

COMMISSIONERS JOURNAL NO. 55 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD APRIL 4, 2011

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

Present:
Dennis Stapleton, President
Ken O’Brien, Vice President
Tommy Thompson, Commissioner

RESOLUTION NO. 11-325

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD MARCH 31, 2011:

It was moved by Mr. O’Brien, seconded by Mr. Thompson to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the “Board”) met in regular session on March 31, 2011; 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. Stapleton Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 11-326

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0401:

It was moved by Mr. O’Brien, seconded by Mr. Thompson to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0401 and Purchase Orders as listed below:

<u>Vendor</u>		<u>Description</u>	<u>Account</u>	<u>Amount</u>	
PO’ Increase					
Infilco Degremont Inc		Repairs UV Modules at Alum Creek	66211904-5201	\$ 11,000.00	
PR Number	Vendor Name	Line Desc	Line Account	Line Amount	Line Number
R1102867	2K GENERAL	ADA	23111709 - 5365	108,676.00	0001
	COMPANY INC	RENOVATIONS TO			
R1103032	2K GENERAL	HEALTH	23111709 - 5365	56,750.00	0001
	COMPANY INC	RENOVATIONS			
R1103253	CHESROWN	VAN PURCHASE	23011706 - 5365	24,900.00	0001
		FAMILY			
R1103253	CHESROWN	RLF EXTERA	23111709 - 5365	5,358.50	0002
		FUNDS FOR VAN			
R1103566	LIBERTY TWP	EMS RUNS	10011303 - 5345	\$42,201.11	0001
	FIRE				

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

RESOLUTION NO. 11-327

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mr. O’Brien, seconded by Mr. Thompson to approve the following:

The Veterans Services Office is requesting that Don Deshazo attend the National Veterans Services Annual Training Conference, To Maintain Accreditation, in Biloxi, MS June 4-11, 2011, at the cost of \$2,330.00.

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

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RESOLUTION NO. 11-328

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

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

Grant #	2010-JG-C01-6270
Source:	Ohio Office of Criminal Justice Services
Grant Period:	January 1, 2011 to December 31, 2011
Federal Grant Amount:	\$ 25,000.00
Local Match:	<u>\$ 8,333.33</u>
Total Grant Amount:	\$ 33,333.33

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. Thompson Aye Mr. O'Brien Aye Mr. Stapleton Aye

RESOLUTION NO. 11-329

IN THE MATTER OF APPROVING A JOB DESCRIPTION FOR THE COMMUNICATIONS AND
EMPLOYEE RELATIONS MANAGER:

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

DELAWARE COUNTY
Commissioners' Office

TITLE: Communications and Employee Relations Manager

JOB OBJECTIVE: Individual is responsible for designing and implementing internal and external marketing and communications programs and promoting awareness of the goals and activities of the organization on behalf of the Board of County Commissioners and its departments and to the management staff, employees, citizens and businesses of Delaware County. Individual reports to the County Administrator.

ESSENTIAL JOB FUNCTIONS:

- * Plans and administers the overall public information program as directed by the County Administrator in conjunction with the Board of County Commissioners;
- * Develops an effective internal and external communications program through the use of news releases, brochures, employee newsletters, online communications, written materials, displays, etc;
- * Evaluates, develops, prepares, and disseminates an effective internal and external communications program acting as the liaison with management, staff and the local media daily and during emergency situations;
- * Coordinates strategic planning initiatives for the departments under the Board of Commissioners recommending direction and making decisions on allocating resources to pursue goals;
- * Coordinates the County Commissioners' board appointed positions and updates/maintains appointment database;
- * Coordinates and facilitates informational meetings, new hire orientation, training programs and public presentations with employees and the general public;
- * Develops, coordinates, and oversees training programs to further develop employees' skills and abilities;
- * Plans and coordinates the Employee Recognition Program;
- * Advises and consults with the Board of Commissioners, department directors and other County elected officials (when requested);

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- * Attends meetings on behalf of the Board of Commissioners and makes presentations on related issues to various audiences;
- * Recommends and develops employee policies and procedures based upon the direction of the County Administrator and department directors;
- * Serves as a resource person for information on positive public presentation of the County, its programs and activities;
- * Coordinates and responds to Ohio Public Records Act and Ohio Sunshine Law requests and advises staff about provisions of Ohio meeting and public records laws;
- * Coordinates necessary arrangements with the media;
- * Continues proficiency in the subject area through professional continuing education;
- * Develops and disseminates both internal and external newsletters;
- * Any other duties as assigned by the supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I JOB REQUIREMENTS

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

Critical Skills/Expertise:

- * Thorough 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, Administrative Procedure Manual, and legal processes and remedies;
- * Thorough knowledge of County policies and procedures;
- * Thorough knowledge of journalism to include news writing, reporting, and editing;
- * Thorough knowledge of effective communication skills including multi-media techniques;
- * Demonstrates a comprehensive and professional knowledge of public administration, government structure and process, employee relations; office practices and procedures conflict management and public relations;
- * Demonstrates thorough knowledge of strategic planning methods and strategies including creative and innovative thinking;
- * Ability to layout materials following standard marketing concepts;
- * Ability to prepare and deliver public presentations to specialized audiences and the general public;
- * Ability to use proper research methods in gathering data;
- * Ability to communicate effectively, both orally and in writing;
- * Possesses and demonstrates strong leadership and judgment abilities, conflict management skills and effective decision making abilities;
- * Ability to handle sensitive inquiries from and contacts with Officials and the general public.
- * Knowledge of excellent writing and grammar skills;
- * 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;

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- * Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- * Ability to organize and maintain large volumes of information and paperwork;
- * Ability to work independently, under pressure, and to set and achieve goals; and
- * Ability to effectively plan independently and in collaboration with other staff units and outside agencies.

Job Standards: Bachelor’s Degree in journalism or communications and a minimum of five years related work experience combined with documented successful experience as a public information officer in a public entity or private organization with high public profile and / or documented successful experience as a reporter or producer with a large market news media organization. Must possess a valid Ohio driver’s license and have an acceptable driving record. Individual must have the ability to safely operate a motor vehicle and maintain the qualifications to drive a motor vehicle for County business 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. Individual is required to provide technical assistance to staff personnel on programs, policies, the interrelationship of programs under moderately complex and difficult situations. Assigned job duties require technical competence and a high degree of trust, confidence, reliance, integrity and fidelity. It 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 changes at the local level.

III. RESPONSIBILITY

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. Individual is responsible for administrative and fiduciary functions and acts for and on behalf of the Delaware County Board of Commissioners. Individual initiates discretionary action using independent judgment and leadership abilities. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, or false statements given to the general public which may result in fiscal sanction or litigation against 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, coordinating services, answering questions and gathering research data to make recommendations and handle questions about department, programs and client concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

- Physical Requirements:** Individual performs sedentary work which may require lifting up to twenty-five (25) pounds occasionally.
- Physical Activity:** Individual performs the following physical activities: walking, standing, hearing, and talking.
- Visual Activity:** Individual performs work where the seeing job is close to the eyes. Must be able to distinguish between colors.
- Job Location:** Individual works inside with no exposure to adverse environmental conditions.

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

COMMISSIONERS’ COMMITTEES REPORTS

Commissioner Thompson
-Will Attend A JFS Meeting On Tuesday Morning

Commissioner O’Brien

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- Nothing Additional For This Meeting
 - Commissioner Stapleton
 - Will Attend An AREA 7 Meeting On Wednesday
 - On Friday Attended CCAO Tax Finance Meeting; Presentations On Tax Analysis And Ohio Historic Tax Program
 - Idea Of Inviting Fire Chiefs In Area To Attend Future Work Sessions

County Administrator Hansley

- The 911 Levy Is Approaching

RESOLUTION NO. 11-330

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; FOR PENDING OR IMMINENT LITIGATION AND TO CONSIDER THE PURCHASE OF PROPERTY FOR PUBLIC PURPOSES :

It was moved by Mr. O'Brien, seconded by Mr. Thompson to adjourn into Executive Session at 9:47AM.

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

RESOLUTION NO. 11-331

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. O'Brien, seconded by Mr. Thompson to adjourn out of Executive Session at 11:23AM.

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

There being no further business, the meeting adjourned.

Ken O'Brien

Dennis Stapleton

Tommy Thompson

Jennifer Walraven, Clerk to the Commissioners