

**COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 28, 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. 12-635

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JUNE 25, 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 25, 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

RESOLUTION NO. 12-636

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM WORK SESSION HELD JUNE 25, 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 work session on June 25, 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 work session.

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

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

Phil Panzarella, Berlin Township Trustee
Shared Utica-Shale Drilling Information From A Conference He Attended

Auditor George Kaitsa Mentioned That He Sits On The Auditor's Oil And Gas Committee That Is Determining How To Measure Production For Tax Purposes

RESOLUTION NO. 12-637

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0627, MEMO TRANSFERS IN BATCH NUMBERS MTAPR0627:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0627, memo transfers in batch numbers MTAPR0627 and Purchase Orders as listed below:

PR Number	Vendor Name	Line Desc	Line Account	Amount	Line
R1204654	HILLS	ASHLEY EMS CONCRETE	40111402 - 5328	\$21,450.00	0001
	BLACKTOP	REPAIR			
R1204656	PC&R	PAINTING ENG FACILITY	40111402 - 5328	\$17,850.00	0001
	PAINTING INC				

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

RESOLUTION NO. 12-638

IN THE MATTER OF A NEW LIQUOR LICENSE REQUEST FROM CUI T. HUANG DBA TOKYOS SUSHI OF POWELL AND FORWARDING TO THE OHIO DIVISION OF LIQUOR CONTROL WITH NO OBJECTIONS AND NO REQUEST FOR A HEARING:

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

Whereas, the Ohio Division of Liquor Control has notified both the Delaware County Board of Commissioners and the Liberty Township Trustees that CUI T. Huang DBA Tokyos Sushi Of Powell has requested new D1 permit located at 9880 Brewster Lane Liberty Township Powell, Ohio 43065, and

Whereas, the Delaware County Board of Commissioners has found no reason to file an objection,

Therefore Be it Resolved, The Clerk of the Board shall complete the necessary forms and notify the Ohio Division of Liquor Control that no objections are made and no hearing is requested by this Board of County Commissioners.

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

RESOLUTION NO. 12-639

IN THE MATTER OF SELLING PERSONAL PROPERTY NOT NEEDED FOR PUBLIC USE TO FRANKLIN COUNTY, OHIO:

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

WHEREAS, Delaware County currently owns certain personal property, specifically a VAX Alpha server (the "Property"), that is no longer needed for use by Delaware County; and

WHEREAS, pursuant to section 307.12(D) of the Revised Code, the Board of County Commissioners (the "Board") may sell or donate county personal property to any political subdivision of the state without advertisement or public notification, regardless of the property's value; and

WHEREAS, the Franklin County Auditor has expressed a need for and can utilize the Property;

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

Section 1. The Board hereby approves the sale of the Property to Franklin County, Ohio at the price of Five Hundred Dollars and Zero Cents (\$500.00), provided Franklin County agrees to accept the Property "as is."

Section 2. The President of the Board is hereby authorized to execute any documents necessary to complete the sale of the Property approved herein.

Section 3. The Clerk of the Board shall provide a certified copy of this Resolution to the Clerk of the Board of Commissioners of Franklin County, Ohio, the Delaware County Auditor, and the Franklin County Auditor.

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

RESOLUTION NO. 12-640

IN THE MATTER OF APPROVING A MENTAL HEALTH EMERGENCY SECURITY AND TRANSPORT SERVICE AGREEMENT EXTENSION BETWEEN THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY; THE SHERIFF OF DELAWARE COUNTY; GRADY MEMORIAL HOSPITAL AND THE DELAWARE-MORROW MENTAL HEALTH & RECOVERY SERVICES BOARD:

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

Whereas, The Delaware-Morrow Mental Health & Recovery Services Board and Staff recommend approval of the Mental Health Emergency Security And Transport Service Agreement Extension Between The Board Of Commissioners Of Delaware County; The Sheriff Of Delaware County; Grady Memorial Hospital And The Delaware-Morrow Mental Health & Recovery Services Board;

Whereas, the Sheriff's Office Staff recommends approval of the Mental Health Emergency Security And Transport Service Agreement Extension Between The Board Of Commissioners Of Delaware County; The Sheriff Of Delaware County; Grady Memorial Hospital And The Delaware-Morrow Mental Health & Recovery Services

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Board

Now Therefore Be It Resolved, that the Delaware County Board of Commissioners approve the Mental Health Emergency Security And Transport Service Agreement Extension Between The Board Of Commissioners Of Delaware County; The Sheriff Of Delaware County; Grady Memorial Hospital And The Delaware-Morrow Mental Health & Recovery Services Board.

**MENTAL HEALTH
EMERGENCY SECURITY AND TRANSPORT
SERVICE AGREEMENT
EXTENSION
(7/1/12 through 6/30/13)**

This Agreement is entered into by and between the Board of Commissioners of Delaware County, Ohio (hereinafter referred to as "County"), Sheriff of Delaware County, Ohio (hereinafter referred to as "Sheriff"), Grady Memorial hospital, Delaware, Ohio (hereinafter referred to as "Hospital) and the Delaware-Morrow Mental Health & Recovery Services Board, (hereinafter referred to as "Board").

Recitals

WHEREAS, the parties hereto have previously entered into a mental health emergency security and transport service agreement extending through June 30, 2012, (hereinafter the "Agreement") and the parties desire to further extend the Agreement for an additional year; and

FURTHER WHEREAS, the collective bargaining agreement involving the Sheriffs Deputies will maintain the rates for services of the type contracted through June 30, 2013 at \$34.00 per hour;

NOW THEREFORE, the parties mutually agree that the Mental Health Emergency Security and Transport Service Agreement is hereby extended for an additional one (1) year term commencing July 1, 2012 and ending June 30, 2013 upon the same terms, conditions and considerations in effect on June 30, 2012 and during the renewal term:

1. The Sheriff Deputies performing service under this Agreement shall be paid by the Hospital at the rate of \$34.00 per hour effective July 1, 2012 through June 30, 2013 for a minimum of three (3) hours per assignment;
2. With the \$1.00 per hour fee paid to the Special Duty Coordinator the effective combined rate billed to the Hospital shall be \$35.00 per hour effective July 1, 2012 through June 30, 2013 unless otherwise subsequently adjusted as result of the Sheriff's Deputies collective bargaining agreement;
3. The Board agrees to fund the compensation paid by the Hospital for the services provided under the Agreement subject the existing contract maximum; and
4. All of the certifications and covenants set forth in the Agreement shall be recertified and reaffirmed as applicable;
5. All other terms and conditions of the Agreement are applicable to this Mental Health Emergency Security and Transport Service Agreement Extension as if fully re-written here;
6. All other terms and conditions of the Agreement remain the same, unchanged, and in full force and effect;

IN EXECUTION THEREOF, the undersigned parties have set their hands on this extension through their duly authorized representatives on the dates indicated, with an effective date of July 1, 2012.

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

RESOLUTION NO. 12-641

RESOLUTION AUTHORIZING DELAWARE COUNTY TO FILE AN APPLICATION WITH THE OHIO ATTORNEY GENERAL'S OFFICE TO PARTICIPATE IN THE MOVING OHIO FORWARD GRANT PROGRAM

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

WHEREAS, the Ohio Attorney General's Office was successful in a settlement with the nation's largest mortgage servicers over foreclosure abuses, fraud, and unacceptable mortgage practices and has made \$75 million in funding available for residential demolition; and

WHEREAS, Delaware County, has identified a strategic need within its community and desires to participate in the Program to receive financial assistance for demolition under the Moving Ohio Forward Demolition Grant

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Program; and

WHEREAS, Delaware County has the authority to apply for financial assistance and to administer the amounts received from the Ohio Attorney General’s Office; and

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

Section 1: That Delaware County authorizes Dale Hartle, President of the Ohio Regional Development Corp., as the official representative of Delaware County’s application to participate in the Ohio Attorney General’s Office Moving Ohio Forward Program and provide all information and documentation required in said Application for the Moving Ohio Forward Grant Program; and

Section 2: That Delaware County hereby approves the filing of said Application.

Section 3: That Delaware County hereby understands and agrees that participation in said Program will require compliance with program guidelines and assurances.

Section 4: That Delaware County hereby commits itself to provide its local share of funding, if required, described in the Application.

Section 5: That this RESOLUTION shall go into effect and be in force from and after the earliest period allowed by law.

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

RESOLUTION NO. 12-642

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE ADMINISTRATIVE HEARING OFFICER FOR THE CHILD SUPPORT ENFORCEMENT AGENCY:

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

Whereas, the Director of Administrative Services and the Director of the Child Support Enforcement Agency recommend approving the following job description;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Administrative Hearing Officer.

**DELAWARE COUNTY
Child Support Enforcement Agency**

TITLE: Administrative Hearing Officer

JOB OBJECTIVES: Individual serves the public through effective implementation of federal/state regulations and agency practices to help families receive the support they deserve. Individual is responsible for working with both parents to gather information regarding child support cases, conduct administrative hearings, and establish support orders consistent with applicable ORC and OAC sections. Individual reports to the Director.

ESSENTIAL JOB FUNCTIONS:

- Coordinates or prepares routine court entries as determined necessary, for review and signature by the Director or Attorney and filing with appropriate entity or court of jurisdiction;
- Prepares for and conducts quasi-judicial administrative hearings, renders a written opinion and final decision based on presentations of facts and processes new orders or makes appropriate referrals and refers for judicial adoption;
- Reviews case files, prepares paperwork, researches, analyses and applies, relevant regulations, policies and laws and gathers factual information for hearings;
- Coordinates hearing schedule and arranges for the appearance of all trial participants;
- Ensures that all involved parties’ right to due process is afforded, maintains orderly proceedings, elicits testimony from witnesses, reviews and assesses testimony and evidence;

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- Applies appropriate program regulations and/or state and federal laws to administrative hearing process;
- Prepares quarterly incentive reports and monthly probation reports; and
- Additional duties as assigned by supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

- Participate in outreach and education programs; and
- Attends various training sessions, video conferences, and workshops;

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Equipment: Individual uses the following equipment: computer, printer, scanner, fax machine, calculator, telephone, and copier.

Critical Skills/Expertise:

- Ability to operate computers and related software;
- Ability to communicate professionally and effectively, both orally and in writing;
- Ability to read and understand Court orders or other technical documents;
- Ability to analyze information, perform calculations and draw sound conclusions;
- Ability to organize large volumes of paperwork and maintain files;
- Ability to organize and prioritize work assignments, multi task with accurate refocus;
- Ability to work independently and/or as part of a team;
- Ability to correctly utilize basic math and accounting concepts and skills;
- Ability to conduct thorough investigations and client interviews, with consideration for culturally diverse populations;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Ability to work effectively and de-escalate clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work under pressure, and to set and achieve goals;
- Ability to define new and innovative child support ideas, sharing with supervisor and staff as appropriate;
- Ability to effectively type, edit, and proofread work;
- Ability to effectively use SETS and CRIS-E;
- Ability to maintain confidentiality;
- Ability to adhere to Agency and County policies; and

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- Ability to understand the required standards as outlined by the Ohio Administrative Code and the Ohio Revised Code.

Job Standards: Juris Doctorate or Masters Degree in Public Administration, Business Administration, Social Work or related field preferred. Bachelor’s degree in Business, Criminal Justice, Social Work or related field combined with two (2) years related work experience required. Must possess a valid Ohio Drivers License and acceptable driving record. Must meet and maintain qualifications for driving on county business at all times. Must meet and maintain required licensures and certifications 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. Judgment and discretion is needed in extensively adapting and making significant compromises to fit unusual or complex situations. 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 makes choices or decisions without supervisory input on most daily activities, such as conducting administrative hearings, scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers. Individual is responsible for maintaining communications with the public, clients, co-workers and other community partners. Errors in work result in disruptions in the work of others for corrections, may cause substantial inconvenience to the client, and negatively affect the agency’s credibility. Errors may also lead to lawsuits against the County.

IV. PERSONAL WORK RELATIONSHIPS

Individual has direct contact with clients, management, co-workers, other county partners, law enforcement, other county CSEA and the general public. The purpose of these contacts is to respond to client inquires, obtain guidance and direction, monitor work progress, coordinate services, and research employment issues.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

- Physical Requirements:** Individual performs sedentary work that may require lifting up to fifteen (15) pounds occasionally.
- Physical Activity:** Individual performs the following physical activities: crouching, reaching, walking, lifting, manual dexterity, grasping, talking, and hearing.
- Visual Activity:** Individual performs work where the seeing job is close to the eyes.
- Job Location:** Individual works inside with no exposure to adverse environmental conditions.

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

RESOLUTION NO. 12-643

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE PART-TIME ATTORNEY FOR THE CHILD SUPPORT ENFORCEMENT AGENCY:

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

Whereas, the Director of Administrative Services and the Director of the Child Support Enforcement Agency recommend approving the following job description;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Part-time Attorney.

DELAWARE COUNTY
 Child Support Enforcement Agency

TITLE: Part-time Attorney

JOB OBJECTIVES: Individual serves the public through effective implementation of federal/state regulations and Agency polices/practices to help families receive the support they deserve.

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Individual is responsible for providing legal counsel and representation to the Agency, investigating, preparing and litigating civil actions through trial and post judgment, and writing and approving appeals. Individual reports directly to the Director.

ESSENTIAL JOB FUNCTIONS:

- Analyzes case law; reviews rules of procedures, researches legal issues; drafts various legal documents; prepares for hearings, pre-trials and trials; reviews and negotiates resolutions and settlements, reviews and makes determinations regarding adequacy of due process for proceeding with action/litigation;
- Prepares cases for trial and litigation by interviewing witnesses, performing legal research, investigating and preparing evidence, and evaluating the strength of the case;
- Represents, researches, analyzes, advises and interprets facts and law in child support matters for investigation;
- Reviews cases and discusses strategies and course of action with the staff to assist in establishment, enforcement and collection of child support;
- Functions as an Administrative Hearing Officer and renders decisions for Child Support Enforcement Agency's administrative and mistake of fact hearings;
- Attends bench trials, meeting with clients, pretrial conferences and negotiations;
- Receives and responds to calls from the public regarding complaints and/or legal inquiries;
- Creates and types all correspondence and numerous court documents; and
- Additional duties as assigned by supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

- Attends various training sessions, video conferences and workshops.

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Individual uses the following equipment: computer, printer, scanner, fax machine, calculator, telephone and copier.

Critical Skills/Expertise:

- Comprehensive knowledge of the legal system to include criminal law, juvenile law, domestic law, civil procedure and court processes;
- Ability to adhere to Agency and County policies;
- Ability to understand the required standards as outlined by the Ohio Administrative Code, the Ohio Revised Code, Civil Rules of Procedure, Federal rules and regulations, etc;
- Ability to perform legal research, analyze and apply principles, facts, evidence, precedents to legal problems;
- Ability to present a case in a logical, coherent fashion;
- Ability to communicate professionally and effectively, both orally and in writing;
- Ability to organize and prioritize work assignments, multi task with accurate refocus;
- Ability to formulate persuasive arguments, both orally and in writing;
- Ability to interpret legal decisions/ case law;
- Ability to manage stressful situations;
- Ability to prepare and present educational seminars for other professionals and the general public;

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- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment and analytical skills;
- Ability to work independently and as part of a team to set and achieve goals;
- Ability to effectively plan independently and in collaboration with other staff units and outside agencies;
- Ability to work effectively and de-escalate clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behavior;
- Ability to operate computer and related software; and
- Ability to maintain confidentiality.

Job Standards: Juris Doctorate degree is required. Individual be licensed to practice law in the State of Ohio. Must maintain license through requisite continuing education. Must possess a State of 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, non-standardized tasks requiring the application of numerous laws, rules, regulations and procedures.

III. RESPONSIBILITY

Individual coordinates the work activities with the Attorney/Supervisor, CSEA Director and CSEA Staff. Supervisor provides instructions when needed, and reviews work, normally upon completion through case reviews. Individual makes most decisions regarding work independently. Errors in work could result in a lawsuit against the County, and/or a dismissed or lost case.

IV. PERSONAL WORK RELATIONSHIPS:

Individual has direct contact with client, management staff, other county partners, law enforcement, and other county CSEA. The purpose of these contacts is to obtain information about and prosecute offenders, to collect information to provide legal representation, conduct investigations, and prepare for trials.

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 fifteen (15) pounds.

Physical Activity: The physical activity of the position is climbing, kneeling, crouching, lifting, standing, walking, lifting, talking, and hearing.

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

Job Location: Individual works inside with no exposure to adverse environmental conditions during the majority of the time, with the exception of going to and from court in occasional inclement weather.

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

RESOLUTION NO. 12-644

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE CASE MANAGER III/ADMINISTRATIVE HEARING OFFICER FOR THE CHILD SUPPORT ENFORCEMENT AGENCY:

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

Whereas, the Director of Administrative Services and the Director of the Child Support Enforcement Agency recommend approving the following job description;

Therefore Be it Resolved, the Board of Commissioners approve the job description for Case Manager III/Administrative Hearing Officer.

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Child Support Enforcement Agency

TITLE: Case Manager III/Administrative Hearing Officer

JOB OBJECTIVES: Individual serves the public through effective implementation of federal/state regulations and agency practices to help families receive the support they deserve. Individual is responsible for working with both parents to establish and enforce support orders and conduct administrative hearings. Individual reports to the Director.

ESSENTIAL JOB FUNCTIONS:

Case Manager:

- Accepts and processes IV-A, IV-D, and IV-E applications, interstate request, and court orders and determines appropriate action, e.g. establishment of paternity, location of absent parent, establishment of support orders, modifications and enforcement of existing support orders.
- Monitors assigned caseload to determine and complete appropriate actions. This includes investigations to obtain information about participants including location, employment, etc.
- Enforcement is completed by utilizing a number of tools including, but not limited to, letters, withholdings orders, license suspension, liens, seizing of bank accounts, civil and criminal court actions, attaching tax refunds and lump sums, and passport denial.
- Establishment is completed by utilizing a number of tools including, but not limited to, face to face interviews, genetic testing, and administrative support hearings.
- Monitors and processes data in accordance with local and state policy in the Support Enforcement Tracking System (SETS). This includes data entry, alerts, monthly reports, etc;
- Communicates professionally and effectively with clients, employers, and community partners to respond to inquiries and provide needed information/education;
- Pursues appropriate legal actions for establishment and enforcement, including, but not limited to, requests for legal action, calculations of court orders to verify account balances, verification of service of process, preparation of case summary, court testimony, review of resulting court order, completion of necessary follow up, etc;
- Other duties as assigned by the supervisor.

Administrative Hearing Officer:

Prepares for and conducts quasi-judicial administrative hearings, renders a written opinion and final decision based on presentations of facts and processes new orders or makes appropriate referrals and refers for judicial adoption;

- Reviews case files, prepares paperwork, researches, analyses and applies relevant regulations, policies and laws and gathers factual information for hearings;
- Coordinates hearing schedule and arranges for the appearance of all trial participants;
- Ensures that all involved parties' right to due process is afforded, maintains orderly proceedings, elicits testimony from witnesses, reviews and assesses testimony and evidence; and
- Applies appropriate program regulations and/or state and federal laws to administrative hearing process;
- Other duties as assigned by the supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

- Participate in outreach and education programs;
- Attends various external training sessions, conferences, and workshops; and

Performs related Essential and Non-Essential functions as needed.

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I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Equipment: Individual uses the following equipment: computer, printer, scanner, fax machine, calculator, telephone, and copier.

Critical Skills/Expertise:

- Ability to operate computers and related software;
- Ability to communicate professionally and effectively, both orally and in writing;
- Ability to read and understand Court orders or other technical documents;
- Ability to analyze information, perform calculations and draw sound conclusions;
- Ability to organize large volumes of paperwork and maintain files;
- Ability to organize and prioritize work assignments, multi task with accurate refocus;
- Ability to work independently and/or as part of a team;
- Ability to correctly utilize basic math and accounting concepts and skills;
- Ability to conduct thorough investigations and clients interviews, with consideration for culturally diverse populations;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Ability to work effectively and de-escalate with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work under pressure, and to set and achieve goals;
- Ability to define new and innovative child support ideas, sharing with supervisor and staff as appropriate;
- Ability to effectively type, edit, and proofread work;
- Ability to effectively use SETS and CRISE;
- Ability to maintain confidentiality;
- Ability to adhere to Agency and County policies; and
- Ability to understand the required standards as outlined by the Ohio Administrative Code and the Ohio Revised Code;

Job Standards:

Juris Doctorate or Masters Degree in Public Administration, Business Administration, Social Work or related field preferred. Bachelor's degree in Business, Criminal Justice, Social Work or related field combined with two (2) years related work experience required. Must possess a valid Ohio Drivers License and acceptable driving record. Must meet and maintain qualifications for driving on county business at all times. Must maintain required licensures and certifications 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. Judgment and discretion is needed in extensively adapting and making significant compromises to fit unusual or complex situations. Procedures must be developed for implementing changes at the local level.

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 makes choices or decisions without supervisory input on most daily activities, such as conducting administrative hearings, scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers. Individual is responsible in maintaining communications between the public, office staff case managers and other agencies and makes major contributions involving authoritative application of agency policy in complex and important matters. Errors in work result in disruptions in work of others to correct and may cause substantial inconvenience to the public or client that would tarnish the offices credibility and mislead the public. Errors may also lead to lawsuits against the County.

IV. PERSONAL WORK RELATIONSHIPS

Individual has direct contact with clients, co-workers, other county partners, law enforcement, other county CSEA and the general public. The purpose of these contacts is to respond to clients inquires, obtain guidance and direction, monitor work progress, coordinate service and research employment issues in order to effectively enforce child support. These contacts also involve cooperative problem solving and persuasion to gain concurrence in controversial situations.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

- Physical Requirements:** Individual performs sedentary work that may require lifting up to fifteen (15) pounds occasionally.
- Physical Activity:** Individual performs the following physical activities: crouching, reaching, walking, lifting, manual dexterity, grasping, talking, hearing, and repetitive motions.
- Visual Activity:** Individual performs work where the seeing job is close to the eyes.
- Job Location:** Individual works inside with no exposure to adverse environmental conditions.

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

RESOLUTION NO. 12-645

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE PROCESS SERVER FOR THE CHILD SUPPORT ENFORCEMENT AGENCY:

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

Whereas, the Director of Administrative Services and the Director of the Child Support Enforcement Agency recommend approving the following job description;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Process Server.

**DELAWARE COUNTY
 Child Support Enforcement Agency**

TITLE: Process Server

JOB OBJECTIVES: Individual serves the public through effective implementation of federal/state regulations and Agency policies/practices to help families receive the support they deserve. Individual is responsible for locating and serving court documents to case participants. Individual reports to the Enforcement Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Conducts field work which includes, but not limited to, interviewing neighbors, friends, family, landlords, and property managers for the purpose of serving court documents;
- Locates individuals through investigation and serves documents for the purpose of establishment, enforcement, and collection of support orders;
- Maintains travel logs and other required documentation;
- Coordinates and exchanges client updates to case manager;

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- Maintains flexibility of schedule in order to more effectively serve documents to clients; and
- Additional duties as assigned by supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

- Attends various training sessions, video conferences, and workshops

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Individual operates the following equipment: automobile, fuel pump/system, computer, printer, scanner, fax machine, telephone and copier.

Critical Skills/Expertise:

- Ability to conduct basic investigating and interviewing skills;
- Ability to understand the service of process requirements and required documentation;
- Ability to communicate professionally and effectively, both orally and in writing;
- Ability to compose accurate and complete reports;
- Ability to operate computers and related software;
- Ability to understand the required standards outlined by the Ohio Administrative code and the Ohio Revised Code;
- Ability to work effectively and de-escalate with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work independently and without close supervision;
- Ability to follow written and oral instructions;
- Ability to maintain confidentiality;
- Ability to manage time effectively;
- Ability to operate a motor vehicle;
- Ability to be objective and respond appropriately to stressful and crisis situations;
- Ability to adhere to Agency and County policies;
- Ability to use maps, GPS, internet map services etc.; and
- Knowledge of geographical area and roadway system.

Job Standards: High School education along with two (2) years of higher education in Criminal Justice or related field and related experience is required. Prior law enforcement experience preferred. 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 as a continued condition of employment.

II. DIFFICULTY OF WORK

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Work consists of complex, varied, non-standardized tasks requiring the application of numerous laws, rules, regulations, and procedures.

III. RESPONSIBILITY

Supervisor provides general direction in following established practices and clear-cut policies. Supervisor reviews work while in process. Individual makes decisions independently regarding day-to-day activities, following policy and procedures. Errors could result in a dismissed/lost case or a lawsuit against the county.

IV. PERSONAL RELATIONSHIPS

Individual has contact with supervisor, co-workers, public and private sector employees, other law enforcement personnel and the general public. The purpose of these contacts is to obtain information regarding cases, interview witnesses, and maintain communications.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: Individual performs moderate work which may require lifting up to fifteen (15) pounds.

Physical Activity: Individual performs the following physical activities: crouching, climbing, balancing, stooping, kneeling, crawling, reaching, standing, walking, lifting, grasping, talking, sitting, and hearing.

Visual Activity: Individual performs work where the seeing job ranges from close to the eyes to operating a vehicle.

Job Location: Individual works both inside and outside, with protection from weather conditions, but is occasionally exposed to temperatures that range from below 32 degrees to above 100 degrees for periods of more than one hour.

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

RESOLUTION NO. 12-646

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE ENFORCEMENT SUPERVISOR FOR THE CHILD SUPPORT ENFORCEMENT AGENCY:

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

Whereas, the Director of Administrative Services and the Director of the Child Support Enforcement Agency recommend approving the following job description;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Enforcement Supervisor.

**DELAWARE COUNTY
 Child Services Enforcement Agency**

TITLE: Enforcement Supervisor

JOB OBJECTIVES: Individual serves the public through effective implementation of federal/state regulations and Agency policies/practices to help families receive the support they deserve. Individual is responsible to assure that local enforcement processes are in compliance with mandated regulations, monitors direct reports in their daily activities, provide direction/training and resolve client complaints and problems. Individual reports to the Assistant Program Administrator.

ESSENTIAL JOB FUNCTIONS:

- Monitors the work of direct reports to assure compliance and accuracy with set standards, timely completion of work and quality assurance;
- Coordinates with other management staff to address Agency workload, including caseload assignment;
- Evaluates performance of direct reports, as outlined by County rules, to address strengths, corrective action plans and progressive discipline as necessary;
- Approves direct reports' requests for leave and time sheets while assuring adequate staff coverage

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and compliance with County and Agency rules;

- Coordinates with other management staff to create and update staff training;
- Interviews applicants for Agency positions and makes recommendations for new hires;
- Responds to inquiries and concerns of direct reports, other management staff and the public to address employee concerns, issues, and grievances;
- Coordinates with other management staff to create and amend local policies and practices to comply with State and Federal regulations;
- Communicates and acts as liaison with Attorneys, employers, clients, community partners and the general public;
- Conducts and attends meetings, training seminars and video conferences and disseminates information;
- Utilizes State and local reports to identify overall enforcement progress, strengths, and weaknesses in order to plan and implement priorities, training, etc.;
- Maintains open lines of communication with direct reports in order for questions and issues to be addressed in a timely fashion;
- Conducts administrative hearings in the absence of the Administrative Hearing Officer;
- Acts as point person for special projects;
- Represents Agency in state hearings, including the completion of appeal summaries;
- Participates in public education and community outreach events; and
- Additional duties as assigned by supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

- Participates and assists with a variety of special projects as requested.

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Individual operates the following equipment: computer, printer, scanner, fax machine, calculator, telephone and copier.

Critical Skills/Expertise:

- Ability to apply effective supervisory skills to teach, direct, train, motivate and manage assigned staff to set and achieve goals;
- Ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- Ability to correctly calculate and complete case audits to verify account balances;
- 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 communicate professionally and effectively, both orally and in writing;
- Ability to work independently and/or as a team;
- Ability to operate computers and related software;
- Ability to read and understand court orders and other technical documents;
- Ability to organize and prioritize work assignments, multi task with accurate refocus;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using

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judgment and analytical skills;

- Ability to effectively manage stressful situations;
- Ability to maintain confidentiality;
- Ability to identify new and innovative child support ideas;
- Ability to effectively use SETS and CRIS-E;
- Ability to effectively type, edit, and proofread work;
- Ability to conduct thorough investigations and client interviews, with consideration for culturally diverse populations;
- Ability to adhere to Agency and County policies; and
- Ability to understand the Ohio Administrative Code, the Ohio Revised Code and legal remedies.

Job Standards: A relevant Bachelor’s degree and a minimum of two (2) years related work experience plus one (1) year supervisory experience. Or a high school diploma and eight (8) years relevant work experience with a demonstrated ability to manage and lead subordinate personnel. Must possess a valid State of Ohio Driver’s License and acceptable driving record. Must meet and maintain qualifications for driving on county business at all times as a continued condition of employment.

II. DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring the application of numerous laws, rules, regulations, and procedures. Must be able to interpret various manuals, codes and policies. The individual is required to provide technical assistance to staff personnel on programs, policies and the interrelationship of programs 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. Procedures must be developed for implementing changes at the local level.

III. RESPONSIBILITY

Individual supervises and directs the enforcement staff. Individual provides detailed and technical instructions pertaining to changes in standards and/or policies, and reviews subordinates work to ensure compliance to policy. Individual makes most decisions regarding work independently. Individual is responsible for maintaining communications with the public, clients, co-workers, staff and other community partners. Errors could result in disruptions in the work of others for corrections, may cause substantial inconvenience to the client, and negatively affect the agency’s credibility. Errors may also lead to lawsuits against the county.

IV. PERSONAL WORK RELATIONSHIPS

Individual has direct contact with clients, management, staff, other county partners, law enforcement, employer representative and other county CSEA. The purpose of these contacts is to supervise subordinates, ensure that policies and procedures are adhered to, handle client issues and complaints, resolve issues of child support, act as liaison for the agency with the district and state office, and to represent the agency in state hearings.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

- Physical Requirements:** Individual performs sedentary work which may require lifting up to fifteen (15) pounds occasionally.
- Physical Activity:** Individual performs the following physical activities: crouching, reaching, walking, lifting, manual dexterity, grasping, talking and hearing.
- Visual Activity:** Individual performs work where the seeing job is close to the eyes.
- Job Location:** Individual works inside with no exposure to adverse environmental conditions.

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

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RESOLUTION NO. 12-647**IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE MANAGER OF FACILITIES FOR THE FACILITIES MANAGEMENT DIVISION:**

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 Manager Of Facilities For The Facilities Management Division;

Therefore Be it Resolved, the Board of Commissioners approve the job description for The Manager Of Facilities For The Facilities Management Division.

**DELAWARE COUNTY
Facilities Management Division**

TITLE: Manager of Facilities

JOB OBJECTIVES: Individual is responsible for the planning, organizing, coordinating, and managing of the Facilities division and Service Center. Individual is responsible for the operations of the Service Center, County Mail Room, telephone systems, security contractors and security systems. Individual provides construction management for facilities projects. Individual reports to the County Administrator.

ESSENTIAL JOB FUNCTIONS:

- * Demonstrates knowledge of public administration, government structure and process, employee relations; office practices and procedures and public relations;
- * Plans a variety of operational projects; analyzes, evaluates, and plans revisions to existing situations and future developments;
- * 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 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;
- * Prepares and oversees the budget for Facilities Management Division and Service Center, reviews and approves payroll, purchase orders, and vouchers;
- * Oversees and coordinates telephone and voicemail system to include performing maintenance, additions, moves, changes, coordinating outside contractors and repairs;
- * Audits and prepares invoices back to various County Offices for expenses of postage, telephone service, and vehicle fuel and maintenance;
- * Performs construction management to include oversight and management of contractors, work performed, project scheduling, construction budgets, contract payments, and records;
- * Serves as Delaware County Board of Commissioners' Prevailing Wage Coordinator;
- * Performs competitive bidding, including the preparation of bid specifications and evaluation of bids, and monitors contracts for the Facilities Management Division;
- * Oversees the disposal of the County's personal property through internet auction, salvage, or sales to other agencies;
- * Oversees the performance of the security contractor and operations of the security systems and access controls;
- * Supervises facilities staff to include, but not limited to, assigning work, planning and estimating project completions, monitoring performance, training employees, interviewing staff, conducting annual evaluations and resolving problems, grievances and personnel situations; and

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- * Performs such additional duties as determined by the supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Ability to use the following equipment: computer, printer, typewriter, copier, calculator, bar code scanner and fax machine.

Critical Skills/Expertise:

- * Comprehensive and professional knowledge of safety standards and precautions for programs and operations;
- * Understanding of budgeting policies, practices, and methods, modern principles, methods, practices, and equipment relating to the functional areas of responsibility;
- * Extensive knowledge of federal, state, and local laws, regulations, and standards relating to functional areas of responsibility;
- * Thorough knowledge of recruiting, interviewing, counseling and disciplining employees;
- * Thorough knowledge of and ability to apply effective supervisory skills to direct, motivate and manage subordinate personnel;
- * Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- * Ability to write technical reports and procedures;
- * Ability to communicate effectively, both orally and in writing;
- * Ability to develop and maintain effective working relationships with supervisors, employees, elected officials, and the general public;
- * Capable of dealing with many variables and ability to determine specific action; analyze and interpret data; exercise sound judgment; plan and implement goals and projects and define problems establish facts and draw valid conclusions; evaluate programs and projects; assess overall division effectiveness in carrying out its mission;
- * Ability to resolve complaints from angry citizens and address public inquiries.
- * Basic knowledge of telecommunications equipment and systems; and
- * Knowledge of computers and related software;

Job Standards: A relevant Bachelor's degree and a minimum of five (5) years related work experience or High School diploma or GED combined with ten (10) years relevant work experience demonstrating competency in management, fiscal planning and control. Individual must possess a valid Ohio driver's license and have an 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 the 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. 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

Individual supervises subordinates, assigning projects, checking on progress of work and evaluating results. Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods

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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. 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, 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, job development/referrals and handle questions about Department, programs and client concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Individual performs light work, which may require lifting up to twenty-five (25) pounds occasionally.

Physical Activity: Individual performs the following physical activities: walking, bending, squatting, talking, hearing, and repetitive motions.

Visual Activity: Individual performs work where the seeing job is close to the eyes.

Job Location: Individual works inside with no exposure to adverse environmental conditions.

Further Be it Resolved, The County Administrator and the Director of Administrative Services recommend the reclassification of Jon Melvin to fill the position of Manager of Facilities; effective July 7, 2012;

Therefore, Be It Resolved, that the Board of Commissioners approve the reclassification of Jon Melvin to fill the position of Manager of Facilities; effective July 7, 2012.

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

RESOLUTION NO. 12-648

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE MANAGER OF MAINTENANCE FOR THE MAINTENANCE DEPARTMENT:

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 Manager Of Maintenance For The Maintenance Department;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Manager Of Maintenance For The Maintenance Department.

**DELAWARE COUNTY
Maintenance Department**

TITLE: Manager of Maintenance

JOB OBJECTIVES: Individual is responsible for planning, managing, organizing, coordinating and directing the operation of the Maintenance Department with routine and technical servicing, maintenance, and repair of county buildings and grounds. Individual reports to County Administrator.

ESSENTIAL JOB FUNCTIONS:

- * Demonstrates knowledge of public administration, government structure and process, employee relations; office practices and procedures and public relations;
- * Plans a variety of operational projects; analyzes, evaluates, and plans revisions to existing situations and future developments;
- * 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 amongst subordinates;

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- * 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;
- * Prepares and monitors the budget for the Maintenance Department, reviews and approves payroll, purchase orders, and vouchers;
- * Diagnoses repairs and prepares material and labor estimates;
- * Promptly responds to assist in emergency maintenance call, as necessary;
- * Recommends, administers and enforces, in a consistent manner, departmental policies and procedures;
- * Supports buildings and grounds and other programs by working with local agencies to include recommending and monitoring contracts, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- * Oversees and insures the efficient operation of buildings and grounds programs;
- * Supervises staff involved with buildings and grounds programs to include, but not limited to, assigning work, planning and estimating project completions (including preventative maintenance), monitoring performance, training employees, interviewing staff, conducting annual evaluations and resolving problems, grievances and personnel situations;
- * Devises correspondence, completing forms and developing reports associated with buildings and grounds programs; and
- * Other duties as assigned by the supervisor.

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. Ability to use hand tools such as wrenches, hammers, screwdrivers, sockets, etc. Power tools such as saws, gauges, meter, battery chargers, etc. Individual should be able to utilize 1 ton vans, 1/2 ton dump truck, sling psychrometer, bobcat, platform and skylift, tractors, etc. Individual also uses safety equipment such as ear protection, gloves, face masks, respirator, hard hat, safety harness, and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

Critical Skills/Expertise:

- * Knowledge of electricity, schematics, wiring, carpentry, masonry, security alarms and lock smiting, HVAC, trouble shooting, installation, painting and project cost estimates;
- * Understanding of budgeting policies, practices, and methods, modern principles, methods, practices, and equipment relating to the functional areas of responsibility;
- * Extensive knowledge of federal, state, and local laws, regulations, and standards relating to functional areas of responsibility;
- * Thorough knowledge of work practices and techniques used in routine servicing and repair of buildings and grounds;
- * Ability to read, analyze and modify blue prints;
- * Ability to organize, prioritize and schedule projects;
- * Thorough knowledge of electrical and plumbing codes, building codes and safety regulations;
- * Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;

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- * Thorough knowledge of recruiting, interviewing, counseling and disciplining employees;
- * Thorough knowledge of and ability to apply effective supervisory skills to direct, motivate and manage subordinate personnel;
- * Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- * Ability to communicate effectively, both orally and written;
- * 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 work independently, under pressure, and to set and achieve goals;
- * Ability to motivate and counsel staff and clients;
- * Ability to organize and maintain information and paperwork; and
- * Ability to effectively program plan independently and in collaboration with other staff units and outside agencies.

Job Standards: A relevant Bachelor's degree and a minimum of five (5) years related work experience or High School diploma or GED combined with ten (10) years relevant work experience demonstrating competency in management, fiscal planning and control. Individual must have a valid Ohio Driver's License and an acceptable driving record. Must meet and maintain qualifications for driving on county business at all times. Individual must also possess a refrigerant handling license. 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. Individual is required to provide technical assistance to staff personnel on programs, policies, the interrelationship of programs, the computer system and the application of programs under extremely complex and difficult situations. It requires the individual to be continually aware of changes in statute or mandated procedure, which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

III. RESPONSIBILITY

Individual supervises subordinates, assigning projects, checking on progress 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 in addition to damage to equipment and/or facility as well as possible harm to incumbent or a co-worker.

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, job development/referrals and handle questions about Department, programs and client concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements:

The physical requirements of the position are identified as the individual may be required to work up to 60 feet above ground, climb a ladder and lift up to one hundred (100) pounds.

Physical Activity:

The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, stooping, balancing, crouching, pushing, pulling, lifting and walking.

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

Job Location: The minimum work conditions for the position indicate that the individual is exposed to working both inside and outside with exposure to temperatures ranging from below 32 degrees to above 100 degrees for periods in excess of one hour. Individual may be exposed to minor hazardous conditions such as harmful cleaning agents, chemicals, dirt, fumes, odors, gases and dust.

Further Be it Resolved, The County Administrator and the Director of Administrative Services recommend the reclassification of Jack Prim to fill the position of Manager of Maintenance; effective July 7, 2012;

Therefore, Be It Resolved, that the Board of Commissioners approve the reclassification of Jack Prim to fill the position of Manager of Maintenance; effective July 7, 2012.

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

RESOLUTION NO. 12-649

IN THE MATTER OF APPROVING ESTABLISHING A NEW ORGANIZATIONAL KEY AND APPROVING TRANSFER OF APPROPRIATIONS FOR ADULT COURT SERVICES AND JUVENILE/PROBATE COURTS:

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

Establish New Org Key			
25422311	Pre-Sentence Investigation		
Transfer of Appropriation			
From	To		
25422308-5001	25422311-5001		
Comm Non Residential/Compensation	Pre-Sentence Investigation/Compensation	\$	30,494.60
25422308-5120	25422311-5120		
Comm Non Residential/PERS	Pre-Sentence Investigation/PERS	\$	4,269.24
25422308-5131	25422311-5131		
Comm Non Residential/Medicare	Pre-Sentence Investigation/Medicare	\$	442.18
25422308-5102	25422311-5102		
Comm Non Residential/Workers Comp	Pre-Sentence Investigation/Workers Comp	\$	274.45
25422308-5101	25422311-5101		
Comm Non Residential/Health Insurance	Pre-Sentence Investigation/Health Insurance	\$	9,553.55
25422308-5201	25422311-5201		
Comm Non Residential/General Supplies	Pre-Sentence Investigation/General Supplies	\$	919.38
25422308-5332	25422311-5332		
Comm Non Residential/Cell Phone	Pre-Sentence Investigation/Cell Phone	\$	240.00
26026203-5260	26026203-5301		
Juvenile Court Data Fund/Inventoried Tools	Juvenile Court Data Fund/Professional Services	\$	4,000.00

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

COMMISSIONERS' COMMITTEES REPORTS

Commissioner O'Brien
-County Will Need To Review Health Care; 5/4 Mandate From Supreme Court
-Attended The 911 Board Administrative Meeting On Tuesday; Will Be Bringing In 3 People For Interviews For The Director's Position. Bernard Brown, Barb Temple And Michael Prebonick

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Commissioner Thompson
-Attended A Community Action Organizational Meeting

Commissioner Stapleton
-No Additional Comments

RESOLUTION NO. 12-650

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

It was moved by Mr. Thompson, seconded by Mr. Stapleton to adjourn into Executive Session at 10:35AM.

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

RESOLUTION NO. 12-651

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 10:55AM.

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

There being no further business, the meeting adjourned.

Ken O'Brien

Dennis Stapleton

Tommy Thompson

Jennifer Walraven, Clerk to the Commissioners