

COMMISSIONERS JOURNAL NO. 54 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 1, 2010

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. 10-681

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD MAY 27, 2010:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on May 27, 2010; 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. 10-682

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0528:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0528 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO' Increase			
Downes Fishel	Legal Services Fact Finding San. Eng.	66211903-5361	\$ 5,000.00
Downes Fishel	Legal Services Fact Finding San. Eng.	66211904-5361	\$ 5,000.00

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

RESOLUTION NO. 10-683

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0528GC:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0528GC.

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

RESOLUTION NO. 10-684

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

The Commissioners' Office is requesting that Letha George attend a CCOA Conference in Columbus, Ohio June 11, 2010, at the cost of \$75.00. (Fund Number 10011101).

The Auditor's Office is requesting that Shoreh Elhami attend a ESRI User Conference in San Diego, California July 12-16, 2010, at the cost of \$1,650.00 (REA Funds).

The Department of Job and Family Services is requesting that Mona Reilly and Sue Ware attend a Child Welfare Symposium in Columbus, Ohio June 3, 2010 at the cost of \$22.27.

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

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RESOLUTION NO. 10-685

IN THE MATTER OF APPROVING A COST AMENDMENT TO THE CONTRACT LETTER BETWEEN DELAWARE COUNTY AND THE AUDITOR OF STATE'S OFFICE:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

Whereas, the Delaware County Auditor recommends approval of the cost amendment to the contract letter between the Delaware County and the Auditor of State's Office;

Therefore Be It Resolved, that the Commissioners approves the cost amendment to the contract letter between the Delaware County and the Auditor of State's Office.

**Mary Taylor, CPA
Auditor of State**

May 19, 2010

Mr. George Kaitsa, County Auditor, and
County Commissioners Delaware County
140 North Sandusky Street Delaware, Ohio 43015

Dear Mr. Kaitsa:

The letter of arrangement dated January 29, 2010 between the Auditor of State and the County is hereby amended to reflect the following:

<u>Description of/ Causes for Amendment</u>	<u>Estimated Fee Effect</u>
Additional hours needed due to delays and difficulties we confronted while testing the new JFS federal programs	\$5,650.00
Additional hours to test one additional Job and Family Services Federal Program that was not part of the previous fee estimate	1,700.00 hr
Additional hours needed to address fraud risk concerns	250.00 hr
Total this amendment	\$7,600.00
Previous fee estimate	<u>\$77,490.00</u>
Revised fee estimate	\$85,090.00

Please sign the copy of this letter in the space provided and return it to us. If you should have any questions, please call Stacie Scholl, Senior Audit Manager, at 1-800-443-9275.
Very truly yours, Mary Taylor, CPA Auditor of State of Ohio

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

RESOLUTION NO. 10-686

IN THE MATTER OF APPROVING TRANSFER OF APPROPRIATIONS FOR THE SHERIFF'S OFFICE LEAP GRANT:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

Transfer of Appropriation		AMOUNT
From	To	
28631319-5450 2010 Leap Grant/Machinery & Equip	28631319-5250 2010 Leap Grant/Minor Tools	\$ 5,000.00
28631319-5450 2010 Leap Grant/Machinery & Equip	28631319-5260 2010 Leap Grant/Inventoried Tools	\$ 2,024.00

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

RESOLUTION NO. 10-687

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IN THE MATTER OF APPROVING THE FY 2011 ADDENDUM AND SUPPLEMENTAL APPROPRIATIONS FOR THE COMMUNITY BASED CORRECTIONS PROGRAMS 407 SUBSIDY GRANT AGREEMENT FOR ADULT COURT SERVICES :

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

Whereas, the Director of Adult Court Services recommends approval of addendum to the grant;

Now Therefore Be It Resolved that the Delaware County Board of Commissioners approve grant addendum.

**FY 2011 ADDENDUM FOR
COMMUNITY BASED CORRECTIONS PROGRAMS
407 SUBSIDY GRANT AGREEMENT**

Please be advised that pursuant to paragraph 1, under Terms and Conditions, the FY10 Community Based Corrections Program Subsidy Grant Agreement between the Ohio Department of Rehabilitation and Correction and Delaware County is being extended to June 30, 2011.

This Addendum is made and entered into this 1st day of June , 2010, by and between the State of Ohio, Department of Rehabilitation and Correction (hereinafter referred to as Grantor) and the undersigned representatives of Delaware County, Ohio, (hereinafter referred to as Grantee), pursuant to authority in Section 5149.061 et. seq. of the Ohio Revised Code.

The Grantor awards to the Grantee the sum of **One hundred sixty-five thousand, seven hundred thirty-two dollars**, to be paid in four equal installments of \$41,433 for the period beginning with the effective date of this addendum and ending June 30, 2011. Total expenditures for Fiscal Year 2011 (July 1, 2010 to June 30, 2011) will not in any case exceed \$165,732.

The grant amount is subject to legislative appropriation of the Grantor's proposed Community Based Corrections non-residential program subsidy budget amount for Fiscal Year 2011. The parties agree that the Grantor may modify the amount if such appropriation is less than the amount proposed to the General Assembly by Grantor. The modified amount shall be determined solely by Grantor officials within their discretion. The Grantee and the Grantor agree to an interim payment of grant funds if an interim budget is adopted pending the final approval of the State of Ohio Fiscal Year 2011 budget. Furthermore, the obligations of the state under this agreement are subject to the determination by the Grantor that sufficient funds have been appropriated by the General Assembly to the Grantor for the purposes of this grant agreement and to the certification of the availability of such funds by the Director of Budget and Management as required by Section 126.07 of the Ohio Revised Code.

These funds are to be maintained and reported separately from existing Community Based Corrections funds.

All other terms and conditions of the subsidy grant agreement shall remain the same.

Further Be It Resolved, that the Commissioners approve the following supplemental appropriations:

Supplemental Appropriations

25422301-4530	Corrections Grant/State Grant A	6,000.00
25422301-5001	Corrections Grant/Compensation	3,000.00
25422301-5101	Corrections Grant/Insurance	2,260.00
25422301-5102	Corrections Grant/Workers Comp	60.00
25422301-5120	Corrections Grant/PERS	450.00
25422301-5131	Corrections Grant/Medicare	44.00
25422301-5201	Corrections Grant/Supplies	186.00

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

RESOLUTION NO. 10-688

IN THE MATTER OF APPROVING THE FY 2011 ADDENDUM AND SUPPLEMENTAL APPROPRIATIONS FOR THE COMMUNITY BASED CORRECTIONS PROGRAMS 408 SUBSIDY GRANT AGREEMENT FOR ADULT COURT SERVICES :

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

Whereas, the Director of Adult Court Services recommends approval of the grant agreement;

Now Therefore Be It Resolved that the Delaware County Board of Commissioners approve the grant agreement.

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FY 2011 ADDENDUM FOR
COMMUNITY BASED CORRECTIONS PROGRAMS
408 SUBSIDY GRANT AGREEMENT

Please be advised that pursuant to paragraph 1, under Terms and Conditions, the FY10 Community Based Corrections Program Subsidy Grant Agreement between the Ohio Department of Rehabilitation and Correction and **Delaware County** is being extended to June 30, 2011.

This Addendum is made and entered into this _____ day of _____, 2010, by and between the State of Ohio, Department of Rehabilitation and Correction (hereinafter referred to as Grantor) and the undersigned representatives of **Delaware County**, Ohio, (hereinafter referred to as Grantee), pursuant to authority in Section 5149.061 et. seq. of the Ohio Revised Code.

The Grantor awards to the Grantee the sum of **Twenty thousand dollars**, to be paid in four equal installments of **(\$5,000.00)** for the period beginning with the effective date of this addendum and ending June 30, 2011. Total expenditures for Fiscal Year 2011 (July 1, 2010 to June 30, 2011) will not in any case exceed **\$20,000**.

The grant amount is subject to legislative appropriation of the Grantor's proposed Community Based Corrections non-residential program subsidy budget amount for Fiscal Year 2011. The parties agree that the Grantor may modify the amount if such appropriation is less than the amount proposed to the General Assembly by Grantor. The modified amount shall be determined solely by Grantor officials within their discretion. The Grantee and the Grantor agree to an interim payment of grant funds if an interim budget is adopted pending the final approval of the State of Ohio Fiscal Year 2011 budget. Furthermore, the obligations of the state under this agreement are subject to the determination by the Grantor that sufficient funds have been appropriated by the General Assembly to the Grantor for the purposes of this grant agreement and to the certification of the availability of such funds by the Director of Budget and Management as required by Section 126.07 of the Ohio Revised Code.

These funds are to be maintained and reported separately from existing Community Based Corrections funds.

All other terms and conditions of the subsidy grant agreement shall remain the same.

Further Be It Resolved, that the Commissioners approve the following supplemental appropriations:

Supplemental Appropriations

25422308-4530	Non Residential Program/State Grant A	10,000.00
25422308-5001	Non Residential Program/Compensation	6,731.00
25422308-5101	Non Residential Program/Insurance	1,370.00
25422308-5102	Non Residential Program/Workers Comp	98.00
25422308-5120	Non Residential Program/PERS	1,009.00
25422308-5131	Non Residential Program/Medicare	97.00
25422308-5201	Non Residential Program/Supplies	695.00

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

RESOLUTION NO. 10-689

IN THE MATTER OF APPROVING THE SUBMISSION OF THE BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FOR PRETRIAL SUPERVISION:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

Grant #	2010-JG-C01-T12313
Source:	Ohio Office of Criminal Justice Services
Grant Period:	January 1, 2011 to December 31, 2011
Federal Grant Amount:	\$ 45,000.00
Local Match:	<u>\$ 15,000.00</u>
Total Grant Amount:	\$ 60,000.00

The Grant is designed to divert individuals charged with a felony from the Delaware County Jail. The grant pays for a pretrial officer to determine what offenders are eligible for bond and what level of supervision is appropriate. The officer then supervises the offenders' placed on pretrial supervision. As a condition of their bond offenders may be subject to drug testing, house arrest, GPS, substance abuse and mental health treatment as well as verifiable employment.

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

RESOLUTION NO. 10-690

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IN THE MATTER OF APPROVING THE SUBMISSION OF THE BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FOR THE MENTAL HEALTH DOCKET:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

Grant #	2010-JG-C01-T12226		
Source:	Ohio Office of Criminal Justice Services		
Grant Period:	January 1, 2011 to December 31, 2011		
Federal Grant Amount:	\$ 37,500.00		
Local Match:	\$ 12,500.00* Split	\$6,250 from Commissioners	
		<u>\$6,250 from Del. Municipal Ct.</u>	
Total Grant Amount:	\$ 50,000.00		

The Grant is a unique collaboration between Delaware Common Pleas and Municipal Court to initiate a mental health court docket. The courts will share a probation officer, and docket coordinator. The dockets primary purpose is to reduce the amount of time offenders with significant mental health issues spend in jail. The mental health docket will not only reduce the use of the Delaware County Jail, it will reduce the impact on many social service agencies in the county.

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

RESOLUTION NO. 10-691

IN THE MATTER OF APPROVING A REPOSTING FOR ADULT COURT SERVICES MENTAL HEALTH DOCKET:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

Please Repost		
From	To	
25922307	10022202	
5001-Compensation		8,148.00
5102-Workers Comp		162.96
5120-PERS		1,140.72
5131-Medicare		118.15

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

RESOLUTION NO. 10-692

IN THE MATTER OF APPROVING THE FIRST AMENDMENT TO THE WORK READINESS AND CAREER ASSESSMENT SERVICES CONTRACT BETWEEN THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, THE DELAWARE COUNTY COMMISSIONERS AND THE COMMUNITY CAREER RESOURCE CENTER (CCRC):

It was moved by _____, seconded by _____ to approve the following:

Whereas, the Director of Job & Family Services recommends approval of the following contract amendment;

Now Therefore Be It Resolved That The Delaware County Board Of Commissioners approve the following contract amendment for The Work Readiness And Career Assessment Services contract:

FIRST AMENDMENT TO WORK READINESS AND CAREER ASSESSMENT SERVICES CONTRACT

This First Amendment of the Work Readiness and Career Assessment Services Contract ("First Amendment") is entered into this 1st day of June, 2010 by and between Delaware County Department of Job and Family Services (hereinafter, "Department"), whose principal place of business is 140 North Sandusky Street, Delaware, Ohio 43015 and the Community Career Resource Center (hereinafter, "CCRC"), whose principal place of business is 4565 Columbus Pike, Delaware, Ohio 43015 (hereinafter individually "Party" and collectively "Parties").

WHEREAS, the Parties entered into a work readiness and career assessment services contract (hereinafter "Contract") dated July 1, 2009; and,

WHEREAS, the Parties agree to the addition of certain provisions to the Contract (collectively "Provisions").

NOW THEREFORE, the Parties hereby agree to amend the Contract to add the following Provisions:

1. The contract shall be extended for an additional one (1) month period and effective through July 30, 2010.

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2. Signatures

Any person executing this First Amendment in a representative capacity hereby warrants that he/she has authority to sign this First Amendment or has been duly authorized by his/her principal to execute both on such principal's behalf.

3. Conflicts

In the event of a conflict between the terms of the Contract and this First Amendment, the terms of this First Amendment shall prevail.

4. Terms of Agreement Unchanged

All terms and conditions of the Contract not changed by this First Amendment remain the same, unchanged, and in full force and effect.

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

RESOLUTION NO. 10-693

IN THE MATTER OF APPROVING THE CONTRACTS BETWEEN THE DELAWARE COUNTY COMMISSIONERS; THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND CHILD PLACEMENT SERVICE PROVIDERS AS LISTED:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

Whereas, Delaware County contracts with Child Care Placement providers in accordance with state and federal regulations, and

Whereas, the Director of Jobs & Family Services recommends approval of the following contracts;

Now Therefore Be It Resolved that the Delaware County Board of Commissioners approve the following contracts for Child Care Placement providers:

Child Placement Service	Per diem cost and per diem reimbursement for the following categories
Pomegranate Health Systems 157 East Lawn Ave. St. Clairsville, Ohio 43950	A. Maintenance B. Administration C. Case Management D. Transportation E. Other Direct Services (e.g., special diets, clothing, insurance, respite care) F. Behavioral Healthcare G. Other costs - (any other cost the Agency has agreed to participate in)
LHS Family And Youth Services 2411 Seaman Street Toledo, Ohio 43605	A. Maintenance B. Administration C. Case Management D. Transportation E. Other Direct Services (e.g., special diets, clothing, insurance, respite care) F. Behavioral Healthcare G. Other costs - (any other cost the Agency has agreed to participate in)
Cornell Abraxas Group, Inc. 2840 Liberty Avenue Pittsburg, PA 15222	A. Maintenance B. Administration C. Case Management D. Transportation E. Other Direct Services (e.g., special diets, clothing, insurance, respite care) F. Behavioral Healthcare G. Other costs - (any other cost the Agency has agreed to participate in)
Sojourners	A. Maintenance

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<p>PO Box 312 Mcarthur, Ohio 45651</p>	<p>B. Administration C. Case Management D. Transportation E. Other Direct Services (e.g., special diets, clothing, insurance, respite care) F. Behavioral Healthcare G. Other costs - (any other cost the Agency has agreed to participate in)</p>
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(A copy of each of these contracts is available in the Commissioners' Office until no longer of administrative value).

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

RESOLUTION NO. 10-694

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

The Director of Job and Family Services recommends to place Mikkele Mitchell into the Income Maintenance Worker III position as her primary assignment, no longer as a Temporary-Over-Hire; effective May 24, 2010.

Therefore be it resolved, that the Board of Commissioners approves placing Mikkele Mitchell into the Income Maintenance Worker III position as her primary assignment, no longer as a Temporary-Over-Hire; effective May 24, 2010.

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

RESOLUTION NO. 10-695

IN THE MATTER OF APPROVING A JOB DESCRIPTION FOR THE RE-ENTRY COORDINATOR:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

**Delaware County
Department of Job and Family Services**

TITLE: Re-entry Coordinator

JOB OBJECTIVES: The individual will formalize and implement the re-entry task force; conduct a needs assessment; prepare/coordinate/develop the five- year- strategic plan; seek/coordinate community resources; provide community outreach and education; seek additional resource for sustainability. Individual reports to Director of the Department of Job and Family Services.

ESSENTIAL JOB FUNCTIONS:

- ? Provide leadership for the development and implementation of Delaware County Re-entry strategic plan;
- ? Facilitate the work of the Re-entry Task Force;
- ? Service as liaison with the community organizations, county and state agencies and officials;
- ? Develop and complete all required reporting and data collection;
- ? Provide support for the Task Force in conducting meetings and chairing ad hoc committees;
- ? Conduct practical studies and needs assessments designed to proved data and information necessary for planning and development of the strategic plan;
- ? Work with the Re-entry Task Force and other community members to develop and implement a sustainability plan for the Task Force;
- ? Work with fiscal and administrative agent to review monthly fiscal reports and provide budget oversight;
- ? Develop and implement necessary policies and procedures to ensure smooth functioning of the Task Force to include but not limited to developing by-laws;
- ? Conduct community education and outreach to community agencies, organizations and the faith-based community;
- ? Supervise the Administrative Assistant and oversees the work of program consultants;
- ? Project and recommend annual budget;
- ? Responsible for planning and recommending purchases of all needs, such as equipment, office equipment and supplies, service contracts;

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- ? Oversee and insure the efficient operation of the Re-entry Task Force;
- ? Continues proficiency in subject area through professional continuing education;
- ? Accurately projects requirements and control expenditures within budgeting guidelines; to define and solve problems; to collect data, establish facts, and draw valid conclusions using practical judgment and analytical skills;
- ? Works independently, under pressure, to achieve goals and to create a supportive work environment that encourages self-motivation and team work amongst subordinates;
- ? Instructs and counsels staff and clients to ensure departmental organization and maintenance of information and documentation, and to effectively plan independently and in collaboration with other staff units and outside agencies;
- ? Develop and reply to grant RFP to sustain the Re-entry Task Force activities; and
- ? Devise correspondence, completing forms and developing reports associated with the Re-entry Task Force.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential/Non-Essential functions as required.

I JOB REQUIREMENTS

Equipment: Ability to operate a variety of office equipment such as computer, copier, typewriter, telephone, calculator, FAX machine, VCR and other equipment necessary to perform duties.

Critical Skills/Expertise:

- ? Thorough and expert knowledge of related governmental policies and procedures, to include federal, state, and local laws, rules and regulations, including but not limited to, the Ohio Revised Code, Ohio Administrative Code;
- ? Knowledge of the Criminal Justice System and processes;
- ? Ability to apply management principles and supervisory skills to work situations, to direct, motivate and manage subordinate personnel, to plan and implement department goals and objectives, to develop and implement programs and projects, to delegate duties, to develop collaborative relationships and to initiate and recommend corrective action;
- ? Ability to deal with many variables, define and solve problems, collect, analyze and interpret data, establish facts, draw valid conclusions and determine specific action, evaluate and improve process and/or program efficiency / effectiveness;
- ? Demonstrated organizational and leadership skills including but not limited to skills in community collaboration activities and ability to work effectively with multiple community stakeholders;
- ? Ability to forecast requirements and control expenditures within budgeting guidelines;
- ? Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- ? Knowledge and ability to resolve complaints from citizens and address public inquiries;
- ? Thorough knowledge of and ability to apply program policies and procedures to assist staff in their job performance;
- ? Thorough knowledge of government structure, operations, functions, practices and procedures;
- ? Knowledge of strategic and long term planning, program planning and development, and personnel management;
- ? Thorough knowledge of and ability to apply computer systems and its software to complete jobs and aid staff in using the system;
- ? Ability to communicate effectively, both orally and in writing;
- ? Effective public speaking skills;

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- ? Ability to organize and maintain large volumes of information and paperwork;
- ? Ability to effectively program plan independently and in collaboration with other staff and outside agencies and partners;
- ? Demonstrated grant writing experience;
- ? Ability to work flexible hours; and
- ? Knowledge of strategic planning process, program evaluation and data collection.

Job Standards: Bachelors degree, Masters preferred, in Criminology, Social Services, Sociology or related field, plus a minimum of five years related work experience preferred in the criminal justice or correctional field. Must possess a valid Ohio Driver's License and acceptable driving record. Must meet and maintain qualifications for driving on County business at all times. All required licenses and certifications must be maintained as a continued condition of employment.

II. DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies and the interrelationship of programs under extremely complex and difficult situations. The position requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing the changes at the local level.

III. RESPONSIBILITY

Individual supervises subordinates, assigning projects, checking on program of work and evaluating results. Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the county. Individual operates independent of supervision in handling staffing and daily operations, normally receiving supervisor's input when needed. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

IV. PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, Task Force members, public officials, social service agencies, community agencies and the faith-based community from public and private sector organizations and the public. The purpose of these contacts is to develop resources and to effectively coordinate the Re-entry program.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, listening, reaching and walking.

Visual Activity: The minimum visual activity of the seeing job is close to the eyes.

Job Location: The minimum work conditions for the position indicates that the individual is not exposed to adverse environmental conditions.

SUPERVISORY AND MANAGERIAL FUNCTION

Span of Control: Individual supervises the following subordinates:
Administrative Assistant

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Supervisory Functions:

Planning: Work is planned in conjunction with other service providers to Collaborate in providing services. Individual plans, develops and implements workshops, in collaboration with service providers.

Organizing: Work is arranged around the staff according to responsibilities.

Budgeting: A budget is submitted to Task Force Board recommending allocations needed.

Directing: Duties are directed by the Coordinator.

Instructing: Meetings are held to update staff on changes.

Setting Standards: Individual develops, establishes, approves, revises, and ensures adherence to standards.

Reviewing: Outcomes are reviewed quarterly.

Training: Individual responds to requests for training.

Counseling and Disciplining: Individual administers counseling and discipline and mediates disagreements. Individual follows collective bargaining agreement with regard to discipline.

Appraising Performance: Subordinates are reviewed annually by individual based on objective and subjective standards. Individual also established goals and objectives with subordinates.

Supervision Received:

Work methods and related problems: Individual updates and discusses program operation with Supervisor and asks for direction, if needed.

Productivity: Individual is responsible for delegating and distributing work to assure work is done in a timely manner. Productivity is measured on how well timeliness standards are met.

Quality of work produced: Individual ensures paperwork is accurate and reports are correct and timely according to work standards.

Budget: Individual completes budget reports within required time frame.

Department objectives: Individual has written goals and objectives. Individual is evaluated quarterly and is responsible for meeting those goals.

Direction and/or guidance received from supervisor: Direction and guidance is received upon request and through management meetings and quarterly evaluation meetings with the Supervisor.

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

RESOLUTION NO. 10-696

IN THE MATTER OF APPROVING A JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT FOR THE RE-ENTRY COORDINATOR:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

**DELAWARE COUNTY
Department of Job and Family Services**

TITLE: Administrative Assistant

JOB OBJECTIVES: Individual is responsible for providing support to the Re-entry Coordinator. Individual reports directly to the Re-entry Coordinator.

ESSENTIAL JOB FUNCTIONS:

- ? Receives, processes and distributes mail;
- ? Receives, prepares files and maintains documents, records and correspondence;
- ? Orders and maintains office supplies;

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- ? Performs typing, word processing, and related computer operations to include Database systems;
- ? Devises correspondence, completing forms and developing reports associated with the re-entry program;
- ? Answers multi-line telephone, screens calls, makes referrals, gives and receives information;
- ? Faxes and copies materials as requested;
- ? Operates office equipment, as needed;
- ? Performs accounting and bookkeeping functions;
- ? Performs data entry and maintains applicable database;
- ? Maintains appointment calendar and schedule for Re-entry Coordinator;
- ? Researches and resolves scheduling issues, conflicts and missing documentation;
- ? Organizes and prepares reports, presentations, etc., for dissemination inside and outside the work unit;
- ? Implements technology initiatives, programs and applications for the data system; and
- ? Complete special projects and any other duties as assigned by the Re-entry Coordinator.

I. JOB REQUIREMENTS

Equipment: Ability to operate a variety of office equipment such as a computer, copier, typewriter, multi-line telephone, calculator, FAX machine, and other equipment necessary to perform duties. Ability to safely operate a motor vehicle.

Critical Skills/Expertise:

- ? Knowledge of applicable Federal, State and department policies, procedures, guidelines and methods;
- ? Knowledge of and ability to apply computer system and its software to complete jobs and aid staff in achieving departmental goals;
- ? Ability to use common productivity programs including, but not limited to: Microsoft Word, Excel, Power Point and Access;
- ? Knowledge of community programs and resources;
- ? Ability to accurately complete and maintain records, reports and forms;
- ? Ability to transcribe information, type accurately, read, write and spell common vocabulary;
- ? Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- ? Ability to effectively program plan under pressure, independently and in collaboration with other staff units and outside agencies.
- ? Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- ? Thorough knowledge of and ability to apply computer system and its software to complete jobs;
- ? Ability to communicate effectively, both orally and written;
- ? Ability to organize and maintain large volumes of information and paperwork;
- ? Ability to comprehend and make practical application of customary practices, rules, procedures and techniques that are directly relevant to assigned tasks;
- ? Ability to organize and prioritize assignments and set achievable goals;
- ? Ability to demonstrate excellent interpersonal skills; and

Job Standards: High School diploma or GED and related work experience. Must possess a valid Ohio Driver's License and acceptable driving record. Must meet and maintain qualifications for driving on county business at all times.

II. DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individual confronts a wide variety of problems that are solved by asking co-workers questions and drawing conclusions.

III. RESPONSIBILITY

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Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual operates independent of supervision in handling daily operations, normally receiving supervisor’s input when needed. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, which may result in fiscal sanction or legal implications. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, and forming collaborative relationships within the scope of the position with other service providers in the county.

IV. PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, job development, coordinate services, and handle questions about programs and visitors’ concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: The physical requirements of the position are identified as sedentary work, which may require lifting up to twenty-five (25) pounds occasionally.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, listening, reaching, and walking.

Visual Activity: The minimum visual activity of the seeing job is close to the eyes, and requires viewing a computer terminal and proofreading information.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

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

RESOLUTION NO. 10-697

IN THE MATTER OF APPROVING SUPPLEMENTAL APPROPRIATIONS FOR THE ECONOMIC DEVELOPMENT DEPARTMENT:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

SUPPLEMENTAL APPROPRIATIONS

23011707-5365	CDBG Neighborhood Stabilization Grant	\$290,000.00
23111709-5365	CDBG –Revolving Loan Fund-/Grant Related Services	\$224,000.00

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

RESOLUTION NO. 10-698

IN THE MATTER OF EXPRESSING THE BOARD’S INTENT TO ISSUE GENERAL OBLIGATION BONDS TO PAY FOR THE ACQUISITION OF EQUIPMENT FOR THE COUNTYWIDE 9-1-1 SYSTEM AND DIRECTING COUNTY BOND COUNSEL TO PREPARE REQUIRED DOCUMENTS IN ACCORDANCE THEREWITH:

It was moved by Mr. Hanks, seconded by Mr. Thompson to approve the following:

WHEREAS, in the interests of safety and public welfare of the citizens of Delaware County, the Board of Commissioners of Delaware County (the “Board”) has deemed it necessary to upgrade equipment for the countywide 9-1-1 system by procuring a new “Patriot System” communications system; and

WHEREAS, currently available funds are insufficient to complete the procurement of the Patriot System; and

WHEREAS, the Board deems it necessary to finance the procurement of the Patriot System in order to make the necessary acquisition;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY, STATE OF OHIO:

Section 1. The Board hereby expresses its intent to issue general obligation bonds, in accordance with Chapter 133 of the Revised Code, to pay for the acquisition of the Patriot System for use in the countywide 9-1-1 system.

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Section 2. The Board hereby directs the County’s bond counsel to prepare the required documents for the Board’s consideration in furtherance of the Board’s intent as expressed in Section 1 hereof.

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

COMMISSIONERS’ COMMITTEES REPORTS
(Refer To Cd Minutes For Entire Record)

Commissioner Hanks

- Conveyance Fee Numbers Up
- Letter To Dublin City Council On Water Tower
- Mayor Of Shawnee Hills Would Like To Meet On Water Tower Issue

Commissioner O’Brien

- Pleased About Conveyance Number; What Is View Forward
- Regional Planning Commission Was On Thursday; MORPC Attended And Gave A Presentation

Commissioner Thompson

- Also Attended Regional Planning Commission
- Attended Ground Breaking Of Hindu Temple; Neighborhood Welcoming

RECESS TILL 10:30AM

RESOLUTION NO. 10-699

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF PENDING OR IMMINENT LITIGATION:

It was moved by Mr. O’Brien, seconded by Mr. Hanks to adjourn into Executive Session at 10:33AM.

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

RESOLUTION NO. 10-700

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Hanks, seconded by Mr. Thompson to adjourn out of Executive Session at 12:30PM.

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

RESOLUTION NO. 10-701

IN THE MATTER OF ADJOURNING THE MEETING:

It was moved by Mr. Hanks, seconded by Mr. Thompson to adjourn the meeting.

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

Todd Hanks

Ken O’Brien

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Tommy Thompson

Letha George, Clerk to the Commissioners