

**COMMISSIONERS JOURNAL NO. 53 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD DECEMBER 3, 2009**

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

Present: Todd Hanks, Ken O'Brien, Tommy Thompson

RESOLUTION NO. 09-1485

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD NOVEMBER 30, 2009:

It was moved by Mr. Hanks, seconded by Mr. O'Brien to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on November 30, 2009; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.11 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the previous meeting.

Vote on Motion Mr. Thompson Aye Mr. Hanks Aye Mr. O'Brien Aye

PUBLIC COMMENT

RESOLUTION NO. 09-1486

IN THE MATTER OF APPROVING PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR1202 AND MEMO TRANSFERS IN BATCH NUMBERS MTAPR1202:

It was moved by Mr. Hanks, seconded by Mr. O'Brien to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR1202 and memo transfers in batch numbers MTAPR1202.

Vote on Motion Mr. Hanks Aye Mr. Thompson Aye Mr. O'Brien Aye

RESOLUTION NO. 09-1487

IN THE MATTER OF CANCELING THE THURSDAY DECEMBER 24, 2009 AND THE THURSDAY DECEMBER 31, 2009 COMMISSIONERS' SESSIONS:

It was moved by Mr. Hanks, seconded by Mr. O'Brien to cancel the Thursday December 24, 2009 and the Thursday December 31, 2009 Commissioners' Sessions.

Whereas, Resolution 09-08 Established A Commissioners' Session For Wednesday December 23, 2009 Due To A County Half Day Holiday Falling On The Normal Thursday Meeting Day; And

Whereas, Resolution 09-126 Established A Commissioners' Session For Wednesday December 30, 2009 Due To A County Half Day Holiday Falling On The Normal Thursday Meeting Day; And

Whereas, The Above Mentioned Resolutions Did Not Officially Cancel The Thursday's Sessions;

Therefore Be It Resolved, That The Commissioners Cancel The Thursday December 24, 2009 And Thursday December 31, 2009 Commissioners' Sessions.

Vote on Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Hanks Aye

RESOLUTION NO. 09-1488

IN THE MATTER OF APPROVING A TRANSFER OF APPROPRIATIONS FOR LAND AND BUILDINGS:

It was moved by Mr. Hanks, seconded by Mr. O'Brien to approve the following:

Transfer of Appropriations		
From	To	
10011105-5001 Lands & Buildings/ Salaries	10011105-5338 Lands & Buildings/Utilities	\$ 4,000.00
10011105-5101	10011105-5338	\$ 1,000.00

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Lands & Buildings /Benefits	Lands & Buildings/ Utilities	
10011105-5102	10011105-5338	\$ 500.00
Lands & Buildings/ Benefits	Lands & Buildings/ Utilities	
10011105-5120	10011105-5338	\$ 500.00
Lands & Buildings/ Benefits	Lands & Buildings/ Utilities	
10011106-5228	10011105-5338	\$ 35,000.00
Service Center /Vehicle Maint Supplies	Lands & Buildings/ Utilities	
Vote on Motion	Mr. Thompson Aye	Mr. Hanks Aye
	Mr. O'Brien Aye	

RESOLUTION NO. 09-1489

IN THE MATTER OF AMENDING THE JOBS FOR OHIO GRADUATES CONTRACT TO EXTEND THE SAME SERVICES TO JUNE 30, 2010:

It was moved by Mr. Hanks, seconded by Mr. O'Brien to approve the following:

Whereas the Workforce Investment Act requires local workforce programs to contract for youth services, and;

Whereas a Request for Proposals was issued for the service period of July 1, 2008 thru December 31, 2009, and

Whereas the Request for Proposal contained language allowing for the renewal of the agreement through December 31, 2011 based on successful performance outcomes from the current agreement period and the availability of funds for the projected year, and;

Whereas, Jobs for Ohio Graduates was awarded the contract for services to be rendered July 1, 2008 thru December 31, 2009, and;

Whereas, Jobs for Ohio Graduates has meet performance outcomes and funds are available to continue services to June 30, 2010, and;

Whereas, Youth services are a requirement of the Workforce Investment Act;

Now, therefore be it resolved that the Jobs for Ohio Graduates contract for youth services shall be extended from January 1, 2010 thru June 30, 2010 to include the same services under the current contract.

**BOARD OF COUNTY COMMISSIONERS
DELAWARE COUNTY, OHIO**

RESOLUTION TO AMEND THE CONTRACT BETWEEN DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND JOBS FOR OHIO'S GRADUATES FOR WORKFORCE INVESTMENT ACT YOUTH SERVICES

PREAMBLE

WHEREAS, the Delaware County Board of Commissioners approved on July 7, 2008 the contract between the Delaware County Department of Job and Family Services ("Department") and Jobs For Ohio's Graduates – Delaware ("JOG") (individually "Party", collectively "Parties") where JOG provides WIA Youth Services; and,

WHEREAS, the Contract now needs to be amended.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD AS FOLLOWS:

The Contract is amended as follows:

The contract shall be extended for an additional 6 month period and effective through June 30, 2010.

Appendix I

Contract Maximum Allowable Amount for Enrollment is increased to \$ 92,500.

Maximum Compensation Per Enrollment Category for In School Older Youth is increased to \$ 13,500.

Maximum Compensation Per Enrollment Category for Out Of School Younger Youth is increased to \$ 31,500.

Maximum Compensation Per Enrollment Category for Out Of School Older Youth is increased to \$ 46,000.

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Contract Maximum Allowable Amount for High School Credit Recovery Program is increased to \$ 30,000.

The Department will compensate JOG-Delaware \$ 2,000 per month for high school credit makeup and recovery services.

Contract Maximum Allowable Amount for submission of Monthly Updates is increased to \$ 9,600.

Contract Maximum Allowable Amount for ISS Update completion is increased to \$ 6,000.

Contract Maximum Allowable Amount for Program Element Outcomes Reporting is increased to \$ 3,200.

Contract Maximum Allowable Amount for Program Review Meetings is increased to \$ 5,600.

Contract Maximum Allowable Amount for Element Milestone and Completion is increased to \$ 34,500.

A maximum of \$ 500 (combination of milestones and completion benchmarks) can be applied to each participant for completion of element milestones.

Contract Maximum Allowable Amount for Delaware County WIA Youth Program Performance Measures is increased to \$ 5,400.

Contract Maximum Allowable Amount for Program and Operating Costs is adjusted to \$ 73,350.

Adds a new SECTION V, Computers and Related Software and Equipment specifying responsibilities of the Department, JOG, and the Delaware Area Career Center.

Appendix II

Total Contract Amount for In School Older Youth is increased to \$ 13,500.

Total Contract Amount for Out Of School Younger Youth is increased to \$ 31,500.

Total Contract Amount for Out Of School Older Youth is increased to \$ 46,000.

Total Contract Amount for High School Credit Recovery Program is increased to \$ 30,000.

Total Contract Amount for submission of Monthly Updates is increased to \$ 9,600.

Total Contract Amount for ISS Update completion is increased to \$ 6,000.

Total Contract Amount for Program Element Outcomes Reporting is increased to \$ 3,200.

Total Contract Amount for Program Review Meetings is increased to \$ 5,600.

Total Contract Amount for Element Milestone and Completion is increased to \$ 34,500.

Total Contract Amount for Placement in Employment or Secondary Education is increased to \$ 1,800.

Total Contract Amount for Attainment of a Degree or Certificate is increased to \$ 1,800.

Total Contract Amount for Literacy and Numeracy Gains is increased to \$ 1,800.

Adds a new line item Computers – Equipment and Peripherals in an amount of \$ 17000

Adds a new line item Computers – Software in an amount of \$ 5200.

Adds a new line item Computers – IT Services setup in an amount of \$ 840.

Total Contract Amount for Marketing and Outreach is increased to \$ 1,700.

Total Contract Amount for Supplies is increased to \$ 2,300.

Total Contract Amount for Postage is increased to \$ 800.

Total Contract Amount for Communications is increased to \$ 1,400.

Total Contract Amount for Work Experience Stipends is increased to \$ 13,000.

Total Contract Amount for Professional Development is increased to \$ 2,000.

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Total Contract Amount for Leadership Development is increased to \$ 10,000.

Total Contract Amount for Support Services is increased to \$ 8,000.

Total Contract Amount for Tuition is increased to \$ 8,000.

Total Contract Amount for the overall budget is increased to \$ 291, 390

EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

**Appendix I
Statement of Work
07/01/08 – 06/30/10
revised 11/25/09**

I. SUMMARY

JOG-Delaware will manage and coordinate Delaware County's WIA Youth Program for Delaware County participants in accordance with Section 129 of the Workforce Investment Act.

JOG-Delaware will provide educational services in accordance with Ohio Department of Education policies and guidelines.

The main focus of the WIA youth program is long-term academic and occupational learning opportunities for youth. The goal is to increase employment, job retention and earnings by developing the work/career potential that will prepare the youth to effectively compete in the global economy.

WIA requires local youth programs to provide the following ten elements:

- Tutoring, study skills training, and instruction leading to the completion of secondary school including dropout prevention strategies
- Alternative secondary school services
- Summer employment opportunities directly linked to academic and occupational learning
- Paid and unpaid work experiences, including internships and job shadowing
- Occupational skill training
- Leadership development opportunities
- Supportive services
- Adult mentoring for the period of participation
- Follow-up services for not less than 12 months after exit
- Comprehensive guidance and counseling.

The goals of the youth training and employment are to:

- Improve school retention and completion rates;
- Improve academic performance, including mathematics and reading comprehension;
- Improve employability skills;
- Demonstrate coordination with other community service organizations such as local educational agencies, law enforcement agencies, drug and alcohol abuse prevention and treatment programs.
- Enhance the basic educational skills of youth;
- Encourage school completion or enrollment in supplementary or alternative school programs;
- Provide eligible youth with exposure to the world of work; and
- Enhance the citizenship skills of youth.

II. SERVICES TO BE PROVIDED

A. Recruitment and Outreach

JOG-Delaware is responsible for the recruitment and outreach of eligible Delaware County youth participants in accordance with the eligibility requirements detailed in section C. of this part (below).

The Department desires recruitment and outreach activities target and give priority to certain youth sectors that can best be served with this contract with the recognition there are finite resources and some youth can be served more effectively by alternative, complimentary community and educational programs.

The Department requests JOG-Delaware conduct recruitment and outreach activities to achieve the

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following program enrollment metrics:

	Younger Youth	Older Youth
In School	5 maximum (age 14-15 at the time of entry)	35 minimum (age 16-19 at the time of entry)
Out of School	20 minimum (age 15-17 at the time of entry)	30 minimum (age 18-21 at the time of entry)

B. Assessment

JOG-Delaware will conduct a TABE 9 pre-test at the time of eligibility determination for all applicants.

JOG-Delaware will conduct a WIA Youth Program assessment for all applicants.

For applicant's enrolled into the WIA Youth Program (participants) who are determined basic skill level deficient (skill level score of 8.9 or less), JOG-Delaware will incorporate remedial educational services into the participant's Individual Service Strategy (ISS) to improve proficiency.

JOG-Delaware will conduct a TABE 10 post-test every 12 months at a minimum for participants who scored a skill level of 8.9 or less on the original TABE 9 pre-test and who are active in the WIA Youth Program. JOG-Delaware will update the participant's ISS upon completion of the TABE 10 post-test.

JOG-Delaware will review results of the TABE test(s) and assessment(s) with the participant.

JOG-Delaware will forward a copy of the TABE tests and assessment to the Department and file a copy in the JOG-Delaware participant case file.

The Department will file a copy of the TABE results and assessment in the Department's participant case file.

C. Eligibility

This Workforce Investment Act program activity is designed for low income youth who are 14 to 21 years of age and who meet WIA eligibility criteria. Eligible youth is defined, under the Act section 101(13), as an individual who:

- I. Is aged 14 through 21;
- II. Is a low income individual, as defined in the WIA section 101(25); and
- III. Is with one or more of the following categories:
 - a. Deficient in basic literacy skills;
 - b. School dropout;
 - c. Homeless, runaway, or foster child;
 - d. Pregnant or parenting;
 - e. Offender; or
 - f. Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. (as defined by the Area 7 Board)

JOG-Delaware is responsible for initial determination of the WIA eligibility of all youth participants recruited to the program, in addition to the collection and verification of all necessary and required eligibility source documents.

JOG – Delaware will gather all eligibility source documents, complete the WIA Youth Program application and complete the Release of Information form.

JOG will file a copy of the approved eligibility documents, WIA Application form, and Release of Information form (considered collectively as eligibility packet) in the JOG-Delaware participant case file and forward originals of the documents to the Department for review and approval.

The Department will have final eligibility determination for youth participants, which includes approval of the completed WIA application, verification of the information provided for the application

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and determination if the applicant meets the criteria required by 20 CFR Sections 664.200, 664.220 and 664.250.

The Department will return disapproved eligibility packets to JOG-Delaware stating reason for disapproval.

The Department will file approved, originals of eligibility packets in Department participant case files. Originals of eligibility source documents will be returned to JOG-Delaware upon request.

At the time of eligibility review, the Department will require an in person, face to face meeting (at the Delaware Area career South Campus One-Stop location) with all program applicants (and if applicable parents and/or guardians) to verify eligibility information and to determine if the potential program participant's goals and circumstances are consistent with the WIA Youth Program. The Department has the option to redirect the applicant to alternative programs and resources more suitable to the program applicant's needs.

Appendix V summarizes acceptable source documents to verify eligibility:

D. Enrollment

JOG-Delaware will be responsible for completing the following enrollment actions:

- Complete a WIA Summary of Complaints Form
- Complete a Student Authorization Form
- Complete a Medical Form
- Complete an initial Individual Services Strategy (ISS) Form
- Make copies of all forms and file in JOG-Delaware's participant's case file and forward original forms to the Department.
- Maintain a copy of the SCOTI/WIA subsystem Registration Form from the Department in JOG-Delaware's participant case file upon formal enrollment.

The Department will be responsible for completing the following enrollment actions:

- Review all enrollment forms and ISS
- If ISS is disapproved, return the entire enrollment packet back to JOG-Delaware for ISS revision.
- Once enrollment packet, including ISS is approved, participant will be formally enrolled in the SCOTI/WIA sub-system
- Print a copy of the SCOTI/WIA subsystem Registration Form as confirmation of formal WIA enrollment.
- File all original enrollment forms and WIA Registration Form in Department's participant case file
- Forward a copy of WIA Registration Form confirmation to JOG-Delaware.

E. ISS Initiation and Updates

JOG-Delaware shall develop the ISS in conjunction with each participant. The ISS shall identify primary educational and employment goals, and describe the training activities and appropriate services the youth will receive to achieve those goals. ***The ISS must be reviewed with the participant, at minimum, quarterly*** and adjusted, as necessary, to evaluate the progress of the participant's services and activities. This continued evaluation will ensure progress is being made toward the achievement of the participant's employment goals, training objectives, and advancement of one or more educational functioning levels within the program year. Quarterly reviews must be jointly annotated by initialing and dating the ISS by the participant and the JOG-Delaware representative.

F. WIA Youth Service Elements

JOG-Delaware will provide programming addressing each of the ten (10) essential elements of youth programs as required by WIA in accordance with U.S. Department of Labor guidelines AND supplementary Department expectations. **Appendix VI** summarizes requirements. Both the federal and local expectations must be met.

G. Case File Management and Record Keeping

JOG-Delaware and the Department will maintain complete, accurate, and up to date participant case files in accordance with WIA guidelines and Department expectations.

In general, flow of information between JOG-Delaware and the Department is one-way. Forms are originated by JOG-Delaware and forwarded to the Department. Exceptions to the one-way flow are: Exit forms,

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disapproved eligibility packets, disapproved enrollment packets, disapproved ISS forms, and SCOTI/WIA subsystem Registration Forms that come from the Department and are forwarded to JOG-Delaware. Participant "master" files maintained by the Department and may be stored electronically using the Northwoods Document Management Software system and should not be presumed to be "shared" files.

Appendix VII summarizes filing responsibilities for both parties.

H. Monthly Updates and Invoicing

JOG-Delaware will provide monthly updates to the Department no later than 30 days for services provided the preceding month. Monthly Updates must be complete, accurate and submitted on time to enable timely payment and approval. The required format of the Monthly Updates is defined in Appendix IX. Incomplete or incorrect packets will returned to JOG-Delaware for correction.

I. Exits

The Department will process a WIA Youth Program Exit Form when a participant exits the program. The original will be filed in the Department's master individual file and a copy will be forwarded to JOG-Delaware to file in JOG-Delaware's participant case file.

The Department will update the participant's Status in the SCOTI/WIA subsystem.

III. REQUIRED PERFORMANCE OUTCOMES and COMPENSATION

Fixed Units

A. Enrollment

Contract Maximum Allowable Amount: **\$ 92,500**
 Invoice Frequency: Monthly
 Compensation Definition: Means compensation for each participant newly enrolled or a participant carried over from a previous program year. Each new or carried over participant must be eligible, approved, and enrolled in the SCOTI / WIA subsystem by the Department. Application and Eligibility packets must be received by the Department not later than June 30, 2009 to receive compensation for the participant enrollment. In addition, the percentage of Out of School Youth enrolled must be maintained at a minimum of 35% at all times for the duration of the contract. JOG-Delaware can receive enrollment compensation only once for each participant for the program service period.

Carryover enrollments that are excluded from compensation include:

- Participants exited prior to July 1, 2008.
- Participants enrolled in the WIA Youth Program between May 1, 2008 thru June 30, 2008 where enrollment compensation was received from the previous WIA Youth Services contract.
- Participants who have not been actively served by JOG- Delaware or the Department in any of the 10 WIA Core Elements (excluding Follow-Up) for 90 days or more prior to the contract effective date and are mutually agreed upon as being considered "inactive".

Enrollment Category	Expected Outcome (Enrollments)	Compensation Per Enrollment	Maximum Compensation Per Enrollment Category
In School Younger Youth	5 (maximum) (age 14-15 at the time of entry)	\$ 300	\$ 1500
In School Older Youth	35 (minimum) (age 16-19 at the time of entry)	\$ 300	\$ 13500
Out Of School Younger Youth	20 (minimum) (age 15-17 at the time of entry)	\$ 900	\$ 31500
Out Of School Older Youth	30 (minimum) (age 18-21 at the time of entry)	\$ 1000	\$ 46000

B. High School Credit Recovery Program

Contract Maximum Allowable Amount: **\$ 30,000**
 Invoice Frequency: Monthly

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Compensation Definition: The Department will compensate JOG-Delaware \$ 2,000 per month for high school credit makeup and recovery services. JOG-Delaware will staff the Delaware Area Career Center South Campus with personnel with credentials sufficient to be compliant with Ohio Department of Education guidelines necessary for students to earn recognized high school credits needed for a diploma and graduation in their home school. JOG-Delaware will provide makeup and recovery services in such a manner that it is not dependent upon Department staff and resources. Makeup and recovery services will incorporate a combination of structured, 6 week, evening classes for group learning and one on one recovery assistance for students needing independent, self-directed study. Evening class schedules and one on one recovery service schedules are listed below. ***JOG-Delaware has the latitude to flex structured class schedules and one on one schedules as appropriate to best serve the needs of students but must provide overall equivalent service levels mutually agreed upon in quarterly review meetings.***

Structured Makeup Class Schedule

Qtr	Month of Service	Class	Class	Class	Class
		L.A.	Health	P.E.	Govt.
Q1	July 2008				
Q1	August 2008				
Q1	September 2008				
Q2	October 2008	Language Arts	Health		
Q2	November 2008	Language Arts	Health		
Q2	December 2008				
Q3	January 2008				
Q3	February 2009	Language Arts			Government
Q3	March 2009	Language Arts			Government
Q4	April 2009			Physical Education	
Q4	May 2009			Physical Education	
Q4	June 2009				
Q5	July 2009				
Q5	August 2009				
Q5	September 2009				
Q6	October 2009	Language Arts	Health		
Q6	November 2009	Language Arts	Health		
Q6	December 2009				

One on One Recovery Service Schedule

Qtr	Month of Service	Forecasted Need (based on historical customer service volume)	Weekday Evenings per week Coverage For Credit Makeup and Recovery Services (3:00pm – 7:00pm)	Weekday Daytime (standard school hours) Credit Makeup And Recovery Services
Q1	July 2008	Medium	NA (summer)	Yes
Q1	August 2008	Low	NA (summer)	Yes
Q1	September 2008	Low	1	Yes
Q2	October 2008	Low	1	Yes
Q2	November 2008	Low	1	Yes
Q2	December 2008	Low	1	Yes
Q3	January 2008	High	4	Yes
Q3	February 2009	High	4	Yes
Q3	March 2009	Medium	4	Yes
Q4	April 2009	High	4	Yes
Q4	May 2009	High	4	Yes
Q4	June 2009	High	NA (summer)	Yes
Q5	July 2009	Medium	NA (summer)	Yes
Q5	August 2009	Low	NA (summer)	Yes
Q5	September 2009	Low	1	Yes
Q6	October 2009	Low	1	Yes
Q6	November 2009	Low	1	Yes
Q6	December 2009	Low	1	Yes

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C. Summer Employment Opportunity Coordination

Contract Maximum Allowable Amount: **\$ 1,200**
 Invoice Frequency: Upon Completion of Requirements
 Compensation Definition: Compensation to participants must be in the form of a wage. The Department will compensate JOG-Delaware \$ 200 per participant for payroll coordination for the summer of 2009 . JOG-Delaware is not eligible to receive compensation for participants' completion of SEO milestones or completions defined in Appendix VIII.

D. Work Experience Payment Coordination

Contract Maximum Allowable Amount: **\$ 2,000**
 Invoice Frequency: End Of Contract
 Compensation Definition: The Department will compensate JOG-Delaware \$ 200 per participant for each student that JOG-Delaware facilitates payment activities for Work Experience . To receive compensation, JOG-Delaware must process payment activities for the duration of the Work Experience engagement. Compensation to participants may be in the form of a stipend or wage.

E. Monthly Updates

Contract Maximum Allowable Amount: **\$ 9,600**
 Invoice Frequency: Monthly
 Compensation Definition: The Department will compensate JOG-Delaware for each Monthly Update. Required content and format of the Monthly Update is defined in Appendix IX. Compensation for Monthly Updates is defined in the payment schedule defined below.

Timing and Quality	Definition	Compensation
On Time And Correct	Initial Monthly update is received by the Department not later than 30 days after the preceding month being reported AND is fully compliant with Appendix IX	\$ 400
Late (but prior to final due date) Or Returned For Corrections	Initial Monthly update is received by the Department more than 30 days and not greater than 60 days after the preceding month being reported . Or Initial Monthly update is returned to JOG-Delaware for non-compliance with Appendix IX. Subsequent, corrected update is received by the Department not later 60 days after the preceding month being reported. *	\$ 200
Very Late (after final due date) Non-Compliance With Contract	Initial or corrected Monthly Update is received by the Department more than 60 days after the preceding month being reported. <i>Note: A correct and complete Monthly Update is required even if no Monthly Update Compensation can be earned.</i>	\$0

*** The Department will report compliance concerns to JOG-Delaware within 10 full business days of receipt of the update by the Department's Contracts Monitor.**

To make allowances for transition and ensure JOG-Delaware fully understands Monthly Update expectations, the Department will waive the compensation reduction for the months of July, August, and September 2008 only for updates returned for correction. Updates submitted after the initial due date or final due date will still be subject to the compensation adjustments summarized above.

F. ISS Updates

Contract Maximum Allowable Amount: **\$ 6,000**
 Invoice Frequency: Monthly
 Compensation Definition: The Department will compensate JOG-Delaware \$ 30 per quarterly ISS update completed. ISS updates must be reviewed with the participant and initialed and dated by both the participant and JOG-Delaware representative. ISS forms submitted upon initial enrollment do not qualify for compensation. JOG-Delaware will submit a summary of ISS updates completed and a copy of the updated ISS's with the Monthly Updates.

G. Survey Administration

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Contract Maximum Allowable Amount: **\$ 1000**
 Invoice Frequency: Semi-Annual
 Compensation Definition: The Department will compensate JOG-Delaware \$ 500 per semi-annual program satisfaction survey administered by JOG-Delaware. Both employers and active participants must be surveyed. Survey form content will be mutually agreed upon by the Department and JOG-Delaware. Program Satisfaction surveys will be administered, compiled, and reported by JOG-Delaware in accordance with the schedule defined in Appendix X.

H. Program Element Outcomes Reporting

Contract Maximum Allowable Amount **\$ 3200**
 Invoice Frequency: Quarterly
 Compensation Definition: The Department will compensate JOG-Delaware \$ 400 per quarterly Program Element Outcome Report. Format of the report is defined in Appendix III. JOG-Delaware will present the completed quarterly reports in quarterly review meetings in accordance with the schedule defined in Appendix X.

I. Program Review Meetings

Contract Maximum Allowable Amount: **\$ 5600**
 Invoice Frequency: Quarterly
 Compensation Definition: The Department will compensate JOG-Delaware \$ 700 per meeting for (6) quarterly program review meetings. JOG-Delaware and the Department will jointly review participant case files, participant progress, supporting documentation for ISS Updates and Element Milestones and Outcomes, results of semi-annual program satisfaction surveys, program reporting for outcomes of the WIA Youth services program, and effectiveness of programs and processes. Timing of deliverables for the review meetings is defined in Appendix X.

Specific deliverables that must be provided to receive compensation include:

- ISS Updates completed during the quarter
- Documentation supporting elements completed reflected in ISS Updates
- Documentation supporting milestones and element completions reflected in monthly element and milestones summaries
- Participant contact report (standard JOG database report) for each active participant during the quarter.
- Participant follow-up report (standard JOG database report) for each participant in follow-up during the quarter
- Quarterly Program Outcomes Reports
- Program Satisfaction Results (Feb 2009 and Nov 2009 only)

J. Program Administration Training

Contract Maximum Allowable Amount: **\$ 200**
 Invoice Frequency: Once, July 2008
 Compensation Definition: The Department will compensate JOG-Delaware \$ 200 for participation in a contract program administration meeting involving all Department and JOG-Delaware team members involved with the WIA Youth Services Program. ***This expectation must be completed prior to JOG-Delaware's submittal of the initial (July 2008) Monthly Update.***

K. Element Milestone Accomplishment and Completion

Contract Maximum Allowable Amount: **\$ 34,500**
 Invoice Frequency: Monthly
 Compensation Definition: The Department will compensate JOG-Delaware \$ 50 per element milestone and \$ 200 per element completion for element milestones and completion benchmarks defined in Appendix VIII. A maximum of \$ 500 (combination of milestones and completion benchmarks) can be applied to each participant. Each milestone or completion benchmark can only be applied once and can not be applied to multiple elements.

L. Delaware County WIA Youth Program Performance Measures

Contract Maximum Allowable Amount: **\$ 5,400**
 Invoice Frequency: Quarterly
 Compensation Definition: The Department will compensate JOG-Delaware with performance incentives quarterly for the following measures and amounts in the table below. Accomplishment of the measures will be determined by the standard reports run by the Department in the SCOTI/WIA subsystem as determined by the Ohio Department of Job and Family Services

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WIA Performance Measure	Placement in Employment or Secondary Education	Attainment of a Degree or Certificate	Literacy and Numeracy Gains
Definition	Percentage of participants who are in employment, the military, post-secondary education, and/or advanced training/occupational training soon after exit	Percentage of participants who are in education who attained a diploma, GED, or certificate several months after exit	Number of participants who increase one or more educational functioning level within one year of the date or participation
Timing	During 1 st quarter (1-3 months) after exit	By the end of the 3 rd quarter (6 -12 months after exit	By the end of one year form the date or participation.
Exclusions	Youth in post-secondary education, employment, or the military at the date of participation	Youth not enrolled in education at the date of participation or at any point during the program	Out of school youth who are not basic skills deficient. In-school youth
Delaware County WIA Performance Measure Expectation	63% (minimum)	42% (minimum)	50% (minimum)
Performance Period	Maximum Potential Compensation if expectation achieved	Maximum Potential Compensation if expectation achieved	Maximum Potential Compensation if expectation achieved
07/01/08 - 09/30/08	\$ 200	\$ 200	\$ 200
10/01/08 - 12/31/08	\$ 200	\$ 200	\$ 200
01/01/09 - 03/31/09	\$ 200	\$ 200	\$ 200
04/01/09 – 06/30/09	\$ 200	\$ 200	\$ 200
07/01/09 – 09/30/09	\$ 200	\$ 200	\$ 200
10/01/09 – 12/31/09	\$ 200	\$ 200	\$ 200

M. Program Satisfaction

Contract Maximum Allowable Amount: **\$ 800**
Invoice Frequency: Semi-Annual

Compensation Definition: JOG-Delaware will administer, compile and report semi-annual program satisfaction survey results in program review meetings in the schedule defined in Appendix X. To receive compensation, performance measures must be met or exceeded as defined in the table below.

Program Satisfaction Element	Performance Measure Description	Performance Measure Expectation	Maximum Compensation per Program Satisfaction Element
Customer Satisfaction	The % of enrolled participants who indicate they are satisfied with the services provided at the time of exit during the program year	85%	\$ 400 (\$ 200 per semi-annual review period)
Employer Satisfaction	The % of employers associated with JOG-Delaware’s services for any of the 10 WIA youth elements and/or the participants who indicate they are satisfied during the program year	85%	\$ 400 (\$ 200 per semi-annual review period)

N. Reimbursable Costs

1. Program and Operating Costs

Contract Maximum Allowable Amount: **\$ 73,350**
Invoice Frequency: Monthly

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Compensation Definition: Means reimbursement for costs summarized in the table below subject to compliance with the following :

- Workforce Investment Act Guidelines
- Cost containment guidelines in the Department's Service Contract Cost Containment Initiative **(Appendix IV)**.
- Allowable costs defined in OMB Circular A-21, Cost Principles for Educational Institutions
- Allowable costs defined in OMB Circular A-122, Cost Principles for Non-Profit Organizations

JOG-Delaware must demonstrate how costs are allocated to program participants for all reimbursable cost items (ie. Method of allocation)..

Program Cost Category	Details
Books/Teaching Aids	Books, pamphlets, and software used as instructional aids.
Marketing & Outreach	Letterhead stationary, brochures, advertisements, and related expenses needed to effectively recruit participants to the program. Marketing and outreach information must indicate the Department is funding the program as a partner.
Supplies	Supply costs may be program costs or individual costs.
Postage	Postage needed to administer the WIA Youth Services Program
Communications	Cell phone costs related to program management for JOG-Delaware staff
General Stipends and Incentives	Stipends and incentives for positive motivation and recognition for participants linked to accomplishment of any WIA Youth program element. Wages, stipends, or incentives must be linked directly or indirectly to accomplishment of ISS objectives.
Summer Employment Opportunity Wages Summer 2008	Wages for participants in the SEO program for the Summer of 2008. Participants are mutually agreed upon between the Department and JOG-Delaware
Summer Employment Opportunity Wages Summer 2009	Wages for participants in the SEO program for the Summer of 2009. Participants are mutually agreed upon between the Department and JOG-Delaware
Work Experience Stipends	Stipends for accomplishment of Work Experience. Participants are mutually agreed upon between the Department and JOG-Delaware
Professional Development	Training, continuing education, and conference fees related to program management and professional development of JOG-Delaware and Department staff.
Professional Services	Money to hire specialty training, demonstrators, substitutes, enrichment educators, childcare classes, CPR, etiquette, cooking classes, etc.
Leadership Development	Costs for : (a) Exposure to postsecondary educational opportunities (b) Community and service learning projects; (c) Peer-centered activities, including peer mentoring and tutoring; (d) Organizational and team work training, including team leadership training; (e) Training in decision-making, including determining priorities (f) Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources
Support Services	Supportive services for youth, as defined in WIA section 101(46), may include the following: (a) Linkages to community services; (b) Assistance with transportation costs; (c) Assistance with child care and dependent care costs; (d) Assistance with housing costs; (e) Referrals to medical services; and (f) Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective eye gear

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Training Fees	Costs for third party certification and training programs including registration, tuition, lab fees, testing fees, books, supplies, and parking fees applied to participant's accomplishing one of the WIA Youth elements.
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O. Summer School Credit Recovery Program

Contract Maximum Allowable Amount: **\$ 3,000**
Invoice Frequency: Monthly

Compensation Definition: The Department will compensate JOG-Delaware \$ 1,000 per month for summer school credit makeup and recovery services for the months of June 2009 thru August 2009 inclusive. JOG-Delaware will staff the Delaware Area Career Center South Campus with personnel with credentials sufficient to be compliant with Ohio Department of Education guidelines necessary for students to earn recognized high school credits needed for a diploma and graduation in their home school. JOG-Delaware will provide makeup and recovery services in such a manner that it is not dependent upon Department staff and resources.

IV. PROCESS FLOW SUMMARY

The table below summarizes process flow and responsibilities of JOG-Delaware and the Department

Process Step	JOG - Delaware Responsibilities	Department Responsibilities
Outreach and Recruitment	JOG is solely responsible to identify and recruit eligible participants	
Eligibility	Gather all required eligibility source documents. Complete WIA Youth Program Application Form Complete Release of Information Form. Complete TABE 9 pre-test. Review results with participant Complete WIA Youth Program Assessment File copies of eligibility source documents, WIA Youth Program Application, Release of Information, and TABE 9 –pre-test, and WIA Youth Program Assessment (to be known as the eligibility packet)in JOG-Delaware participant case file	Review eligibility packet Conduct eligibility interview Make final eligibility/enrollment decision (approve/disapprove) Return disapproved packets back to JOG-Delaware File approved packets in Department case file
Enrollment	Complete WIA Summary of Complaints Form Complete Student Authorization Form Complete Medical Form Complete Initial Individual Services Strategy (ISS) Form Make a copy of all forms for JOG-Delaware participant case files. Forward originals of the WIA Summary of Complaints Form, Student Authorization Form, Medical Form, and ISS Form (to be known collectively as the enrollment packet) to Department File SCOTI/WIA enrollment screenshot confirmation in JOG case file	Review the enrollment packet Approve/disapprove the ISS If ISS disapproved, return the entire enrollment packet back to JOG for revision Once enrollment packet (including ISS) approved, enroll participant in SCOTI/WIA sub-system Print a copy of SCOTI/WIA Registration Form. File enrollment packet and WIA Registration Form in the Department's participant case file Forward a copy of the WIA Registration Form to JOG-Delaware

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Assessment	<p>Conduct TABE 10 Assessments as required in Section II.</p> <p>Review assessment results with participant</p> <p>Copy of assessment results filed in JOG-Delaware case file</p> <p>Original assessment results forwarded to Department</p>	<p>Assessment filed in Department case file</p> <p>Participant record updated in WIA subsystem as needed.</p>
WIA Services	JOG-Delaware provides services for one or more of the 10 WIA Youth Program elements to eligible/enrolled participants	
Monthly Updates	JOG-Delaware provides monthly updates to the Department Contract's Monitor in accordance with Section II, part H of the statement of work	<p>Monthly update packet reviewed for completeness and accuracy.</p> <p>The SCOTI/WIA subsystem is updated as needed for each participant.</p> <p>The Contracts Monitor approves payment of the invoice.</p> <p>The Department pays the invoice.</p>
ISS Updates	<p>Review ISS with participant at minimum quarterly.</p> <p>Annotate quarterly ISS review with participant on the ISS form.</p> <p>Update ISS form as needed.</p> <p>Forward updated ISS to the Department.</p> <p>File copy of updated ISS in JOG-Delaware's participant case file</p>	<p>Review updated ISS.</p> <p>Approve/disapprove updated ISS.</p> <p>Return disapproved , updated ISS to JOG-Delaware for adjustment.</p> <p>Update participant's program status in the SCOTI/WIA subsystem.</p> <p>File updated ISS in Department's participant case file.</p>
Exits	<p>File copy of Exit Form in participant's individual case file.</p> <p>Submit Exit Summary Form with Monthly Update.</p>	<p>Process and Exit Form and file in the master individual case file.</p> <p>Forward a copy of the Exit Form to JOG-Delaware</p> <p>Update participant's program status in the SCOTI/WIA subsystem.</p>

V. COMPUTERS AND RELATED SOFTWARE AND PERIPHERAL EQUIPMENT

Computers and related software licenses and peripheral equipment purchased with funds from this agreement will be considered property of the Department. JOG will be the custodian of the equipment, software, and peripheral equipment and the Delaware Area Career Center will maintain the computers , software, and peripheral equipment.

JOG, in partnership with the Delaware Area Career Center, will maintain files and records of all documentation and electronic media associated with the purchase, licensing, warranties, technical support, and operation of the computers, software, and peripheral equipment.

JOG will implement procedures to ensure appropriate equipment security and accountability and staff and participant training related to security and equipment use.

Procedures will include documenting training and computer and equipment inventory and condition.

The Department will affix an asset inventory tag to equipment covered by this agreement. This tag shall not be removed. The Department will periodically review the asset inventory maintained by JOG and conduct a physical inventory of all equipment. All equipment, whether or not it has any salvageable value, shall be

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returned to the Department for disposition.

The Department will assume the cost for Delaware Area Career Center technician time for initial setup of the laptop cart, computers, software, and peripheral equipment not to exceed twenty four (24) hours of technician time at a rate of \$ 35.00 per hour (maximum total of \$ 840.00).

JOG will assume responsibility to repair or replace (at no cost to the Department) computers, software, and equipment that is lost, stolen, or damaged. Replacement parts will be of equal or better quality and functionality to initial parts that are replaced.

JOG will assume the cost for Delaware Area Career Center technician time for ongoing computer operation, repair , troubleshooting, replacement part installation, and software debugging and installation.

Vote on Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Hanks Aye

RESOLUTION NO. 09-1490

IN THE MATTER OF ACCEPTING THE AWARD OF A GRANT FROM THE OHIO DEPT OF YOUTH SERVICES FOR THE SUSPENSION ALTERNATIVE PROGRAM FOR JUVENILE COURT:

It was moved by Mr. Hanks, seconded by Mr. O'Brien to approve the following:

Grant #	2009-JB-011-A017
Source:	Ohio Dept of Youth Services
Grant Period:	1-1-10 thru 12-31-10
Federal Grant Amount:	\$ 10,416.00
Local Match:	<u>1,157.00</u>
Total Amount:	\$ 11,573.00

Vote on Motion Mr. Thompson Aye Mr. Hanks Aye Mr. O'Brien Aye

RESOLUTION NO. 09-1491

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATION FOR ADULT COURT SERVICES:

It was moved by Mr. Hanks, seconded by Mr. O'Brien to approve the following:

Transfer of Appropriation		AMOUNT
From	To	
25822306-5101	25822306-5001	\$231.00
Pre Trial Supervision/Benefits	Pretrial Supervision/Salaries	

Vote on Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Hanks Aye

RESOLUTION NO. 09-1492

IN THE MATTER OF RENAMING ORGANIZATIONAL KEYS AND APPROVING TRANSFER OF APPROPRIATIONS:

It was moved by Mr. Hanks, seconded by Mr. O'Brien to approve the following:

ORGANIZATIONAL KEY	RE-NAME
25822305	2010 Supervision Grant
28631319	2010 LEAP Grant

Transfer of Appropriation		AMOUNT
From	To	
10016101-5250	10016101-5001	\$6,000.00
Board of Elections/Minor Tools	Board of Elections/Salaries	
10016101-5208	10016101-5001	\$24,000.00
Board of Elections/Operating Equipment	Board of Elections/Salaries	
10016101-5313	10016101-5001	\$14,000.00
Board of Elections/Printing Services	Board of Elections/Salaries	
10016101-5313	10016101-5120	\$6,200.00
Board of Elections/Printing Services	Board of Elections/PERS	

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Vote on Motion Mr. Hanks Aye Mr. Thompson Aye Mr. O'Brien Aye

BUDGET DISCUSSION

**COMMISSIONERS' COMMITTEES REPORTS
(Refer To CD Minutes For Entire Record)**

Commissioner O'Brien

-Attended a DKMM WIA Meeting With The Job and Family Services Directors

Commissioner Hanks

- Meeting With Columbus State**
- Visited The WWI Exhibit At Buckeye Valley High School**
- Debt Service Meeting**
- Call From Brown Township Resident; Increase In Recycle Pick-Up Times**
- Federal Reserve**

Commissioner Thompson

- Meeting With Columbus State**
- Alzheimer Association Services Available/ Council For Older Adults**

RESOLUTION NO. 09-1493

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. Hanks, seconded by Mr. O'Brien to adjourn into Executive Session at 10:30AM.

Vote on Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Hanks Aye

RESOLUTION NO. 09-1494

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. O'Brien, seconded by Mr. Hanks to adjourn out of Executive Session at 10:47AM.

Vote on Motion Mr. Thompson Aye Mr. Hanks Aye Mr. O'Brien Aye

RESOLUTION NO. 09-1495

IN THE MATTER OF ADJOURNING THE MEETING:

It was moved by Mr. Hanks, seconded by Mr. O'Brien to adjourn the meeting.

Vote on Motion Mr. Hanks Aye Mr. Thompson Aye Mr. O'Brien Aye

Todd Hanks

Ken O'Brien

Tommy Thompson