

COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD DECEMBER 13, 2004

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

Present: Kristopher W. Jordan, Deborah B. Martin,
Absent: thru Resolution No. 04-1506 James D. Ward

8:00 AM Prosecutor Session

PUBLIC COMMENT

Mr. John *Bauder* –Sawmill Parkway concerns (refer to CD minutes for complete record).

RESOLUTION NO. 04-1501

IN THE MATTER OF APPROVING PURCHASE ORDERS, VOUCHERS AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR1210 AND MEMO TRANSFERS IN BATCH NUMBERS MTAPR1210:

It was moved by Mr. Jordan, seconded by Mrs. Martin to approve payment of warrants in batch numbers CMAPR1210, memo transfers in batch numbers MTAPR1210 and Purchase Orders and Vouchers as listed:

PO's

<u>Vendor</u>	<u>Description</u>	<u>Account Number</u>	<u>Amount</u>
Columbus State	Tuition	22311611-5350	\$ 8,000.00
Increases			
Childrens World 10655 Sawmill	Day Care	22411610-5348	\$ 7,720.00
Vouchers			
Prescription Relief, Inc.	Prescription Relief Admin.	23111709-5301	\$ 9,219.85
AEP	Electric Service	65211919-533833802	\$ 38,358.00
AEP	Electric Service	66011913-5338	\$ 9,702.41
AEP	Electric Service/Scioto Hills	66011908-5338	\$ 1,774.67
Liberty Community Center	Day Care	22411610-5348	\$ 15,022.00
OH Water Development Authority	OWDA Interest	50111117-5725	\$ 12,983.15
OH Water Development Authority	OWDA Principal	50111117-5725	\$ 206,262.16
Weller and Associates	DATA Recovery	65511918-5415	\$ 23,570.85

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

RESOLUTION NO. 04-1502

IN THE MATTER OF APPROVING THE TREASURER'S REPORT:

It was moved by Mr. Jordan, seconded by Mrs. Martin to approve the Treasurer's Report.

(Copy available for review at the Commissioner's office until no longer of administrative value.)

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

RESOLUTION NO. 04-1503

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

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

The EMS Department is requesting that Bob Lavender Jr. attend a CAMEO Basic Operation and Capabilities Computer Aided Training at the Ohio Emergency Management Agency, February 1-4, 2005, at no cost.

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

RESOLUTION NO. 04-1504

IN THE MATTER OF APPROVING AN AGREEMENT BETWEEN THE MH CORRECTION COMMISSION (MULTI-COUNTY CORRECTIONAL CENTER) AND THE DELAWARE COUNTY SHERIFF'S OFFICE FOR PRISONER HOUSING:

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

PRISONER HOUSING AGREEMENT

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This prisoner Housing Agreement is made and entered into by and between the MH Corrections Commission (Multi-County Correctional Center) established pursuant to Ohio Revised Code 307.93 and the Delaware County Sheriff's Office.

WHEREAS, the MH Corrections Commission owns and operates a full-service jail facility located at 1514 Victory Road in Marion, Ohio, and;

WHEREAS, the Multi-County Correctional Center currently has limited excess capacity for male and female prisoners, and

WHEREAS, Delaware County needs available bed space for male/female prisoners, and is desirous of housing them at the Multi-County Correctional Center.

NOW THEREFORE, it is hereby mutually agreed between the parties as follows:

1. Delaware County Sheriff's Office agrees, in its discretion, to send to the Multi-County Correctional Center and the Multi-County Correctional Center agrees, in its discretion, to accept from Delaware County prisoners for which Delaware County is unable to care, provided, however, the total Delaware County prisoners housed by the Multi-County Correctional Center shall not at any one time exceed (10) ten males and (10) ten females.
2. Delaware County agrees to pay the Multi-County Correctional Center the sum of fifty-eight dollars and ninety seven cents (\$58.97) per day for each prisoner sent to the Multi-County Correctional Center as full compensation for boarding, confining and supervising each prisoner. For the purpose of determining compensation to be paid, any calendar day or part thereof of confinement shall constitute one (1) day.
3. Delaware County Sheriff's Office shall be responsible for providing all transportation, except emergency medical transportation, for its prisoners housed at the Multi-County Correctional Center.
4. Delaware County Sheriff's Office agrees to reimburse the Multi-County Correctional Center for emergency and other medical care provided by the Multi-County Correctional Center and other medical providers for care provided to Delaware County prisoners housed at the Multi-County Correctional Center. Extended medical care or hospitalization will be handled on a case-by-case basis upon approval by Delaware County Sheriff's Office.
5. Delaware County Sheriff's Office further agrees to pay or reimburse the Multi-County Correctional Center for any expenses incurred in the rendering or securing of other medical, surgical, dental or mental health services, including medicines and surgical operations, for or to such Delaware County prisoner housed at the Multi-County Correctional Center.
6. Delaware County Sheriff's Office agrees that when hospital service is required for a prisoner of Delaware county, all services shall be provided by the Morrow County Hospital for non-life threatening conditions and the Marion General Hospital for all life threatening conditions. The need for medical services shall be decided by the medical staff at the Multi-County Correctional Center. Delaware County must approve all non-life threatening hospital admissions.
7. The Executive Director of the Multi-County Correctional Center shall have charge of the Multi-County Correctional Center and he or his designee, may at their discretion, refuse to receive any prisoner for any reason based on jail population, internal security conditions, prisoner medical condition such as a contagious disease mental condition, illness or injury of any other reason.
8. Compensation for housing prisoners for Delaware County Sheriff's Officer shall be made to the Multi-County Correctional Center on or before the fifteenth (15th) of the month preceding the confinement of the Delaware County inmates.
9. The amount to be paid to the Multi-County Correctional Center pursuant to this agreement shall not exceed \$58.97 per day, per prisoner.
10. This agreement shall be effective on the 4th day of November 2004 and shall continue until December 31, 2004. It will automatically renew for a twelve-month period from year to year. However, either party may cancel or rescind this agreement by providing the other party with a thirty day written notice of its intent to cancel or rescind.

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

RESOLUTION NO. 04-1505

IN THE MATTER OF APPROVING A STATEMENT OF WORK FROM RESULTS ENGINEERING FOR THE CLERK OF COURTS OFFICE DOCUMENT IMAGING PROJECT:

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

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Project Background

The engagement of Results Engineering with the Clerk of Courts of Delaware County has been initiated to expand the digitizing of documents within the department. The Clerk of Court's Document Imaging project will include adding a scanner and expanding the current document taxonomy to include current court documents. RE will revise the current archive document taxonomy and propose a revised "Taxonomy Document". The taxonomy document will incorporate document taxonomy that will help streamline the operation of the Clerk of Court's imaging system by avoiding duplication of work. Once approved, the Taxonomy Document will be implemented as a prototype within OnBase. After the prototype is completed, it will be moved onto the production OnBase servers for Delaware County's Clerk of Courts.

Project Overview

This project will be composed of both a taxonomy analysis and a deployment of document imaging (scanning) to store Clerk of Courts documents. This will include an onsite consulting effort to document the current Delaware County Clerk of Courts document storage and usage. The project will culminate with a working prototype being loaded onto a development server for initial testing. Five Clerk of Court workstations will have the OnBase Client installed and a Scan Station will be setup for use with the Scanner that will be purchased. The Clerk of Courts staff will be trained on use of the OnBase Client and Scanning system.

Business Problem

In the earliest stages of this project we must define the documents being stored and retrieved. The scope of this project must uncover naming conventions that will mesh with Delaware County as a whole. Documents also contain information that is needed across departmental lines. This means effort is needed to insure privacy and define custody. HIPAA and Privacy rules now apply to many government documents so these constraints and rules need to be taken into account in the preparation, handling and maintenance of electronic documents. Lastly we must also pay attention to kind of documents that need to be imaged and the location of the scanning equipment to be utilized.

Project Success Criteria

The criteria that this project is based on will largely be in the form of a chart describing the documents and document groupings used within the county. This chart includes relevant document names, form numbers, and indices the documents are filed by. We also need to note relevant users of the documents within the department plus the names of other departments and services that also utilize these documents. The assumption is that blueprint has been created that not only this department agrees with but that other department usage will be enhanced when they gain access. The taxonomy can also include possible note types, cross-references, security restrictions (HIPAA), access rights, printing formats, graphical overlays needed, disclaimers and electronic documents.

Section 2. Objectives

As stated above in the Success Criteria, this phase of the project taxonomy provides a detailed look at the documents types, groups, users, access rights, privileges and possible interactions with other departments in Delaware County.

Section 3. Scope of Effort

Install Hyland Clients on the Clerk of Courts workstations, integrate updated Clerk of Courts Document Taxonomy, Setup document Scanner and Software, train users On Hyland Clients and Scanning. Design, Install, Test and Debug an RE Custom Interface to Maximus using Application Enabler. See deliverables for further details.

Section 4. Approach

- **Project Plan** - will be created, identifying the major milestones and anticipated dates of the deliverables. This plan will be maintained and updated as changes occur.
- **Communication** - as questions arise, they will be forwarded to Delaware County project manager through e-mail. Delaware County and RE will respond to all questions within 2 business days, unless the question is identified as not on the critical path.
- **Resources** – Project Manager for both teams must be made available to answer questions so the 2-day response rule is met. Any response delay over 2 business days will generate a change request and hence, a delay to the project with additional cost.
- **Deliverables** - will be provided to Delaware County by RE for review no later than 48 hours after completion.
- **Change Management Process** - will be utilized. The focus will be on requirements, scope, and functionality. All changes will be reviewed and approved by Delaware County. Delaware County

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must approve all project changes using the Change Control Forms. If a change has a financial impact on the project, RE will identify and communicate that impact as part of the Change Management Process

- **Acceptance Control Process** - will be utilized to ensure that each deliverable meets the defined functionality. Acceptance criteria will be established during the Design stage for every deliverable. Acceptance to be made by Delaware County project management.

Section 5. Deliverables

Project Deliverables
Revise and Document Taxonomy and Build prototype
Setup, Install OnBase Clients, Scanner and Software.
Setup 2 workstations with OnBase Clients. Setup the Scanner and Scanning Software. Setup and test revised Document Taxonomy.
Design, Install, Test and Debug an RE Custom Interface to Maximus using Application Enabler.
Train Clerk of Court Staff on OnBase Clients, Scanning etc...
Final Project Review Closure Meeting

Section 6. Roles and Responsibilities

Results Engineering

RE will provide resources:

- Competent in document management/imaging/workflow technology (and all related technologies).
- Experienced in management/imaging/workflow system design, development and implementation.
- Experienced in applying these technologies to county Clerk of Courts offices in general.

The Delaware County Clerk of Courts Office staff members will assume the following roles during this engagement

Delaware County will provide resources:

- Project leader in the Delaware Clerk of Courts with knowledge of the Records document, process, and policy practices and issues.
- Knowledgeable IT person in Delaware County’s network architecture and system infrastructure.
- Project Leader empowered to arrange necessary & appropriate meetings with Clerk of Courts and IT staff, as needed.
- Project leader empowered to make decisions regarding the “final” form of the solutions to be implemented.

Responsibilities and Timeline

RE Deliverables		The Delaware County Clerk of Courts Office
Phase	Deliverable	Timeline
1	Define Taxonomy and Build prototype. Review Prototype with Clerk of Courts.	25 hours
2	Design, Setup, Install, Test and Debug RE Custom Interface to Maximus using Application Enabler.	60.6 hours
3	Setup, Install all OnBase Scanning Software on Workstation. Setup, install separator pages or barcode cover sheets.	25 hours
4	Setup 2 workstations with OnBase Clients, test and QC.	3 hours.
5	Train Clerk of Courts Staff on OnBase Clients, Scanning Software and procedures etc.	16 hours

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6	Project Management	9 hours
7	Final Project Review Closure Meeting	2 hours

Section 7. Costs

Results Engineering’s rates on this time and material project will be \$165 per hour per Results State Term Schedule plus any reasonable expenses. On a weekly basis, Results Engineering shall submit to the Delaware County project manager a project status report detailing the work performed to date, any deviations from the project costs and/or schedule set forth in the Project Plan and an invoice for the previous week. Delaware County will have five days to review the RE invoices. If there are no questions with the invoice, the invoice will be considered accepted by Delaware County and payment will be expected.

The current time estimate to be Billed to Delaware County for this project is 80 hours x \$165 per hour = \$13,200. An additional 60.6 hours x \$165 per hour = \$10,000 will be Billed for Designing, Installation, Testing and Debugging an RE Custom Interface to Maximus using Application Enabler. Results Engineering estimates this effort will be completed in 4-5 weeks of calendar time.

Section 8. Assumptions and Risks

The following is a list of items that could potentially affect progress of the project and the time estimated to complete deliverables

- A. Designated Delaware County personnel will be available at all times (within reason) to answer questions and assist Results Engineering development personnel with concerns regarding this project.
- B. Delaware County Systems are available for development, support and testing outside of the Delaware County facilities via the VPN throughout the project.
- C. Properly installed and functioning Delaware County imaging Server etc.
- D. Accessibility of project critical resources for Results Engineering team members.
- E. Availability of workspace for Results Engineering team to conduct onsite work.
- F. All Delaware County Hardware and Software is functioning properly before project starts.

Section 9. Change Procedure

The estimated effort and costs are based on the scope and assumptions as determined during analysis and design. Variance to the scope or assumptions will have an impact on the project duration and cost estimates. Results Engineering and the Delaware County Clerk of Court Office will use a formal Change Control procedure to respond to and manage changes throughout the project.

A change of scope to the project is defined as, but not limited to:

- An additional deliverable not defined during analysis and design.
- An additional activity or step not defined in analysis and design.
- Further changes to an accepted deliverable.
- Time spent to investigate/estimate any change request.
- Time lost due to reasons such as:
 - Unavailability of equipment needed by the project team.
 - Unavailability of the Delaware County’s project personnel.
 - Delays in expected turnaround to questions, information needed, or decisions from the Delaware County project personnel.
 - **Delays of over two business days on approvals of critical deliverables.**

The Results Engineering proposed Change Control procedure is:

Results Engineering will document all requested changes using a Change Request Form. The document will include a description of the change and costs impact, staffing, and changes to workloads and service levels.

Results Engineering will submit each Change Control Request to the Delaware County Clerk of Courts Office Project Manager for review and authorization. Approval or rejection of the change should be provided within two business days of submission.

Formal approval or rejection will require appropriate sign-off by both Results Engineering and the Delaware County Clerk of Courts project manager.

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Results Engineering will maintain the originals for all Change Request Forms in the permanent Project Control Book and will submit copies to the Delaware County's Clerk of Courts upon project completion.

Section 10. Acceptance Procedure

All deliverables are to be approved in writing using a Product/Task Acceptance Form. Four (4) business days will be allowed for acceptance or rejection for each deliverable.

The Delaware County Clerk of Courts Office Project Manager or delegates will have acceptance authority for all.

Each deliverable with a Product/Task Acceptance Form will be provided to the Delaware County Clerk of Courts Project Manager or one of their delegates for final sign off. The Delaware County Clerk of Courts Office Project Manager or their delegate will review each deliverable, indicate acceptance or rejection on the Product/Task Acceptance Form and return the form to the RE Project Manager.

If a deliverable is rejected, reasons for rejection will be indicated on the form. If the Delaware County Clerk of Courts Office rejects a deliverable, the Results Engineering Project Manager will review the feedback with the Delaware County Clerk of Courts Office Project Manager and have the mutually agreed upon changes made to the rejected deliverable and resubmitted for approval.

Only one update/change iteration per deliverable. It is important that all reasons for rejection be documented during initial review of the deliverable. Results Engineering will repair defects identified in the first iteration of a deliverable.

If review delays or multiple iterations of deliverables cause a substantial delay in the project schedule, a documented non-compliance change authorization will be processed to reflect the impact.

Section 11. Pricing Estimate

Imaging System

Hyland OnBase Ohio State Term Schedule Number: 533277-1

Results Engineering Ohio State Term Schedule #533384-0

DESCRIPTION	PART #	QTY.	PRICE
SOFTWARE			
OnBase Modules			
Concurrent User Client	CTIPC1	1	\$960.00
Named User Client (scan station)	CLNT1A	1	\$480.00
Document Imaging	DIIPA1	1	\$1,600.00
Application Enabler	APEN1	1	\$12,000.00
		Sub-Total:	\$15,040.00
Annual OnBase Maintenance			
Annual Maintenance 16.5% of Software Price	MAINT	1	\$2,482.00
		OnBase Total:	\$17,522.00
HARDWARE			
Scanner and Accessories			
Panasonic S7065 Scanner	PANKVS7065C	1	\$6,675.00
7065 Imprinter	PANKVSS014	1	\$1,465.00
Kofax 650i Adrenaline Interface Card and Cable	0650-2000	1	\$915.00
Panasonic 5X9X4 Onsite IN Warranty	PANKVS2065W-SI	1	\$920.00
Kofax EH850-1000 5X9X4 Onsite IN WARRANTY	KOFEH850-1000-SI	1	\$130.00
		Hardware- Total:	\$10,105.00
SERVICES			
Professional Services (RE Deliverables)	RETECH	80 hrs	\$13,200.00
Professional Services (Custom Maximus interface)	RETECH	60.6 hrs	\$10,000.00
		Grand Total:	\$50,827.00

OPTIONAL ITEMS

DESCRIPTION	PART #	QTY.	PRICE
Hyland Modules			

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EDM Services	DMIP11	1	\$4,000
E-Forms	FMIPI1	1	\$8,000
RightFax Import	RFIPW1	1	\$4,000

Note: add 16.5% to Hyland Software prices for annual maintenance costs. Also Professional Services will need to be determined by RE for integration of the OnBase Modules above.

All prices quoted above are subject to change without notice.

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

RESOLUTION NO. 04-1506

IN THE MATTER OF APPROVING AN AGREEMENT BETWEEN MAXIMUS AND THE CLERK OF COURTS OFFICE FOR A DOCUMENT IMAGING PROJECT:

It was moved by Mr. Jordan, seconded by Mrs. Martin to approve an agreement between Maximus And The Clerk Of Courts Office for a document imaging project.

(Copy available for review at the Clerk of Courts office until no longer of administrative value.)

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

RESOLUTION NO. 04-1507

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR THE REAL ESTATE ASSESSMENT FUND:

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

Transfer of Appropriation		Amount
From	TO	
20110105-5301	20110105-5450	
REA/Professional Services	REA/Capital Outlay	\$21,800.00

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

RESOLUTION NO. 04-1508

IN THE MATTER OF ACCEPTING ROADS AND APPROVING RECOMMENDED SPEED LIMITS FOR SHEFFIELD PARK SECTION 1:

It was moved by Mr. Jordan, seconded by Mr. Ward to release bonds and letters of credit and accept roads within the following:

Sheffield Park Section 1

The roadways to be accepted are as follows:

- **Sheffield Park Drive**, to known as **Township Road Number 1419**
- **Rammelsberg Drive**, to be known as **Township Road Number 1420**
- **Normandy Drive**, be known as **Township Road Number 1421**
- **Mingo Drive**, to be known as **Township Road Number 1422**
- **Bailey Circle**, to be known as **Township Road Number 1423**

The Engineer also recommends that 25 mile per hour speed limits be established throughout the project.

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

RESOLUTION NO. 04-1509

IN THE MATTER OF ESTABLISHING STOP CONDITIONS FOR SHEFFIELD PARK SECTION 1:

It was moved by Mr. Ward, seconded by Mr. Jordan to establish stop conditions for the following:

Stop Conditions – Sheffield Park Section 1

- On Township Road Number 1419, Sheffield Park Drive, at its intersection with County Road Number 13,

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Worthington Road

- On Township Road Number 1420, Rammelsberg Drive, at its intersection with Township Road Number 1419, Sheffield Park Drive
- On eastbound Township Road Number 1421, Normandy Drive at Station 17+95+/-, which is an intersection with Township Road Number 1419, Sheffield Park Drive
- On westbound Township Road Number 1421, Normandy Drive at Station 18+91 +/-, which is an intersection with Township Road Number 1419, Sheffield Park Drive
- On eastbound Township Road number 1421, Normandy Drive at Station 31+43 +/1, which is an intersection with Township Road Number 1419, Sheffield Park Drive
- On westbound Township Road Number 1421, Normandy Drive at Station 32+53 +/1, which is an intersection with Township Road Number 1419, Sheffield Park Drive
- On Township Road Number 1421, Normandy Drive, at its intersection with Township Road Number 1422, Mingo Drive.
- On Township Road Number 1422, Mingo Drive, at its intersection with Township Road Number 1419, Sheffield Park Drive
- On Township Road Number 1422, Mingo Drive, at its intersection with Township Road Number 1420, Rammelsberg Drive
- On Township Road Number 1423, Bailey Circle, at its east intersection with Township Road Number 1419, Sheffield Park Drive

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

RESOLUTION NO. 04-1510

IN THE MATTER OF APPROVING RIGHT OF WAY WORK PERMIT SUMMARY SHEET:

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

Permit #	Applicant	Location	Type of Work
U04148	Suburban Natural Gas	Oldefield Estates	Install gas mains
U04191	Del-Co Water	Walnut Valley Drive	Install waterline
U04192	Columbia Gas	Daventry Lane	Install gas line
U04193	SBC	Sawmill Road	Trench buried cable
U04195	Columbia Gas	Green Meadows Drive	Install gas main
U04196	Suburban Natural Gas	Curve Road	Install gas main

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

RESOLUTION NO. 04-1511

IN THE MATTER OF APPROVING TRANSFER OF FUNDS AND SUPPLEMENTAL APPROPRIATIONS FOR DRAINAGE IMPROVEMENTS AND DITCH REIMBURSEMENTS:

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

Supplemental Appropriation	Amount
40540412-5319 Zimmerman Ditch/Reimbursements/Refunds	\$3,650.00
40540413-5319 Delaware Run Ditch/Reimbursements/Refunds	\$1,200.00
40540413-5331 Delaware Run Ditch/Postage Reimbursement	\$1,005.84
40540413-5301 Delaware Run Ditch/Professional Services	\$6,006.94
40540414-5301 Wilson/Professional Services	\$427.71
Transfer of Funds	
From To	
10011102-5801 40311409-4601	
Commissioners General/Transfers Drainage Improvement/Interfund Revenue	\$20,000.00
Supplemental Appropriation	
40311409-5301 Drainage Improvement/Professional Services	\$2,650.00
Transfer of Funds	
10011102-5801 21911401-4601	
Commissioners General/Transfer Ditch maintenance-Interfund Revenue	\$3,366.87

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

RESOLUTION NO. 04-1512

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IN THE MATTER OF APPROVING SPECIFICATIONS AND SETTING BID OPENING DATE AND TIME FOR THE HOSKINS ROAD BRIDGE OVER THE SCIOTO RIVER REPLACEMENT PROJECT:

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

INVITATION TO BID

Sealed proposals will be received at the Office of the Delaware County Engineer, **50 Channing Street, Delaware, Ohio 43015, until 10:00 a.m. local time on Wednesday, January 5, 2005, for furnishing all** labor, materials and equipment necessary to complete the project known as Hoskins Road Bridge over the Scioto River Replacement Project, and bids will be opened and read aloud. Contract documents, bid sheets, plans and specifications can be obtained at the Office of the Delaware County Engineer. There will be a non-refundable \$50 charge for the bid packet and plans. Bidder must make arrangements to obtain bid packet; they will not be mailed.

Each bidder is required to furnish with its proposal a Bid Guaranty and Contract Bond in accordance with Section 153.54 of the Ohio Revised Code. Bid security furnished in Bond form shall be issued by a Surety Company or Corporation licensed in the State of Ohio to provide said surety.

Each proposal must contain the full name of the party or parties submitting the proposal and all persons interested herein. Each bidder must submit evidence of its experiences on projects of similar size and complexity, and a complete listing of all subcontractors to be used. The owner intends that this project be finished no later than October 31, 2005.

Bidders must comply with the Prevailing Wage Rates on Public Improvements in Delaware County as determined by the Ohio Department of Industrial Relations.

Bids shall be placed in a sealed envelope marked "SEALED BID FOR HOSKINS ROAD BRIDGE OVER THE SCIOTO RIVER REPLACEMENT PROJECT".

The Delaware County Commissioners reserve the right to waive irregularities and to reject any and/ or all bids.

SCOPE OF WORK

This project consists of the replacement of an existing 2 span, 187' steel truss that is structurally deficient with a post-tension concrete bridge with minor approach work.

The proposed structure is a 3-span continuous post-tensioned concrete slab on reinforced concrete piers and abutments. The spans are 57'-0", 72'-0", 57'-0".

The project will also include approach widening and reconstruction of the intersection at Hoskins Road (DEL-CR-183 and SR. 257. Also included will be the reconstruction of the intersection of River Road and Hoskins Road, approximately 350' all directions.

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

RESOLUTION NO. 04-1513

IN THE MATTER OF RECOGNIZING THE ONE STOP STAFF FOR RECEIVING ONE STOP CERTIFICATION:

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

Whereas, The Workforce Investment Act of 1988 requires each region to build a business and employment system that will benefit the local area and the state for years to come, and;

Whereas, the state developed specific criteria focused on outreach services to businesses, customer access to all core services, and compliance with ADA requirements, and;

Whereas the Delaware, Knox, Marion, Morrow One Stop System achieved certification on December 8, 2004;

Now Therefore Be It Resolved, that the County Commissioners congratulate the One Stop staff on meeting all the requirements for One Stop System certification.

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

RESOLUTION NO. 04-1514

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IN THE MATTER OF AMENDING THE PURCHASE OF CHILD CARE SERVICES CONTRACTS BETWEEN THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES; THE DELAWARE COUNTY COMMISSIONERS AND CHILD CARE PROVIDERS CHILDREN'S WORLD LEARNING CENTER AND CAROLYN CHUTE:

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

AMENDMENT TO PURCHASE OF CHILD CARE SERVICES CONTRACT

AMENDMENT NO. 2

This amendment, effective November 23, 2004, is to amend the Purchase of Child Care Services Contracts between the Delaware County Department of Job and Family Services and the following list of child care providers:

Article 4. Cost and Delivery of Purchased Services:

Name	Not to exceed amounts
Children's World Learning Center (10655 Sawmill Parkway)	From \$20,000.00 to \$27,720.00
Carolyn Chute	From \$8,000.00 to \$8,700.00

(A Copy of this contact is available in the Commissioners' Office until no longer of Administrative Value).

Further be it resolved, that the Commissioners approve a Purchase Order Increase Requests to Children's World Learning Center (22411610-Day care) from \$20,000.00 to \$27,720.00 and Carolyn Chute (22411610-Day Care) from \$8,000.00 to \$8,700.00.

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

RESOLUTION NO. 04-1515

IN THE MATTER OF AMENDING THE PURCHASE OF WIA/TANF SERVICES CONTRACT BETWEEN THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES; THE DELAWARE COUNTY COMMISSIONERS AND THE COMMUNITY ACTION ORGANIZATION:

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

AMENDMENT TO SERVICES CONTRACT

AMENDMENT NO. 1

This amendment, effective June 21, 2004, is to amend the Services Contracts between the Delaware County Department of Job and Family Services and the following list of providers:

Article 4. Cost and Delivery of Purchased Services:

Name	Not to exceed amounts
Community Action Organization	Increase from \$13,281.90 to \$13,569.70

(A Copy of this contact is available in the Commissioners' Office until no longer of Administrative Value).

Further be it resolved, that the Commissioners approve a Purchase Order Increase Request to Community Action Organization (22411603 WIA/TANF) from \$13,281.90 to \$13,569.70

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

RESOLUTION NO. 04-1516

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS AND SUPPLEMENTAL APPROPRIATIONS FOR THE DEPARTMENT OF JOB AND FAMILY SERVICES:

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

Transfer of Appropriation	Amount
From	To
22411603-5348	22411605-5301
JFS Workforce/Program Professional Services	JFS Workforce/Professional Services
	\$13,148.00

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22511607-5801 Childrens Services/Transfers	22511607-5342 Childrens Services/Medical & Health	\$75,000.00
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22511607-5801 Childrens Services/Transfers	22511607-5215 Childrens Services Program Supplies	\$5,000.00
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Supplemental Appropriations (Reductions)

22511607-5801	Children's Services	-125,000.00
22511608-5342	Children's Services/Medical & Health	-75,000.00
22311611-5801	Workforce Investment/Transfers	-15,000.00

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

RESOLUTION NO. 04-1517

**IN THE MATTER OF APPROVING THE REVISED PREVENTION, RETENTION, CONTINGENCY
AGREEMENT FOR THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES:**

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

**Proposed Changes to the Delaware County PRC Plan
12/7/04**

- The Financial Eligibility Standard will be increased to 300% of the Federal Poverty Guidelines for the Family Preservation and Reunification Services category of the PRC Plan.
- A self-declaration of income from the customer will be used to determine the financial eligibility for the Family Preservation and Reunification Services category of the PRC Plan.
- Available services for the Family Preservation and Reunification Services category of the PRC Plan will be expanded to include Case Management Services, Transportation Assistance, and Emergency Food Assistance.
- The PRC application used by the Social Services division of the agency for determination of PRC eligibility has been modified to include the self-declaration statement.

**DELAWARE COUNTY DEPARTMENT OF
JOB AND FAMILY SERVICES
PREVENTION, RETENTION, CONTINGENCY**

INTRODUCTION

The Prevention, Retention, and Contingency (PRC) Program is designed to provide benefits and services to needy families and low-income employed families who are in need of help with essential supports to move out of poverty and become self-sufficient. These supports include nonrecurring short-term, crisis-oriented benefits **and**, ongoing services that are directly related to the four purposes of the TANF program (reference 45CFR260.20) which do not meet the federal definition of assistance. Nonrecurring short-term assistance addresses discrete crisis situations, which do not provide for needs extending beyond four months. These nonrecurring benefits and services may encompass more than one payment a year, as long as the payment provides short-term relief and addresses a discrete crisis situation rather than meeting ongoing recurrent needs. These benefits and services are consistent with the federal definition of Anon-assistance@ as found in 45CFR260.31(b). The definition of Anon-assistance@ includes:

1. Nonrecurring, short-term benefits that:
 - a. are designed to deal with specific crisis situation or episode of need:
 - b. are not intended to meet recurrent or ongoing needs: and
 - c. will not extend beyond four months:
2. Work subsidies (i.e.; payments to employers or third parties to help cover the costs of employer wages, benefits, supervision, and training);
3. Supportive services such as transportation provided to families who are employed or seeking employment;

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4. Refundable earned income tax credits;
5. Contributions and distributions from, Individual Development Accounts (IDA);
6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment -related services that do not provide basic income and support.

Assistance through the Delaware County Prevention, Retention, and Contingency Program is provided through the following categories:

Employment Related Assistance
 Family Preservation and Reunification
 Financial Crisis
 Help Me Grow
 Youth Development Services
 Kinship Care/Navigator
 Wellness Block Grant

DEFINITIONS

As used for this program:

Assistance Group:

a.) PRC benefits and services are available to a family assistance group (AG) which includes a minor child or pregnant individual as defined in Sections 5108.01 and 5108.06 of the revised code. At a minimum, an eligible family must consist of a minor child who resides with a parent, caretaker-relative, legal guardian, or legal custodian who is legally obligated to support and care for the child (or consist of a pregnant individual). No family is eligible for PRC assistance unless the family includes a minor child who **resides** with the parent, caretaker relative, legal guardian, or legal custodian. PRC assistance may also be provided to a pregnant individual with no other minor children. The unborn child will be included in the AG and considered in determining financial eligibility if the mother is in the third trimester of pregnancy. A minor child may be connected to more than one assistance group receiving PRC depending upon the service provided **and** other individuals residing with the minor child. All individuals living in the household that would benefit from the PRC assistance would be counted an Assistance Group.

A child may be temporarily absent from the home in accordance with the time frames established in rule 5101:1-3-04 of the Ohio Administrative Code and still qualify for PRC. During the temporary period, **the child is considered to be residing with** the parent, caretaker, relative, legal guardian or legal custodian. An eligible family may also consist of a minor child residing with a parent, caretaker relative, legal guardian or legal custodian **and** other members of the household (who may or may not be related to the minor child) who may significantly enhance the family's ability to achieve economic self-sufficiency.

An assistance group must contain at least one adult (age eighteen or over) and at least one minor child (under age eighteen or under the age of nineteen and a full-time student in a secondary school or in the equivalent level of vocational technical training) who is the natural or adopted child of the adult or is a child for whom the adult has legal or kinship responsibility and who lives with the adult.

b.) **Employment-Related** PRC benefits and services are available to non-custodial parents who provide proof of compliance with child support orders. The child of the non-custodial parent must reside in Delaware County.

Assistance Group contribution means the amount of liquid resources of the adult in excess of \$200.00. Assistance Group contributions **pertain to contingency needs only.**

Budget Period means the thirty- (30) calendar day period immediately proceeding the date of application for PRC. The thirty-day budget period is considered when determining financial need. The date used to count back 30 days will be the date the application is date stamped into the agency.

Contingency services are cash payments or vouchers for an emergent need. An emergent need is a condition that threatens the health, safety, or decent living arrangements of an assistance group to the extent that it would prohibit the children from being cared for in their own home or inhibit job preparation, work and marriage. Examples would include utility assistance, shelter expenses, personal expense (clothing, hygiene items), home repair, appliances, furniture, household expenses (bedding vacuum cleaners, cleaning products), and disaster assistance. **An * helps identify contingency services under each category of assistance.**

Department means the Delaware County Department of Job and Family Services.

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Date of Eligibility will be determined as the date the application is **date stamped as received into the agency. This date will be used as a denial date, continuing eligibility date, and budget period date. This date is not the voucher date. The voucher date is the actual date the voucher is written.**

Disaster Related Assistance:

Special disaster related funds can be accessed in situations where the Governor of the state of Ohio has designated the county as a disaster area or under a state of emergency. Referrals will come through and be coordinated with the American Red Cross of Delaware County. An AG must still contain a minor child as defined in the plan. An AG must first attempt to access their insurance prior to using the PRC Program. PRC can be used to cover insurance deductibles when other eligibility criteria are met. Disaster Related Assistance is available even if the AG has used the program maximum under the regular PRC program. The Income Eligibility Standard for Disaster Assistance is 200% of the Federal Poverty Guideline. The CDJFS may issue a one-time cash payment and/or services up to \$1,500 per family dwelling using the Disaster Relief funding.

Eligible Service means the goods or services that may be provided through the particular category of PRC assistance as detailed below.

Financially Eligible means that the AG=s combined income and liquid resources for the budget period are equal to or less than the Income Eligibility Standard applicable to the particular category of PRC, or the AG meets one of the other eligibility criteria stated in Appendix A.

Income means all earned and unearned income received by any adult member of the PRC Assistance Group during the budget period. Income shall be reduced by **child support, alimony, and child care payments.** This includes all income which is normally disregarded when determining eligibility for Ohio Works First or Disability Assistance. All income which is received or expected to be received during the thirty-day budget period is considered when determining financial need.

For cases in which the income cannot be accurately obtained, the implementation of practices that are reasonable and prudent should occur when determining countable income. A signed ODHS 7341, Applicant/Recipient Authorization for Release of Information should be obtained from the applicant for an inquiry. **Once the release is received, verification which is obtained by phone, must contain clear documentation in the PRC AG record concerning the name and position of the supplier of the information, the date the verification was obtained, the amount of the verified income, and the name of the individual who obtained the verification.** More stringent verification is required when PRC benefits and services involve a direct monetary gain by the applicant and opportunities for fraud are prevalent.

Income Eligibility Standard means that percentage of the Federal Poverty Guideline against which the AG=s combined income and liquid resources are compared for purposes of determining financial eligibility or ineligibility, or the means tested program which applies. Refer to Appendix A.

Respite care are services designed to provide temporary relief of child-rearing functions which includes services such as crisis nurseries, day treatment, protective day care, and volunteers or paid individuals who provide services within the home.

Residence means resident of Delaware County. Residence is also established by an applicant who is not receiving PRC assistance from another county and entered the county with a verified job in Delaware County.

Liquid Resources means cash, savings and any other asset that is **readily convertible** to cash

Means-Tested Eligibility means that an AG is eligible for PRC services based upon receipt of another means-tested form of assistance. These types of assistance include OWF Cash Assistance, Food Stamps, Medicaid, WIC, or are eligible for free/reduced lunches through the schools.

Period of Eligibility means the period of time **beginning with the date of authorization of eligibility** for PRC and ending after the number of days applicable to the particular category of PRC during which goods and services may be authorized by the department.

Time Limit means the amount of time that must elapse between periods of eligibility applicable to the particular category of PRC.

Ineligible Family AG=s:

Federal and State law must be adhered to when providing PRC benefits and services. List below are federal and state prohibitions based upon 42 U.S.C. 608, section 431 if PRWORA and the Ohio Revised Code;

1. No assistance for families without a minor child.
2. No assistance to a single individual, unless such individual is pregnant.

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3. No benefits or services to an individual who is not a citizen of the United States or a qualified alien.
4. No assistance for families that fraudulently receive assistance under the OWF, Food Stamp, and PRC programs **until** full repayment occurs. Ref. 5101.83 of the ORC.
5. An individual who is a fugitive felon or a probation or parole violator.
6. For **contingency cases**, assistance groups that do not use their own income and resources to help meet their need or the family caused the emergent need to occur through some action or lack of action on their part. Example: Any presenting need brought on by refusing to accept or quitting a job with out good cause as defined in the Delaware County Workforce Development guidelines. PRC may not be issued if it can be shown through past history that the AG has planned and anticipated a presenting need on an annual basis. The assistance group must apply the Assistance Group contribution toward meeting the need.
7. Assistance Groups who have received PRC assistance through the Delaware County PRC plan that was effective **beginning February 14, 2002 or who received PRC for Contingency needs through another Ohio county, during this time period**, will not be eligible until the time limit, as found in the PRC Plan in effect through the above dates, has expired for that category of assistance.
8. The Assistance Group must provide **verification of their ability to continue** to meet the emergent need for which they are requesting PRC assistance.
9. Assistance Groups receiving **Employment-Related PRC** that without just cause terminate their employment or withdraw from training programs prior to completion shall have the full cost of their PRC assistance calculated as an overpayment and will not be eligible for further PRC assistance until that overpayment is paid in full.

APPLICATION, ELIGIBILITY DETERMINATION, PAYMENT, AND NOTICE

Application for PRC shall be made by an adult member of the Assistance Group. The adult shall complete, sign, and date the applicable PRC Application form (Appendices B, C, and D). Verification of income and currently available liquid resources is required. Verification that the minor child meets the program definition may be required.

Eligibility for PRC will be determined **once a completed and signed PRC application is submitted to the Department and all required verifications are received**. Eligibility determinations shall be completed not later than ten business days from the date of application, if all required verifications are received. If required verifications are not received by the tenth business day from the date of application (unless a legitimate and unavoidable delay is experienced and communicated to the caseworker by the applicant) or the applicant has otherwise abandoned the application, the application will be denied. In cases where education and training is the goal, the date may be extended until all career assessments are complete.

Income Eligibility

All income that has been received by any adult member of the PRC Assistance Group during the thirty-day budget period and any liquid resources that are readily convertible to cash are considered when determining financial eligibility. This includes all earned and unearned income or liquid resources that are normally exempt or disregarded when determining eligibility for OWF Cash Assistance or Disability Assistance. Income shall be reduced by child support, alimony, and child care payments. Written verification of income, liquid resources, and payments used to reduce income are required. Alternatively, the caseworker may secure and document verbal verifications, if written verifications cannot be secured within time frames necessary to timely determination of eligibility as outlined in this program policy. For any verification which is obtained by phone, there must be clear documentation in the PRC AG record concerning the:

Name and position of the supplier of the information

The date the verification was obtained

The amount of the verified income or expense

The name of the individual who obtained the verification. A current signed and dated application will act as the release of information when making collateral contacts.

The gross amount of the PRC AG=s countable income and liquid resources is totaled and compared to the Financial Eligibility Standard for the assistance group size. If the total is equal to or less than the Financial Eligibility Standard, the Assistance Group is financially eligible. If the totaled amount is above the Financial Eligibility Standard, there is no financial eligibility for PRC. If the applicant meets another stated means test for a service or benefit, they are eligible for PRC.

Means-tested Eligibility

If the PRC Assistance Group receives any of the following means-tested benefits, they are eligible for

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PRC Assistance:

OWF Cash Assistance, Food Stamps, Medicaid, WIC, Free/Reduced Lunches.

If the Assistance Group is eligible, the caseworker will determine the amount of the Assistance Group Contribution for **Contingency** categories only. The Assistance Group must agree to apply the Assistance Group Contribution toward the need in order to be eligible for payment by the Department. Once eligibility for PRC is established and the eligible service(s) and cost(s) are identified, the caseworker will submit the completed application and verifications for supervisory review and approval. The amount paid by the Department shall reflect the Assistance Group Contribution when applicable. Upon supervisory approval, payment authorization forms are submitted to the Fiscal Department for payment. The Fiscal Department makes payment to the vendor within thirty calendar days of receipt of an approved payment authorization. **In no case is payment for PRC services made to a member of the Assistance Group.**

If it is determined that an application for PRC is approved, the Department shall mail or otherwise deliver the ODHS 4074, A Notice of Approval of Your Application for Assistance.@ If it is determined that an application for PRC is denied, the Department shall mail or otherwise deliver the ODHS 7334, A Notice of Denial of Your Application for Assistance.@

Necessary CRIS-E entries and documentation will be made by the caseworker at the time of authorization.

Allegations that persons have fraudulently misrepresented their income or resources for purposes of gaining eligibility for PRC will be investigated through the usual overpayment protocols of the Department. Overpayments for persons found to have, in fact, fraudulently misrepresented their income and resources will be pursued for collection by the Department.

HEARINGS

Assistance Groups whose PRC application has been denied or who have been found to have committed fraud and charged with an overpayment have the right to Department and State Hearings as detailed in the Public Assistance Manual.

INELIGIBLE SERVICES

Services available through the PRC program are detailed under each category of the program, below. In no case are medical expenses authorized, except for pre-pregnancy family planning services, pre-employment screening, and non-Medicaid covered services.

Assistance Groups must have received an approval letter and an approved voucher prior to receiving the services for which they are applying. Services that have already been provided will not be considered for PRC funding. This will not apply to applications for past due rent, mortgages, and utilities.

LIMITATIONS OF FUNDING: Services provided under the Prevention, Retention, Contingency Program will be based on availability of federal and state funds to cover the services.

No person(s) shall on the grounds of race, color, national origin, disability, age or religion, be excluded from participation or be denied benefits of, or be otherwise subjected to discrimination under any program, service or benefit authorized or provided by Delaware County Department of Job and Family Services.

CATEGORIES AND AMOUNTS OF ASSISTANCE

EMPLOYMENT RELATED ASSISTANCE

Employment related assistance is designed to assist individuals **to become employable, employed, or to retain employment.** This category of PRC is administered through the Delaware Workforce Development Unit of the Department, with financial eligibility or other means tested eligibility, as stated in Services or Benefits Chart, determined by the PRC worker.

Assistance Groups receiving Employment-Related PRC that without just cause terminate their employment or withdraw from training programs prior to completion shall have the full cost of their PRC assistance calculated as an overpayment and will not be eligible for further PRC assistance until that overpayment is paid in full.

Monetary Limit

Assistance through this category is limited to \$500.00 per 90 day period of eligibility within a 12 month period of eligibility or as stated in the Benefits and Services Chart. Additional funds available at the discretion of the Director or Assistant Director. If a change occurs during the time limit, eligibility must be redetermined.

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Maximum of 1 month car payment and 3 months worth of insurance. A PRC application for car repairs requires 2 estimates that have been prepared within 30 days of the PRC application. One estimate may be waived if the car is inoperable or needs towed in order to obtain an estimate. In situations where the cost of the repair exceeds the value of the car PRC will be denied. PRC will not make payment for unauthorized repairs. PRC will pay for prior approved services only.

Time Limit

An Assistance Group may re-apply for Employment Related Assistance after 3 months have elapsed since the end of a prior period of eligibility or within the guidelines as stated under the Service and Benefit Chart. **If changes occur within the 12 month period of eligibility, eligibility must be re-established prior to the provision of additional services.**

Financial Eligibility Standard

185 % of the Federal Poverty Guideline or means tested programs as stated in Appendix A.

Available Services

The following services are available through Employment Related Assistance: This list is not all-inclusive. Refer to list of Services and Benefits Chart. If an individual receives assistance with automobile needs, they must prove possession of a driver=s license, insurance, and ownership of the automobile.

If a person requests assistance with education/training they must complete an assessment and evaluation process following the Workforce Investment Act criteria. This will demonstrate an ability to succeed in the education/training program. Applicants for education/training may be required to complete activities to prepare them for the initial education/training request (i.e.: require a GED before entering a more advanced program; require basic skill review before entering a more advanced program; have childcare and transportation arranged; have ability to meet all financial obligations).

Transportation (Employment Related Only)

- Automobile repairs
- Lease payments
- Bus tickets
- Cab fare
- Gas vouchers
- Car payment
- Car insurance
- Driver=s Education**
- Car registration/Tags
- Job Preparation services
- Texts books and supplies

Employment Related Services

- Necessary tools
- Work Support Retention Services
- Required safety equipment
- Necessary/Required clothing
- Telephone deposit
- Short-term Training
- Ergonomic equipment
- Job Retention Services**
- School and certification fees
- Diversion Benefit
- Incentives

FAMILY PRESERVATION AND REUNIFICATION SERVICES

Family preservation and reunification services are administered through the Social Services division of the agency. They are designed to address:

- _ family crises that could lead to the removal of children from their homes
- _ the reunification of families following the removal of their children

Requirements requirement of eligibility for Family Preservation and Reunification Services is that the Assistance Group has active involvement with the Children Services division of the Department. An adult family member, his or her designee, or a Public Children Services Agency representative applying on behalf of a child may make application. The completion and submission of the Family Preservation and Reunification Services PRC application shall also be required. A self-declaration of income by the customer will be used to determine the income eligibility. TANF funds cannot be used for a foster child that has been removed from the home longer than 6 months. There must also be a reunification plan that states that the child/parent are working towards reunification within the 6 months.

Monetary Limit

Assistance through this category is limited to \$1000 per 6-month period of eligibility. **If changes occur in the 6-month period, eligibility must be re-established. PRC will pay for prior approved services only.**

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Financial Eligibility Standard -

300% of the Federal Poverty Guideline or within the guidelines of Service and Benefit Chart. The Director or his designee may waive the Financial Eligibility Standard in other cases in this category.

Time Limit

An Assistance Group may **re-apply** for Family Preservation and Reunification Services **after six months** have elapsed since the expiration of a prior period of eligibility or within the guidelines of the Services and Benefits Chart. The Director or his designee may waive the time limit for Family Preservation and Reunification Services.

Available Services

The following services are available through the Family Preservation and Reunification Services category: This list is not all-inclusive.

***Shelter costs:**

Heating fuel or utility deposits, including reconnect fees
Emergency housing
Home repairs
Security deposit
Cooking fuel, water, sewage payment
Rent, including late fees
Mortgage Payment, including late fees

***Other Household Costs:**

Furniture
Telephone installation
Household items
Necessary Clothing

Medical/Diagnostic Costs:

Non-Medicaid covered services (treatment, medical care, and pharmaceuticals)
Diagnostic Services

Family Services

Parent Education
Respite Care (see definitions)
Home Health Aide Services
Homemaker services
Mentorship services
Therapeutic counseling
Kinship Care
Unruly Youth
Juvenile Diversion
Case Management
Emergency Food
Transportation

Applicants for rent assistance must have been issued an Order to vacate Premises or a letter from the landlord stating they must vacate the Premises. In the event that the applicant needs to relocate to utilize subsidized housing, a letter from the current landlord stating they will not accept subsidized housing will be required.

** Services that are covered by the Medicaid program cannot be provided. Note: whether or not the individual is Medicaid eligible is not the determinant. Even though the individual is not covered by Medicaid, services cannot be provided if they are covered by that program. The applicant will need to provide a statement from a Medicaid provider stating that the service requested is not a Medicaid-covered service.

Note: Services provided through the category of Family Preservation and Reunification Services may be funded through TANF, Title IV-B, or local funds. Assistance Groups must be PRC eligible, that is, contain an adult and minor child and meet financial eligibility standards for the category, in order that TANF funds be used. The Department will, however, use its discretion in selecting funding sources for these cases. Cases that are not PRC eligible will be funded through IV-B or local dollars.

FINANCIAL CRISIS

Services to address financial crises are administered through the Family Unit and/or PRC worker. They are designed to address:

— financial crises resulting in an inability of the family to provide for basic needs that may lead to

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homelessness or otherwise threaten the well-being of their children or inhibit job preparation, work and marriage.

Requirements

Application for assistance because of financial crisis must be made by an adult family member. Application shall be made by the **completion and submission of the PRC Application.**

Monetary Limit

Assistance through this category is limited to one month=s cost for emergency housing, mortgage payments, rent and security deposits up to \$500.00 per 90-day period of eligibility or as stated within the guidelines of the service or benefit. All other services through this category are limited to \$250.00 per 90-day period of eligibility or as stated within the guidelines of the service or benefit within a 12 month eligibility period. Additionally, a combined cap of \$500.00 should apply for the financial crisis category. (For example: Assistance of \$250.00 may be approved for utilities which would leave \$250.00 available for rent assistance for the 90-day eligibility period.) If a change occurs within the 90-day time period, eligibility must be re-established. PRC will pay either rent or deposit but not both.

Financial Eligibility Standard

150% of the Federal Poverty Guideline or as stated within the guidelines of the Service and Benefit Chart. **We will not pay late fees.** PRC will pay for prior approved services only.

Time Limits

An Assistance Group may re-apply for PRC Contingency needs due to a financial crisis after **twelve months have elapsed since the end of a prior period of eligibility or within the guidelines as stated under the Service and Benefit Chart. The Director or designee may waive time limits.**

Available Services

The following services are available through the Financial Crisis category: This list is not all-inclusive.

***Shelter costs:**

Emergency housing
Heating fuel or utility deposits, including reconnect fees
Mortgage payment
Rent
Security deposits
Cooking fuel, water, sewage payment
Home Repairs
Furniture

***Other Household Costs:**

Household items
Necessary clothing
Furniture

Medical/Diagnostic Costs - will not be used against PRC limit

Non-medical covered services (treatment, Medical care, and pharmaceuticals)
Diagnostic services

Family services- will not be used against PRC limit

Parenting Education
Respite Care
Home Health Aide Services
Homemaker Services
Mentorship services
Therapeutic counseling- Transition counseling
Basic Life Skill Training/advocacy- ABLE services

Applicants for rent assistance must have been issued an Order to vacate Premises or a letter from the landlord stating they must vacate the Premises. In the event that the applicant needs to relocate to utilize subsidized housing, a letter from the current landlord stating they will not accept subsidized housing will be required.

Services that are not covered by the Medicaid program can be provided. Note: Whether or not the individual is Medicaid eligible is not the determinant. Even though the individual is not covered by Medicaid, services cannot be provided if they re covered by that program. The applicant will need to provide a statement

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from a Medicaid provider stating that the service requested is not a Medicaid-covered service.

HELP ME GROW

The Help Me Grow Program is administered through the Family and Children First Council. Help Me Grow includes the Welcome Home visits for newborns, Early Start, and Early Intervention services. Eligibility for TANF funding is determined by the Delaware County Department of Job and Family Services. Specifics of the program are included in the plan document as submitted and approved by the Ohio Department of Job and Family Services. Financial standard is 300% of poverty.

THE WELCOME HOME PROGRAM

The Welcome Home Program provides a supportive home visit to families bringing home a newborn child for the first time. The skilled visitor gives information about the health of the new mother and baby and makes referrals to additional services and community supports as needed. The visitor conducts developmental screening and assessment procedures for the child. Families are provided practical information about feeding, bathing, diapering, childhood illness, and child development. Families are provided information about how to introduce siblings to the new baby. The service promotes early literacy by discussing the importance of literacy skills and by providing baby's first book to the family. Financial standard is 300% of poverty.

EARLY START

The Early Start Expansion Program is administered by the Family and Children First Council. The program provides family focused casework activities through an intensive home visitation program. Casework activities will provide screening of child health and development, an individualized service plan, information and referral, and case management/service coordination. Program activities will also address family self-sufficiency through addressing the stresses of participating in work and education and training activities. Goals of the program will be to promote family stability and to support the parent's transition to employment.

The eligible population for Early Start Expansion will be families with children under the age of three and/or a pregnant woman who are income eligible up to 300% of poverty or who are receiving any other means-tested program as outlined in the means-tested definition. Refer also to the Services and Benefits Chart.

The application for Ohio Works First Cash Assistance or other means-tested applications will serve as the application for the Early Start Expansion. Eligibility for the PRC program will be determined by the Assistance Group as defined in the Services and Benefits Chart. Referrals will be made to the Early Start Coordinator by designated staff in the Delaware County Department of Job and Family Services. At the time of enrollment, families must be receiving Ohio Works First Cash Assistance, or be eligible for Early Start Expansion PRC. Families will be eligible for services until their youngest child turns three years of age. Ongoing eligibility for Early Start will be based on 300% of poverty or eligibility for a means-tested program as outlined in the means-tested definition.

Continued receipt of Early Start services does not preclude eligibility for other categories of PRC assistance. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

EARLY INTERVENTION SERVICES

The Early Intervention Program provides services to families with children birth to three where the child is diagnosed as having a developmental delay. It provides resources for screening and diagnostic assessment. It provides ongoing home visiting services that provides family support to assist families in coping with physical or cognitive needs of their children during the first three years of a child's life. Families are provided information and guidance about working with the child as well as therapeutic intervention. The child is provided specialized services to meet the child's specific needs and assures that the family has a primary service coordinator. Financial standard is 300% of poverty. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

YOUTH DEVELOPMENT SERVICES

The Delaware County Department of Job and Family Services, through involvement in various community partnerships (ie. school systems, Big Brothers/Big sisters, Juvenile Court, JOG, Family and Children First Council, chambers of commerce) has identified a need for programming which will provide vulnerable at-risk-youth with an opportunity for positive development through various asset building experiences. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

Services are listed in the Service and Benefits Chart and are included in the Youth Development services.

PRC Program Category: A Non-Assistance@

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Services received under this section shall not count as an occurrence for PRC services subject to occurrence limits. These services are available as needed and do not have a cap.

Assistance Group:

To be eligible for services under this section, a participating youth must be a member of an Assistance Group. The Assistance Group must contain a minor child. A pregnant woman meets the definition of Assistance Group. The Delaware County Department of Job and Family Services definition of Assistance Group shall be used and shall be expanded under this section to also include:

- Minor Child living with specified relatives (ORC 5107.01)
- Minor Child living with legal custodians/guardians (ORC 5107.02)
- Minor parent/head of household (ORC 5107.02)
- A pregnant minor

Economically Needy Standard:

Families at 200% of poverty.

Eligible Youth:

**An individual who has not attained age 18, or
An individual who has not attained age 19, and is a full-time student in a secondary school or in the equivalent level of vocational, technical training or home school.
(ORC 5108.01)**

KINSHIP CARE/NAVIGATOR

Kinship Care/ Navigator services are provided through the Department of Job and Family Services. Eligibility for services are determined by the Delaware County Department of Job and Family Services. The Kinship program provides information, referral and supportive services for relative caregivers, legal guardians or court-ordered legal custodians responsible for the day to day care of a minor child (not their biological child) residing with the caregiver. Kinship Navigator services include identification of kinship caregivers, assessing needs, facilitating access to services, information and referral to appropriate providers (i.e. legal services, child care services, respite care services, training, support groups and financial assistance).

Financial standard is 300% of poverty. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

WELLNESS BLOCK GRANT

The Wellness Block Grant is administered through the Department of Job and Family Services through a contract with the Delaware Health District. The goal of the Wellness program is to prevent out-of-wedlock births among teens in Delaware County. Financial standard is 300% of poverty. Receipt of Early Start services will not count towards time limits attached to other categories of PRC assistance.

JUVENILE DIVERSION

The Juvenile Diversion Program is provided by the Juvenile Court. This program is designed to keep unruly children out of the Court system and at home. This is accomplished through school liaisons, a suspension alternative program, parent education, and a supportive group program for unruly girls. The financial standard for this program is 300% of poverty. Receipt of Juvenile Diversion services will not count toward time limits attached to other categories of PRC assistance.

DIRECT HOUSING

The Direct Housing Program is provided through the Salvation Army. The program seeks out available, affordable housing and assists homeless families with barriers in securing leases. Rent, deposit and applications fees may be provided. The financial standard for this program is 150% of poverty. Clients who are being served through this program and have received Financial Crisis assistance will have the time limit waived provided that they have not received PRC assistance for a 4-month period. If PRC is extended beyond four months it will be considered assistance and will count toward their 36-month eligibility for cash assistance.

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

RESOLUTION NO. 04-1518

SETTING BID OPENING DATE AND TIME FOR SPECIFICATIONS FOR SANITARY SEWER CONSTRUCTION INSPECTION SERVICES:

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

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SPECIFICATIONS FOR
SANITARY SEWER CONSTRUCTION
INSPECTION SERVICES

SEALED BIDS for INSPECTION SERVICES will be received by the County of Delaware, Ohio at the Office of the Board of County Commissioners until **2:00 o'clock PM local time December 28, 2004**, and then at said Office publicly opened and read aloud.

The Bidder shall furnish Sanitary Sewer Inspection Services.

THE CONTRACT DOCUMENTS may be examined at the following locations:

Delaware County Sanitary Engineer's Office
50 Channing Street
Delaware, Ohio 43015

Copies of the CONTRACT DOCUMENTS may be obtained at the Office of Delaware County Sanitary Engineer's, free of charge.

The Board of County Commissioners reserves the right to reject any and all BIDS, and/or to award to the lowest and best BIDDER. Each BID must contain the full name of every person or company interested in the same.

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

RESOLUTION NO. 04-1519

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR THE CODE COMPLIANCE DEPARTMENT:

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

TRANSFER OF APPROPRIATION

FROM:	TO:	AMOUNT:
Human Resources/ Contracted 10011108 -5301	Code Compliance/ Contracted Professional Services 10011301 - 5301	\$ 1,500.00
Code Compliance/ Compensation 10011301 -5001	Code Compliance/ Contracted Professional Services 10011301 - 5301	\$3,500.00
Code Compliance /Office Furniture 10011301 -5265	Code Compliance/ Program Professional Services 10011301 - 5348	\$ 2,000.00
Code Compliance/Inv. Tools 10011301 -5260	Code Compliance /Program Professional Services 10011301 - 5348	\$500.00

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

RESOLUTION NO. 04-1520

IN THE MATTER OF APPROVING THE PURCHASE OF AN INCIDENT COMMAND AND EMERGENCY OPERATIONS CENTER SYSTEM:

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

WHEREAS, the Delaware County Board of Commissioners approved the Threat, Risk, Needs Advisory Committee recommendation to purchase an Incident Command and Emergency Operations Center (EOC) reporting system as part of the FY03 State Homeland Security Grant; and

WHEREAS, a review of multiple systems indicates that the Alert Technologies Cooperation "OpsCenter" system meets and exceeds the needs of our public safety first responders and EOC;

NOW THEREFORE BE IT RESOLVED: That the Board of County Commissioners of Delaware County hereby approve the purchase of a Incident Command and EOC reporting system from Alert Technologies Corporation and associated hardware from Dell Computer Corporation at a not to exceed cost as follows:

Basic Software	\$ 5,000.00
Concurrent Licenses	\$10,188.00
Training	\$ 6,784.00
1st Year Maintenance	\$ 1,528.00

Total \$23,500.00

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Computer Server \$ 1,500.00

BE IT FURTHER RESOLVED: That the Board approves Purchase Orders for this system at the costs as reflected above.

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

RESOLUTION NO. 04-1521

IN THE MATTER OF APPROVING THE PURCHASE OF COMPUTER EQUIPMENT FOR EMERGENCY SERVICES:

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

WHEREAS, the Delaware County Office of Homeland Security and Emergency Management requires additional and replacement computer equipment to continue uninterrupted operations and enhance its capabilities during times of emergency, and;

WHEREAS, additional funds for this purchase were received due to a grant transfer and presented to the Data Board and approved;

NOW THEREFORE BE IT RESOLVED: That the Board of County Commissioners of Delaware County hereby approve the purchase of a two new computers and three new monitors with associated purchase orders to CDW at a cost of \$3,785.97.

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

RESOLUTION NO. 04-1522

IN THE MATTER OF APPROVING THE PURCHASE OF COMPUTER EQUIPMENT FOR EMERGENCY SERVICES:

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

WHEREAS, the Delaware County 9-1-1 Center and Emergency Medical Service require additional and replacement computer equipment to continue uninterrupted operations and enhance its operational response capabilities, and;

WHEREAS, funds for this purchase were approved during the FY2004 budget process and has been presented and approved by the Data Board;

NOW THEREFORE BE IT RESOLVED: That the Board of County Commissioners of Delaware County hereby approve the purchase of a two new computers, monitors and switches and associated purchase orders to CDW at a cost of \$5,389.96.

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

RESOLUTION NO. 04-1523

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR THE EMERGENCY SERVICES DEPARTMENT:

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

Transfer of Appropriation		AMOUNT
From	To	
10011303-5001 EMS/Compensation	10011303-5101 EMS/Hospital Insurance	\$13,000.00
21411306-5450 911/Machinery & Equipment	21411306-5260 911/Inventoried Tools	\$6,000.00

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

RESOLUTION NO. 04-1524

IN THE MATTER OF APPROVING A CHANGE IN THE DESCRIPTION OF AN ORGANIZATION KEY FOR

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THE EMERGENCY SERVICES DEPARTMENT:

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

Change Description of Organization Key

40211405 EMS Capital Improvement/Medic 10

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

RESOLUTION NO. 04-1525

IN THE MATTER OF APPROVING HARDLINES DESIGN COMPANY TO NEGOTIATE A MEMORANDUM OF AGREEMENT FOR THE LOCATION OF THE RADNOR 800 MHZ TOWER SITE:

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

WHEREAS, the Ohio State Historical Preservation Office (SHPO) has identified the Radnor 800 MHz tower site in a historical preservation zone, and;

WHEREAS, SHPO has recommended that the Board of Commissioners mitigate with appropriate property owners in the area for placement of the Radnor tower site, and;

NOW THEREFORE BE IT RESOLVED: That the Board of County Commissioners of Delaware County approve Hardlines Design Company to represent the Board in negotiating a Memorandum of Agreement between the County and appropriate property owners in the Radnor preservation zone to place the 800 MHz tower site at a not to exceed cost of \$11,900.00, with \$8,700.00 representing the cost for registration of property on the National Register, if needed.

Vote on Motion Mrs. Martin Nay Mr. Jordan Nay Mr. Ward Nay

RESOLUTION NO. 04-1526

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR LANDS & BUILDINGS:

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

Transfer of Appropriation		Amount
From	To	
10011105-5328	10011106-5228	
Lands & Buildings-Maintenance & Repair	Garage/Vehicle Maintenance & Repair	\$34,000.00

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

RESOLUTION NO. 04-1527

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR COMMON PLEAS JURY:

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

Transfer of Appropriation		Amount
From	To	
10011102-5901	10029201-5360	
Commissioners General/Contingency	Common Pleas Jury/Court Related Services	\$12,000.00

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

RESOLUTION NO. 04-1528

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR ADMINISTRATIVE SERVICES:

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

Transfer of Appropriation		Amount
From	To	
10011103-5001	10011103-5101	
Records Center/Compensation	Records Center/Health Insurance	\$985.00

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10011108-5001	10011302-5001	
Human Resources/Compensation	Employee Safety/Compensation	\$960.00

10011108-5001	10011302-5120	
Human Resources/Compensation	Employee Safety/PERS	\$181.00

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

RESOLUTION NO. 04-1529

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR THE CHILD SUPPORT ENFORCEMENT AGENCY:

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

Transfer of Appropriation		Amount
From	TO	
23711630-5001	23711630-5360	
CSEA/Compensation	CSEA/Court Related Services	\$50,000.00

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

RESOLUTION NO. 04-1530

IN THE MATTER OF APPROVING A REQUEST FROM BETTY A. KENNEY (MILLER) THAT A STREAM BE OFFICIALLY NAMED "MILLER'S RUN":

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

Whereas, in early 1900 the family of Herman Miller and H. Jerome Miller and neighbors improved a natural waterway to enhance the flow, and the Delaware County Engineer assigned that waterway the name of Williams, Miller, Homes # 2 Ditch, and

Whereas, in September 1999 the Genoa Township Trustees instructed that a more contemporary name be given to the stream and placed a sign designating the stream to be called "Miller's Run", and

Whereas, Betty A. Kenney (Miller) has requested that the stream be registered with the appropriate agency and the name "Miller's Run" be officially assigned.

Therefore Be It Resolved, the Delaware County Commissioners support that the stream be officially named "Miller's Run".

Further Be it Resolved, that this be so recorded in the official journal of the Delaware County Board of Commissioners.

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

RESOLUTION NO. 04-1531

IN THE MATTER OF ESTABLISHING A NEW ORGANIZATION KEY FOR MRDD:

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

Establish New Organization Key	
29652504	MRDD Medicaid Risk Fund

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

RESOLUTION NO. 04-1532

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR COMMISSIONERS GENERAL:

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

Transfer of Appropriation		Amount
From	TO	
10011102-5319	10011102-5260	\$7,200.00

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Commissioners
 General/Reimbursements/Refunds

Commissioners General/Inventoried Tools

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

RESOLUTION NO. 04-1533

IN THE MATTER OF APPROVING THE RESOLUTIONS AND RECORDS OF THE PROCEEDINGS FROM REGULAR MEETING HELD DECEMBER 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 December 9, 2004 as contained in the county's official electronic recordings of the proceedings.

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

RESOLUTION NO. 04-1534

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR 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 10:20AM.

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

RESOLUTION NO. 04-1535

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Jordan, seconded by Mrs. Martin to adjourn out of Executive Session at 11:30AM.

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

RESOLUTION NO. 04-1536

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR 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 Mrs. Martin to adjourn into Executive Session at 12:30AM.

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

RESOLUTION NO. 04-1537

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Jordan, seconded by Mr. Ward to adjourn out of Executive Session at 2:45AM.

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

There being no further business the meeting adjourned.

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Kristopher W. Jordan

Deborah B. Martin

James D. Ward

Letha George, Clerk to the Commissioners