

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 11, 2015

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

Present:
Gary Merrell, President
Barb Lewis, Vice President
Ken O'Brien, Commissioner

RESOLUTION NO. 15-700

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JUNE 8, 2015:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on June 8, 2015; 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 Mrs. Lewis Aye Mr. O'Brien Aye

RESOLUTION NO. 15-701

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM WORK SESSION HELD JUNE 8, 2015:

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

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in work session on June 8, 2015; 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 meeting.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

CHIEF SCHUILING, DELAWARE COUNTY EMS
American Heart Association Presentation
Mission Lifeline 2014
In Recognition Of Delaware County EMS

RESOLUTION NO. 15-702

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0610:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0610 and Purchase Orders as listed below:

	<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO' Increase				
	Job and Family Various KPI	Program for Job and Family	22511607-5350	\$15,000.00
	Delaware Motive	Parts for Service Center	10011106-5228	\$ 20,000.00
PR	Vendor Name	Line Description	Line Account	Amount

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 11, 2015

Number					
R1502572	HAZEN AND SAWYER PC	CONTRACT FEE FOR TASK 1 OF WHOLE EFFLUENT TOXICITY EVALUATION	66211904-5301	\$15,000.00	
R1503780	RRH LTD	MEDIC 7 LEASE -- JULY 1 THROUGH DECEMBER 31, 2015	10011303-5335	\$29,499.96	

Vote on Motion Mr. O'Brien Abstain Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-703

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

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

The Court of Common Pleas is requesting that Kim Wilson attend a Line Officer Training class in Columbus, OH from June 10-12, 2015 at the cost of \$175.00 (fund number 25322312).

Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mrs. Lewis Aye

RESOLUTION NO. 15-704

IN THE MATTER OF GRANTING THE ANNEXATION PETITION OF 43.8 ACRES OF LAND IN LIBERTY TOWNSHIP TO THE CITY OF POWELL:

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

Whereas, on May 14, 2015, the Clerk to the Board of the Delaware County Commissioners received an annexation petition filed by Thomas L. Hart, agent for the petitioners, of 43.8 acres, more or less, in Liberty Township to the City of Powell; and

Whereas, ORC Section 709.023-Expedited Type 2 Annexation Petition; Petitions By All Property Owners With Or Without Consent of Municipality & Township(s) – If the Municipality or Township does not file an objection within 25 days after filing of annexation, the Board at its next regular session shall enter upon its journal a resolution granting the proposed annexation; and

Whereas, 25 days have passed and the Clerk of the Board has not received an objection from the City of Powell or the Township of Liberty;

Therefore, Be It Resolved, the Delaware County Board of Commissioners grants the annexation petition request to annex 43.8 acres, more or less, in Liberty Township to the City of Powell.

Vote on Motion Mrs. Lewis Aye Mr. O'Brien Aye Mr. Merrell Aye

RESOLUTION NO. 15-705

IN THE MATTER OF ACCEPTING AND APPROVING THE DELAWARE COUNTY SHERIFF'S OFFICE TRANSPORT REPORT FOR THE MONTH OF MAY 2015:

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

WHEREAS, section 325.07 of the Revised Code requires the County Sheriff to submit monthly expense reports to the Board of County Commissioners; and

WHEREAS, the Delaware County Sheriff has submitted a monthly report for May 2015;

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

Section 1. The Board hereby accepts and approves the Delaware County Sheriff's Office Transport Report for the month of May 2015.

Section 2. The Board hereby allows the expenses contained in the monthly report.

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

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-706

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 11, 2015

IN THE MATTER OF APPOINTING A MEMBER TO THE DELAWARE-MORROW COUNTY MENTAL HEALTH & RECOVERY SERVICES BOARD:

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

WHEREAS, the Delaware-Morrow Mental Health and Recovery Services Board is the body established, pursuant to Chapter 340.02 of the Revised Code, to govern the joint alcohol, drug addiction, and mental health service district of Delaware and Morrow Counties; and

WHEREAS, the Delaware County Board of Commissioners (the “Board”) appoints members to the Delaware-Morrow Mental Health and Recovery Services Board for both expired and unexpired terms; and

WHEREAS, a vacancy will exist for a term that will commence on July 1, 2015 and expires on June 30, 2019;

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

Section 1. The Board hereby appoints Jerry Seaman as a member of the Delaware-Morrow County Mental Health & Recovery Services Board to the term commencing on July 1, 2015 and expiring on June 30, 2019.

Section 2. The appointment approved herein shall be effective on July 1, 2015.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye Mr. O'Brien Aye

RESOLUTION NO. 15-707

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

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

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends approving the job description for the Compliance Officer for the Child Support Enforcement Agency;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Compliance Officer for the Child Support Enforcement Agency:

Job Title:	Compliance Officer	Department:	CSEA
Position Type:	Full-time, 40 hours per week Non-Bargaining Unit	Address:	Delaware, OH 43015
Typical Work Schedule:	8:00 a.m. – 4:45 p.m. Monday through Friday	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA:	
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		
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 employees are in compliance with State and Agency policies and procedures. Individual reports to the Assistant Director. All required licenses and certificates must be maintained as a condition of continued employment.			
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.			
Job Description			
ESSENTIAL JOB FUNCTIONS:			
<ul style="list-style-type: none"> • Monitors the work quality of employees to assure compliance and accuracy with set standards, timely completion of work and quality assurance; Prepares and reports on a regular basis to management the status of all compliance issues or trends; • Coordinates with management and training officer to establish training to maintain compliance or correct compliance issues; • Assists management with feedback to address Agency workload, including caseload assignment and special projects; Reviews and approves financial sub-order bucket adjustments; 			

**COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 11, 2015**

- Conducts and attends meetings, training seminars and video conferences and disseminates information;
- 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;
- Applies appropriate program regulations and/or state and federal laws to administrative hearing process;
- Conducts administrative hearings in the absence of the Administrative Hearing Officer;
- Process payroll;
- Processes vouchers and purchase orders;
- Represents Agency in state hearings, including the completion of appeal summaries;
- Demonstrates regular and predictable attendance;
- Attends various training sessions, video conferences, and workshops;
- Works overtime and outside of typical work schedule/business hours as required;
- Participates in public education and community outreach events; and
- Additional duties as assigned by supervisor.

NON-ESSENTIAL JOB FUNCTIONS:

- Performs related non-essential functions as needed.

I. JOB REQUIREMENTS

Equipment:

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

Critical Skills/Expertise:

Ability to:

- apply program policies and procedures to assist staff in the performance of their responsibilities;
- correctly calculate and complete case audits to verify account balances;
- work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- communicate professionally and effectively with internal and external customers, both orally and in writing;
- work independently and/or as a team;
- operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
- read and understand court orders and other technical documents;
- be proficient in grammar, writing, mathematical skills, spelling, and punctuation;
- deliver excellent customer service, externally and internally;
- organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- define and solve problems, collect data, establish facts, draw valid conclusions using judgment and analytical skills;
- effectively manage stressful situations;
- maintain confidentiality;
- identify new and innovative child support ideas;
- effectively use SETS and CRIS-E;
- effectively type, edit, and proofread work;
- conduct thorough investigations and client interviews, with consideration for culturally diverse populations;
- apply thorough knowledge, adherence and aptitude to follow safety policies, procedures and practices; and
- apply thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.

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

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 11, 2015

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 provides detailed and technical instructions pertaining to changes in standards and/or policies, and reviews other employees 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.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-708

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

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

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends approving the job description for the Assistant Director for the Child Support Enforcement Agency;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Assistant Director for the Child Support Enforcement Agency:

Job Title:	Assistant Director	Department	Child Support Enforcement Agency
Position Type:	Full-time Non-Bargaining Unit	Address:	140 N. Sandusky St., 3 rd Floor Delaware, OH 43015
Typical Work Schedule:	8:00 a.m. - 4:45 p.m. Monday through Friday	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA:	Salary, Exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		
Objectives			
Individual serves the public through effective implementation of federal/state regulations and agency practices to help families receive the support to which they are entitled. Under administrative direction, to assist in planning, organizing and directing the County Child Support Enforcement Agency; to act for the director in the director's absence; to manage assigned department units through subordinate supervisors; and to perform other duties as required.			
Job Standards			
<ul style="list-style-type: none"> A relevant Bachelor's degree and a minimum of three (3) years related work experience plus two (2) years supervisory experience. Or a high school diploma and ten (10) years relevant work experience demonstrating competency in management, fiscal planning and control combined with a demonstrated ability to manage and lead subordinate personnel. 			

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 11, 2015

<ul style="list-style-type: none"> • 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.
<p>Job Description</p>
<p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Assists the director in developing and implementing policy and program needs based on State and Federal regulations and adjusts procedures, policies and processes as required; • Consistently demonstrates the ability to apply progressive management principles to plan and implement department goals and objectives, evaluate and improve processes, program efficiency and effectiveness; • Coordinates with other management staff and subordinates to address workload, including caseload assignment and special projects; • Monitors the work of staff to assure compliance and accuracy with set standards, timely completion of work and quality assurance. • Addresses human resource issues promptly, accordingly and following the principles of progressive discipline where appropriate, emphasizing corrective actions to improve individual performance; • Maintains open lines of communication with staff in order for questions and issues to be addressed in a timely manner; • Analyzes and interprets existing and proposed legislation, regulations and state policies and directives to determine their impact on departmental operations; • Acts for the director in the absence of the regular incumbent and represents the director at state and regional child support conferences, meetings and workshops; • Assists Director to formulate long-range strategic plans to increase the efficiency and cost effectiveness of providing child support services in the county; • 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; • Establishes performance standards and training programs; • Oversees the development and implementation of procedures, quality control standards, staff selection and development, and budget preparation and control of assigned units; • Responds to inquiries and concerns of public, support staff, case managers, and director; • Approves staff request for leave and time sheets while assuring adequate staff coverage and compliance with County and Agency rules; • Tracks incentive and collection reports for statistic compilation and performance progress; • Communicates professionally and effectively with clients, attorneys, employers, community partners and co-workers to respond to inquiries and provide needed information/education; • Participates in public education and community outreach events; • Performs additional duties as assigned by supervisor. <p>NON-ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Performs related Essential and Non-Essential functions as needed. <p>I. JOB REQUIREMENTS AND DIFFICULTY OF WORK</p> <p>Equipment: Individual uses the following equipment: computer, printer, scanner, fax machine, calculator, telephone, and copier.</p> <p>Critical Skills/Expertise:</p> <p>Ability to:</p> <ul style="list-style-type: none"> • Effectively participate in the development of Agency policies and in the development of procedures to implement Agency policy • Plan, organize, assign and review work of subordinates; • Independently analyze workflow, employees performance and case work issues and take effective action; • Maintain credibility and effective working relationships with local county partners, State staff, media and advocate representatives in the face of conflicting issues and perspectives; • Maintain confidentiality; • Establish and maintain effective working relationships; • Set and achieve goals; • Communicate professionally and effectively with internal and external customers, both orally and in writing; • Read and understand court orders or other technical documents; • Ability to effectively manage stressful situations;

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 11, 2015

- Work both independently and as part of a team;
 - Ability to identify new and innovative child support ideas;
 - Ability to effectively use SETS and CRISE;
 - Ability of effectively type, edit, and proofread work;
 - Ability to adhere to Agency and County Policies; and
 - Ability to understand the Ohio Administrative Code, the Ohio Revised Code and legal remedies.
- 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. Individuals are required to provide technical assistance to staff personnel on programs, policies and the interrelationship of programs under moderately complex 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 subordinates. Individual provides detailed and technical instructions pertaining to changes in standards and/or policies, and evaluates subordinates work as required by county policy. Individual makes most decisions regarding work independently. Individual provides detailed and/or technical instructions when requested, and randomly reviews subordinates work. Errors in work could result in incorrect record keeping and account balances. Also, errors in work may result in a delay of child support services and payments to the custodial parents.
- 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, and resolve financial issues of child support.
- 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.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mrs. Lewis Aye

ADMINISTRATOR REPORTS

Tim Hansley
-No reports

COMMISSIONERS' COMMITTEES REPORTS

Commissioner Lewis
-Would like to thank the Master Gardeners for their hard work outside the building with our flowers

Commissioner O'Brien
-Very appreciative of the Master Gardeners for their work at this building and at 149 N. Sandusky

Commissioner Merrell
-No reports

RESOLUTION NO. 15-709

IN THE MATTER OF ADJOURNING INTO EXECUTIVE FOR CONSIDERATION OF EMPLOYMENT; DISMISSAL; DISCIPLINE; COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to adjourn into Executive Session at 9:48 AM.

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JUNE 11, 2015

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye Mr. O'Brien Aye

RESOLUTION NO. 15-710

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to adjourn out of Executive Session at 11:55 AM.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. O'Brien Aye

RESOLUTION NO. 15-711

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

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

 The Interim Director of Job and Family Services is recommending the promotion of Misty Trawick; to a Social Services Worker III; effective June 15, 2015;

Therefore Be it Resolved, the Board of Commissioners approve the promotion of Misty Trawick to a Social Services Worker III; effective June 15, 2015.

 The Director of Environmental Services recommends accepting the resignation of Ken Rosenbaum as an Operations Manager; effective June 8, 2015;

Therefore Be it Resolved, the Board of Commissioners accept the resignation of Ken Rosenbaum as an Operations Manager; effective June 8, 2015.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. O'Brien Aye

There being no further business, the meeting adjourned.

Gary Merrell

Ken O'Brien

Barb Lewis

Jennifer Walraven, Clerk to the Commissioners