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

Present:

Gary Merrell, President Dennis Stapleton, Vice President Ken O'Brien, Commissioner

RESOLUTION NO. 14-152

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD FEBRUARY 10, 2014:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on February 10, 2014; 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. Merrell Aye Mr. Stapleton Aye Mr. O'Brien Aye

RESOLUTION NO. 14-153

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM WORK SESSION HELD FEBRUARY 10, 2014:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in a work session on February 10, 2014; 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. Merrell Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 14-154

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0212 AND MEMO TRANSFERS IN BATCH NUMBERS MTAPR0212:

It was moved by Mr. Stapleton, seconded by Mr. O'Brien to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0212, memo transfers in batch numbers MTAPR0212, and Purchase Orders as listed below:

<u>Vendor</u>	Description	Account	Amount
PO' Increase			
PNC Bank (P1400625)	Procurement card	10011303-5200	\$ 5,000.00
PNC Bank (P1400625)	Procurement card	10011303-5300	\$ 5,000.00
TECHSKILLS (P1400984)	Client Program Job and Family	22311611-5348	\$ 14,000.00

PR Number JOB AND I	Vendor Name FAMILY SERVICES	Line Description	Line Account	Amount
R1402496	COLUMBUS ADULT & COMMUNITY EDUCATION	TUITION BOOKS FEES	22311611 - 5348	\$ 8,000.00
R1402543	BUCKEYE RANCH INC	RESIDENTIAL TREATMENT	22511607 - 5342	\$ 57,658.92
R1402544	KIDS COUNT TOO INC	RESIDENTIAL TREATMENT	22511607 - 5342	\$ 29,225.00
R1402548	ADVANTAGE ADOPTION & FOSTER CARE LTD	RESIDENTIAL TREATMENT	22511607 - 5342	\$ 31,060.50
R1402554	DELAWARE AREA TRANSIT AGENCY	CLIENT TRANSPORTATION	22411601 - 5355	\$124,174.20
Vote on Mot	tion Mr. O'Brien	Aye Mr. Merrell Aye	Mr. Stapleton	Aye

RESOLUTION NO. 14-155

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

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

The County Administrator is requesting that Tim Hansley, Gus Comstock, Jenna Jackson, Teri Morgan, Dawn Huston, Commissioner Merrell, Commissioner Stapleton and Commissioner O'Brien attend the Powell Chamber State of the County at the Brookshire Banquet Center on March 27, 2014 at the cost of \$154.00 (fund number 10011101).

The Director of Personnel is requesting that Chris Shaw attend an Ohio E-records Forum 2014 in Dublin, Ohio on March 20, 2014 at the cost of \$99.00 (fund number 100121103 accts 5305 and 5309).

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

RESOLUTION NO. 14-156

IN THE MATTER OF ACCEPTING THE AWARD OF THE OHIO DEPARTMENT OF PUBLIC SAFETY OFFICE OF CRIMINAL JUSTICE SERVICES FOR DELAWARE COUNTY JUVENILE COURT:

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

WHEREAS, the Delaware County Juvenile Court has applied for and been awarded the Ohio Department of Public Safety grant; and

WHEREAS, the Grant will be used to pay for staffing with in the Juvenile Court and

WHEREAS, the Board of County Commissioners accepts this grant award and designates the Delaware County Juvenile Court Administrator David A Hejmanowski to execute the agreement;

WHEREAS, the Board desires uninterrupted compliance with the Grant reporting requirements by maintaining Court Administrator Hejmanowski as the designated official;

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

Section 1. The Board hereby accepts the award of the Grant as follows:

Grant # 2013-JG-D01-6951

Source: Ohio Department of Public Safety Grant Period: 1-1-14 thru 12-31-14

 Grant Amount:
 \$ 47,998.58

 Local Match:
 \$ 15,999.53

 Total Project Amount:
 \$ 63,998.11

Section 2. The Board hereby authorizes Court Administrator Hejmanowski, as the designated official, to execute reports and administrative documents for the Grant.

Section 3. When reports or administrative documents require execution by the designated official, a copy of the report or documents will be on file at Juvenile Court office of fiscal and grants.

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

RESOLUTION NO. 14-157

IN THE MATTER OF AMENDING AN AGREEMENT WITH AEP ENERGY, INC. AND THE DELAWARE COUNTY BOARD OF COMMISSIONERS:

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

Whereas, the Manager of Facilities recommends amending the Agreement With AEP Energy, Inc.;

Therefore, be it resolved, that the Board of Commissioners approve the amendment with AEP Energy, Inc.

AMENDMENT TO POWER SALES AGREEMENT

This Amendment is made this February 13, 2014, by and between AEP Energy, Inc. ("AEP Energy") and Delaware County Board of Commissioners, on behalf of Delaware County, Ohio ("Customer"), is effective the first normal meter read date on or after March 3, 2014 and amends the Power Sales Agreement dated January 23, 2012, including any exhibits, attachments and tables thereto and amendments thereof (the "Agreement"). Capitalized terms not otherwise defined in this Amendment shall have the meaning ascribed to such terms in the Agreement.

In consideration of the mutual promises, conditions and covenants contained in the Agreement, including this Amendment thereto, the Parties agree as follows:

1. ARTICLE 2 – CHARGES FOR POWER

In Section 2 of the Agreement, replace "\$64.72 per MWh [6.472c per KWh]" with "\$[TO BE INSERTED] per MWh".

2. ARTICLE 5 – DELIVERY PERIOD

In Section 5 of the Agreement, replace "actual Switch Date" with "first normal meter read date on or after March 3, 2014 for each Customer Premise" and "24 billing cycles" with "3 billing cycles".

3. ARTICLE 5 – CUSTOMER'S USAGE POINTS (TABLE A)

Table A of the Agreement shall be deleted in its entirety and replaced with the following:

	TABLE A							
NO.	Zone	Service Address 1	SDI					
1	AEP	115 N SANDUSKY ST DELAWARE 43015	00040621016636730					
2	AEP	178 VALLEY RUN DR REAR POWELL 43065	00040621028010675					
3	AEP	442 LAZELLE RD WESTERVILLE 43081	00040621094166875					
4	AEP	1500 COLUMBUS PIKE Delaware 43015	00040621072535622					
5	AEP	7049 BIG WALNUT RD GALENA 43021	00040621038504655					
6	AEP	3197 AFRICA RD UNIT FTSTA GALENA 43021	00040621095709103					
7	AEP	283 W GRANVILLE ST SUNBURY 43074	00040621003162930					
8	AEP	4630 STOCKPORT CIR DUBLIN 43016	00040621090222891					
9	AEP	6226 3RD ST LEWIS CENTER 43035	00040621039361545					
10	AEP	4651 HOME RD DELAWARE 43065	00040621029711013					
11	AEP	1479 SHERBORNE LN POWELL 43065	00040621084250172					
12	AEP	2083 US HWY 23 N Delaware 43015	00040621055588302					
13	AEP	20 W CENTRAL AVE FRNT DELAWARE 43015	00040621029568424					
14	AEP	20 W CENTRAL AVE REAR DELAWARE 43015	00040621076045705					
15	AEP	110 N SANDUSKY ST DELAWARE 43015	00040621035597895					
16	AEP	6873 SAWMILL PKWY POWELL 43065	00040621068641390					
17	AEP	4789 SCENIC CREEK DR UNIT VLG COM POWELL 43065	00040621058551423					
18	AEP	201 AFRICA RD GALENA 43021	00040621054339782					
19	AEP	4820 SELDOM SEEN RD POWELL 43065	00040621087821601					
20	AEP	814 SHANAHAN RD LEWIS CENTER 43035	00040621003260374					
21	AEP	10158 HOOVER WOODS RD GALENA 43021	00040621013408213					
22	AEP	1251 US HIGHWAY 23 N UNIT Delaware 43015	00040621003825121					
23	AEP	5001 S OLD STATE RD LEWIS CENTER 43035	00040621099099572					
24	AEP	7819 MAXTOWN RD WESTERVILLE 43082	00040621093513235					

	TABLE A						
NO.	Zone	Service Address 1	SDI				
25	AEP	1405 US HIGHWAY 23 N DELAWARE 43015	00040621077282812				
26	AEP	22 COURT ST DELAWARE 43015	00040621036538915				
27	AEP	10333 OLENTANGY RIVER RD UNIT SS POWELL 43065	00040621043035100				
28	AEP	8631 LIBERTY RD N POWELL 43065	00040621048372822				
29	AEP	283 W GRANVILLE ST SUNBURY 43074	00040621065282183				
30	AEP	2350 AFRICA RD GALENA 43021	00040621094768293				
31	AEP	5145 BAYHILL DR POWELL 43065	00040621053928480				
32	AEP	909 US HIGHWAY 23 N DELAWARE 43015	00040621081658013				
33	AEP	2081 US HIGHWAY 23 N DELAWARE 43015	00040621057895933				
34	AEP	101 N SANDUSKY ST DELAWARE 43015	00040621060504570				
35	AEP	844 US HIGHWAY 42 N DELAWARE 43015	00040621067884983				
36	AEP	10333 OLENTANGY RIVER RD REAR V POWELL 43065	00040621004603575				
37	AEP	844 US HIGHWAY 42 N ANNX DELAWARE 43015	00040621052219094				
38	AEP	149 N SANDUSKY ST DELAWARE 43015	00040621047614223				
39	AEP	91 N SANDUSKY ST DELAWARE 43015	00040621035501623				
40	AEP	140 N SANDUSKY ST DELAWARE 43015	00040621074035990				
41	AEP	10333 OLENTANGY RIVER RD APT A POWELL 43065	00040621028615014				
42	AEP	7741 RIVERSIDE DR POWELL 43065	00040621001544180				
43	AEP	50 CHANNING ST DELAWARE 43015	00040621007896152				
44	AEP	10975 RIVERSIDE DR POWELL 43065	00040621023856764				
45	AEP	10435 OLENTANGY RIVER RD REAR V POWELL 43065	00040621059650954				
46	AEP	7767 WALKER WOOD BLVD LEWIS CENTER 43035	00040621026488013				
47	AEP	7850 WORTHINGTON RD WESTERVILLE 43082	00040621055463741				

Except as set forth above, all other terms and conditions of the Agreement shall remain in full force and effect. No amendment, modification or waiver in respect of this Amendment will be effective unless in writing and executed by each of the Parties. This Amendment may be executed and delivered in counterparts, each of which will be deemed an original. This Amendment is effective only upon Customer's execution and AEP Energy's subsequent execution or performance of this Amendment.

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

RESOLUTION NO. 14-158

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

The Director Emergency Medical Services recommends the promotion of Paramedic Steve Kocsis to the rank of Lieutenant with the EMS Department; effective February 13, 2014;

Therefore Be It Resolved, that the Board of Commissioners approve the promotion of Paramedic Steve Kocsis to the rank of Lieutenant with the EMS Department; effective February 13, 2014.

The Director Emergency Medical Services recommends accepting the voluntary resignation of William Barr from the EMS Department; effective September 9, 2013.

Therefore Be It Resolved, that the Board of Commissioners approve the resignation of William Barr from the EMS Department; effective September 9, 2013.

The Director Emergency Medical Services recommends accepting the voluntary resignation of Chris McKenzie from the EMS Department; effective October 1, 2013.

Therefore Be It Resolved, that the Board of Commissioners approve the resignation of Chris McKenzie from the EMS Department; effective October 1, 2013.

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

IN THE MATTER OF APPROVING AN UPDATED TUITION ASSISTANCE POLICY AND TUITION ASSISTANCE APPLICATION:

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

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends approval of an updated Tuition Assistance Policy and Tuition Assistance Application;

Therefore, Be It Resolved, the Board of Commissioners of Delaware County approve an updated Tuition Assistance Policy and Tuition Assistance Application;

Further Be It Resolved, the Board of Commissioners of Delaware County approve a supplemental appropriation to 10011108-5305 (Human Resources/Training and Staff Development) in the amount of \$15,000.00;

Be It Still Further Resolved, that the Board of Commissioners of Delaware County authorize the following Staff to review and, approve or deny, the tuition assistance applications: the County Administrator, the Assistant County Administrator/ Director of Administrative Services or the Fiscal Services Director.

DELAWARE COUNTY Tuition Assistance Policy

Subject	Effective	Supersedes	This Sheet	Total
Tuition Assistance Policy		02/26/96		
-	February 13,	Revised	1	
	2014	01/15/00, 05/14/01		6
		<u>1/1/2005</u>		

1.0 Purpose

It is the desire of Delaware County to create an environment that stimulates, challenges and encourages employees to broaden their knowledge and skill by continuing their education. Reimbursement of primary expenses associated with a degree program or individual course work is available to those employees who meet the criteria and successfully complete the program or course.

2.0 Scope

Eligible full-time employees are those employees working forty (40) hours per week that report to elected officials within Delaware County including, the following: the Board of Commissioners, the Court of Common Pleas, the Clerk of Courts, Juvenile and Probate Court, the County Treasurer, the County Recorder, the County Auditor, the County Prosecutor, the County Coroner, the County Sheriff, and the County Engineer.

Employees under grant funds in any department or office and those employees that report to the Board of Elections, the Soil and Water Conservation District, the Delaware City-County Health Department, the Delaware County Board of Developmental Disabilities, the Delaware County Regional Planning Commission, Veterans Services, the Transit Authority, and the Delaware County Mental Health and Recovery Services Board; are excluded from this Tuition Assistance Policy. Employees of these agencies may seek alternative programs from their Appointing Authority.

3.0 Distribution

To all supervisors, managers, directors and county personnel under the direction of all elected officials.

4.0 Definitions

Employee: any full-time (working forty hours per week) individual who has completed at least one year of continuous active service with Delaware County.

Accredited: an institution that has been state certified and is registered with the Higher Learning Commission of the North Central Association of Colleges and Schools or another accrediting agency recognized by the Committee on Recognition of Postsecondary Accreditation.

Reimbursable Expenses: Delaware County will reimburse the employee upon completion of the course(s), 90% of the costs for course tuition fees, lab fees and 50% of the total cost of **required** textbooks, which must be paid in full by the employee prior to reimbursement under this policy.

Statement of Justification: A written narrative that fully explains the relationship of the course to the applicant's career goals, and how the course may impact on the employee's knowledge and skill level. The

applicant and his/her supervisor must submit a Statement of Justification attached to application for each request. \cdot

Non-reimbursable Items: Items such as <u>recommended</u> study guides/text books, notebooks, pens, paper, travel expenses, parking fees, student health insurance fees, deferred payment fees, enrollment and/or application fees, administration fees, general fees and graduate fees are considered non-reimbursable items.

5.0 Policy

Delaware County will reimburse an employee up to 90% for the actual course tuition and required lab fee costs and 50% of the required book costs, not to exceed \$2,500 in total reimbursable expenses annually, during the County's budget cycle (review Section 4.0 for specific items). The employee shall provide proof of payment in full before reimbursement will be processed.

A. Reimbursement Eligibility Requirements:

Courses must correspond or be applicable to the employee's current position or department within the county and must directly benefit the county. (For example: coursework in nursing would not be reimbursed because the County does not have a nursing department or similar position).

- 1. Employee eligibility is based on the job-related performance of the employee, which must be in good standing prior to and throughout the period for which the tuition assistance was approved. The employee should not have had any written warnings, suspensions or other disciplinary action filed, nor be subject to a performance improvement plan within one year of applying for tuition assistance. No employee on a paid or an unpaid leave of absence, unauthorized leave of absence, disability leave, workers' compensation leave, or injury leave may apply for tuition assistance.
- 2. The employee must have one (1) or more years of continuous full time (forty hours per week) active service with Delaware County prior to applying for tuition assistance.
- 3. The applicant's supervisor must provide a statement of justification explaining why it would be currently beneficial to the County to provide tuition assistance to the applicant.
- 4. It is the responsibility of the employee to obtain approval for tuition assistance from his/her supervisor/manager, the Department of Human Resources and his or her Appointing Authority at least thirty (30) days <u>prior</u> to the start of the course(s) for each academic term.
- 5. The employee must receive a grade of "B" or equivalent, or better to receive tuition assistance for each course that tuition assistance is requested.
- 6. The college or university must be an accredited institution as defined in Section 4.0.
- 7. If an employee is eligible to receive or is receiving financial assistance from any governmental (federal, state or local entity) or private agency for the academic term, whether or not applied for and regardless of when such assistance may be received, that amount shall be deducted from the County's tuition assistance allowance.

B. <u>General Information</u>:

- 1. Tuition assistance applies toward specific courses, associate and undergraduate degree programs as well as post-graduate degree programs such as MBAs or law degrees as long as the degree program coincides with the employee's position or department.
- 2. Tuition assistance does **not** apply to seminars, workshops, conferences, certifications or self-help courses.
- 3. Due to many educational institutions offering satellite locations and Internet capabilities, the tuition assistance would be extended to those courses associated with an accredited university or college.
- 4. All courses must be taken outside regularly scheduled working hours whenever possible. Flexible scheduling may be permitted with prior written approval of the Director. All scheduled hours for courses must be filed with the Director. All courses are subject to approval under the guidelines of this policy.

- 5. If a course(s) is not successfully completed (grade of "B", its equivalent, or better), Delaware County will not provide for tuition assistance for that course.
- 6. An employee who is terminated during enrollment through job elimination, a reduction in force, or who is transferred within the County and unable to complete courses in progress, will be reimbursed in accordance with the provisions of this policy.
- 7. If an employee voluntarily resigns, retires or is terminated for cause from the County and is currently participating or has participated within the last (3) three years in the tuition assistance program, he/she must repay the tuition assistance based on the following schedule:
 - ➤ 100% repayment of tuition assistance received if the employee is no longer employed by Delaware County within less than one (1) year of the date the course was completed.
 - > 50% repayment of tuition assistance if the employee is no longer employed by Delaware County one (1) or more years but less than three (3) years of the date the course was completed.
 - > 0% repayment of tuition assistance if the employee is no longer employed three (3) or more years after the date the course was completed.

The employee will have thirty (30) days following separation of employment with Delaware County under these terms to make full and final payment.

- 8. Delaware County reserves the right to suspend or restrict tuition assistance at any time based upon the availability of funds.
- 9. Where applications exceed available funds, actions such as the following may be taken:
 - Delaware County may reduce the number of courses or credit hours eligible for tuition assistance;
 - Delaware County may select employees whose learning needs are critical to Delaware County;
 - ➤ Delaware County may set an official, uniformly applied percentage figure as the amount of tuition assistance for which Delaware County is responsible.
 - > Delaware County may reject any and all applications for tuition assistance.

C. Taxable Income:

The use of tuition assistance may affect your taxable income. For more information please discuss with a tax advisor on how best to file.

D. <u>Application Procedure:</u>

Courses and degree programs shall be clearly classified as job-related, job-enhancement and offer technical or skill growth that will enable the employee to perform at a higher level or prepare him/her for advancement within their department or office.

Employees seeking tuition assistance must present verification from the educational institution of his/her acceptance for the specific degree program or course.

Application Process

- 1. The employee may contact his/her supervisor or the Human Resources Department to obtain information on the Tuition Assistance Policy and the Tuition Assistance Application. The policy and application may be found on the Delaware County website: www.co.delaware.oh.us.
- 2. The employee must fully complete the Tuition Assistance Application, attach the course description as well as the Applicant Statement of Justification / Supervisor Statement of Justification and receive the necessary signatures for approval prior to submission to Human Resources.
- 3. Employees that report to appointing authorities other than the Board of Commissioners must have their appointing authority sign the application form prior to submission to Human

Resources. Employees under the appointing authority of the Board of Commissioners must submit the form to Human Resources without the appointing authority signature. Human Resources will ensure completion of the appointing authority or designee's signature.

- 4. The fully completed application (including necessary signatures as defined above) must be received by Human Resources <u>at least thirty (30) days prior to the beginning of the course(s) for which funds are sought</u>. If the employee has registered for multiple courses, indicate all courses on the Application.
- 5. Human Resources will review all applications to ensure all policy requirements are met, ensure availability of funds and will approve or deny each application according to policy guidelines.
- 6. Human Resources will provide a copy of the completed application to the employee and supervisor following the review process.
 - All original applications will be maintained in the Human Resources Department.
 - ➤ If the Appointing Authority, designee, or Human Resources denies the Tuition Assistance Application, the application and a written statement specifying the reason(s) for the action will be returned to the employee and the immediate supervisor.
 - An employee, whose request has been denied at any level, may ask for a meeting with the denying party, to discuss the reason(s) for denial.

E. Reimbursement Procedure:

Employees will only be reimbursed <u>after</u> each course is satisfactorily completed according to policy guidelines.

- 1. When the employee has successfully completed the course(s) for which tuition assistance was approved, the employee must submit the following documentation to the Human Resources Department:
 - An itemized tuition statement indicating full payment, a zero balance, tuition costs, lab fees and other required fees;
 - > Grade report of a "B", its equivalent or better; and
 - ➤ Book receipts reflecting reimbursable items <u>required</u> for the course(s).
- 2. The Human Resources Department will complete Section IV and will forward the application and reimbursement form to the Auditor's Office for processing.
- 3. If there are discrepancies or questions with the submitted documents, a delay in reimbursement processing may occur. The Human Resources Department will contact the employee to rectify the discrepancies within a reasonable time.
- 4. With the exception of the original reimbursement page, receipts, and grade information, the original Tuition Assistance Application and final documentation will be retained in the Human Resources Department.

DELAWARE COUNTY TUITION ASSISTANCE APPLICATION Effective February 2014

INSTRUCTIONS:

Before Course(s) Begin: Complete Sections I, II and III below and provide signature and date at the bottom of Tuition Assistance Application. Obtain supervisor's statement of justification in Section IV and secure your supervisor's approval in Section V. Appointing Authorities other than the Board of Commissioners must sign Section V. The application must then be sent to Human Resources. Human Resources ensures the application meets policy standards and funds have been appropriately dedicated to process this reimbursement. Once the application is reviewed by all levels of authority, Human Resources returns a copy of the Tuition Assistance Application to the employee and supervisor.

After Completion Of Course(s): Submit necessary documents in legible form to Human Resources, including itemized tuition and fee statement indicating a zero balance, itemized book purchase receipt and grade report. All documents must be provided for reimbursement.

Print Name (Last, Home Address Phone Number	First, Middle)						
Department Starting Date with Delaware County				Work I	Work T Phone Nur		
Section II	School and Cou	rse Infor	mation				
Name and Addres	SS:				Course(s) Title:	1 2 3
			Classe	s Begin:_		_End:	
Accredited Schoo	l: Yes	No		Time o	-	ss Meets:	s:. e:
Is the course work	k required for you	degree?		Yes	No		
Enrolled as:	GraduateUnderg	raduate					
Major/Program:_		Anticipa	ated Am	ount of T	uition for c	class /clas	sses listed above \$
Type of Degree:_		Anticipa	ated Am	ount of B	ooks for cl	ass/classe	es listed above \$
Delaware County	does not duplicate	e paymen	t for Sch	olarships	, Veterans	Assistano	ce, or other financial aid.
Did you received If yes, how much	•	ice?	Yes	No			
Employee's Signa	ature		Date_				
benefit Delaware Section IV	County. Supervisor State how the propos	ed course ement of ed course	work w Justific	ould broo	·		ge and skill and furthermore s knowledge and skill and
Section V Approval Proces	ss						
Immediate Superv	visor:(Signate				Approv Disappr (If disap	roved	Date specify reason)
Director (When applicable	:) (Signatur	e)			Approv Disappr (If disap	roved	Date specify reason)
Human Resources	S:(Signate				Approv Disappr (If disap	roved	Date specify reason)
Appointing Authority or desig	gnee:(Signate	 ure)			Approv Disappr (If disap	roved	Date pecify reason)

Signatures and approvals indicate that the application meets policy standards and funds have been appropriately dedicated to process this reimbursement unless the application is marked disapproved at any level.

Amount of Tuition	_x.90%=		Course	: Grade:		
Amount of Required Cour \$x.50%=						
Amount of Reimbursemen	nt Approved \$		_(90% tuition/lab	fees, 50%	required books)	
Authorizing Signature:		_Date	_			
Forwarded to Auditor's O	ffice:Date	_				
I acknowledge that in excl reimbursement program, is reimbursement paid by the was completed or 50% if a (amount is determined by separation of County emp	f I resign, retire or e County for course greater than one (1) policy in effect). I loyment.	am discha es comple) year but agree to r	arged for cause, I ted equal to 100% less than three (3) teimburse the Cou	must repay o, if less that) years afte anty in full	y a sum or all tuition one (1) year after the course was owithin thirty (30)	er the course completed
Employee's Signature			Date		_	
Vote on Motion	Mr. Stapleton	Aye	Mr. Merrell	Aye	Mr. O'Brien	Aye
Tim Hansley -Gave two dates for poss -For work session March employee benefits	h 10 th , there will b	e a benef	its consultant he			ounty
COMMISSIONERS' C Commissioner Stapletor -Attend the DKMM me -Community Action wou -MORPC meeting this a -Will attend CCAO tom -Will attend the Sunbur	i eting. He suggeste ild likely be seeki ofternoon orrow	ed the othing a lette	er Commissione r of support		nt on what went	on
Commissioner O'Brien -DKMM will now have a -Family & Children First March 24 th , to discuss for beforehand to present q -Attended an EMA mee chairperson selected (Ca-Director Miller has set -Concerns about funding-storm spotter course on Miller for more information.	st Council met yes unding. He sugges uestion/give answ ting yesterday. Di aptain Vance), Tr up a list of goals a g after the year 20 1 April 8 th at Bucl	sterday. I ted to Sto ers to quo iscussions oy Morri and is woo 016	ephanie to reach estions they may s on territories a s in now vice-cha rking thru them	out to the have befo nd LAPC air	other Commissi ore the work sess were mentioned	ioner ion . New
Commissioner Merrell -Attended a contentious next meeting -Attending a Delaware I -Attending the Sunbury	Leadership meetir	ng today		ants. Chai	nges will be prese	ented at the
RESOLUTION NO. 14-	160					
IN THE MATTER OF APPOINTMENT AND FOR COLLECTIVE B.	EMPLOYMENT					CIAL AND
It was moved by Mr. Stap	leton, seconded by	Mr. O'Br	rien to adjourn into	o Executiv	e Session at 10:15	5 AM.
Vote on Motion	Mr. O'Brien	Aye	Mr. Merrell	Aye	Mr. Stapleton	Aye

RESOLUTION NO. 14-161

It was moved by Mr. St	apleton, seconded b	y Mr. O'I	Brien to adjourn ou	it of Exec	utive Session at 10	:45AM.
Vote on Motion	Mr. Merrell	Aye	Mr. O'Brien	Aye	Mr. Stapleton	Aye
There being no further l	business, the meeting	ng adjourn	ed.			
			Gary I	Merrell		
			Cury 1	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
			Ken C)'Brien		
			Denni	s Stapleto	on	
Jennifer Walraven, Cler	k to the Commission	oners	<u> </u>			