

COMMISSIONERS JOURNAL NO. 61 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JULY 31, 2014

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. 14-845

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JULY 28, 2014:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the “Board”) met in regular session on July 28, 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

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

PRESENTATION, HAROLD WOLFORD
DIRECTOR, VETERANS & MILITARY ACTIVITIES DELAWARE COUNTY FAIR GROUNDS

RESOLUTION NO. 14-846

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0730, MEMO TRANSFERS IN BATCH NUMBERS MTAPR0730:

It was moved by Mr. O’Brien, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0730, memo transfers in batch numbers MTAPR0730 and Purchase Orders as listed below:

<u>Vendor</u>		<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO’ Increase				
Shrock Construction	Move Ohio Forward		22911716-5301	\$13,999.59
JOB AND FAMILY SERVICES				
R1404657	KOHL’S DEPARTMENT STORES	CLOTHING VOUCHERS	22411602 - 5348	\$100,000.00
R1404658	PNC BANK	CLOTHING VOUCHER	22411602 - 5348	\$100,000.00
R1404680	CALLOS RESOURCE LLC	SUMMER YOUTH PROGRAM	22411601 - 5301	\$ 43,421.57
R1404681	CALLOS RESOURCE LLC	INTERIM STAFF	22411601 - 5301	\$ 14,821.25
R1404682	CALLOS RESOURCE LLC	INTERIM STAFF	22311614 - 5301	\$ 6,326.70
R1404688	CHRISTIAN CHILDRENS HOME OF OHIO INC	RESIDENTIAL TREATMENT	22511607 - 5342	\$ 10,000.00
EMERGENCY MEDICAL SERVICES				
R1404672	CITY OF DELAWARE	2ND QUARTER 2014 BILLING	10011303 - 5345	\$145,781.16
ENVIRONMENTAL SERVICES				
R1404687	FIBERGRATE COMPOSITE STRUCTURE	REPLACE GRATING AT SCIOTO HILLS	66211910 - 5450	\$ 9,292.00

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

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RESOLUTION NO. 14-847

IN THE MATTER OF APPROVING A SATISFACTION OF MORTGAGE:

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

WHEREAS, on or about June 1, 1999, David W. Zehnder granted a second mortgage to Delaware County, Ohio, as security for a loan provided under the Community Development Block Grant Revolving Loan Fund; and

WHEREAS, the Delaware County Economic Development Coordinator has determined that the balance on the loan has been paid in full and recommends approving a Satisfaction of Mortgage to release the lien of record;

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

Section 1. The Board hereby approves the following Satisfaction of Mortgage:

SATISFACTION OF MORTGAGE

KNOW ALL MEN BY THESE PRESENTS, that Delaware County, Ohio, for valuable consideration paid, the receipt and sufficiency of which is hereby acknowledged, does hereby certify that a certain Mortgage from David W. Zehnder, dated June 1, 1999, to Delaware County, Ohio, filed of record in the Recorder’s Office, Delaware County, Ohio, in **OR Volume 1116, page 659**, has been fully paid and satisfied, and the Recorder is hereby authorized to discharge same of record.

Property Address: 1832 Castleton Way, Delaware, OH 43015
Tax Parcel Number: 519-331-02-015-000

Section 2. The Board hereby authorizes the President of the Board to execute the Satisfaction of Mortgage on the Board’s behalf and directs the Economic Development Coordinator to cause the Satisfaction of Mortgage to be recorded.

Section 3. This Resolution shall take effect immediately upon adoption.

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

RESOLUTION NO. 14-848

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE HUMAN RESOURCES
TECHNICIAN FOR ADMINISTRATIVE SERVICES:

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

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends approving the job description for the Human Resources Technician for the Administrative Services Department;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Human Resources Technician for the Administrative Services Department.

Human Resources Technician

Job Title: Human Resources Technician
Department:
Position Type: Full-time 40 hours per week
Address: Delaware, OH 43015
Typical Work Schedule: xx a.m. - xx p.m.
Monday through Friday
Pay Range: \$xx.xx per hour
Contact Information: 740-833-2120
FLSA: Hourly, non-exempt
How to apply: <http://www.co.delaware.oh.us/hr/index.asp>

Objectives

Individual is responsible for providing recruiting functions and administrative support functions to the Human Resources Department. Individual reports to the Human Resources Manager.

Job Standards

Associates degree in Human Resources or related field combined with three years related work experience preferred or High School diploma or GED and five-years of related work experience. Must possess a valid Ohio driver’s license and acceptable driving record. Must meet and maintain qualifications for driving on County

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business at all times. All required licenses and certifications must be maintained as a continued condition of employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Collects data, devises correspondence, completes forms and assists in the preparation of professional reports associated with the Human Resources operations;
- Works with hiring managers with their staffing needs;
- Identifies/sources qualified candidates, reviews job applications/resumes, schedules and assists in conducting interviews, evaluates candidates for potential hire, checks references, conducts background checks and coordinates pre-employment drug screenings;
- Manages all communication with candidates,
- Maintain applicant tracking and HRIS systems;
- Ensures regulatory aspects of the full cycle recruitment process is compliant with federal and state legislation;
- Prepares and maintains metrics;
- Develop and deliver employee training programs, presentations and new hire orientation;
- Assists departmental staff in various projects and human resources functions;
- Creates and updates spreadsheets; develops basic formulas for software applications;
- Answers telephone, screens calls, makes referrals, and gives and receives information;
- Coordinates file maintenance with the established retention procedures, including but not limited to; completion and filing of proper forms;
- Performs accurate typing, word processing, and related computer operations;
- Acts as the liaison between the Human Resources Department and internal and external customers including, but not limited to; providing basic information and status updates;
- Assists with compiling public records requests, faxes and copies materials as requested;
- Receives, greets clients and visitors for Human Resources;
- Creates and distributes incoming and outgoing documentation and correspondence;
- Completes payroll functions for the Administrative Services Division and performs basic accounting and bookkeeping functions including maintaining expenditures and receivables records and processing bills for payment;
- Supports Human Resources programs by attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- Maintains inventory and orders necessary office supplies;
- Maintains staff appointment calendars; and
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

- Performs related Essential/Non-Essential functions as required.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Equipment: Ability to effectively and efficiently use a variety of office equipment such as computer, copier, multi-line telephone, calculator, FAX machine, and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

Critical Skills/Expertise:

- Considerable knowledge of administrative procedures and methods;
- Thorough knowledge of and the ability to apply associated rules, regulations and guidelines;
- Knowledge of and the ability to adhere to applicable County and departmental policies and procedures;
- Considerable knowledge of English usage, grammar, spelling and punctuation;
- Considerable knowledge of security measures for handling confidential and sensitive material;
- Knowledge of and ability to correctly utilize basic math and accounting concepts.
- Ability to accurately and effectively type, accurately enter data and operate a computer and related software to effectively complete assigned tasks;
- Ability to operate a multi-line telephone system, switchboard and other standard office equipment;
- Ability to effectively organize and prioritize assignments;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions and recommend solutions using judgment, and analytical skills;
- Ability to communicate effectively, both orally and written;
- Considerable skills to provide exemplary customer service including the ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Ability to organize and maintain large volumes of information and paperwork;
- Ability to effectively program plan independently and in collaboration with other staff units and outside agencies;
- Ability to have a clear understanding and application of the of the complete recruitment lifecycle processes;
- Ability to influence and persuade across all levels of the organization, exercising a high degree of

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- confidentiality, professionalism, poise, tact and diplomacy to accomplish objectives;
- Ability to work under pressure in a fast-paced, time-sensitive environment with shifting priorities and multiple deadlines; and
 - Knowledge and ability to stay current with state and federal legislation and apply appropriately,

II. RESPONSIBILITY

Individual receives general guidance allowing for the planning of procedures and methods to obtain objectives. Work is not necessarily reviewed by supervisor. Errors in work are usually detected within the department in which they occur possibly affecting the work of others and requiring expenditure of time and money to correct.

III. PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations and the general public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinate services, and handle questions about the department, programs and visitors’ concerns.

IV. 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 twenty-five (25) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, stooping and walking.

Visual Activity: The minimum visual activity of the seeing job is close to the eyes, and requires viewing a computer terminal and proofreading information.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions and work is generally sedentary.

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

RESOLUTION NO. 14-849

IN THE MATTER OF APPROVING SUPPLEMENTAL APPROPRIATIONS FOR THE COUNTY RECORDER:

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

Supplemental Appropriations		
10013101-5001	Recorder/Compensation	12,000.00
10013101-5101	Recorder/Health Insurance	16,500.00

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

ADMINISTRATOR REPORTS

Tim Hansley
-After Commissioner Merrell’s comments said he too is optimistic about our plans for the Elk’s Building

COMMISSIONERS’ COMMITTEES REPORTS

Commissioner Merrell
-The meeting at City Council concerning the Elk’s building went well. Everyone was professional. There was no vote that night but feels positive there will be a vote at the meeting on August 11th.
-Mr. Curtain from Preservation Parks emailed and wanted a letter of support for the Indian Caverns It was decided that we would ask him to come to the work session on August 11th if possible.
-Also on that work session will be a discussion about sanitary sludge disposal

Commissioner O’Brien
-Attended and participated in the DKMM executive meeting yesterday to select a new Director. Was very impressed by all three qualified candidates and thinks the Board will select one of the candidates to put before the full board at the next meeting.
-Also attended the Facilities meeting. Would like decisions to be made quickly. Time is of the essence.
-Regional Planning meeting is tonight.

Commissioner Stapleton
-No reports

RESOLUTION NO. 14-850

IN THE MATTER OF ADJOURNING INTO EXECUTIVE FOR CONSIDERATION OF APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL AND TO CONSIDER THE PURCHASE OF PROPERTY FOR

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**PUBLIC PURPOSES, TO CONSIDER THE SALE OF PROPERTY AT COMPETITIVE BIDDING,
AND FOR PENDING OR IMMINENT LITIGATION:**

It was moved by Mr. Stapleton, seconded by Mr. O’Brien to adjourn into Executive Session at 10:00 AM.

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

RESOLUTION NO. 14-851

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. O’Brien, seconded by Mr. Stapleton to adjourn out of Executive Session at 11:33 AM.

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

*Commissioner Merrell was absent due to a prior engagement.

There being no further business, the meeting adjourned.

Gary Merrell

Ken O’Brien

Dennis Stapleton

Jennifer Walraven, Clerk to the Commissioners