

COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD AUGUST 12, 2004

THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

Present: Kristopher W. Jordan, James D. Ward  
Absent: Deborah B. Martin

**10:00 AM Reconvening The Public Hearing For Consideration Of A Request To Vacate A Portion Of The Right Of Way For An Extension Of Worthington Road In Orange Township, Ohio**

**PUBLIC COMMENT**

**RESOLUTION NO. 04-986**

**IN THE MATTER OF APPROVING THE RESOLUTIONS AND RECORDS OF THE PROCEEDINGS FROM REGULAR MEETING HELD AUGUST 9, 2004 AS CONTAINED IN THE COUNTY'S OFFICIAL ELECTRONIC RECORDINGS OF THE PROCEEDINGS:**

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the resolutions and records of the proceedings from regular meeting held August 9, 2004 as contained in the county's official electronic recordings of the proceedings.

Vote on Motion                      Mrs. Martin              Absent Mr. Jordan              Aye              Mr. Ward              Aye

**RESOLUTION NO. 04-987**

**IN THE MATTER OF APPROVING PURCHASE ORDERS, VOUCHERS AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0811:**

It was moved by Mr. Ward, seconded by Mr. Jordan to approve payment of warrants in batch numbers CMAPR0811 and Purchase Orders and Vouchers as listed:

<u>Vendor</u>	<u>Description</u>	<u>Account Number</u>	<u>Amount</u>
<b>PO's</b>			
Laurus Systems	Orex Decon Kits	21511319-5238	\$ 20,435.00
Mobile Video Services	Delaware CD #12	21411306-5301	\$ 7,096.40
Ohio Childrens Trust	Returned Funds For Grantees	22811609-5365	\$ 3,534.01
<b>Increases</b>			
Dispatch	Service	10011108-5312	\$ 5,000.00
Marathon	Fuel	10011106-5228	\$ 8,400.00
MMO	Claims	60211902-5370	\$ 15,000.00
Natalie Walker	Day Care	22411610-5348	\$ 4,000.00
Kindercare	Day Care	22411606-5348	\$ 589.00
US Filter R2	Bioxide Chemical for Pumpstations	65211905-5290	\$ 15,000.00
<b>Vouchers</b>			
Helpline	Child Assault Prevention	22811609-5301	\$ 13,289.85
Turning Point	Children's Support Group	22811609-5301	\$ 1,812.67
Action for Children	Parent Class	22811609-5301	\$ 6,339.96
MKC	Design for Jail Remodel	40411414-5410	\$ 15,858.71
D & D Agri Hauling	Hauling of Cake Sludge	65211919-5301	\$ 13,530.00
D & D Agri Hauling	Hauling of Cake Sludge	65211919-5301	\$ 5,040.00
US Filter R2	Bioxide Chemical for Pumpstations	65211905-5290	\$ 14,022.75
AEP	Service	65211905-533833802	\$ 30,316.55
CEBCO	September Premiums	60211902-537037030	\$ 546,559.71
Boys Village	Residential Treatment	22511607-5342	\$ 23,985.12
Boys Village	Residential Treatment	22511607-5342	\$ 23,942.78
Kindercare	Day Care	22411610-5348	\$ 24,315.00
Emergitech	Data Conversion Cost	21411306-5450	\$ 6,500.00
Pomegranate Health	Residential Treatment	22511607-5342	\$ 9,238.00
Toddler Inn	Day Care	22411610-5348	\$ 15,170.00
<b>Memo Transfers</b>			
<b>To:</b>	<b>From:</b>	<b>Description</b>	<b>Amount</b>
Health Department	Childrens Trust	Help Me Grow	\$ 12,247.36
71251513-5420	22811609-5301		
Family Childrens First	Childrens Trust	Administrative	\$ 1,959.15
70161603-4201	22811609-5365		
Delaware Co. Board DD	DJFS	Board and Care	\$ 7,500.00

COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD AUGUST 12, 2004

29519000-4539                      10011501-5350

Vote on Motion                      Mr. Jordan                      Aye                      Mrs. Martin                      Absent                      Mr. Ward                      Aye

**RESOLUTION NO. 04-988**

**IN THE MATTER OF CHANGING THE STARTING TIME FOR THE SEPTEMBER 7, 2004, COMMISSIONER'S SESSION TO 9:00AM:**

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the time change.

Vote on Motion                      Mr. Ward                      Aye                      Mr. Jordan                      Aye                      Mrs. Martin                      Absent

**RESOLUTION NO. 04-989**

**IN THE MATTER OF APPROVING THE CONTRACTS BETWEEN THE DEPARTMENT OF JOB AND FAMILY SERVICES, THE DELAWARE COUNTY COMMISSIONERS AND CHILD CARE PROVIDERS KINDER CARE LEARNING CENTER AND WANDA GAINES:**

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the following contracts:

<b>Child Care</b>		<b>Basic Rates</b>	<b>Part Time</b>	<b>Adjustment</b>
		<b>Full Time</b>	<b>Rates</b>	<b>to Basic</b>
		<b>(25 Hrs. or</b>		<b>Rates</b>
		<b>More)</b>		
Kinder Care Learning Center- #0999 55 South Cleveland Ave. Westerville, Ohio 43081	Infant	\$152.00	\$102.00	\$25.00
	Toddler	\$131.00	\$ 88.00	Registration
	Preschool	\$114.00	\$ 76.00	Fee
	Schoolage	\$103.00	\$ 69.00	
	Before & After School	\$ 70.00	\$ 69.00	
Wanda Gaines 7628 Kelvin Way Worthington, Ohio 43082	Infant	\$114.00	\$ 76.00	None
	Toddler	\$112.00	\$ 75.00	
	Preschool	\$ 98.00	\$ 65.50	
	Schoolage	\$ 90.00	\$ 60.00	

(A Copy of each of these contacts is available in the Commissioners' Office until no longer of Administrative Value).

**Further Be It Resolved**, that the Commissioners approve the following Purchase Order Request:

<b>Purchase Orders</b>			
<b>ORG</b>	<b>OBJ</b>	<b>Vendor</b>	<b>Amt</b>
22411610	5348	Gaines, Wanda	\$6,000
22411610	5348	Kindercare	\$5,000

Vote on Motion                      Mrs. Martin                      Absent                      Mr. Jordan                      Aye                      Mr. Ward                      Aye

**RESOLUTION NO. 04-990**

**IN THE MATTER OF APPROVING THE CHANGE IN DATE FOR THE BID OPENING FOR VILLAGE OF OSTRANDER FORMULA FY'03 STORM DRAINAGE IMPROVEMENTS:**

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the change in date for the bid opening for the Village of Ostrander CDBG Formula FY'03 Drainage Improvement from **Tuesday, August 17, 2004, at 12:00 noon to Wednesday, August 18, 2004, at 12:00 noon**. This bid opening will be held at 19 S. Main St., Ostrander, Ohio.

Vote on Motion                      Mr. Ward                      Aye                      Mr. Jordan                      Aye                      Mrs. Martin                      Absent

**RESOLUTION NO. 04-991**

**IN THE MATTER OF APPROVING PERSONNEL ACTIONS:**

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the following:

Jerrell McKenzie has resigned his full-time Paramedic Position with the EMS/911 Department; effective date

**COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD AUGUST 12, 2004**

---

August 14, 2004. He will be remaining a part-time employee; effective date August 15, 2004.

Angie Steck has been promoted from an Income Maintenance Worker III to a Social Service Worker II with the Department of Job and Family Services; effective date August 16, 2004.

Brittany Tuggle has transfer from a Division Secretary in the Sanitary Engineer's Department to a Clerk in the Code Compliance Department; effective date August 16, 2004.

Heather Vekasy has resigned her position as a Paramedic with the 911/EMS Department; effective date August 9, 2004.

Robert Oser with the Facilities Department is requesting 80 hours of Leave Without Pay; effective August 2, 2004.

Carleen Miller has resigned her position as the Clerical Specialist with Department of Job and Family Services effective August 13, 2004.

Vote on Motion            Mr. Jordan            Aye            Mrs. Martin            Absent    Mr. Ward            Aye

**RESOLUTION NO. 04-992**

**IN THE MATTER OF EXECUTING A RENEWAL AGREEMENT WITH THE COUNTY COMMISSIONERS ASSOCIATION OF OHIO SERVICE CORPORATION (CCAOSC) FOR PARTICIPATION IN THE COUNTY COMMISSIONERS ASSOCIATION OF OHIO WORKERS COMPENSATION GROUP RATING PLAN:**

It was moved by Mr. Ward, seconded by Mr. Jordan to execute the renewal agreement:

Whereas,            The Board of Commissioners of Delaware County has participated in the County Commissioners Association of Ohio Workers Compensation Group Rating Plan since 1994, and

Whereas,            Delaware County has realized significant savings annually, and estimates savings of \$80,179 in plan year 2005,

Therefore be it resolved, by the Board of Commissioners of Delaware County, State of Ohio, to execute a renewal agreement with the County Commissioners Association of Ohio Service Corporation for participation in the County Commissioners Association Of Ohio Workers Compensation Group Rating Plan for plan year 2005.

**COUNTY COMMISSIONERS ASSOCIATION OF OHIO  
WORKERS' COMPENSATION GROUP RATING PLAN AGREEMENT**

THIS AGREEMENT, dated as of July 1, 2004, is between CCAO Service Corporation ("CCAOSC"), an Ohio corporation, and the DELAWARE COUNTY ("Participant"), a political subdivision of the State of Ohio.

**Section I: INTRODUCTION**

Section 4123.29 of the Ohio Revised Code (ORC), and the rules promulgated thereunder, permit the establishment of employer group rating plans in order to group the experience of employers for workers' compensation rating purposes. The County Commissioners' Association of Ohio ("CCAO") acting through CCAOSC, its Service Corporation, as sponsoring organization within the meaning of Section 4123.29 and the regulations associated with same, hereby establishes a group for the benefit of its membership for the purpose of obtaining a group rating pursuant to Section 4123.29, ORC. The terms and conditions for participation in the CCAO group rating plan are herein established.

A participating employer is hereafter referred to individually as a "Participant". Participating employers are collectively referred to as the "Group".

**Section II: NAME**

The name of the plan shall be the CCAO Worker's Compensation Group Rating Plan, hereafter referred to as the "CCAO Group Rating Plan" or the "Plan". The principal office of the CCAO Group Rating Plan shall be located at 37 West Broad Street, Suite 650, Columbus, Ohio 43215.

**Section III: PURPOSE OF GROUP PLAN**

The CCAO Group Rating Plan is intended to: (1) achieve lower workers' compensation rates for the Group, and (2) result in the establishment of safer working conditions and environments for each Participant.

**COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD AUGUST 12, 2004**

---

**Section IV: REPRESENTATIONS AND WARRANTIES CONCERNING ELIGIBILITY**

1. CCAOSC, for itself and on behalf of CCAO, represents and warrants as follows:

- (1) CCAO was created more than two years prior to the date of application for Group coverage.
- (2) CCAO was formed for the purposes other than obtaining Group Workers' Compensation under Section 4123.29, ORC; rather it was formed for the purpose of, among other things, uniting the county commissioners of Ohio into an association to promote the best practices and policies in the administration of county government for the benefit of the people of the State of Ohio.
- (3) The business of the Group is substantially similar such that the policies which are grouped are substantially homogeneous.
- (4) The aggregate workers' compensation premiums of Group members are expected to exceed \$150,000 during the rating period covered by this Agreement.

2. The Participant represents and warrants as follows:

- (1) It has an Ohio Bureau of Workers' Compensation ("OBWC") policy number for counties and its account with OBWC is in good standing such that no outstanding premiums, penalties or assessments are due from it.
- (2) It is not a member of any other group for the purpose of obtaining workers' compensation coverage under Section 4123.29, ORC.
- (3) That its 2001 calendar year payroll does not exceed \$50,000,000. Counties with a 2001 calendar year payroll of \$50,000,000 or more will not be eligible for membership in the Rating Plan. The maximum annual payroll amount shall be established annually by the CCAO Workers' Compensation Group Rating Plan Executive Committee, to reflect inflation and prevailing Ohio county payroll trends.

**Section V: BASIC OBLIGATIONS OF PARTIES**

Pursuant to Section I, hereof, CCAO, acting through CCAOSC, has established the CCAO Group Rating Plan.

CCAOSC shall:

- (1) coordinate and administer the CCAO Group Rating Plan in accordance with this agreement.
- (2) file or cause to be filed all necessary applications with OBWC to obtain membership for the Participants in the CCAO Group Rating Plan; and
- (3) perform such additional duties as are required of it by this Agreement.

The Participant shall:

- (1) join and participate in the CCAO Group Rating Plan; and
- (2) perform such additional duties and pay such fees and expenses as are required of it by this Agreement.

**Section VI: PENALTY RATED PARTICIPANTS**

Additionally, the participant recognizes that the inclusion of group members with a penalty modification detrimentally affects the group rate. Each year, CCAOSC, in cooperation with the administrator, shall analyze the projected experience modification of all prior year plan members. CCAOSC, in its sole discretion, may determine that a plan participant is not eligible for any subsequent year group plan and not renew said participant. Alternatively, CCAOSC, in its sole discretion, may create additional allocations or contributions of such participants, including the formation of a "Premium Discount Pool".

Effective June 1, 1999, a penalty rated county that has not previously participated in the Plan will not be eligible for membership in the Plan.

**Section VII: PREMIUM DISCOUNT POOL PARTICIPANTS**

Effective for the policy year commencing January 1, 1998, CCAOSC created a Premium Discount Pool. Prior year Participants projected to be in a penalty rating **must participate** in the CCAOSC Premium Discount Pool in order to remain in the Group Rating Plan. CCAOSC Premium Discount Pool participants are required to implement the **CCAOC 10 Step Safety Plan for County Government**, and must submit an annual progress report to CCAOSC. However, enrollment in the Bureau of Workers' Compensation's Premium Discount Program (PDP) shall be at the discretion of the Participant. To enroll in the BWC's PDP, the Participant shall complete and submit directly to the BWC a "UA-5 Application For Premium Discount Program", and shall meet all requirements of the Bureau of Workers' Compensation for continued participation in the PDP.

The savings for participants in the Premium Discount Pool shall be determined as follows: A savings

**COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD AUGUST 12, 2004**

---

calculation will be made as if all Premium Discount Pool members had been included in the Group as filed with the OBWC, without deducting any discounts from the BWC's PDP program. Premium Discount Pool participants will receive the difference between a 10% reduction to their individual premium rate and the amount calculated as if the Participant was included in the Group program filed with the OBWC.

A penalty rated Participant who became penalty rated prior to January 1, 2002 will be eligible to participate in the Premium Discount Pool for a total of four years within a seven year period, during which they remain penalty rated or otherwise ineligible for Group membership. A penalty rated Participant who became penalty rated after January 1, 2002, may remain in the Premium Discount Pool for not more than three years within a five year period during which they remain penalty rated or otherwise ineligible for Group membership. A participant who is predicted to be penalty rated and is therefore removed from the Group and placed in the Premium Discount Pool, but their actual premium rate comes in as a credit ratio, will not have that year counted toward their maximum years of Premium Discount Pool eligibility.

**Section VIII: RATE CONTRIBUTION AND REBATES**

The participant understands that the group rate must be estimated in advance of the experience period and is based upon the most recent experience period, and that the actual group rate will vary depending upon multiple factors. The participant is solely responsible for any assessment of premiums owed to the OBWC. In no event shall CCAO, CCAOSC, the third party administrator, or other group members be held liable for premiums owed by the participant to the OBWC.

The participant understands the group rate is subject to change during and subsequent to the policy period, and all debit and credit adjustments processed by the OBWC will be the premium responsibility of the individual participant. In no event will CCAO, CCAOSC, the third party administrator, or the other group members be held liable for premiums owed by the participant to the OBWC resulting from subsequent rate revisions.

It is understood that in forming a group the OBWC will calculate a group rate for the CCAO Group Rating Plan which shall be applied uniformly to the members of the Group regardless of each Participant's individual rate. It is further understood that OBWC shall calculate premiums, as provided by law, multiplying the group rate (as described above) times each Participant's individual payroll.

In order to allocate the savings derived by formation of the Group, and to maximize the number of Participants in the Group, it is hereby agreed that annually the CCAOSC shall estimate the total savings which shall accrue to the Group through its formation which shall include the amount of savings for participants in the Premium Discount Pool (Section VII of this agreement). The CCAOSC shall notify each Participant of the estimated savings as well as the estimated rebates and/or additional billings required so that yearly budgeting may be facilitated on a timely basis for the Participants.

Upon receipt of the actual year-end payroll figures from each Participant, the CCAOSC shall calculate the total realized savings which shall accrue to the Group through its formation and collect rate contributions from and pay rate equalization rebates to the Group's various Participants. The Participants determined to be eligible for the group filing shall receive the share of the group savings which shall be equal to the total savings of all group members less Premium Discount reimbursements multiplied by the percentage found by dividing the Participants' individual payroll by the total payroll of all participating group members.

Premium Discount Pool participants shall receive the difference between a 10% reduction in their individual premium rate the amount determined as if the participant was included in the group program filed with the Ohio Bureau of Workers' Compensation. Individual payroll divided by the payroll of all plan members will be applied to the plan savings as if the participants were included in the group filing.

CCAOSC shall bill any rate contributions due from individual Participants no later than sixty (60) days following receipt by CCAOSC of the payroll report submitted by Participants to the OBWC. Bills for contributions are due and payable to CCAOSC within thirty (30) days of receipt. All rebate checks shall be paid to those Participants due rebates no later than ten (10) days from the date of receipt of all contributions due from individual Participants.

**Section IX: ADMINISTRATIVE SERVICES**

CCAOSC, with approval of the Group Executive Committee, shall retain the services of a third party administrator ("TPA") specializing in the administration of workers' compensation claims. Such designated TPA shall assist CCAOSC staff in the day to day management of the plan, prepare and file necessary reports for both OBWC and members, assist with loss control program, and other duties, (*excluding* claims-related matters, which shall be the responsibility of each individual Participant, as provided in the second paragraph of this Section IX) relating to the Plan's activities. The cost of these services shall be borne by the Participant in proportion to its payroll to the total payroll of the group. CCAOSC shall bill the Participant for such services at such times as are determined by the Group Executive Committee, and the Participant shall remit payment to CCAOSC within thirty (30) days of its receipt of such bill.

Each Participant may at its sole expense, engage the services of an attorney, or other qualified TPA, or representative for claims-related matters, such as hearings before the respective state agencies.

In any event, the Participant agrees to inform CCAOSC, the Group, and the Group's TPA, at all times, of all claims which will affect the rating of the Group.

**Section X: RISK MANAGEMENT SERVICES**

**COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD AUGUST 12, 2004**

---

The Participant acknowledges that one of the statutory requirements for a group rating program is a substantial improvement in accident prevention and safety training by the Group. The Participant shall make a good faith effort to maintain a safe working environment for its employees and to implement the Group's model safety and claims management program, which is attached hereto as Exhibit A. In addition, each Participant shall participate in and comply with any safety program or claims management procedure adopted by the Group Executive Committee. The costs for risk management services shall be allocated, billed and paid in the same manner as described in Section IX, above. The Participant may provide supplementary training and risk management consulting services to its employees at the Participant's sole expense.

CCAOSC reserves the right to require the participant to undergo an occupational safety and health audit of its premises. For such audits, the Participant shall have the option of (1) using a qualified private safety consultant of the Participant's choice, subject to CCAOSC's approval; or (2) requesting CCAOSC to arrange for an audit performed by the Ohio Division of Safety and Hygiene ("ODSH"). It is understood that the ODSH will perform an audit at no additional cost. However, if the Participant chooses to utilize a private safety consultant it shall do so at its own cost. A copy of the audit results and safety recommendations shall be provided to CCAOSC upon CCAOSC's request. The Participant and CCAOSC agree that if a private consultant is engaged by the Participant to perform an audit, the consultant will act as an independent agent, not subject to the direction and control of CCAOSC.

**Section XI: GENERAL MANAGEMENT FEES**

The Participant agrees to pay anticipated general management fees during the term of the Agreement, if any, as described and in the manner specified in Section IX, above.

**Section XII: GROUP EXECUTIVE COMMITTEE**

There is hereby established a Group Executive Committee, which shall consist of nine members. Two of said members shall be the President and the Treasurer of CCAOSC; the remaining seven members shall be representatives of the Participants, elected for the ensuing year by the Participants. No Participant shall have more than one member of the Group Executive Committee in any year, and each elected official shall be a county commissioner. However, any member may by written instrument appoint a designee, who need not be a county commissioner but shall be an officer or employee of the member county. A designee shall have the same powers as the appointing member.

The duties of the Group Executive Committee shall be:

- (1) to approve the selection of a TPA, as provided in Section IX hereof;
- (2) to review and approve proposed TPA fees, fees for risk management services, and general management fees, and to provide for the billing and collection thereof;
- (3) to determine ongoing eligibility of each Participant for continued participation in the Group; and
- (4) to perform such other acts and functions as may be delegated to it from time to time by the Group.

**Section XIII: TERM OF AGREEMENT**

Subject to the approval of the CCAO Group Rating Plan by the OBWC, the term of this Agreement shall commence on the date of execution hereof and shall be continuing and shall be applicable to all rating periods beginning January 1, 2005 and thereafter. CCAOSC may terminate this Agreement upon sixty (60) days written notice to the Participant. The Participant may terminate this Agreement so as not to be included in the CCAO Group Rating Plan for the next annual rating period provided sixty (60) days written notice of intent to withdraw from the CCAO Group Rating Plan is given to CCAOSC prior to the prescribed application deadline of OBWC, currently the last business day in August of the year prior to the applicable annual rating period. In any event, a Participant shall not be relieved of the obligation to pay any amounts owed for participation in the CCAO Group Rating Plan prior to withdrawal therefrom.

**Section XIV: APPLICATIONS BY PARTICIPANT**

Initial application of a Participant shall include: (1) properly signed and authorized copy of this Agreement; (2) properly executed OBWC Form AC-26, allowing CCAOSC or its TPA to represent the CCAO Group Rating Plan before OBWC. A Participant's initial application shall also include a one-time membership fee in the amount of \$2,000. In order to remain in good standing, a Participant shall provide to CCAOSC annually, prior to the group rating deadline: (1) properly signed and authorized copy of this Agreement; (2) properly executed OBWC Form AC-26, allowing CCAOSC or its TPA to represent the CCAO Group Rating Plan before OBWC.

**Section XV: GENERAL PROVISIONS**

CCAOSC shall strictly account for all funds collected and disbursed relating to the Group Rating Plan. All Group Rating Plan funds shall be strictly segregated from all CCAOSC activities relating to the operations and activities of CCAO's property/casualty insurance pool or pools.

The Participant is solely responsible for any assessment of premiums levied by OBWC against it. Neither the CCAO Group Rating Plan nor its TPA shall be liable for any such charges.

**COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD AUGUST 12, 2004**

If the Participant leaves the group, it will allow representatives of the Group to access its loss experience for a period of three (3) years following the last year of participation.

The Participant acknowledges that Group rate setting is solely the function of the OBWC. It is understood that such considerations as the "TM Calculation", "Credibility Factor", and "Loss Value Limitation", shall be assigned by OBWC at the group, rather than the individual, level.

Vote on Motion            Mr. Ward            Aye    Mr. Jordan            Aye    Mrs. Martin            Absent

**RESOLUTION NO. 04-993**

**IN THE MATTER OF AUTHORIZING ISSUING A REQUEST FOR PROPOSALS FOR MARKET RESEARCH FOR PAY SYSTEM ADJUSTMENT:**

It was moved by Mr. Ward, seconded by Mr. Jordan to approve the following:

**Market Research For Pay System Adjustment  
Request for Qualifications  
August 12, 2004**

The Delaware County Board of Commissioners is currently seeking a consultant to research national, regional and local market data of competitors to provide an analysis of fair wages for the County's Compensation Management System wage scales. The consultant will be responsible for reviewing and analyzing wages of competitive markets with similar County positions and will provide suggested recommendations for adjustments to the County's wage charts. The market review will determine the percentage of change in each job category over the past 18 months.

The chosen consultant will be required to evaluate the current County pay system for each job category. Each job category and current wage scale is attached for your reference.

The consultant will be required to meet the Delaware County Commissioners, County Administrator, Human Resources and other offices and departments as necessary to review findings and make necessary recommendations based on the research findings and evaluation conducted. These recommendations will be in writing and signed by the chosen consultant.

The project must be fully completed by November 1, 2004.

**1. Determination of Findings:**

- A. Meet with Director of Administrative Services, Personnel Coordinator, County Administrator, Board of Commissioners, and/or others to determine needs.
- B. Determine percentage of change over the last 18 months for each of the following general categories. The consultant will review a sample of specific positions within each category to determine if the scales match other entities.
  - 1. LTC
  - 2. COMOT
  - 3. POLE
  - 4. PAT
  - 5. EXEC
  - 6. SPECAT
- C. Determine the percentage of change over the last 18 months for up to 10 specific positions.
- D. Evaluate the structure and integrity of the Compensation Management Plan and make suggestions to modify and improve the system.
- E. Estimated time needed to complete the project: \_\_\_\_\_  
(i.e.# of hours)

**1. Proposal Items:**

- A. No Statement of Qualifications (SOQ) will be accepted after 5:00 p.m. on September 3, 2004.
- B. All (SOQ's) should be submitted to the Delaware County Human Resources Department, 10 Court St. Delaware, Ohio 43015.
- C. SOQ's shall be submitted in the following manner:
  - One signed hard copy
  - One electronic copy

COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD AUGUST 12, 2004

Please submit on the form provided, including the Qualification Questionnaire.

- D. All minimum information requested must be addressed and answered by the Consultant. Failure to do so may result in disqualification of the Consultant's SOQ.
- E. Two (2) or more of the Consultants may be called and interviewed after review of all the SOQ's submitted. At that time, further information may be requested, in order that a decision may be made.
- F. All preliminary questions and all correspondence during the SOQ period must be submitted in writing and sent via U.S. Postal Service or by email (preferred) to [dhuston@co.delaware.oh.us](mailto:dhuston@co.delaware.oh.us). Answers to questions will be compiled and mailed via U.S. Postal Service or e-mail to all interested parties. No questions will be taken or answered verbally.
- G. A pre-SOQ meeting to answer questions will be held on August 25, 2004 at 11:00 AM in the Commissioners' North Meeting Room, 101 N. Sandusky St., Delaware, Ohio 43015. Attendance is optional.

**B. Required SOQ Information:**

- 1. Completed Qualification Questionnaire.
- 2. Project Statement, concerns, etc. as seen by the Consultant.
- 3. List of present projects as of date of this submission, anticipated future projects and workload, and number of calendar days Consultant anticipates time to complete this project, after award of contract.
- 4. Hourly rate schedule for Consultant work, employees, of the Consultant, subcontractors, reimbursable expenses, etc.
- 5. Consultant's name, address, telephone and facsimile numbers, and email address.
- 6. The names and addresses of any subcontractors being used for the project.
- 7. One (1) signed hardcopy and one (1) electronic copy (diskette, CD, or e-mail in MSWord) of the proposed contract to perform this project.

Vote on Motion            Mr. Jordan            Aye            Mrs. Martin            Absent            Mr. Ward            Aye

**RESOLUTION NO. 04-994**

**IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR PENDING OR IMMINENT LITIGATION AND CONSIDERATION OF APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL:**

It was moved by Mr. Jordan, seconded by Mr. Ward to adjourn into Executive Session at 9:40AM.

Vote on Motion            Mrs. Martin            Absent            Mr. Jordan            Aye            Mr. Ward            Aye

**RESOLUTION NO. 04-995**

**IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:**

It was moved by Mr. Ward, seconded by Mr. Jordan to adjourn out of Executive Session at 10:10AM.

Vote on Motion            Mr. Jordan            Aye            Mrs. Martin            Absent            Mr. Ward            Aye

**RESOLUTION NO. 04-996**

**10:00AM RECONVENING THE PUBLIC HEARING FOR CONSIDERATION OF A REQUEST TO VACATE A PORTION OF THE RIGHT OF WAY FOR AN EXTENSION OF WORTHINGTON ROAD IN ORANGE TOWNSHIP, OHIO:**

It was moved by Mr. Ward, seconded by Mr. Jordan to reconvene the Public Hearing at 11:15AM.

Vote on Motion            Mr. Ward            Aye            Mr. Jordan            Aye            Mrs. Martin            Absent

**RESOLUTION NO. 04-997**

**IN THE MATTER OF CLOSING THE PUBLIC HEARING FOR CONSIDERATION OF A REQUEST TO VACATE A PORTION OF THE RIGHT OF WAY FOR AN EXTENSION OF WORTHINGTON ROAD IN ORANGE TOWNSHIP, OHIO:**

It was moved by Mr. Ward, seconded by Mr. Jordan to close the Public Hearing at 11:15AM.

Vote on Motion            Mrs. Martin            Absent            Mr. Jordan            Aye            Mr. Ward            Aye

COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD AUGUST 12, 2004

---

**RESOLUTION NO. 04-998**

**IN THE MATTER OF DENYING THE PETITION TO VACATE A PORTION OF THE RIGHT OF WAY FOR AN EXTENSION OF WORTHINGTON ROAD IN ORANGE TOWNSHIP, OHIO:**

It was moved by Mr. Ward, seconded by Mr. Jordan to deny the petition to vacate a portion of the right of way for an extension of Worthington Road In Orange Township, Ohio.

Vote on Motion            Mr. Ward            Aye    Mr. Jordan            Aye    Mrs. Martin            Absent

There being no further business the meeting adjourned.

\_\_\_\_\_  
Kristopher W. Jordan

\_\_\_\_\_  
Deborah B. Martin

\_\_\_\_\_  
James D. Ward

\_\_\_\_\_  
Letha George, Clerk to the Commissioners