

COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 14, 2012

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. 12-581

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JUNE 11, 2012:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on June 11, 2012; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.12 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

Commissioner Stapleton Recognized That Today Is Flag Day. In 1916 President Woodrow Wilson Issued A Proclamation Calling For A Nationwide Observance Of Flag Day On June 14 And Under President Harry Truman, An Act Of Congress Made Flag Day A Permanent Observance

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 12-582

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0613:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0613 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO' Increase			
Nancy Axline	Job and Family Case Reviewer	22411601-5301	\$ 13,000.00
PO' Decrease			
Callos	Job and Family/Job Services (Line 2)	22411601-5301	\$ 56,000.00

<u>PR Number</u>	<u>Vendor Name</u>	<u>Line Desc</u>	<u>Line Account</u>	<u>Amount</u>	<u>Line</u>
R1204365	RF VALVES INC	AIR RELEASE VALVES FOR COLLECTION SYSTEM	66211903 - 5260	\$14,535.00	0001
R1204365	RF VALVES INC	AIR RELEASE VALVES FOR COLLECTION SYSTEM	66211904 - 5260	\$14,535.00	0002
R1204431	TREASURER,STATE OF OHIO	VOIP COLLABOR8	22411605 - 5301	\$30,600.00	0001
R1204432	FRAME AND SPRING INC	REPAIR BROKEN FRAME ON FREIGHTLINER	66211904 - 5328	\$8,000.00	0001
R1204434	QUALITY MASONRY CO INC	OLD JAIL STEP REPAIR	40111402 - 5328	\$19,200.00	0001
R1204507	SENSIBLE CREATIVE	WEB PAGE DESIGN	10011101 - 5301	\$8,000.00	0001

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

RESOLUTION NO. 12-583

IN THE MATTER OF ACCEPTING THE TREASURER'S REPORT FOR THE MONTH OF MAY 2012:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to accept the Treasurer's Report for the month of

COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 14, 2012

May 2012.

(Copy available for review at the Commissioners' Office until no longer of administrative value.)

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

RESOLUTION NO. 12-584

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

The Director of Job and Family Services recommends hiring Robin Gayle Van Hoesen as a Clerical Specialist Worker with the JFS Department; effective June 18, 2012;

Therefore Be It Resolved, that the Board of Commissioners approve hiring Robin Van Hoesen as a Clerical Worker with the JFS Department; effective June 18, 2012.

The Director of Job and Family Services recommends hiring Debra Landacre as an Income Maintenance Worker III with the JFS Department; effective June 18, 2012;

Therefore Be It Resolved, that the Board of Commissioners approve hiring Landacre as an Income Maintenance Worker III with the JFS Department; effective June 18, 2012.

The Director of Job and Family Services recommends hiring LaRhonda Pigott as an Income Maintenance Worker III with the JFS Department; effective June 18, 2012;

Therefore Be It Resolved, that the Board of Commissioners approve hiring LaRhonda Pigott as an Income Maintenance Worker III with the JFS Department; effective June 18, 2012.

The Director Emergency Medical Services recommends accepting the resignation of Rob Merdedith as a part-time paramedic; effective December 29, 2011;

Therefore Be It Resolved, that the Board of Commissioners accepting the resignation of Rob Merdedith as a part-time paramedic; effective December 29, 2011.

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

RESOLUTION NO. 12-585

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE 911 COMMUNICATIONS DIRECTOR:

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

Whereas, the Director of Administrative Services recommends approving the job description for the 911 Communications Director;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the 911 Communications Director.

**DELAWARE COUNTY
Emergency Services Department**

TITLE: 911 Communications Director

JOB OBJECTIVES: Individual has the responsibility of overseeing and ensuring the efficient operation of all 9-1-1 communication services to include personnel, program compliance, and budgeting. Individual reports to the 9-1-1 Board and works closely with the County Administrator and the Board of County Commissioners as indicated in the 9-1-1 Consolidation Agreement.

ESSENTIAL JOB FUNCTIONS

- * Manage the County's Emergency Communication functions in the most efficient and expeditious manner possible;
- * Assure that all systems are designed and function to meet the needs of fire, EMS and law enforcement;
- * Establish procedures to assure that all emergency and non-emergency requests for service are

**COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 14, 2012**

processed appropriately and in accordance with laws, standards and applicable policies and procedures;

- * Consistently demonstrate ability to apply progressive management principles; plan and implement department goals and objectives;
- * Submit an annual budget to the 911 Board for review and ultimate approval by the County Administrator and Board of Commissioners;
- * Accurately project requirements and control expenditures within budgeting guidelines; Verify expenditures and process purchase requisitions; approve invoices for payment in accordance with County Commissioners' policy;
- * Develop, recommend, administer and enforce departmental policies and procedures;
- * Oversee personnel selection and review processes including internal promotions and make recommendations to the 911 Board for ultimate approval by the County Administrator and Board of Commissioners;
- * Plan and recommend purchases of all departmental needs such as infrastructure improvement, radio and telephone equipment, office equipment and supplies, service contracts, etc. in accordance with Board of Commissioners purchasing policies;
- * Recommend and submit all proposed contracts, requests for transfer of funds, supplemental appropriations or non-budgeted items to the 911 Board for ultimate approval by the County Administrator and the Board of Commissioners;
- * Develop and implement emergency plans to deal with catastrophic failures of the County's 911 Communications Center;
- * Define and solve problems; to collect data, establish facts, and draw valid conclusions and complete reports using practical judgment and analytical skills;
- * Lead short term and long term planning processes; and
- * Any other duties as assigned.

JOB REQUIREMENTS

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

Critical Skills/Expertise:

- * Maintain a comprehensive and professional knowledge of public safety; fire, and emergency medical services response protocols;
- * Possess thorough knowledge of the conceptions, principles, practices and methods of organization, management, staffing and supervision;
- * Quickly and objectively evaluate program effectiveness and make necessary changes to meet County, local, state, and federal requirements;
- * Demonstrate and maintain proficiency in subject area through professional continuing education;
- * Establish and maintain positive working relationships with all response entities;
- * Supervise staff involved with communications including but not limited to assigning work, monitoring performance, training, evaluations, resolving problems, grievances, personnel situations;
- * Ability to motivate and counsel staff and clients. Appropriately handle customer and staff complaints and public inquiries;
- * Ability to define, analyze and draw valid conclusions in solving problems;
- * Ability to work independently in organizing and maintaining systems and structures;

**COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 14, 2012**

- * Thorough and expert knowledge of related governmental policies and procedures, to include federal, state, and local rules and regulations;
- * Ability to communicate effectively, both orally and in writing;
- * Ability to work independently, under pressure, to achieve goals; to create a supportive work environment that encourages self-motivation; and
- * Capable of effectively planning independently and in collaboration with other staff units and outside agencies.

Job Standards: Bachelor's Degree in Telecommunications, Management Information Systems or related field plus a minimum of five (5) years relevant experience preferred; or a high school diploma plus ten (10) years relevant work experience. Must demonstrate competency in leadership and management within a public safety communications position. Individual must possess or shall be able to obtain within thirty (30) days a valid Ohio Motor Vehicle License and have an acceptable driving record. Must meet and maintain qualifications for driving on county business at all times.

DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. The 911 Communications Director is required to provide technical assistance to staff personnel on programs, policies and the interrelationship of programs, the computer system and the application of this under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Function generally requires the resolution of involved or controversial problems and decision-making within the scope of his/her authority.

RESPONSIBILITY

The Individual supervises subordinates, assigning projects, checking on progress of work and evaluating results. Individual makes choices and decisions on daily activities such as staffing, scheduling appointments, establishing priorities, making agency referrals, developing contracts with businesses and agencies and forming collaborative relationships in accordance with County policy. Individual shall be responsible for departmental strategic planning. Decisions and activities of this position have a direct and significant impact on a major segment of the economy, the public, and the management of Delaware County Government. Errors in judgment, inaction, diminished proficiency in emergency services administration issues and solutions, and inattentiveness to County interests could be devastating to the public health, safety, and welfare and interests of the County. Decisions are made based upon laws and regulations and policies of the Board of Commissioners.

PERSONAL WORK RELATIONSHIPS

The individual has daily and frequent contact with co-workers, public officials, employees from other public sector organizations, employees from the private sector and the general public. The purpose of these contacts is to guide and direct, review and assure progress of work assigned, coordinate services, manage job development and referrals, and handle questions about the department, programs and client concerns. Individual must assure that the Board of Commissioners and the County Administrator are fully aware of all matters affecting the department, actions of the department, and issues that impact upon the Board of Commissioners as the appointing authority.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Individual performs sedentary work, which may require the lifting of up twenty-five (25) pounds occasionally and two (2) pounds regularly.

Physical Activity:

The physical activity of the position is manual dexterity, talking, hearing, reaching, walking and standing for prolonged periods of time. Individual must be able to coordinate eyes and hands rapidly and accurately in using communications equipment.

Visual Activity:

Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances. Requires the individual to have the ability to differentiate between colors and shades of colors.

Job Location:

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

COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 14, 2012

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

COMMISSIONERS' COMMITTEES REPORTS

Commissioner O'Brien

- On Wednesday Attend The Family Children's First Council Meeting
- Today Will Attend An EMA Meeting And A Central Ohio Youth Center Meeting

Commissioner Thompson

- Tuesday BIA Parade of Homes
- On Saturday there is an Ohio Machine Game, Major League Lacrosse Team, At Wesleyan University

Commissioner Stapleton

- Asked Tim Hansley, County Administrator, To Give A Report On Tuesday's Tour Of The Site For The City Of Columbus Major Upland Water Reservoirs Project Happening In Delaware County

RESOLUTION NO. 12-586

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT, PROMOTION AND COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to adjourn into Executive Session at 10:15AM.

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

RESOLUTION NO. 12-587

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 12:30PM.

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

There being no further business, the meeting adjourned.

Ken O'Brien

Dennis Stapleton

Tommy Thompson

Jennifer Walraven, Clerk to the Commissioners