

COMMISSIONERS JOURNAL NO. 56 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD OCTOBER 13, 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. 11-1083

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD OCTOBER 10, 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 October 10, 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

RESOLUTION NO. 11-1084

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM WORK SESSION HELD OCTOBER 10, 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 a work session on October 10, 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 work session 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 work session.

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

RESOLUTION NO. 11-1085

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM SPECIAL MEETING HELD OCTOBER 11, 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 Special session on October 11, 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. O'Brien Aye Mr. Thompson Aye Mr. Stapleton Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

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RESOLUTION NO. 11-1086

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR1012:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR1012 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO' Increase			
Delaware Cab (P1102353)	Client Transportation	22411601-5355	\$ 10,000.00
Delaware Cab (P1102759)	JARC Travel Job/Family Services	22411601-5355	\$ 6,000.00
Facilities	Postage Job/Family Services	22411605-5331	\$ 12,500.00
Color Design Innovations	Training Job/Family Services	22311611-5348	\$ 8,000.00

PR Number	Vendor Name	Line Desc	Line Account	Amount	Line
R1106288	M ZIMMERMAN	REPLACE BIOXIDE TANK AT LEATHERLIPS	66611903 - 5403	\$18,920.00	0001
R1106299	CITY OF DELAWARE	3RD QUARTER EMS RUNS	10011303 - 5345	\$147,635.99	0001

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

RESOLUTION NO. 11-1087

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

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

The Emergency Medical Services Department is requesting that Sam Moore, Glen Keating and Jessica Murray attend an Advanced Stroke Life Support Course at Grady Memorial Hospital November 11, 2011, at no cost.

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

RESOLUTION NO. 11-1088

IN THE MATTER OF DESIGNATING THE DELAWARE GENERAL HEALTH DISTRICT AS THE COUNTY RECYCLING AND LITTER PREVENTION OFFICE:

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

WHEREAS, the Delaware Knox Marion Morrow Joint Solid Waste Management District ("DKMM") provides funding for the implementation of County Recycling and Litter Prevention Office ("CRLPO") services; and

WHEREAS, the Delaware County Board of Commissioners, on an annual basis, enters into an agreement with DKMM for CRLPO services ("Agreement"); and

WHEREAS, the Delaware General Health District has operated the CRLPO programs since 1983; and

WHEREAS, the Delaware General Health District also provides support for CRLPO programs;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio, as follows:

Section 1. The Board of Commissioners hereby designates the Delaware General Health District as the CRLPO for Delaware County for a continuing period of time unless and until either party gives ninety (90) days written notice of termination.

Section 2. The Board of Commissioners and the Board of Health of the Delaware General Health District shall, in the implementation of CRLPO services and programs and the performance of the duties specified in this Resolution, be bound by the terms and conditions of the Agreement.

Section 3. The funding received from DKMM for the operation of the CRLPO shall be deposited in a special fund of the county.

Section 4. The Delaware General Health District is authorized to prepare budgets and contracts for the operation of the CRLPO program, subject to the approval of the Board of Commissioners.

Section 5. The Board of Health of the Delaware General Health District is authorized to expend such funds as are necessary for the operation of the CRLPO program, subject to the approved budget.

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Section 6. This Resolution shall take effect upon the Board of Health of the Delaware General Health District adopting a resolution that accepts the provisions of this Resolution.

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

RESOLUTION NO. 11-1089

IN THE MATTER OF APPROVING THE SECOND AMENDMENT TO THE CONTRACT BETWEEN THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES; THE DELAWARE COUNTY BOARD OF COUNTY COMMISSIONERS AND THE COMMUNITY CAREER RESOURCE CENTER FOR WORK READINESS AND CAREER ASSESSMENT WORKSHOPS:

It was moved by Mr. Thompson, seconded by Mr. Stapleton 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 with the Community Career Resource Center for Work Readiness and Career assessment workshops.

**Second Amendment to Contract
Work Readiness Services**

This ("Second Amendment") of the Contract For Work Readiness and Career Assessment Workshops is entered into this 13th day of October, 2011 by and between the Delaware County Department of Job and Family Services (hereinafter, "DCDJFS"), whose address is 140 North Sandusky Street, 2nd Floor, Delaware, Ohio 43015, the Delaware County Board of County Commissioners (hereinafter, "Board"), whose address is 101 North Sandusky Street, Delaware, Ohio 43015, and the Community Career Resource Center (hereinafter, "CCRC") whose address is 4565 Columbus Pike (US 23), Delaware, Ohio 45015 (hereinafter individually "Party," collectively, "Parties").

WHEREAS, the Parties entered into the Contract for Work Readiness Services (hereinafter "Contract") dated August 5, 2010; and,

WHEREAS, the Parties amended the Contract through a document entitled "First Amendment to Contract Work Readiness Services" ("First Amendment") dated June 30, 2011 and,

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

NOW THEREFORE, the Parties agree as follows:

1. The Parties agree to amend the Contract to add the following Provisions:

- A. The term of this contract shall be extended through June 30, 2012.
- B. Appendix I of the Contract and the First Amendment is replaced with the attached Appendix I.
- C. Appendix II of the Contract and First Amendment is replaced with the attached Appendix II.
- D. Section (4)(B) of the Contract and Section 4(B) as amended by the First Amendment shall be replaced with the following:

The CCRC agrees to accept as full payment for Services rendered in a manner satisfactory to DCDJFS, the lesser of the following: (1) The maximum amount of One Hundred Eighty Seven Thousand Twenty-Seven Dollars and No Cents (\$187,027.00) or (2) the amount of actual expenditures made by CCRC for purposes of providing the Services. It is expressly understood and agreed that in no event shall the total compensation to be reimbursed exceed the maximum of One Hundred Eighty Seven Thousand Twenty-Seven Dollars and No Cents (\$187,027.00). See Appendix II.

2. DMA Form

CCRC shall complete the attached Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA Form).

3. Attachments

Appendix I, Appendix II, and the DMA Form attached to this Second Amendment are by this reference incorporated herein and supersede Appendix I, Appendix II, and the DMA Forms attached to the Contract and First Amendment.

4. Signatures

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

5. Conflicts

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

6. Terms of Contract and First Amendment Unchanged

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

**Appendix I
Statement of Work
October 17, 2011 thru June 30, 2012**

B Services Narrative

i. Specific Services to be provided to participants and/or DCDJFS

The Community Career Resource Center @ the Delaware Area Career Center wishes to submit the following proposal to provide a series of workshops to help WIA individuals develop the tools and work-related skills to lead to employment. This is a continuation and enhancement of a successful workshop series format that has been adapted specifically for DCDJFS needs and used since Jan 2009. Workshops focusing on career development, basic computer skills, job search and job readiness skills will be offered on a two week rotating basis. Depending on the content, these workshops will be offered in a 6 or 3 hour time period..

To assist the Opportunity Job Network Delaware with their new employment system branding awareness (new logo) initiative and new employment system web page implementation, CCRC will incorporate the logo, web page, and related QR Code(s) into program documentation including workshop schedules, outreach literature, workshop presentations, and workshop handouts. Navigation and content on the Opportunity Job Network web page will be incorporated into workshops to enhance customer's knowledge of the subject matter and increase their awareness of the resources available on the web page. The Opportunity Job Network name and logo will serve as the primary customer facing entity associated with this program. Reference to Delaware County Job and Family Services, Delaware Area Career Center, and/or the Community Career Resource Center (and associated logos) is encouraged but must be done with no larger font size or logo size in documentation or electronic media than that used for the Opportunity Job Network. No other parties will be referenced in this program either in documentation or electronic media. Delaware County Job and Family Services will be referenced prominently as the primary funding source for this program in appropriate media or documentation.

The workshops series will have three major focuses:

1. Assessment Modules: provided participants information about themselves that will be important for future employment and/or training.
 - Work Keys Assessment
 - WIN With WorkKeys
 - Career Decisions, Part 1 and Part 2

2. Job Search Skill Modules: identify employment opportunities and to develop skills necessary to secure employment.
 - Job Search Overview
 - Applications
 - Resume
 - Resume lab
 - Interview Techniques
 - Interview Practicum
 - Internet Job Search

3. Basic Computer Skills: for those with little or no computer experience
 - Overview to the Computer
 - Introduction to Word Processing
 - Introduction to e-mail and the internet

The below tables explains each of the Workshops in more detail and include time requirements (direct instruction, prep time, clerical time), brief description of topics covered, participant outcomes, items do be delivered to DCDJFS, suggested prerequisites, and material/supplies needed, tangible and measurable objectives and limitations as to the number of participants in each session.

(Table available in the Commissioners' Office and Department of Job and Family Services until no longer of

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administrative value)

- ii. Dates and times services will be unavailable

Workshop Schedules It is anticipated that the program will run weekly, for four days per week from October 17, 2011 through June 30, 2012. Full day sessions will run from 9:00 AM -3:30 PM, with a 30 minute break for lunch. Three hour workshops will run from 9:00am-12:00 or 12:30-3:30. A monthly calendar will be developed and made accessible to participants and counselors.

No Classes Scheduled: Because of state and national holidays and school schedules, there will be no workshops the following dates:

November 12, 2011	Veterans Day
November 21 thru November 25, 2011	Week of Thanksgiving
December 19, 2011 thru January 2, 2012	Week prior to and week after Christmas
January 16, 2012	Martin Luther King, Jr. Day
February 20, 2012	President's Day
April 6, 2012	Good Friday
May 28, 2012	Memorial Day

Weather Emergencies: Workshop sessions will be conducted when there is a Level I weather emergency (even if the schools are closed for weather). In the event CCRC closes for a Level II weather emergency or any other emergency, CCRC will notify the Department of its closing not later than 8:00am of the given day. The CCRC will close and there will not be classes for a Level III weather emergency and the CCRC will notify the Department of its closing not later than 8:00am. Weather emergencies are determined by the Delaware County Sheriff's Department.

Workshop Cancellation

CCRC will not charge DCJGS for workshops cancelled due to weather or cancelled by the center. A charge of \$ 75.00 will be assessed for each workshop in which participants are registered, but there is no attendance to offset unavoidable fixed costs associated with workshop preparation.

CCRC will provide an electronic copy (via email) to the Workforce Development Team and JFS employment counselors as well as others who express interest, of the workshop schedule in a timely manner to enable visibility and scheduling. An enrollment log will be maintained by CCRC based on referrals from counselors and community sign ups. Class will be cancelled if less than 3 participants are scheduled. The decision to cancel will be made approximately 24-48 hours prior to the scheduled class, based on the enrollment log that show counselor referrals and universal sign ups. The CCRC staff will contact the individuals to reschedule. If more than 3 participants are scheduled, and only 2 or less show up for the workshop they will be served.

- iii. Interface with DCDJFS.

Daily Updates: CCRC will email copies of Daily Sign In Sheets, showing workshop participation to DCDJFS and others that request following the workshops not later than 5 business days following the workshop.

Weekly Updates: CCRC will ensure workshop participant information is loaded into the SwipeIT database

Monthly Updates: CCRC will provide monthly updates to DCDJFS for services provided in the prior service month

Monthly Updates will include:

- Invoice Cover Sheet
- Workshop Materials Detail Costs
- Workshop Daily Sign In Sheets
- Customer Satisfaction Summary from workshop exit surveys entered into surveymonkey.com)

- vi. Location(s) and service will be provided and any restrictions

Sessions will be held at the Delaware Area Career Center, South Campus, 4565 Columbus Pike (State Route 23) Delaware, Ohio 43015. Sessions will also be held in the Hayes Administration Building , 140 North Sandusky Street, Delaware, Ohio 43015, once building renovations and improvements to the county's IT infrastructure permit. Regular workshop rates will apply plus mileage from the Delaware Area Career Center to the specific location.

C. Units of Delivery and/or Costs

- i. Definition of units of compensation

DCJFS will be billed on a per workshop cost for basic instruction. Costs will vary as to the length of time of the workshop and other specialized needs.

Additionally there will be a material and supply charged on a per person basis to cover the specific

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materials used in the workshop.

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

RESOLUTION NO. 11-1090

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

The Director of Job & Family Services recommends accepting the voluntary job change of Jody Scheff from an Income Maintenance Worker III to a Child Care Social Services I; effective October 31, 2011;

Therefore Be It Resolved, that the Delaware County Board of Commissioners accept the voluntary job change of Jody Scheff from an Income Maintenance Worker III to a Child Care Social Services I; effective October 31, 2011.

The Director of Emergency Medical Services recommends accepting the resignation of full-time paramedic Michael Rickabaugh; effective October 25, 2011;

Therefore Be It Resolved, that the Delaware County Board of Commissioners accept the resignation of full-time paramedic Michael Rickabaugh; effective October 25, 2011.

The County Administrator and Director of Administrative Services recommends accepting the voluntary resignation of Ramon Walls as a Telecommunicator with Emergency Communications; effective October 10, 2011;

Therefore Be It Resolved, that the Delaware County Board of Commissioners accept the voluntary resignation of Ramon Walls as a Telecommunicator with Emergency Communications; effective October 10, 2011.

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

Tom Homan, Delaware City Manager And Chief Martin, Delaware City Police, Members, Thanked The Board Of Commissioners For The Cooperation And Support With The 911 Communications Board And The 911 Center Director Matter

RESOLUTION NO. 11-1091

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

Recommendation to hire Barbara Temple as the Interim 911 Communications Director; effective October 18, 2011;

Therefore Be it Resolved, the Board of Commissioners approve hiring Barbara Temple as the Interim 911 Communications Director; effective October 18, 2011.

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

Commissioner Stapleton Brought A Discussion Before The Board For Informal Support To Direct The Director Of Administrative Services Work With The 911 Board To Review The Job Description And The Process For A Search To Hire A New Full-Time Director Of The 911 Center. The Board Of County Commissioners Concurred

COMMISSIONERS' COMMITTEES REPORTS

Commissioner O'Brien

- Attended A 911 Board Meeting; Succession Plan
- Attended And Participated In A Family Children's First Council Meeting; Help Me Grow And Money From The State No Longer Findings
- Central Ohio Youth Center; The Full Board May Need To Meet To Discuss What May Happen If Champaign County Decided To Pull Out; Financial Impact For Remaining Counties

Commissioner Thompson

- Board Of Revision Is Now Meeting Twice A Week

Commissioner Stapleton

- No Committee Reports
- Introduction Of Mark Fowler, Assistant Prosecutor, Who Will Be Work With The Department Of Job

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And Family Services And The Child Support Enforcement Agency
-Teri Morgan Communications And Employee Relations Manager; Received A Certificate Of
Completion For An Emergency Management Public Information Officer Training Course

RESOLUTION NO. 11-1092

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; TO CONSIDER THE PURCHASE OF PROPERTY FOR PUBLIC PURPOSES AND FOR COLLECTIVE BARGAINING:

It was moved by Mr. O'Brien, seconded by Mr. Thompson to adjourn into Executive Session at 11:15AM.

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

RESOLUTION NO. 11-1093

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to adjourn out of Executive Session at 12:03PM.

Vote on Motion Mr. Stapleton Aye Mr. Thompson 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