

COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 10, 2005

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

Present: Glenn A. Evans, Kristopher W. Jordan, James D. Ward

PUBLIC COMMENT

RESOLUTION NO. 05-158

IN THE MATTER OF APPROVING THE RESOLUTIONS AND RECORDS OF THE PROCEEDINGS FROM REGULAR MEETING HELD FEBRUARY 7, 2005 AS CONTAINED IN THE COUNTY’S OFFICIAL ELECTRONIC RECORDINGS OF THE PROCEEDINGS:

It was moved by Mr. Ward, seconded by Mr. Evans to approve the resolutions and records of the proceedings from regular meeting held February 7, 2005 as contained in the county’s official electronic recordings of the proceedings.

Vote on Motion Mr. Evans Aye Mr. Jordan Aye Mr. Ward Aye

RESOLUTION NO. 05-159

IN THE MATTER OF APPROVING PURCHASE ORDERS, VOUCHERS AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR029 AND MEMO TRANSFERS IN BATCH NUMBERS MTAPR029:

It was moved by Mr. Evans, seconded by Mr. Ward to approve payment of warrants in batch numbers CMAPR029, memo transfers in batch numbers MTAPR029 and Purchase Orders and Vouchers as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account Number</u>	<u>Amount</u>
Vouchers			
Healthy Edge LLC	EAP 2005	60211902-5301	\$ 11,247.60
Ohio Utilities Protection	Utilities Location	65211919-5301	\$ 4,570.62
Ohio Utilities Protection	Utilities Bill	65211905-5301	\$ 4,570.63
AEP	Electric Service/Scioto Reserve	66011913-5338	\$ 5,198.32
AEP	Electric Service/Alum Creek Water	65211905-533833802	\$ 24,515.86
AEP	Electric Service/Alum Creek Water	65211919-533833802	\$ 54,217.49
Williamson Builders	Drywall/Jail Remodeling	40411414-5410	\$ 10,000.00
Williamson Builders	Drywall/Jail Remodeling	40411414-5410	\$ 400.61
OSU Extension Business	1st Quarter Grant	10011102-5601	\$ 62,721.50
Villa Angela Care	Residential Treatment	22511608-5342	\$ 9,579.00
Country Side	Snow Removal and Salt For Jan.	10011105-5328	\$ 8,242.70

Vote on Motion Mr. Jordan Aye Mr. Evans Aye Mr. Ward Aye

RESOLUTION NO. 05-160

IN THE MATTER OF APPROVING CONTRACT LETTER BETWEEN DELAWARE COUNTY AND THE LOCAL GOVERNMENT SERVICES DIVISION OF THE AUDITOR OF STATE’S OFFICE:

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

Contract Letter

This letter is to confirm our understanding of the services to be provided to Delaware County by the Local Government Services Section (LGS) of the Office of the Auditor of State.

From financial records and supporting documentation you provide, we will propose adjusting entries to convert your cash basis financial information to the accrual basis of accounting. Once the County has approved the entries, we will input these entries into our conversion software.

Using our conversion software and additional information provided by the County, we will compile the basic financial statements for Delaware County for the year ended December 31, 2004. The basic financial statements will be compiled based upon the reporting model set forth in GASB Statement No. 34, “Basic Financial Statements - and Management’s Discussion and Analysis - for State and Local Governments”. We will not audit or review these financial statements. Our report on the financial statements is presently expected to read as follows:

We have compiled the accompanying basic financial statements of Delaware County as of December 31, 2004, and for the year then ended, in accordance with the Statements on Standards for Accounting and

**COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 10, 2005**

Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any form of assurance on them.

Management's Discussion and Analysis is required supplementary information that has been prepared by management. We have not compiled, reviewed, nor audited this information and, accordingly, assume no responsibility for it.

Delaware County remains responsible for the compiled general purpose external financial statements. It is therefore the responsibility of the County to be in a position in fact and appearance to make informed judgments while reviewing, evaluating, and approving the services provided under this engagement. To demonstrate that the County is fulfilling these responsibilities, the following safeguards will be observed. The County will designate a management-level individual to be the primary contact accountable for overseeing this engagement and who will take responsibility for the appropriateness of the results of this engagement. If the City has determined that someone other than the individual with whom we worked last year will fulfill this role, the City must submit documentation to support the new designee's knowledge and capability to perform this function. This documentation may include education and training related to the matters covered in this engagement. We will meet with this individual bi-weekly to update our progress and to allow the individual to monitor engagement performance to ensure it meets management's objectives. This individual will make any decisions that involve management functions related to this conversion and compilation and will accept full responsibility for such decisions. Accordingly, this individual will review and approve all proposed adjustments before they are entered in the conversion software. Finally, this individual will evaluate the adequacy of the services performed under this engagement by the Local Government Services Section of the Office of the Auditor of State.

It is understood and agreed that the performance of this engagement by LGS will not lessen the scope and extent of the audit work to be performed by the Financial Audit Group of the Office of the Auditor of State.

If for any reason we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement. Subsequent to the completion of the general purpose external financial statements, LGS will provide technical assistance in assembling the Comprehensive Annual Financial Report (CAFR). The CAFR may be used to fulfill the City's annual report filing requirement if completed by May 28, 2005.

The hours of service offered in this letter are based upon the following information being provided by the County:

1. Information required to confirm appropriate fund classification and major fund status in accordance with GA SB Statement No. 34;
2. Information regarding estimated revenues and appropriations for use in the preparation of budgetary statements, including original budget amounts for all funds required to be presented in the basic financial statements and documentation to ensure that financial records are in agreement with amended certificates requested and appropriations passed by the County Commissioners during the year;
3. A current, complete, and appropriately classified record of all cash receipts and disbursements made during the year, along with a bank reconciliation of all County funds and bank accounts as of December 31, 2004;
4. Documentation for receivables, inventory, and prepaid items as of December 31, 2004;
5. The balances for all governmental capital assets by program and type and proprietary capital assets by fund and type as of the beginning and end of the year, including appropriate information regarding accumulated depreciation, as well as current year additions (including accounts charged for related expenditures) and deletions (including any related proceeds). In addition, information is required that presents depreciation expense by fund and type for proprietary capital assets and by program and type for general capital assets for the year;
6. Information regarding accrued salaries, compensated absences (both current and long-term), workers compensation, retirement, and other current and long-term liabilities as of December 31, 2004;
7. Information regarding short-term debt (notes) including a schedule of changes in short-term debt that details balances at the beginning and end of the year, increases and decreases, and the purpose for which the short-term debt was issued;
8. Information regarding long-term debt balances as of the beginning and end of the year and information regarding additions and payments that occurred during the year. Information that details issuance costs, premiums, and discounts for additions should be identified separately. Copies of amortization schedules that distinguish between principal and interest for each outstanding issue must also be provided;
9. Information to support necessary modified accrual and accrual adjustments at December 31, 2004;
10. Information regarding transfers by fund including the amount and purpose for each transfer;
11. Preparation of the transmittal letter and statistical section; and
12. Preparation of the Management's Discussion and Analysis.

COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 10, 2005

It is important that you provide financial records that balance and documentation that is adequate to support the necessary journal entries. If we discover inadequacies in the records or documentation you provide, we will return the information to you for correction.

As part of the annual financial report, you will be required to prepare a Management’s Discussion and Analysis (MD&A). LGS assistance with respect to the MD&A will be limited to reviewing the MD&A to determine that all required topics have been addressed and to ensure that amounts presented in the MD&A match the amounts presented in the financial statements.

LGS assistance with respect to capital assets will be limited to explaining the required changes necessary for report preparation. If additional assistance in the review of policies or significant guidance related to the calculation of capital assets and/or accumulated depreciation/depreciation expense is required, this engagement will need to be amended.

LGS will propose journal entries for the preparation of the basic financial statements; review records and other information to determine whether data is being gathered at the required level to permit the preparation of financial statements in accordance with GASB Statement No. 34; prepare trial balances based on management’s chart of accounts and selected financial statement format; enter usable information from the prior year trial balances to the trial balances that will be used for the current year; input approved journal entries into the trial balances; and update conversion plans that explain the steps that are necessary to move from the old reporting model to the new reporting model.

The financial statements include the financial activity of a discretely presented component unit. The component unit’s financial statements must be prepared based on the new reporting model set forth in GASB Statement No. 34. Our services related to this component unit are limited to inserting information from the component unit’s financial statements and notes into your general purpose external financial statements. The component unit’s financial statements need to be available by March 31, 2005. While audited financial statements are preferred and are necessary before completion of your audit, compiled financial statements are adequate for completion of this engagement. We would be happy to discuss these requirements with the management of the component unit and with the individual or firm that will be preparing the financial statements.

All work papers prepared by the Office of the Auditor of State will remain the property of the Auditor of State. Accordingly, we are responsible for their care and custody. At the conclusion of the project, we will provide copies of any of the work papers you would like to have for your records. However, the work papers should not be regarded as a part of, or a substitute for, your accounting records.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist; however, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential.

It is estimated that two hundred three hours will be needed to complete this project. Our fees for these services will be billed monthly to the County at a rate of \$37 per hour, and the total cost is not anticipated to exceed \$7,500. If additional time or services should be necessary, we will notify the County regarding any amendment to this contract that may be required.

If you are in agreement with the terms of this contract, please have this engagement letter signed and certified in the appropriate spaces and return it no later than February 28, 2005. If we do not hear from you by February 28, 2005, we will assume the County does not wish to contract the services of the Local Government Services Section of the Office of the Auditor of State. Should you have any questions concerning this letter, please do not hesitate to contact Belinda L. Miller, Chief Project Manager, at 1-800-345-2519.

Vote on Motion Mr. Ward Aye Mr. Jordan Aye Mr. Evans Aye

RESOLUTION NO. 05-161

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

Amanda Kreft has accepted the Human Resources Clerk Position with the Administrative Services Department; effective date February 28, 2005.

Tonya Bevard, a Social Service Worker III from The Department of Job and Family Services has resigned her position effective February 18, 2005.

Vote on Motion Mr. Jordan Aye Mr. Evans Aye Mr. Ward Aye

RESOLUTION NO. 05-162

COMMISSIONERS JOURNAL NO. 46 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 10, 2005

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. Evans to adjourn into Executive Session at 9:35AM.

Vote on Motion Mr. Evans Aye Mr. Jordan Aye Mr. Ward Aye

RESOLUTION NO. 05-163

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Ward, seconded by Mr. Evans to adjourn out of Executive Session at 11:45AM.

Vote on Motion Mr. Ward Aye Mr. Jordan Aye Mr. Evans Aye

There being no further business the meeting adjourned.

Glenn A. Evans

Kristopher W. Jordan

James D. Ward

Letha George, Clerk to the Commissioners