may have a possible impact on agency policy are discussed. Decisions and recommendations are reviewed for overall accomplishment and impact upon agency mission, policy, or practice.

RESPONSIBILITIES – OPPORTUNITY TO MAKE CHOICES

Place an X next to one statement to indicate the opportunity of making choices.

- Has little or no opportunity to make choices in carrying out routine or recurring assignments or tasks.
- Makes choices and takes actions in performing a variety of relatively standardized assignments or tasks.
- Makes choices and decisions and acts on varied non-standardized, non-routine assignments or tasks.

Place an X next to one statement to indicate how the work is assigned to you by your supervisor.

- Detailed instruction before tasks or duty begins.
- Close supervision with frequent checks.
- General direction in following established practices and clear-cut policies.
- General guidance allowing for employee planning of procedures and methods to attain objective.

RESPONSIBILITIES – NATURE OF INSTRUCTIONS, GUIDELINESS & REQUIRED JUDGMENT

Place an X next to the one statement which best indicates the nature of instructions, guidelines and required judgment necessary to successfully perform the job.

- Work involves detailed instructions requiring little or no judgment.
- Incumbent will be required to apply standardized or generally accepted methods to deal with individual situations.
- Incumbent will provide a substantial contribution to the department making non-routine decisions / recommendations based on established departmental/organizational guidelines and policies.
- Incumbent will provide major contributions involving authoritative application of departmental/organizational policies and practices in especially complex or important matters.
- Incumbent will provide extensive and consequential contribution involving support, development or recommendations of major objectives, policies, programs, or practices.

PERSONAL WORK RELATIONSHIPS – PURPOSE AND NATURE OF REQUIRED CONTACTS

Place an X next to all the statements that describe the job-related communication required in your job. For those marked, indicate with an X whether it is daily, weekly, or monthly. (continued onto next page)

[X] Cooperative work relationships are incidental to purpose of the work to give and receive factual information about the work.

 X daily weekly monthly

[X] Person-to-person work relationships with explanation or interpretation of what is required in order to render services, carry out policies or maintain coordination ,are necessary for incumbent to successfully carry out function of position.

 X daily weekly monthly

JOB REQUIREMENTS (NATURE AND LEVEL OF KNOWLEDGE)

Place an X next to one statement that best describes the level of knowledge required in your job.

- [] Individual possesses ability to follow simple oral instructions and understands general work processes, as well as has practical knowledge of use of hand tools.
- [] Individual possesses ability to read and write at an elementary level and understand work processes, as well as methods and use of equipment and machinery.
- [] Individual possesses thorough knowledge of one trade or working knowledge of a variety of trades; has the ability to interpret work instructions and other technical guides; read blueprints; has practical knowledge of tools, machinery, and equipment; and possesses some work planning and layout, as well as practical shop mathematics.
- [X] Individual possesses ability to use memory, judgment and ingenuity in planning and layout work; possess skills in using a variety of equipment and machinery; possesses experience planning and laying out work; has practical knowledge of variety of related skills including shop mathematics to level of geometry and trigonometry.

JOB REQUIREMENTS (KIND AND AMOUNT OF SKILL)

Place an X next to all statements, which describes the level of skill required for your job.

- [] Work consists of simple repetitive tasks and operations.
- [] Work consists of moderately complex, relatively standardized tasks, processes or operations.
- [X] Work consists of complex, varied, standardized tasks, processes or operations.
- [] Work consists of highly complex, varied, non-standardized tasks, processes or operations.

RESPONSIBILITIES – EXTENT OF SUPERVISORY PARTICIPATION AND CONTROL OVER WORK

Place an X next to one statement that describes the effects of errors in your work.

- Supervisor gives complete and specific instruction on assignments. Work is performed under close supervision and there is no authority to deviate from the instructions given.
- Work is performed under moderate supervision. Instructions are relatively complete. Incumbent applies knowledge of technical manuals and work precedents and recommends or requests deviations from general instructions when necessary.
- Incumbent works with considerable independence from supervisory controls. Instructions are general. Technical manuals and work precedents may be modified to be practically applied. Incumbent has authority to deviate from instructions with prior approval and make decisions and judgments affecting quality and adequacy of work.

RESPONSIBILITIES – SCOPE OF WORK

Place an X next to one statement that describes the scope of your work.

- Incumbent works on only a portion of an operation which is part of a work process.
- Incumbent works on an operation which is part of a total work process, with little planning and layout responsibilities.
- Incumbent works on a total work process with responsibility for planning and layout. Advises others on practical aspects of work sequences and techniques.

RESPONSIBILITIES – OPPORTUNITY TO MAKE CHOICES

Place an X next to one statement to indicate the opportunity of making choices.

- Has little or no opportunity to make choices in carrying out routine or recurring assignments or tasks.
- Makes choices and takes actions in performing a variety of relatively standardized assignments or tasks.
- Makes choices and decisions and acts on varied non-standardized, non-routine assignments or tasks.

RESPONSIBILITIES – COMPLEXITY OF WORK

Place an X next to all the statements that describe the level of complexity for the position.

- Work involves simple, repetitive action and simple work sequences. Requires a low degree of accuracy and a low degree of care and skill to prevent damage to tools.
- Work involves moderately complex, involved in relatively varied tasks. A moderate degree of care and skill is required to protect tools, materials, and prevent injury to others.

- Incumbent is responsible for a variety of different operations to complete assignments. A high degree of accuracy is required to protect tools and materials and to prevent injury to others.

PERSONAL WORK RELATIONSHIPS – NATURE OF PERSONS CONTACTED IN PERSON OR BY PHONE

- Contacts are with persons employed by the same agency.
 Contacts are with persons employed by other agencies or with the public.
 Contacts are with supervisors or officials who have significant impact on programs or policies or incumbent's work has significant impact on programs or policies or the organization.

PHYSICAL EFFORT – NATURE AND DEGREE

Place an X next to all the statements that describe the nature and degree of physical effort for the position.

- Effort involves light lifting of tools, objects and working material, or light pushing and pulling, and/or normal visual or hearing acuity. Normally performs job in seated or standing position.
- Effort involves moderate lifting, pushing, pulling, reaching and/or more than normal visual or hearing acuity required for precision work. Performs in an abnormal sitting or standing position. Manual dexterity moderate.
- Effort involves heavy lifting, pushing or pulling, and excessive crouching, stooping, or lying in prone position and/or involves intense strain on sight or hearing. Performs usually in a non-sitting position. High manual dexterity may be required.

PHYSICAL EFFORT – FREQUENCY AND DURATION

Place an X next to all the statements that describe the frequency and duration of physical effort for the position.

- Effort is exerted for short periods of time. Strain is not prolonged.
- Effort is exerted regularly for sustained periods. Strain may be intense for frequent or moderate duration.
- Effort is prolonged and frequent. Strain may be extended in duration.

WORKING CONDITIONS – HAZARD/INJURY

Place an X next to all the statements that describe the hazard and/or injury associated with this position.

- Minimum hazardous working conditions.

Occasional exposure to hazardous work conditions (noise, fumes, height, slippery, vibration, moving parts).

Daily involvement with work that involves chance of major injury or loss of life.

WORKING CONDITIONS – EXPOSURE TO ENVIRONMENT

Place an X next to all the statements that describe the exposure to the environment associated with this position.

Adequate working conditions with at least minimum environmental conditions to assure the health, safety, and comfort of the workers.

Moderate exposure to dust, grease, temperature, noise, inadequate lighting, inclement weather, etc. May work where safety or health may be a factor.

Prolonged and frequent exposure to dust, grease, extreme temperature, or severe outdoor weather conditions. Exposure to unfavorable health or safety conditions frequently present.

WORKING CONDITIONS – PHYSICAL EFFORT

Physical Effort/Risk

In the spaces below, please note what kind of physical effort and/or risk is required to do your job and how often it is required by checking the appropriate box.

<u>Work Position</u>	<u>0 - 10%</u>	<u>10 - 30%</u>	<u>30 - 60%</u>	<u>60 – 90%</u>	<u>90-100%</u>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Body Movements</u>	<u>0-30 lbs</u>	<u>31-60 lbs</u>	<u>61-90 lbs</u>	<u>Over 90 lbs</u>
Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>0 – 10%</u>	<u>10 – 30%</u>	<u>30 – 60%</u>	<u>60 – 90%</u>	<u>90 – 100%</u>
Lifting frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling frequency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing:					
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching:					
Parallel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hand:	Overhead	[X]	[]	[]	[]	[]
	Repetitive motion	[]	[]	[]	[]	[X]
	Grasping	[X]	[]	[]	[]	[]
	Holding	[X]	[]	[]	[]	[]
	Finger Dexterity	[X]	[]	[]	[]	[]

This factor measures the kinds of mental stress and visual effort that is required to do your job.

	0 – 10%	10 – 30%	30 – 60%	60 – 90%	90 – 100%
Typing/CRT	[]	[]	[]	[]	[X]
Color distinction	[]	[]	[]	[X]	[]
Attention to detail	[]	[]	[]	[]	[X]
Visual inspection	[]	[]	[]	[]	[X]
Measure/assemble					
close to eye	[]	[X]	[]	[]	[]
Eye/hand coordination	[]	[X]	[]	[]	[]
Writing	[]	[]	[]	[]	[X]
Reading	[]	[]	[]	[]	[X]
Hearing	[]	[]	[]	[X]	[]
Speaking	[]	[]	[]	[X]	[]

WORKING CONDITIONS – WORK ENVIRONMENT

	0 – 10%	10 – 30%	30 – 60%	60 – 90%	90 – 100%
Exposure to temperature					
Extremes:					
Inside	[X]	[]	[]	[]	[]
Outside	[]	[]	[X]	[]	[]
Hazard conditions:					
Dust	[X]	[]	[]	[]	[]
Fumes	[X]	[]	[]	[]	[]
Chemicals	[X]	[]	[]	[]	[]
Gases	[X]	[]	[]	[]	[]
Dangerous equipment	[X]	[]	[]	[]	[]
Infections					
Disease	[]	[]	[]	[X]	[]
Bodily fluids	[]	[]	[]	[X]	[]
Extreme Noise	[X]	[]	[]	[]	[]
Electrical Hazard	[X]	[]	[]	[]	[]
Driving:					
Car/Std Truck	[]	[]	[]	[X]	[]
Heavy truck	[X]	[]	[]	[]	[]
Manual/auto shift	[X]	[]	[]	[]	[]
Mower	[X]	[]	[]	[]	[]
Forklift	[X]	[]	[]	[]	[]
Heavy Equipment	[X]	[]	[]	[]	[]
Location:					
Fall Hazard	[X]	[]	[]	[]	[]
Confined Spaces	[X]	[]	[]	[]	[]

Underground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

0 – 10% 10 – 30% 30 – 60% 60 – 90% 90 – 100%

Lighting:

Daylight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Night	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other physical Effort/Risk Information:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These questions were asked on prior “management-level” JAQs. The current JAQ in use did not have these questions, which to me, are incredibly important in discerning the exact tasks a supervisor/manager/director does as compared to a “general” staff member without oversight duties or a department leader with full span of control (i.e.; each end of the spectrum needs clarity when scoring for compensation). THANKS FOR READING THESE BELOW!

MANAGEMENT – SPAN OF CONTROL

Do you directly supervise other employees? Yes No
 If you answered yes, how many employees do you supervise?
 # of Subordinate Supervisors # of Non-Supervisors 5]
 If you answered yes, how often do you directly supervise subordinates? daily
 weekly monthly

MANAGEMENT – PERFORMANCE

Place an X next to the one statement that indicates the level of management and direction that you provide to your subordinates: **This one has never made sense to allow only one choice. I have checked all that apply as they are diverse things and DO NOT stand alone.**

- Incumbent determines and assigns daily tasks.
- Incumbent reviews subordinate work for completeness.
- Incumbent counsels employees and recommends disciplinary action.
- Incumbent monitors and reviews performance of subordinate supervisors/work units.
- Incumbent assures that personnel policies are being carried out by subordinate supervisors.
- Incumbent provides limited authority to make personnel changes.
- Incumbent issues disciplinary action with full authority over personnel functions, including hiring and termination.

Place an X next to the one statement that indicates the level of training provided to your subordinates:

- Incumbent does not provide training.
- Incumbent trains immediate subordinates and employees under their unit and identifies additional training needs of individuals of their staff.
- Incumbent determines training needs of employees and supervisors and approves training assignments.
- Incumbent approves and establishes training programs for subordinate supervisors for the department and evaluates training program effectiveness.

Place an X next to the one statement that indicates the level of participation in setting standards of work quality and quantity:

- Incumbent does not participate in setting standards of work.
- Incumbent assures conformation to work standards set by others, may explain standards to immediate staff and recommend changes.
- Incumbent develops standards of governing quality and quantity of work that is approved by a higher level.
- Incumbent approves the work standards that oversee quality and quantity.

Place an X next to statements that are applicable to this job:

- Incumbent coordinates work operations at department level. Establishes priorities, work sequences, and allocates equipment, material, and manpower.
- Incumbent does not review work of others.
- Incumbent reviews subordinates' work either during performance or after completion. Accepts, changes, or rejects subordinate's work based on established standards.
- Incumbent reviews completed work of subordinate levels of supervision to assure high quality and / or acceptable cost.
- Incumbent reviews accomplishments in broader terms of program goals for the department. Makes final review for most difficult, controversial, or sensitive work.
- Incumbent does not provide instruction to others.
- Incumbent instructs subordinates in specific techniques, tells own staff what to do, and answers their questions.
- Incumbent issues written and verbal guidelines or written procedures that are subject to higher approval.
- Incumbent approves procedures and guidelines developed by subordinate supervisors. Assures distribution, understanding, and integration of material in department.

- Incumbent does not appraise employee performance.
- Incumbent appraises individual employee performance against established standards; provides guidance for improvement, and recommends recognition for achievements.
- Incumbent establishes performance standards; appraises performance of subordinate supervisors, and acts on their recommendations.
- Incumbent establishes department work environment to motivate employees for higher performance. Approves performance standards and assures their development through subordinate supervisors.
- Incumbent does not handle grievances or disciplinary actions.
- Incumbent counsels employees and resolves informal complaints and issues. May take minor disciplinary actions or recommend discipline actions.
- Incumbent takes disciplinary action based on direct observation and / or on recommendations of subordinate supervisors. Serves as management representative at grievance hearings or other disciplinary hearings.
- Incumbent does not have authority over personnel functions.
- Incumbent recommends or makes initial selection of employees for own staff. May recommend promotions or reassignments. Approves leave for own staff and prepares job descriptions when needed.
- Incumbent reviews recommendations from subordinate supervisors and has authority to appoint, promote, or reassign subordinate personnel. Assures that established personnel policies are being carried out by subordinate supervisors.
- Incumbent has final authority over personnel decisions for the department subject to State policies, regulations, and laws.

OPERATIONAL BUDGET

Place an X next to one statement that indicates whom you give recommended budget requests to and if you may need to justify the requests:

- Incumbent does not recommend budget requests.
- Incumbent makes budget recommendations to higher level supervisors on budgetary needs.
- Incumbent receives budget recommendations from subordinate supervisors, prepares material to justify request, and may defend requests to department head.
- Incumbent approves or disapproves budget requests from subordinates. Prepares and executes budget at department level. Justifies budget requests before top management, State Budget Agency, or legislative committees.

Please indicate the specific budgets and associated dollar amounts you oversee:

ADDITIONAL INFORMATION

Please use the space below to add any other information about your position with the organization that you feel is important to understanding your role.

This new position will replace a position that was a division director level position in our department. We are comprised of 8 divisions currently, and each of the eight has/had a "director" who reports to the Deputy Health Commissioner/Department Administrator. With this change, the division will become a "program" under our Clinical Services and Case Management division – a change that has been planned for some time, pending a 40+ year employee's retirement. This was communicated to all staff as well as our local Personnel Committee and HR reps when the other moves were made just a few years back. This move will put all "clinical" programming under the Director of the Clinical Services & Case Mgmt Division yet allow for day-to-day supervision of this area of practice to the scope of employees the Director manages for this division. The Clinical Services Division has around 30 staff in it (almost ½ our staff) with 2 supervisors running various parts of the division on the "floor/operational" level. This new position would be the 3rd such program supervisor – completing our overall reorganization of the Clinical environment within our department by folding the last stand-alone division under the director of the larger clinical division. We run 4-5 clinics each day – each of them with intricacies that are best run by supervisors over the various sections of practice (varying diseases, testing, treatments, work settings, physician oversight, education, etc.). This final supervisory position will complete the transformation of this area of our department – of which 90% has been completed for 4 years. The current position (which we are changing with this request) is an A8. Our supervisors are A7's across the department and across all of our buildings (5).

This position would need to be commensurate with the rest of our "supervisors" in the department, or it will not have internal parity which is incredibly important to me (the Administrator). All supervisors/assistant directors are classified the same (unless they hold a form of nursing degree which by definition classified them higher). This position WILL NOT hold a nursing degree. We will not move forward with the position if it does not align classification-wise, as we've been "down that road" in the past, and it sets things up to fail even just based on perception. There is no difference between this position and our others classified just a few years back with THIS final step in mind at that time, so we respectfully ask for consideration in this vein. We are happy to provide further information, walk through our hierarchical chart, or explain the duties of the position relative to management/supervision. Thank you for your time.

STANDARD HOURS OF POSITION: 8am-4:30pm (and after hours as needed)

SUPERVISOR CERTIFICATION

The following is to be completed by the immediate supervisor ONLY.

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out organizational functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

[X] As supervisor, I certify the accuracy of these statements

[] As supervisor, I do not certify the accuracy of these statements.

Please use the space below for any comments you may have.

SEE ABOVE.

By signing below, I agree that the information in this Job Analysis Questionnaire is factual, to the best of my knowledge, and represents the duties and functions of the position being described.

Employee's Signature _____ Date: _____

Department Head/Elected Official's Signature _____ Date: _____



Allen County Job Description

HIV/STD PREVENTION SUPERVISOR

Department: HIV/STD Prevention-Health
Classification/Level: PG

FLSA Status: Exempt
Date Last Reviewed: 03/2026

Under the direction of the Clinical Services & Case Management Division Director, the HIV/STD Prevention Supervisor intervenes in the spread of STD's including HIV by reducing the complications of these diseases through surveillance, case detection through screening, treatment of known cases, case follow up and education, overseeing all divisions staff engaged in the field work and tracking duties in this regard. This position is covered as defined by the Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Supervises and directs all HIV/STD Prevention staff on a daily basis including all required performance appraisals, corrective actions, scheduling and training.
- Supervises disease intervention and prevention functions for the HIV/STD prevention staff including testing, counseling, education, HIV/STD epidemiologic case analysis, interviewing, partner counseling, timely partner follow-up, phlebotomy, client referrals and data documentation.
- Maintains and complies a wide variety of STD/HIV related data, reports, narratives, files, documents and related statistics required by Indiana State Department of Health, Centers for Disease Control and Prevention and other regulating/funding agencies.
- Reviews and evaluates program operations and monitors changes in Indiana Department of Health and Centers for Disease Control and Prevention for requirements and recommendations. Responsible for implementation of and education on these changes with all staff and medical providers as needed.
- Conducts public speaking engagements, provides educational presentations and responds to inquires from the general public.
- Maintains program readiness and supplies, including inventory control and ordering of testing materials, medical supplies, and medications; ensures equipment and supplies are available for onsite and offsite services.
- Performs all other duties as assigned.

REQUIREMENTS:

- High School Diploma or GED with work experience and/or education equivalent to a Bachelor Degree in Biology, Education, Social Work, or related field preferred and three years experience in social work or public health
- Thorough knowledge in HIV/STD principles and practices, epidemiology, safety measures and related laws.
- Strong written and verbal communication skills including public speaking
- Ability to perform phlebotomy
- Knowledge of counseling to assess individual risk behaviors and motivational interviewing to effectively conduct partner notification/referral and to help stop the spread of disease

DIFFICULTY OF WORK:

The HIV/STD Prevention Supervisor performs work involving supervisory, administrative and disease prevention/intervention duties, responding to individual situations that often requires careful consideration of complex circumstances and frequently changing variables. The HIV/STD Prevention Supervisor considers the impact of alternative possible solutions on other Health department programs.

RESPONSIBILITY:

The HIV/STD Prevention Supervisor provides major contributions when providing HIV/STD surveillance counseling, intervention, education and prevention services for Allen County and eleven other surrounding county areas. Decisions and recommendations are reviewed for overall accomplishment and impact upon department's policies and practices.

PERSONAL WORK RELATIONSHIPS:

The HIV/STD Prevention Supervisor maintains frequent communication with other County employees, health care providers, personnel and officials from other government and regulating agencies and members of the general public when providing HIV/STD related assistance and education.

WORKING CONDITIONS:

The HIV/STD Prevention Supervisor is exposed to health and physical concerns normally associated with working with HIV/STD at-risk individuals and field investigations. Incumbent works in both office and mobile/offsite testing settings and is regularly exposed to infections, communicable disease, and bodily fluids. Position requires travel to community-based testing and outreach locations and occasional exposure to outdoor weather and routine field-related hazards. The HIV/STD Prevention Supervisor must have the ability to perform some lifting, bending, pushing and/or pulling loads, reaching overhead, kneeling, with some exposure to temperature extremes, chemicals and noxious fumes/odors.

SUPERVISION:

The HIV/STD Prevention Supervisor is responsible for the supervision of five non-supervisory employees including hiring, training, scheduling, evaluating performance and providing corrective discipline.

LICENSING:

- National Incident Management System (NIMS) certification upon employment as required for all public health staff.
- Valid Driver's License
- CDC ISTD I Epidemiology Training
- CDC Principles of Supervision in STD Control
- HIV Prevention Counseling and Referral
- Phlebotomy
- Oraquick and Orasure certification
- Annual Universal Precaution
- Cultural Competency training

IMMEDIATE SUPERVISOR:

Clinical Services & Case Mgmt Division Director

HOURS:

8:00am-4:30pm with the ability to be on 24 hour call

EEO CATEGORY:

0801

WORKERS'S COMP CODE:

8810

Allen County Benchmarking Project Data Summary

Title	Base 25th Percentile	TCC 25th Percentile
HIV/STI Prevention Program Supervisor	\$67,847	\$68,034

Benchmarking data represents a 1950 hour per year schedule.

Base = Cash compensation paid to employees for regular job performance (i.e., hourly rate, exempt salary)

TCC (Total Cash Compensation) = Base pay plus additional cash compensation paid within a year (e.g., bonuses and other variable pay) – excludes benefits, long-term incentives, retirement plan contributions



Allen County Job Description

HIV/STD PREVENTION SUPERVISOR

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- Reviews and evaluates program operations and monitors changes in Indiana Department of Health and Centers for Disease Control and Prevention for requirements and recommendations. Responsible for implementation of and education on these changes with all staff and medical providers as needed.
- Conducts public speaking engagements, provides educational presentations and responds to inquires from the general public.
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- Performs all other duties as assigned.

REQUIREMENTS:

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IMMEDIATE SUPERVISOR:

Clinical Services & Case Mgmt Division Director

HOURS:

8:00am-4:30pm with the ability to be on 24 hour call

EEO CATEGORY:

0801

WORKERS'S COMP CODE:

8810



ALLEN COUNTY POLICE DEPARTMENT PENSION AND SUPPLEMENTAL BENEFIT TRUSTS

GASB Statement 67 and 68 Disclosure as of December 31, 2025

Required Pension Disclosure Report under GASB Statement 67 and 68

INTRODUCTION

This report contains the disclosure of the Net Pension Liability and Pension Expense for the Allen County Police Department Pension and Supplemental Benefit Trusts computed according to the provisions of GASB Statement #67 and #68 for the Fiscal Year ending December 31, 2025. Also included are various exhibits developing the individual components of this disclosure information.

Actuarial computations under GASB Statement #67 and #68 are for purposes of fulfilling financial reporting requirements. The calculations reported herein have been made on a basis consistent with our understanding of these GASB Statements. Determinations for purposes other than meeting financial reporting requirements may be significantly different from the results reported herein. Accordingly, additional determinations are needed for other purposes, such as the adequacy of funding for an ongoing plan determined in the Actuarial Valuation.

ACTUARIAL METHODS AND ASSUMPTIONS

The cost method used was the Entry Age Normal Actuarial Cost Method and the asset valuation method used was the Fair Market Value as required by the provisions of GASB Statement #67 and #68. For the latest Actuarial Valuation the Entry Age Normal Actuarial Cost Method was utilized and assets were developed under 5-Year Asset Smoothing (limited to 80% and 120% of Fair Market Value).

The actuarial assumptions are summarized in the exhibit labeled *Notes to the Financial Statements*. In our opinion, the actuarial assumptions used are reasonable, both individually and in combination, and represent our best estimate of a reasonable expectation of future long-term experience under the plan. All calculations have been made in accordance with standard actuarial principles and practice.

DATA DESCRIPTION

The census data was provided by the Sheriff's Office as of January 1, 2026. The trust information was furnished by PNC Institutional Investments, Cleveland, Ohio as of December 31, 2025. We have reviewed the information for consistency and reasonableness and relied upon this information in the preparation of this report. Similar information has been furnished to us in the past, and the accuracy of this report depends on the accuracy of all data that has been furnished to us from time to time.

Actuarial Certification
(for GASB disclosure report dated February 5, 2026)

This report contains the disclosure of the Net Pension Liability and Pension Expense for the Allen County Police Department Pension and Supplemental Benefit Trusts computed according to the provisions of GASB Statement 67 and 68 for the fiscal year ending December 31, 2025. Also included are various exhibits developing the individual components of this disclosure information.

The census data was provided by the Sheriff's Office as of January 1, 2026. The trust information was furnished by PNC Institutional Investments, Cleveland, Ohio as of December 31, 2025. We have reviewed the information for consistency and reasonableness and relied upon this information in the preparation of this report. Similar information has been furnished to us in the past, and the accuracy of this report depends on the accuracy of all data that has been furnished to us from time to time.

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The undersigned member(s) of the American Academy of Actuaries meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein. We will be pleased to furnish any additional information or answer any questions which may arise after your review of this report.

Submitted and Certified by
McCready and Keene, LLC



Tim Bowen
EA, MAAA
Consultant

Submitted and Certified by
McCready and Keene, LLC



Benjamin S. Langhammer
FSA, FCA, EA, MAAA
Consultant



ALLEN COUNTY POLICE DEPARTMENT PENSION TRUST

GASB Statement 67 and 68 Disclosure as of December 31, 2025

Development of Pension Expense
(for fiscal years ending December 31)

	2024	2025
COMPONENTS OF THE PENSION EXPENSE		
Service cost	\$ 1,831,099	\$ 1,902,143
Interest cost	5,436,110	5,614,368
Employee contributions	(363,750)	(379,525)
Projected earnings on pension plan investments	(4,480,910)	(4,987,281)
Changes in plan provisions/benefit terms	-	-
Administrative expenses	131,607	121,404
Other changes in fiduciary net position	-	-
Current period recognition of deferred outflows/(inflows) of resources:		
Liability experience losses/(gains)	753,706	918,734
Change in assumption(s) losses/(gains)	379,058	476,039
Investment losses/(gains)	(715,899)	(920,893)
Total Pension Expense	\$ 2,971,021	\$ 2,744,989

Statement of Plan Fiduciary Net Position
(as of measurement date December 31)

	2024	2025
ASSETS		
Cash and cash equivalents	\$ 3,235,863.42	\$ 1,748,450.80
Receivables:		
County contributions	-	820,987.75
Employee contributions	27,321.60	28,344.88
Transfers into trust	-	-
Accrued interest and dividends	9,206.22	57,593.74
Due from broker(s) for unsettled trades	-	-
Other	-	-
Total Receivables	36,527.82	906,926.37
Investments:		
Fixed income securities	22,284,695.46	31,323,545.17
Domestic and foreign equities	51,824,301.19	52,508,148.57
Other	-	-
Total Investments	74,108,996.65	83,831,693.74
Total Assets	77,381,387.89	86,487,070.91
LIABILITIES		
Payables:		
Net benefits due and unpaid/(overpaid)	(2,542.89)	19,331.90
Transfers out of trust	-	-
Due to broker(s) for unsettled trades	-	-
Other	-	-
Total Liabilities	(2,542.89)	19,331.90
FIDUCIARY NET POSITION RESTRICTED FOR PENSIONS	\$ 77,383,930.78	\$ 86,467,739.01

Statement of Changes in Plan Fiduciary Net Position
(for fiscal years ending December 31)

	2024	2025
ADDITIONS		
County Contributions	\$ 2,864,185.00	\$ 3,283,951.00
Employee Contributions	363,749.91	379,524.67
Transfers into trust	-	-
Total contributions and transfers	<u>3,227,934.91</u>	<u>3,663,475.67</u>
Interest and Dividends	2,237,766.00	2,600,099.54
Net increase (decrease) in fair value of investments	6,661,837.28	7,695,768.73
Less investment expense	-	-
Net investment income	<u>8,899,603.28</u>	<u>10,295,868.27</u>
Other	-	-
Total Additions	12,127,538.19	13,959,343.94
DEDUCTIONS		
Benefit payments (including refunds of employee contributions)	4,084,153.81	4,754,131.95
Administrative expense	131,607.26	121,403.76
Transfers out of trust	-	-
Other	-	-
Total Deductions	4,215,761.07	4,875,535.71
NET INCREASE (DECREASE) IN PLAN FIDUCIARY NET POSITION	7,911,777.12	9,083,808.23
FIDUCIARY NET POSITION RESTRICTED FOR PENSIONS		
Beginning of year	69,472,153.66	77,383,930.78
End of year	\$ 77,383,930.78	\$ 86,467,739.01

Notes to the Financial Statements
(for fiscal year ending December 31, 2025)

PLAN DESCRIPTION

The Allen County Police Department Pension Trust (Plan) is a single-employer defined benefit pension plan established to provide retirement, termination/severance, disability, and survivor benefits for a person employed by the Allen County Police Department (Employer) as a County Policeman, Sheriff, or Deputy Sheriff with full police power (Employee), as such terms are used in Indiana Code. Indiana Code 36-8-10-12 grants the authority to the Employer and a trustee to establish and amend the benefit terms to the Plan with approval of the county fiscal body. The Plan was established on January 1, 1965 and is administered by the Committee. The composition of the Committee, according to the Plan legal document, shall be the Sheriff and the Merit Board (the Merit Board, per IC 36-8-10-3, consists of five (5) members, three (3) members appointed by the Sheriff, and two (2) members elected by a majority vote of the members of the county police force).

At December 31, 2025, Plan membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefits	118
Inactive plan members or beneficiaries entitled to but not yet receiving benefits	7
Active plan members	142
Total	267

The Plan provides that the monthly retirement benefit shall be a pension payable for the longer of 120 months or the member's lifetime equal to two and one-half percent (2-1/2%) of the member's average monthly wage received during the highest paid sixty (60) calendar months before retirement (such calendar months must be consecutive) plus one dollar (\$1.00); this sum multiplied by the member's years of credited service up to twenty (20) years; plus an additional two percent (2%) of the member's average monthly wage, as outlined above, multiplied by the member's years of credited service in excess of twenty (20) years up to an additional twelve (12) years. Members are eligible to retire as of normal retirement for an unreduced benefit upon attainment of age fifty-five (55) and completion of at least twenty (20) years of credited service, or age sixty (60). An elected official may elect commencement of an in-service retirement benefit upon attainment of age fifty-five (55) and completion of at least thirty-two (32) years of credited service.

A reduced early retirement benefit is available to members with at least twenty (20) years of credited service any time after attainment of age fifty-two (52) with a reduction factor of five-twelfths percent (5/12%) for each month by which the early retirement date precedes what would have been the normal retirement date.

Notes to the Financial Statements
(for fiscal year ending December 31, 2025)

PLAN DESCRIPTION (continued)

A member who continues employment beyond his normal retirement age shall be eligible for a late retirement benefit upon actual retirement equal to the member's benefit earned in accordance to the normal retirement formula with credit given for subsequent service (provided that the thirty-two (32) year credited service maximum shall not be exceeded in computing the benefit).

The severance benefit payable to a member prior to completion of five (5) years of credited service or attainment of age forty-five (45) is a lump sum payment of the net amount of contributions (including interest) plus the amount transferred by the member for the purchase of credited service. After completion of five (5) years of credited service or attainment of age forty-five (45), a member may elect to receive a lump sum, as outlined above, or may leave the contributions in the plan and receive one hundred percent (100%) of the member portion of the accrued benefit deferred until his normal retirement date. Additionally, a monthly benefit shall be payable equal to the amount earned under the normal retirement benefit formula, using credited service as of his date of severance, reduced by the member portion of the accrued benefit, multiplied by the vesting factor outlined in the plan document with respect to years of vesting service or age commencing on the member's normal retirement date.

If a member separates employment due to disability, he may elect to receive a lump sum payment of the net amount of contributions (including interest) plus the amount transferred by the member for the purchase of credited service, reducing the benefit that shall be payable from the Supplemental Benefit Trust.

In the event a married or unmarried member who does not have a 100% vested interest dies as a result of non-line of duty activity prior to reaching his normal retirement date, the designated beneficiary shall be entitled to receive a death benefit which shall be a lump sum equal to his net amount of contributions (including interest) plus the amount transferred by the member for the purchase of credited service.

In the event a married or unmarried member who has a 100% vested interest dies as a result of non-line of duty or line of duty activity prior to reaching his normal retirement date, the designated beneficiary shall be entitled to receive a death benefit which shall be a lump sum equal to his net amount of contributions (including interest), reducing the benefit payable that shall be payable from the Supplemental Benefit Trust.

In the event an unmarried member, or a married member who has designated a beneficiary other than his spouse, dies after attaining his normal retirement date but prior to the commencement of any benefit from the Plan, the designated beneficiary shall receive 120 monthly payments equal to the amount of the pension the participant would have received if payments had commenced on the date of his death.

Notes to the Financial Statements
(for fiscal year ending December 31, 2025)

PLAN DESCRIPTION (continued)

In the event a married member, who has designated his spouse as his beneficiary, dies after attaining his normal retirement date but prior to the commencement of any benefit from the Plan, the surviving spouse shall receive 100% of the participant's accrued benefit as a monthly annuity payable for their remaining lifetime.

The Employer intends to contribute to the Plan each year such amounts as may be required to operate the Plan on a sound actuarial basis. The minimum annual contribution by the department must be sufficient, as determined by the pension engineers, to prevent deterioration in the actuarial status of the trust fund during the year. According to IC 36-8-10-12(e), (i)if the department fails to make minimum contributions for three (3) successive years, the pension trust terminates and the trust fund shall be liquidated. For the year ending December 31, 2025, the mandatory member contribution rate (per the Plan's legal document) was 3.00% of annual pay and the actuarially determined Employer's contribution rate was 26.0% of annual payroll.

DEFERRED RETIREMENT OPTION PROGRAM

The Deferred Retirement Option Program (DROP) for the Plan was established on July 1, 2011 pursuant to the Plan legal document and is governed by the Employer and a trustee. Members of the Plan that are eligible to retire with an unreduced benefit may elect to accumulate a DROP benefit while continuing to work. At the time of their election, the member executes an irrevocable election to retire on a DROP retirement date and remain in active service, but the member does not contribute to the fund during the DROP period.

A member who has attained age fifty-five (55) and completed at least twenty (20) years of service or attained age sixty (60) may irrevocably elect to enter the DROP for a period not longer than three (3) years and shall not extend beyond the date the member is credited with thirty-two (32) years of service. From the date the member enters the DROP, he will not be credited with any additional years of service. The member's DROP frozen benefit will be equal to the monthly pension benefit calculated under the standard benefit formula based upon the member's salary and years of credited service as of the DROP entry date. Upon actual severance of employment by retirement at any time after the DROP entry date, the member will receive their DROP benefit accumulation in the available form/option elected by the member in addition to the DROP frozen benefit to be paid as a monthly annuity. As of December 31, 2025 the balance of the amounts held by the plan pursuant to the DROP is \$306,180.

Notes to the Financial Statements
(for fiscal year ending December 31, 2025)

NET PENSION LIABILITY OF THE PLAN

The components of the net pension liability of the Plan at December 31, 2025 were as follows:

Total pension liability	\$ 90,712,130
Plan fiduciary net position	(86,467,739)
Plan's net pension liability	\$ 4,244,391
Plan fiduciary net position as a percentage of the total pension liability	95.32%

PENSION EXPENSE OF THE PLAN

Pension expense of \$2,744,989 must be recognized for the fiscal year ending December 31, 2025.

Notes to the Financial Statements - Disclosure of Actuarial Assumptions
(for fiscal year ending December 31, 2025)

ECONOMIC ASSUMPTIONS	
Measurement Date	December 31, 2025
Valuation Date: Assets	December 31, 2025
Liabilities	December 31, 2025 - Actual member census data as of December 31, 2025 was used in the valuation.
Discount Rate: Methodology	The discount rate used to measure the total pension liability was 6.50% as of December 31, 2025, and is equal to the long-term expected return on plan investments. The projection cash flows used to determine the discount rate assumed that employer contributions would be made at the actuarially calculated rate computed in accordance with IC 36-8-10-12(e) to prevent the deterioration in the actuarial status of the trust. The future contribution assumption was based upon the review of recent Employer contribution history compared to the corresponding actuarially determined contributions. Based on this assumption, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.
Single Effective Discount Rate ³	6.50% per annum
Expected Rate of Return on Plan Assets ³	6.50% per annum
Future Salary Increases ³	4.00% per annum (For the purpose of GASB reporting, 3.00% increases due to inflation and 1.00% due to merit/seniority.)
Inflation Rate ²	3.00% per annum
Cost of Living Increase ³	Not Applicable
Mandatory Employee Contribution	5.00% per annum
Credited Interest Rate ¹	

Notes to the Financial Statements - Disclosure of Actuarial Assumptions
(for fiscal year ending December 31, 2025)

DEMOGRAPHIC (AND OTHER NON-ECONOMIC) ASSUMPTIONS

Retirement ¹	Benefits are assumed to commence at the earlier of 1) the later of age 55 and 20 years of service, or 2) attainment of age 60, but no earlier than one year from the valuation date. If later, the Sheriff is assumed to retire at the end of his four year term. DROP participants are assumed to retire at the end of their DROP Period.
Termination of Employment ³	According to Sarason Table T-2
Disability ³	According to 150% of 1964 OASDI Disability Experience Table
Mortality Assumption ²	Pub-2016 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables)
Line of Duty Death Assumption ¹	100% of active participant deaths are assumed to occur in line of duty.
Benefit Payment Form ¹	100% of participants are assumed to elect a single life annuity at retirement
Marriage ³	100% of participants are assumed to be married when the participant dies
Spouse Age ³	Males are assumed to be two years older than females (unless provided)
Mandatory Employee Contribution ¹	3.00% of compensation
Administrative Expense Loading ¹	Flat Loading

¹ Represents an estimate of future experience

² Represents actuary's observation of estimates inherent in market data

³ Represents both ⁽¹⁾ an estimate of future experience, and ⁽²⁾ actuary's observation of estimates inherent in market data

Notes to the Financial Statements - Discount Rate Sensitivity
 (for fiscal year ending December 31, 2025)

SENSITIVITY OF THE NET PENSION LIABILITY TO CHANGES IN THE DISCOUNT RATE

The following presents the net pension liability of the Allen County Police Pension Trust, calculated using the discount rate of 6.50%, as well as what the Allen County Police Pension Trust's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.50%) or 1-percentage-point higher (7.50%) than the current rate:

	1% Decrease (5.50%)	Current Discount Rate (6.50%)	1% Increase (7.50%)
Total Pension Liability (TPL)	\$ 101,693,343	\$ 90,712,130	\$ 81,523,921
Plan Fiduciary Net Position (FNP)	86,467,739	86,467,739	86,467,739
Net Pension Liability (Asset) = (TPL) - (FNP)	\$ 15,225,604	\$ 4,244,391	\$ (4,943,818)

GASB Disclosure Results - Pension Trust

Notes to the Financial Statements - Deferred Outflows / Inflows of Resources
(for fiscal year ending December 31, 2025)

At December 31, 2025, the deferred outflows / (inflows) of resources based on obligations for the Plan are as follows:

	Initial Balance	Initial Amortization Period	Annual Recognition	December 31, 2025 Balance
LIABILITY EXPERIENCE LOSSES / (GAINS)				
Base for year ending December 31, 2025	\$ 561,608	5.091	\$ 110,314	\$ 451,294
Base for year ending December 31, 2024	(148,772)	5.126	(29,023)	(90,726)
Base for year ending December 31, 2023	2,592,605	5.023	516,147	1,044,164
Base for year ending December 31, 2022	961,305	5.139	187,061	213,061
Base for year ending December 31, 2021	684,732	5.101	134,235	13,557

CHANGES IN ASSUMPTIONS				
Base for year ending December 31, 2025	\$ 340,245	5.091	\$ 66,833	\$ 273,412
Base for year ending December 31, 2024	-	5.126	-	-
Base for year ending December 31, 2023	3,298	5.023	657	1,327
Base for year ending December 31, 2022	-	5.139	-	-
Base for year ending December 31, 2021	2,084,006	5.101	408,549	41,261

INVESTMENT LOSSES / (GAINS)				
Base for year ending December 31, 2025	\$ (5,308,587)	5.000	\$ (1,061,717)	\$ (4,246,870)
Base for year ending December 31, 2024	(4,418,693)	5.000	(883,739)	(2,651,215)
Base for year ending December 31, 2023	(5,818,283)	5.000	(1,163,657)	(2,327,312)
Base for year ending December 31, 2022	15,036,629	5.000	3,007,326	3,007,325
Base for year ending December 31, 2021	(4,095,534)	5.000	(819,106)	-
Total			\$ 473,880	\$ (4,270,722)

Notes to the Financial Statements - Deferred Outflows / Inflows of Resources
(for fiscal year ending December 31, 2025)

A summary of the balances of the deferred outflows / (inflows) of resources as of December 31, 2025 is as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Balances by source:		
Liability experience losses / (gains)	\$ 1,722,076	\$ (90,726)
Changes in assumptions	316,000	-
Investment losses / (gains)	3,007,325	(9,225,397)
Total	5,045,401	(9,316,123)

The balances as of December 31, 2025 of the deferred outflows / (inflows) of resources will be recognized in pension expense as follows:

Recognized for measurement period:	
Fiscal year ending December 31, 2026	\$ 805,019
Fiscal year ending December 31, 2027	(2,418,183)
Fiscal year ending December 31, 2028	(1,785,447)
Fiscal year ending December 31, 2029	(888,229)
Fiscal year ending December 31, 2030	16,118
Thereafter	-

Amortization periods:

The changes in total pension liability due to liability experience losses/(gains) and changes in assumptions for the most current year have been amortized over 5.091 years, the average remaining service of all members with any liability in the plan as of January 1, 2025. The change in net pension liability due to investment losses/(gains) has been amortized over 5.000 years as prescribed.

Assumption changes:

The changes in assumptions for base year ending December 31, 2025 reflect the change from the use of the Pub-2010 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables) to the Pub-2016 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables).

GASB Disclosure Results - Pension Trust

Schedule of Changes in the Net Pension Liability (for fiscal years ending December 31)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
TOTAL PENSION LIABILITY										
Service cost	\$ 979,124	\$ 1,023,466	\$ 1,177,687	\$ 1,227,784	\$ 1,346,696	\$ 1,403,901	\$ 1,543,619	\$ 1,604,763	\$ 1,831,099	\$ 1,902,143
Interest	3,704,007	3,810,038	4,095,244	4,271,323	4,588,845	4,690,720	4,853,194	5,080,447	5,436,110	5,614,368
Changes in plan provisions	-	18,385	-	-	-	167,535	-	-	-	-
Difference between expected and actual experience	227,812	1,212,624	321,820	1,585,743	(376,230)	684,732	961,305	2,592,605	(148,772)	561,608
Change in assumptions	(544,042)	819,710	(143,815)	786,080	(202,750)	2,084,006	-	3,298	-	340,245
Benefit payments	(2,941,827)	(2,754,592)	(2,862,731)	(2,917,624)	(3,597,338)	(4,164,427)	(3,857,625)	(3,978,443)	(4,084,154)	(4,754,132)
Net change in Total Pension Liability	1,425,074	4,129,631	2,588,205	4,953,306	1,759,223	4,866,467	3,500,493	5,302,670	3,034,283	3,664,232
Total Pension Liability - BOY	55,488,546	56,913,620	61,043,251	63,631,456	68,584,762	70,343,985	75,210,452	78,710,945	84,013,615	87,047,898
Total Pension Liability - EOY (1)	\$ 56,913,620	\$ 61,043,251	\$ 63,631,456	\$ 68,584,762	\$ 70,343,985	\$ 75,210,452	\$ 78,710,945	\$ 84,013,615	\$ 87,047,898	\$ 90,712,130
PLAN FIDUCIARY NET POSITION										
County contributions	\$ 1,940,126	\$ 2,093,845	\$ 2,230,101	\$ 2,531,595	\$ 2,637,789	\$ 2,939,071	\$ 2,634,693	\$ 2,717,140	\$ 2,864,185	\$ 3,283,951
Employee contributions	236,520	225,547	251,144	260,396	280,093	288,467	295,141	317,598	363,750	379,525
Net transfers into (out of) trust	-	(64,719)	-	-	-	(10,241)	-	(12,480)	-	-
Net investment income	3,817,637	5,940,799	(2,191,813)	8,994,194	8,133,836	8,432,539	(10,379,072)	9,733,217	8,899,603	10,295,868
Benefit payments	(2,941,827)	(2,754,592)	(2,862,731)	(2,917,624)	(3,597,338)	(4,164,427)	(3,857,625)	(3,978,443)	(4,084,154)	(4,754,132)
Administrative expenses	(95,041)	(106,541)	(86,476)	(92,633)	(96,907)	(108,669)	(88,572)	(127,180)	(131,607)	(121,404)
Other	-	64,719	-	-	-	10,241	-	12,480	-	-
Net change in Plan Fiduciary Net Position	2,957,415	5,399,058	(2,659,775)	8,775,928	7,357,473	7,386,981	(11,395,435)	8,662,332	7,911,777	9,083,808
Plan Fiduciary Net Position - BOY	42,988,177	45,945,592	51,344,650	48,684,875	57,460,803	64,818,276	72,205,257	60,809,822	69,472,154	77,383,931
Plan Fiduciary Net Position - EOY (2)	\$ 45,945,592	\$ 51,344,650	\$ 48,684,875	\$ 57,460,803	\$ 64,818,276	\$ 72,205,257	\$ 60,809,822	\$ 69,472,154	\$ 77,383,931	\$ 86,467,739
Net Pension Liability (Asset) - EOY (1) - (2)	\$10,968,028	\$ 9,698,601	\$14,946,581	\$11,123,959	\$ 5,525,709	\$ 3,005,195	\$17,901,123	\$14,541,461	\$ 9,663,967	\$ 4,244,391
Plan Fiduciary Net Position as a percentage of the Total Pension Liability = (2) / (1)	80.73%	84.11%	76.51%	83.78%	92.14%	96.00%	77.26%	82.69%	88.90%	95.32%
Covered employee payroll	\$ 7,311,096	\$ 8,424,630	\$ 8,777,206	\$ 9,600,480	\$ 9,881,868	\$ 9,975,470	\$ 10,589,482	\$ 12,319,343	\$ 12,690,865	\$ 13,041,876
Net Pension Liability (Asset) as a percentage of covered employee payroll	150.02%	115.12%	170.29%	115.87%	55.92%	30.13%	169.05%	118.04%	76.15%	32.54%

Notes to Schedule: None

GASB Disclosure Results - Pension Trust

Schedule of County Contributions and Investment Returns
(for fiscal years ending December 31)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
CONTRIBUTION DEFICIENCY (EXCESS)										
Actuarially determined contribution (1)	\$ 1,793,068	\$ 1,940,644	\$ 1,968,441	\$ 2,244,370	\$ 2,332,102	\$ 2,712,869	\$ 2,490,949	\$ 2,613,947	\$ 2,772,322	\$ 3,204,219
County contributions recognized (2)	1,940,126	2,093,845	2,230,101	2,531,595	2,637,789	2,939,071	2,634,693	2,717,140	2,864,185	3,283,951
Contribution deficiency (excess) = (1) - (2)	(147,058)	(153,201)	(261,660)	(287,225)	(305,687)	(226,202)	(143,744)	(103,193)	(91,863)	(79,732)
CONTRIBUTIONS AS PERCENTAGE OF PAYROLL										
Covered-employee payroll (3)	\$ 7,311,096	\$ 8,424,630	\$ 8,777,206	\$ 9,600,480	\$ 9,881,868	\$ 9,975,470	\$ 10,589,482	\$ 12,319,343	\$ 12,690,865	\$ 13,041,876
Contributions recognized as a percentage of covered-employee payroll = (2) / (3)	26.54%	24.85%	25.41%	26.37%	26.69%	29.46%	24.88%	22.06%	22.57%	25.18%
INVESTMENT RETURNS										
Annual money-weighted rate of return	9.00%	13.04%	(4.30%)	18.57%	14.32%	13.24%	(14.55%)	16.11%	13.00%	13.46%

Notes to Schedule

Valuation date:

Actuarially determined contribution rates are calculated as of January 1, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine most current contribution rate above:

- Actuarial cost method Entry Age Normal Cost
- Amortization method Level percentage of payroll, closed
- Remaining amortization period 20 years
- Asset valuation method 5-Year Asset Smoothing, limited to 80% and 120% of market value
- Inflation 3.00%
- Salary Increases 4.00% average, including inflation
- Investment rate of return 6.50%
- Retirement Age The earlier of 1) The later of age 55 and 20 years of service, or 2) attainment of age 60, but no earlier than one year from the valuation date.
- Mortality Pub-2010 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables)

Other Information:

None



ALLEN COUNTY POLICE DEPARTMENT SUPPLEMENTAL BENEFIT TRUST

GASB Statement 67 and 68 Disclosure as of December 31, 2025

Development of Pension Expense
(for fiscal years ending December 31)

	2024	2025
COMPONENTS OF THE PENSION EXPENSE		
Service cost	\$ 159,392	\$ 167,118
Interest cost	180,578	186,808
Employee contributions	N/A	N/A
Projected earnings on pension plan investments	(219,901)	(248,914)
Changes in plan provisions/benefit terms	-	-
Administrative expenses	1,968	2,163
Other changes in fiduciary net position	-	-
Current period recognition of deferred outflows/(inflows) of resources:		
Liability experience losses/(gains)	(119,185)	(134,958)
Change in assumption(s) losses/(gains)	(3,958)	(2,717)
Investment losses/(gains)	(29,904)	(48,431)
Total Pension Expense	\$ (31,010)	\$ (78,931)

Statement of Plan Fiduciary Net Position
(as of measurement date December 31)

	2024	2025
ASSETS		
Cash and cash equivalents	\$ 153,865.22	\$ 177,281.58
Receivables:		
County contributions	-	13,501.25
Employee contributions	-	-
Transfers into trust	-	-
Accrued interest and dividends	511.96	3,151.23
Due from broker(s) for unsettled trades	-	-
Other	-	-
Total Receivables	<u>511.96</u>	<u>16,652.48</u>
Investments:		
Fixed income securities	1,111,773.93	1,563,826.70
Domestic and foreign equities	2,558,105.87	2,588,760.36
Other	-	-
Total Investments	<u>3,669,879.80</u>	<u>4,152,587.06</u>
Total Assets	3,824,256.98	4,346,521.12
LIABILITIES		
Payables:		
Net benefits due and unpaid/(overpaid)	-	-
Transfers out of trust	-	-
Due to broker(s) for unsettled trades	-	-
Other	-	-
Total Liabilities	-	-
FIDUCIARY NET POSITION RESTRICTED FOR PENSIONS	\$ 3,824,256.98	\$ 4,346,521.12

Statement of Changes in Plan Fiduciary Net Position
(for fiscal years ending December 31)

	2024	2025
ADDITIONS		
County Contributions	\$ 52,968.00	\$ 54,005.00
Employee Contributions	N/A	N/A
Transfers into trust	-	-
Total contributions and transfers	<u>52,968.00</u>	<u>54,005.00</u>
Interest and Dividends	110,662.63	131,024.64
Net increase (decrease) in fair value of investments	326,488.82	381,648.24
Less investment expense	-	-
Net investment income	<u>437,151.45</u>	<u>512,672.88</u>
Other	-	-
Total Additions	490,119.45	566,677.88
DEDUCTIONS		
Benefit payments	42,251.16	42,251.16
Administrative expense	1,967.59	2,162.58
Transfers out of trust	-	-
Other	-	-
Total Deductions	44,218.75	44,413.74
NET INCREASE (DECREASE) IN PLAN FIDUCIARY NET POSITION	445,900.70	522,264.14
FIDUCIARY NET POSITION RESTRICTED FOR PENSIONS		
Beginning of year	3,378,356.28	3,824,256.98
End of year	\$ 3,824,256.98	\$ 4,346,521.12

Notes to the Financial Statements
(for fiscal year ending December 31, 2025)

PLAN DESCRIPTION

The Allen County Police Department Supplemental Benefit Trust (Plan) is a single-employer defined benefit pension plan established to provide disability, death, and survivor/dependent benefits for a person employed by the Allen County Police Department (Employer) as a County Policeman, Sheriff, or Deputy Sheriff with full police power (Employee), as such terms are used in Indiana Code. Indiana Code 36-8-10 Sections 14, 15, 16 and 17 grant the authority to the Employer and a trustee to establish and amend the benefit terms to the Plan with approval of the county fiscal body. The Plan was established on January 1, 1965 and is administered by the Committee. The composition of the Committee, according to the Plan legal document, shall be the Sheriff and the Merit Board (the Merit Board, per IC 36-8-10-3, consists of five (5) members, three (3) members appointed by the Sheriff, and two (2) members elected by a majority vote of the members of the county police force).

At December 31, 2025, Plan membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefits	5
Inactive plan members or beneficiaries entitled to but not yet receiving benefits	-
Active plan members	142
Total	147

If a member becomes disabled after attainment of age forty-five (45) or completion of five (5) years of credited service, the Plan shall provide a monthly benefit payable for life or until recovery from the disability. The amount of the monthly benefit shall be equal to the accrued retirement benefit, or the employer portion of the accrued benefit if employee contributions plus interest are withdrawn, payable at normal retirement date. The participant may elect to begin receiving the actuarial equivalent of this benefit on his disability date.

In the event a married member who does not have a 100% vested interest dies as a result of non-line of duty activity prior to reaching his normal retirement date, there shall be payable a monthly benefit of one thousand dollars (\$1,000) to such member's surviving spouse for the spouse's remaining

In the event a married member who has a 100% vested interest dies as a result of non-line of duty or line of duty activity prior to reaching his normal retirement date, there shall be payable a monthly benefit equal to the greater of one thousand dollars (\$1,000) or seventy-five percent (75%) of the member's accrued monthly benefit earned as of the date of the member's death, adjusted to reflect any withdrawal of mandatory contributions plus interest, if applicable, to such member's surviving spouse for the spouse's remaining lifetime.

Notes to the Financial Statements
(for fiscal year ending December 31, 2025)

PLAN DESCRIPTION (continued)

In the event an unmarried member who has a 100% vested interest dies as a result of non-line of duty or line of duty activity prior to reaching his normal retirement date, there shall be payable a monthly benefit equal to seventy-five percent (75%) of the member's accrued monthly benefit earned as of the date of the member's death, adjusted to reflect any withdrawal of mandatory contributions plus interest, if applicable, to such member's designated beneficiary as a ten (10) year period certain only benefit.

In addition to the surviving spouse's death benefit, a monthly benefit shall be payable on behalf of each dependent child under the age of eighteen (18) years of such deceased member in an amount equal to two hundred dollars (\$200) per month. The dependent child's monthly benefit will cease upon the earlier of the child's eighteenth (18th) birthday or date of death.

The Employer intends to contribute to the Plan each year such amounts as may be required to operate the Plan on a sound actuarial basis. The minimum annual contribution by the department must be sufficient, as determined by the pension engineers, to prevent deterioration in the actuarial status of the trust fund during the year. According to IC 36-8-10-12(e), (i) if the department fails to make minimum contributions for three (3) successive years, the pension trust terminates and the trust fund shall be liquidated. For the year ending December 31, 2025, the actuarially determined Employer's contribution rate was 0.4% of annual payroll.

NET PENSION LIABILITY OF THE COUNTY

The components of the net pension liability of the Plan at December 31, 2025 were as follows:

Total pension liability	\$ 2,819,135
Plan fiduciary net position	(4,346,521)
Plan's net pension liability	\$ (1,527,386)
Plan fiduciary net position as a percentage of the total pension liability	154.18%

PENSION EXPENSE OF THE PLAN

Pension expense of -\$78,931 must be recognized for the fiscal year ending December 31, 2025.

Notes to the Financial Statements - Disclosure of Actuarial Assumptions
(for fiscal year ending December 31, 2025)

ECONOMIC ASSUMPTIONS

Measurement Date	December 31, 2025
Valuation Date: Assets	December 31, 2025
Liabilities	December 31, 2025 - Actual member census data as of December 31, 2025 was used in the valuation.
Discount Rate:	The discount rate used to measure the total pension liability was 6.50% as of December 31, 2025, and is equal to the long-term expected return on plan investments. The projection cash flows used to determine the discount rate assumed that employer contributions would be made at the actuarially calculated rate computed to prevent the deterioration in the actuarial status of the trust. The future contribution assumption was based upon the review of recent Employer contribution history compared to the corresponding actuarially determined contributions. Based on this assumption, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.
Single Effective Discount Rate ³	6.50% per annum
Expected Rate of Return on Plan Assets ³	6.50% per annum
Future Salary Increases ³	4.00% per annum (For the purpose of GASB reporting, 3.00% increases due to inflation and 1.00% due to merit/seniority.)
Inflation Rate ²	3.00% per annum
Cost of Living Increase ³	Not Applicable

Notes to the Financial Statements - Disclosure of Actuarial Assumptions
(for fiscal year ending December 31, 2025)

DEMOGRAPHIC (AND OTHER NON-ECONOMIC) ASSUMPTIONS	
Retirement ¹	Benefits are assumed to commence at the earlier of 1) the later of age 55 and 20 years of service, or 2) attainment of age 60, but no earlier than one year from the valuation date. If later, the Sheriff is assumed to retire at the end of his four year term. DROP participants are assumed to retire at the end of their DROP Period.
Termination of Employment ³	According to Sarason Table T-2
Disability ³	According to 150% of 1964 OASDI Disability Experience Table
Mortality Assumption ²	Pub-2016 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables)
Line of Duty Death Assumption ¹	100% of active participant deaths are assumed to occur in line of duty
Benefit Payment Form ¹	100% of benefits are assumed payable as a single life annuity
Marriage ³	100% of participants are assumed to be married when the participant dies
Spouse Age ³	Males are assumed to be two years older than females (unless provided)
Dependent Children ³	Participants are assumed to have 2.5 children with an average age of 5 years.
Administrative Expense Loading ¹	None Assumed
Insurance Contract Provider	Not Applicable

¹ Represents an estimate of future experience

² Represents actuary's observation of estimates inherent in market data

³ Represents both ⁽¹⁾ an estimate of future experience, and ⁽²⁾ actuary's observation of estimates inherent in market data

Notes to the Financial Statements - Discount Rate Sensitivity
(for fiscal year ending December 31, 2025)

SENSITIVITY OF THE NET PENSION LIABILITY TO CHANGES IN THE DISCOUNT RATE

The following presents the net pension liability of the Allen County Police Department Supplemental Benefit Trust, calculated using the discount rate of 6.50%, as well as what the Allen County Police Department Supplemental Benefit Trust's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.50%) or 1-percentage-point higher (7.50%) than the current rate:

	1% Decrease (5.50%)	Current Discount Rate (6.50%)	1% Increase (7.50%)
Total Pension Liability (TPL)	\$ 3,198,197	\$ 2,819,135	\$ 2,502,949
Plan Fiduciary Net Position (FNP)	4,346,521	4,346,521	4,346,521
Net Pension Liability (Asset) = (TPL) - (FNP)	\$ (1,148,324)	\$ (1,527,386)	\$ (1,843,572)

Notes to the Financial Statements - Deferred Outflows / Inflows of Resources
(for fiscal year ending December 31, 2025)

At December 31, 2025, the deferred outflows / (inflows) of resources based on obligations for the Plan are as follows:

	Initial Balance	Initial Amortization Period	Annual Recognition	December 31, 2025 Balance
LIABILITY EXPERIENCE LOSSES / (GAINS)				
Base for year ending December 31, 2025	\$ (229,812)	9.150	\$ (25,116)	\$ (204,696)
Base for year ending December 31, 2024	(209,587)	9.247	(22,665)	(164,257)
Base for year ending December 31, 2023	(173,093)	9.127	(18,965)	(116,198)
Base for year ending December 31, 2022	(96,281)	9.156	(10,516)	(54,217)
Base for year ending December 31, 2021	(142,767)	8.811	(16,203)	(61,752)
Base for year ending December 31, 2020	(231,511)	8.443	(27,420)	(66,991)
Base for year ending December 31, 2019	(198,250)	8.651	(22,916)	(37,838)
Base for year ending December 31, 2018	(132,531)	8.963	(14,786)	(14,243)
Base for year ending December 31, 2017	234,333	8.897	23,629	-
CHANGES IN ASSUMPTIONS				
Base for year ending December 31, 2025	\$ 7,523	9.150	\$ 822	\$ 6,701
Base for year ending December 31, 2024	-	9.247	-	-
Base for year ending December 31, 2023	2,578	9.127	282	1,732
Base for year ending December 31, 2022	-	9.156	-	-
Base for year ending December 31, 2021	49,185	8.811	5,582	21,275
Base for year ending December 31, 2020	(3,195)	8.443	(378)	(927)
Base for year ending December 31, 2019	(75,009)	8.651	(8,671)	(14,312)
Base for year ending December 31, 2018	5,109	8.963	570	549
Base for year ending December 31, 2017	(9,204)	8.897	(924)	-
INVESTMENT LOSSES / (GAINS)				
Base for year ending December 31, 2025	\$ (263,759)	5.000	\$ (52,752)	\$ (211,007)
Base for year ending December 31, 2024	(217,251)	5.000	(43,450)	(130,351)
Base for year ending December 31, 2023	(278,899)	5.000	(55,780)	(111,559)
Base for year ending December 31, 2022	690,235	5.000	138,047	138,047
Base for year ending December 31, 2021	(172,472)	5.000	(34,496)	-
Total			\$ (186,106)	\$ (1,020,044)

Notes to the Financial Statements - Deferred Outflows / Inflows of Resources
(for fiscal year ending December 31, 2025)

A summary of the balances of the deferred outflows / (inflows) of resources as of December 31, 2025 is as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Balances by source:		
Liability experience losses / (gains)	\$ -	\$ (720,192)
Changes in assumptions	30,257	(15,239)
Investment losses / (gains)	138,047	(452,917)
Total	168,304	(1,188,348)

The balances as of December 31, 2025 of the deferred outflows / (inflows) of resources will be recognized in pension expense as follows:

Recognized for measurement period:	
Fiscal year ending December 31, 2026	\$ (173,793)
Fiscal year ending December 31, 2027	(287,121)
Fiscal year ending December 31, 2028	(195,304)
Fiscal year ending December 31, 2029	(137,523)
Fiscal year ending December 31, 2030	(76,158)
Thereafter	(150,145)

Amortization periods:

The changes in total pension liability due to liability experience losses/(gains) and changes in assumptions for the most current year have been amortized over 9.15 years, the average remaining service of all members with any liability in the plan as of January 1, 2025. The change in net pension liability due to investment losses/(gains) has been amortized over 5.000 years as prescribed.

Assumption changes:

The changes in assumptions for base year ending December 31, 2025 reflect the change from the use of the Pub-2010 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables) to the Pub-2016 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables).

GASB Disclosure Results - Benefit Plan

Schedule of Changes in the Net Pension Liability
(for fiscal years ending December 31)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
TOTAL PENSION LIABILITY										
Service cost	\$ 83,300	\$ 87,624	\$ 118,463	\$ 125,970	\$ 121,594	\$ 128,043	\$ 137,957	\$ 143,198	\$ 159,392	\$ 167,118
Interest	125,214	127,583	155,722	161,773	158,106	157,708	161,982	172,814	180,578	186,808
Changes in plan provisions	-	10,367	-	-	-	-	-	-	-	-
Difference between expected and actual experience	(110,212)	234,333	(132,531)	(198,250)	(231,511)	(142,767)	(96,281)	(173,093)	(209,587)	(229,812)
Change in assumptions	(2,828)	(9,204)	5,109	(75,009)	(3,195)	49,185	-	2,578	-	7,523
Benefit payments	(64,781)	(64,661)	(64,661)	(64,601)	(64,301)	(51,439)	(42,251)	(42,251)	(42,251)	(42,251)
Net change in Total Pension Liability	30,693	386,042	82,102	(50,117)	(19,307)	140,730	161,407	103,246	88,132	89,386
Total Pension Liability - BOY	1,806,821	1,837,514	2,223,556	2,305,658	2,255,541	2,236,234	2,376,964	2,538,371	2,641,617	2,729,749
Total Pension Liability - EOY (1)	\$ 1,837,514	\$ 2,223,556	\$ 2,305,658	\$ 2,255,541	\$ 2,236,234	\$ 2,376,964	\$ 2,538,371	\$ 2,641,617	\$ 2,729,749	\$ 2,819,135
PLAN FIDUCIARY NET POSITION										
County contributions	\$ 93,510	\$ 86,292	\$ 81,356	\$ 155,497	\$ 162,244	\$ 120,135	\$ 72,352	\$ 49,920	\$ 52,968	\$ 54,005
Employee contributions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Net transfers into (out of) trust	-	-	-	-	-	-	-	-	-	-
Net investment income	141,729	238,410	(86,368)	377,734	341,484	371,303	(471,636)	467,900	437,152	512,673
Benefit payments	(64,781)	(64,661)	(64,661)	(64,601)	(64,301)	(51,439)	(42,251)	(42,251)	(42,251)	(42,251)
Administrative expenses	(947)	(1,062)	(1,146)	(1,241)	(1,353)	(1,728)	(1,644)	(1,682)	(1,968)	(2,163)
Other	-	-	-	-	-	-	-	-	-	-
Net change in Plan Fiduciary Net Position	169,511	258,979	(70,819)	467,389	438,074	438,271	(443,179)	473,887	445,901	522,264
Plan Fiduciary Net Position - BOY	1,646,243	1,815,754	2,074,733	2,003,914	2,471,303	2,909,377	3,347,648	2,904,469	3,378,356	3,824,257
Plan Fiduciary Net Position - EOY (2)	\$ 1,815,754	\$ 2,074,733	\$ 2,003,914	\$ 2,471,303	\$ 2,909,377	\$ 3,347,648	\$ 2,904,469	\$ 3,378,356	\$ 3,824,257	\$ 4,346,521
Net Pension Liability (Asset) - EOY (1) - (2)	\$ 21,760	\$ 148,823	\$ 301,744	\$ (215,762)	\$ (673,143)	\$ (970,684)	\$ (366,098)	\$ (736,739)	\$ (1,094,508)	\$ (1,527,386)
Plan Fiduciary Net Position as a percentage of the Total Pension Liability = (2) / (1)	98.82%	93.31%	86.91%	109.57%	130.10%	140.84%	114.42%	127.89%	140.10%	154.18%
Covered employee payroll	\$ 7,311,096	\$ 8,424,630	\$ 8,777,206	\$ 9,600,480	\$ 9,881,868	\$ 9,975,470	\$ 10,589,482	\$ 12,319,343	\$ 12,690,865	\$ 13,041,876
Net Pension Liability (Asset) as a percentage of covered employee payroll	0.30%	1.77%	3.44%	(2.25%)	(6.81%)	(9.73%)	(3.46%)	(5.98%)	(8.62%)	(11.71%)

Notes to Schedule:

GASB Disclosure Results - Benefit Plan

Schedule of County Contributions and Investment Returns
(for fiscal years ending December 31)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
CONTRIBUTION DEFICIENCY (EXCESS)										
Actuarially determined contribution (1)	\$ 93,510	\$ 86,292	\$ 81,356	\$ 155,497	\$ 162,244	\$ 120,135	\$ 72,352	\$ 49,920	\$ 52,968	\$ 54,005
County contributions recognized (2)	93,510	86,292	81,356	155,497	162,244	120,135	72,352	49,920	52,968	54,005
Contribution deficiency (excess) = (1) - (2)	-	-	-	-	-	-	-	-	-	-
CONTRIBUTIONS AS PERCENTAGE OF PAYROLL										
Covered-employee payroll (3)	\$ 7,311,096	\$ 8,424,630	\$ 8,777,206	\$ 9,600,480	\$ 9,881,868	\$ 9,975,470	\$ 10,589,482	\$ 12,319,343	\$ 12,690,865	\$ 13,041,876
Contributions recognized as a percentage of covered-employee payroll = (2) / (3)	1.28%	1.02%	0.93%	1.62%	1.64%	1.20%	0.68%	0.41%	0.42%	0.41%
INVESTMENT RETURNS										
Annual money-weighted rate of return	8.59%	13.17%	(4.24%)	18.61%	13.70%	12.70%	(14.11%)	16.08%	12.91%	13.34%

Notes to Schedule

Valuation date:

Actuarially determined contribution rates are calculated as of January 1, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine most current contribution rate above:

Actuarial cost method	Aggregate
Amortization method	Not Applicable
Remaining amortization period	Not Applicable
Asset valuation method	5-Year Asset Smoothing, limited to 80% and 120% of market value
Inflation	3.00%
Salary Increases	4.00% average, including inflation
Investment rate of return	6.50%
Retirement Age	The earlier of 1) The later of age 55 and 20 years of service, or 2) attainment of age 60, but no earlier than one year from the valuation date.
Mortality	Pub-2010 Safety Amount-Weighted Mortality Projected Generationally with Scale MP-2021 (separate employee, retiree, contingent survivor, and disabled retiree tables and male & female tables)

Other Information:

None