

COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016

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
- Jeff Benton, Commissioner

1:30 PM Viewing For Consideration Of The Fancher Road Watershed Drainage Improvement Petition (Harlem Township)

1

RESOLUTION NO. 16-12

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JANUARY 7, 2016:

It was moved by Mrs. Lewis, seconded by Mr. Benton to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on January 7, 2016; 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 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. Benton Aye

2

PUBLIC COMMENT

3

ELECTED OFFICIAL COMMENT

Carol O'Brien, County Prosecutor

4

RESOLUTION NO. 16-13

IN THE MATTER OF RE-ORGANIZATION OF BOARD OF COMMISSIONERS – PRESIDENT:

It was moved by Mr. Merrell, that in the matter of re-organization of the Board of Commissioners that as President of the Board of Commissioners for the year 2016 we appoint Commissioner Lewis. Motion seconded by Mr. Benton.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. Benton Aye

5

RESOLUTION NO. 16-14

IN THE MATTER OF RE-ORGANIZATION OF BOARD OF COMMISSIONERS - VICE-PRESIDENT:

It was moved by Mr. Merrell, that in the matter of re-organization of the Board of Commissioners that as Vice-President of the Board of Commissioners for the year 2016 we appoint Commissioner Benton. Motion seconded by Mrs. Lewis.

Vote on Motion Mr. Benton Aye Mr. Merrell Aye Mrs. Lewis Aye

6

RESOLUTION NO. 16-15

IN THE MATTER OF APPOINTMENT OF THE BOARD'S REPRESENTATIVE TO VARIOUS BOARDS AND COMMISSIONS:

It was moved by Mr. Merrell, seconded by Mr. Benton to appoint the following to the following boards and commissions:

Area 7 Board- Gary Merrell

COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016

Board of Revision-Jeff Benton

CCAO Consortium (CEBCO) –Gary Merrell (Alternate-Barb Lewis)
(Assistant County Administrator/An Additional Alternate For CEBCO AND CORSA)

Central Ohio Youth Center Board (Joint Detention Center) –All 3 Commissioners
Central Ohio Youth Center Board (Joint Detention Center) –Trustee- Jeff Benton

CIC (Community Improvement Corporation) - All 3 Commissioners

Community Action Organization –Barb Lewis

Correction Planning – Gary Merrell

Data Processing Board – Gary Merrell

Delaware-Knox-Marion-Morrow County WIB- All 3 Commissioners

DKMM Solid Waste District - All 3 Commissioners

DKMM Solid Waste District Executive Committee – Gary Merrell

DKMM Policy Board –Barb Lewis

DKMM Budget/Audit Committee – Jeff Benton

EMA/LEPC – Barb Lewis
Alternate-Brian Galligher, Director of Safety and Security

Family and Children's First Council – Barb Lewis

Investment Committee –Barb Lewis and Jeff Benton

JFS Committee on Community Planning-Barb Lewis
Job and Family Services (Children’s Services Sub-Committee of Community Planning) – Barb Lewis
Job and Family Services (WIB Sub-Committee of Community Planning) – Gary Merrell

MORPC-All 3 Commissioners

911 Board-Gary Merrell
911 Board alternate- Jeff Benton

Railroad Task Force-Barb Lewis

Regional Planning - All 3 Commissioners

Regional Planning Executive Committee – Gary Merrell
Regional Planning Executive Alternate- Barb Lewis

Records Commission – Jeff Benton

The Board of Commissioners hereby orders that any prior resolutions inconsistent with this Resolution are hereby repealed and superseded in accordance with this Resolution.

Vote on Motion Mr. Merrell Aye Mr. Benton Aye Mrs. Lewis Aye

7
RESOLUTION NO. 16-16

RESOLUTION TO DESIGNATE THE OFFICIAL REPRESENTATIVE AND ALTERNATE FOR THE PURPOSE OF VOTING AT THE ANNUAL MEETING OF THE COUNTY COMMISSIONERS ASSOCIATION OF OHIO 2016:

It was moved by Mr. Benton, seconded by Mr. Merrell to approve the following:

WHEREAS, Article IV, Section 6, of the Code of Regulations of the County Commissioners' Association of Ohio requires each member county to, for the purpose of voting at any annual or special meeting of the Association, designate an Official Representative and Alternate; and

WHEREAS, the designation of the Official Representative and Alternate for a county organized

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

under the statutory form of county government shall be by resolution of the board of county commissioners; and

WHEREAS, in designating the Official Representative and Alternate only a member of the board of county commissioners is eligible to be designated as the Official Representative and Alternate;

NOW THEREFORE BE IT RESOLVED that Gary Merrell, Delaware County Commissioner is designated as the Official Voting Representative of Delaware County.

BE IT FURTHER RESOLVED that Barb Lewis, Delaware County Commissioner, is designated as the Alternate Voting Representative of Delaware County.

Vote on Motion Mrs. Lewis Aye Mr. Benton Aye Mr. Merrell Aye

**8
RESOLUTION NO. 16-17**

IN THE MATTER OF DESIGNATING AN ACTING COUNTY ADMINISTRATOR:

It was moved by Mr. Benton, seconded by Mr. Merrell to approve the following:

WHEREAS, effective January 15, 2016, Tim Hansley has resigned as Delaware County Administrator, creating a vacancy in the office of Delaware County Administrator; and

WHEREAS, pursuant to Section 305.29 of the Revised Code, in the event of the county administrator’s resignation from office, the chairman of the board or a qualified person designated by him with the approval of the board shall act as county administrator and perform all duties of the office, until such time as the board appoints a new county administrator;

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

Section 1. The Board hereby approves the Chairman of the Board designating Dawn Huston as Acting Delaware County Administrator, said individual being deemed fully qualified, to act as county administrator and perform all duties of the office, effective on January 16, 2016.

Section 2. The acting county administrator appointed in Section 1 shall serve at the pleasure of the Board until such time as the Board appoints a new county administrator.

Section 3. The Board hereby finds and determines that approval of this Resolution and all deliberations thereon are in compliance with the laws of the State of Ohio, including specifically Section 121.22 of the Revised Code.

Vote on Motion Mr. Benton Aye Mr. Merrell Aye Mrs. Lewis Aye

**9
RESOLUTION NO. 16-18**

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0108:

It was moved by Mr. Benton, seconded by Mr. Merrell to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0108 and Purchase Orders as listed below:

PR Number	Vendor Name	Line Desc	Line Account	Line Amount	Line Number
R1600008	DELAWARE MUNICIPAL COURT JUSTICE CTR	JUROR REIMBURSEMENTS	10029203 - 5360	\$ 12,000.00	0001
R1600008	DELAWARE MUNICIPAL COURT JUSTICE CTR	WITNESS REIMB	10029203 - 5360	\$ 10,000.00	0002
R1600209	FILTER TECHNOLOGY INC	FILTERS FOR VARIOUS LOCATIONS	10011105 - 5201	\$ 12,000.00	0001
R1600217	PNC BANK	PROCUREMENT CARD SUPPLIES	10011105 - 5200	\$ 75,000.00	0001
R1600217	PNC BANK	PROCUREMENT CARD SERVICES	10011105 - 5300	\$ 5,000.00	0002

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

R1600265	AMERICAN ELECTRIC POWER	ELECTRIC UTILITIES - DELAWARE COUNTY	10011105 - 5338	\$ 340,000.00	0001
R1600272	CITY OF DELAWARE	WATER SEWAGE REFUSE DELAWARE COUNTY	10011105 - 5338	\$ 38,000.00	0001
R1600293	COLUMBIA GAS OF OHIO	GAS UTILITIES - DELAWARE COUNTY	10011105 - 5338	\$ 37,500.00	0001
R1600303	DELAWARE COUNTY ENGINEER	FACL 40% SHARE UTILITIES 50 CHANNING ST	10011105 - 5338	\$ 24,000.00	0001
R1600325	FRONTIER	PHONE SERVICES FOR DELAWARE COUNTY	10011105 - 5330	\$ 65,000.00	0001
R1600330	REZOD LLC	CDBG PY14 GALENA ADA RESTROOM PROJECT	23011701 - 5365	\$ 17,916.44	0001
R1600342	FISHEL HASS KIM ALBRECHT LLP	LEGAL SERVICES	10011108 - 5361	\$ 10,000.00	0001
R1600342	FISHEL HASS KIM ALBRECHT LLP	TRAINING SERVICES	10011108 - 5305	\$ 6,000.00	0002
R1600345	B & L PACKRAT ENTERPRISES LLC	SNOW REMOVAL SVC DELAWARE COUNTY	10011105 - 5325	\$ 25,000.00	0001
R1600392	GOTCO EXCLUSIVE CARPET CARE	CARPET CLEANING DELAWARE COUNTY	10011105 - 5328	\$ 24,000.00	0001
R1600399	OTIS ELEVATOR CO INC	ELEVATOR MAIN AGREEMENTS DELAWARE COUNTY	10011105 - 5325	\$ 37,500.00	0001
R1600399	OTIS ELEVATOR CO INC	COUNTY ELEVATOR REPAIRS	10011105 - 5328	\$ 5,000.00	0002
R1600405	BEEMS BP DIST INC	FUEL FOR VEHICLES	10011106 - 5228	\$ 250,000.00	0001
R1600411	DELAWARE MOTIVE PARTS INC	AUTO PARTS FOR REPAIR OF COUNTY VEHICLES	10011106 - 5228	\$ 45,000.00	0001
R1600419	GERMAIN FORD OF COLUMBUS LLC	PARTS FOR COUNTY VEHICLES	10011106 - 5228	\$ 35,000.00	0001
R1600419	GERMAIN FORD OF COLUMBUS LLC	REPAIR OF COUNTY VEHICLES	10011106 - 5328	\$ 12,000.00	0002
R1600451	GOODYEAR AUTO SRVC	TIRES FOR COUNTY VEHICLES	10011106 - 5228	\$ 40,000.00	0001
R1600451	GOODYEAR AUTO SRVC	REPAIR OF COUNTY VEHICLES	10011106 - 5328	\$ 700.00	0002
R1600454	WASHINGTON AUTO PARTS	AUTO PARTS FOR REPAIR OF COUNTY VEHICLES	10011106 - 5228	\$ 45,000.00	0001
R1600477	EMERGENCY MANAGEMENT AGENCY	EMA APPORTIONMENT	10011102 - 5345	\$ 34,229.40	0001
R1600478	ECIVIS INC	ONLINE GRANT - 10 USER LICENSES	10011102 - 5320	\$ 11,000.00	0001
R1600479	REGIONAL PLANNING	MEMBERSHIP	10011102 - 5308	\$ 130,392.00	0001
R1600490	OHIO STATE UNIVERSITY EXTENSION	2016 GRANT	10011102 - 5601	\$ 265,000.00	0001
R1600491	SOIL & WATER CONSERVATION DISTRICT	2016 GRANT	10011102 - 5601	\$ 290,000.00	0001
R1600492	TREASURER, STARK COUNTY	5TH DISTRICT COURT OF APPEALS	10029202 - 5301	\$ 32,000.00	0001

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

R1600493	BOARD OF DEVELOPMENTAL DISABILITIES	COUNTY HOME	10011501 - 5350	\$ 30,000.00	0001
R1600495	CCAO CEO	CCAO MEMBERSHIP	10011102 - 5308	\$ 9,000.00	0001
R1600497	TREASURER,DELAWARE COUNTY	PROPERTY TAX WILLIS BUILDING	10011102 - 5380	\$ 18,336.62	0001
R1600508	TREASURER,STATE OF OHIO	BCMh REIMBURSEMENTS	10011102 - 5319	\$ 400,000.00	0001
R1600509	MORPC	2016 MEMBERSHIP	10011102 - 5308	\$ 65,000.00	0001
R1600510	MAXIMUS CONSULTING SVCS INC	COST ALLOCATION PLAN	10011102 - 5301	\$ 11,000.00	0001
R1600511	TRIDENT SECURITY LLC	SECURITY SERVICE	10011102 - 5301	\$ 300,000.00	0001
R1600513	FINANCE DIRECTOR,DELAWARE CORP	CITY PROSECUTOR	10029203 - 5360	\$ 150,000.00	0001
R1600513	FINANCE DIRECTOR,DELAWARE CORP	40% SHARE MUNICIPAL COURT	10029203 - 5360	\$ 230,000.00	0002
R1600520	SILLING ASSOCIATES INC	NEW CH ARCHITECT	40411414 - 5410	\$1,000,000.00	0001
R1600528	PNC BANK	SUPPLIES	10011108 - 5200	\$ 2,000.00	0001
R1600528	PNC BANK	SERVICES	10011108 - 5300	\$ 4,000.00	0002
R1600536	LEBANON FORD	(1) ACS VEHICLE	41711436 - 5450	\$ 29,998.00	0001
R1600540	KEY CHRYSLER JEEP DODGE	(1) SRF JEEP PATRIOT	41711436 - 5450	\$ 20,449.00	0001
R1600555	TREASURER,STATE OF OHIO	STATE AUDIT	10011102 - 5301	\$ 80,000.00	0001
R1600606	HUNTINGTON BANK	BOND INTEREST PAYMENTS	50111117 - 5720	\$ 528,300.00	0001
R1600606	HUNTINGTON BANK	BOND PRINCIPAL PAYMENT	50111117 - 5725	\$1,130,000.00	0002
R1600609	BANK OF NEW YORK MELLON,THE	BOND INTEREST PAYMENTS	50111117 - 5720	\$ 25,800.00	0001
R1600609	BANK OF NEW YORK MELLON,THE	BOND PRINCIPAL PAYMENT	50111117 - 5725	\$ 450,000.00	0002
R1600611	BANK OF NEW YORK MELLON,THE	BOND INTEREST PAYMENT	50211119 - 5720	\$ 219,000.00	0001
R1600611	BANK OF NEW YORK MELLON,THE	BOND PRINCIPAL PAYMENT	50211119 - 5725	\$ 665,000.00	0002
R1600613	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	50411121 - 5720	\$ 1,721.44	0001
R1600613	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	50411121 - 5725	\$ 2,284.52	0002
R1600613	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	50811125 - 5720	\$ 1,594.06	0003
R1600613	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	50811125 - 5725	\$ 2,115.48	0004
R1600618	HUNTINGTON BANK	BOND INTEREST PAYMENT	50411121 - 5720	\$ 78,275.00	0001
R1600618	HUNTINGTON BANK	BOND PRINCIPAL PAYMENT	50411121 - 5725	\$ 110,000.00	0002
R1600620	HUNTINGTON BANK	BOND INTEREST PAYMENT	50811125 - 5720	\$ 72,725.00	0001
R1600620	HUNTINGTON BANK	BOND PRINCIPAL PAYMENT	50811125 - 5725	\$ 105,000.00	0002
R1600620	HUNTINGTON BANK	BOND INTEREST PAYMENT	50911126 - 5720	\$ 47,425.00	0003
R1600620	HUNTINGTON BANK	BOND PRINCIPAL PAYMENT	50911126 - 5725	\$ 65,000.00	0004
R1600624	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	51311130 - 5720	\$ 1,053.00	0001
R1600624	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	51311130 - 5725	\$ 23,400.00	0002

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

R1600624	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	51411131 - 5720	\$ 1,485.20	0003
R1600624	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	51411131 - 5725	\$ 37,600.00	0004
R1600624	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	51511132 - 5720	\$ 126.00	0005
R1600624	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	51511132 - 5725	\$ 1,800.00	0006
R1600624	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	51611133 - 5720	\$ 453.60	0007
R1600624	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	51611133 - 5725	\$ 4,650.00	0008
R1600629	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	51711134 - 5720	\$ 357.00	0001
R1600629	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	51711134 - 5725	\$ 5,000.00	0002
R1600629	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	51911136 - 5720	\$ 176.00	0003
R1600629	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	51911136 - 5725	\$ 2,030.00	0004
R1600629	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	52011138 - 5720	\$ 973.92	0005
R1600629	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	52011138 - 5725	\$ 7,411.00	0006
R1600629	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	52111140 - 5720	\$ 1,657.50	0007
R1600629	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	52111140 - 5725	\$ 10,400.00	0008
R1600634	CONSOLIDATED ELECTRIC COOPERATIVE INC	ELECTRIC MEDIC 6 AND 8	10011303 - 5338	\$ 7,000.00	0001
R1600635	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	52211141 - 5720	\$ 3,598.17	0001
R1600635	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	52211141 - 5725	\$ 22,000.00	0002
R1600635	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	52311142 - 5720	\$ 1,191.36	0003
R1600635	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	52311142 - 5725	\$ 7,300.00	0004
R1600635	DELAWARE COUNTY BANK & TRUST CO	BOND INTEREST PAYMENT	52411143 - 5720	\$ 1,911.87	0005
R1600635	DELAWARE COUNTY BANK & TRUST CO	BOND PRINCIPAL PAYMENT	52411143 - 5725	\$ 11,700.00	0006
R1600641	LEO MEYERS UNIFORMS INC	EMS UNIFORMS	10011303 - 5225	\$ 20,000.00	0001
R1600642	US BANK	BOND INTEREST PAYMENT	58011181 - 5720	\$1,452,312.50	0001
R1600642	US BANK	BOND PRINCIPAL PAYMENT	58011181 - 5725	\$ 630,000.00	0002
R1600643	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	10011303 - 5243	\$ 36,000.00	0001
R1600645	US BANK	BOND INTEREST PAYMENT	66311901 - 5720	\$1,286,862.50	0001
R1600645	US BANK	BOND PRINCIPAL PAYMENT	66311901 - 5725	\$2,575,000.00	0002
R1600663	ON-SITE TRUCK REPAIR LTD	TRUCK PARTS FOR COUNTY VEHICLES	10011106 - 5228	\$ 17,500.00	0001
R1600663	ON-SITE TRUCK REPAIR LTD	TRUCK REPAIR COUNTY VEHICLES	10011106 - 5328	\$ 12,500.00	0002
R1600667	M D TRANSMISSIONS LTD	TRANSMISSION PARTS FOR COUNTY VEHICLES	10011106 - 5228	\$ 10,000.00	0001
R1600667	M D TRANSMISSIONS LTD	TRANSMISSION REPAIR FOR COUNTY VEHICLES	10011106 - 5328	\$ 2,500.00	0002
R1600674	W D TIRE SERVICE CENTER	TIRES FOR COUNTY VEHICLES	10011106 - 5228	\$ 12,500.00	0001
R1600739	BUCKEYE POWER SALES CO INC	GENERATOR MAINTENANCE	21411306 - 5325	\$ 4,590.00	0001
R1600739	BUCKEYE POWER SALES CO INC	GENERATOR PARTS	21411306 - 5201	\$ 4,500.00	0002

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

R1600739	BUCKEYE POWER SALES CO INC	GENERATOR REPAIRS	21411306 - 5328	\$ 4,800.00	0003
R1600740	B & C COMMUNICATIONS INC	RADIO PARTS	21411306 - 5201	\$ 3,000.00	0001
R1600740	B & C COMMUNICATIONS INC	RADIO MAINTENANCE	21411306 - 5325	\$ 6,690.00	0002
R1600740	B & C COMMUNICATIONS INC	RADIO REPAIRS	21411306 - 5328	\$ 3,000.00	0003
R1600743	EATON ELECTRICAL INC	UPS MAINTENANCE	21411306 - 5325	\$ 16,454.10	0001
R1600744	STEPHEN CAMPBELL & ASSOC INC	911 RECORDER MAINTENANCE	21411306 - 5325	\$ 14,000.00	0001
R1600746	AMERICAN ELECTRIC POWER	ELECTICAL SERVICE AT TOWER SITES	21411306 - 5338	\$ 25,000.00	0001
R1600747	CONSOLIDATED ELECTRIC COOPERATIVE INC	ELECTRICAL SERVICE AT TOWER SITES	21411306 - 5338	\$ 11,000.00	0001
R1600748	OHIO EDISON CO	ELECTRICAL SERVICE AT TOWER SITES	21411306 - 5338	\$ 8,000.00	0001
R1600750	PNC BANK	PNC 5200	21411306 - 5200	\$ 5,000.00	0001
R1600750	PNC BANK	PNC 5300	21411306 - 5300	\$ 5,000.00	0002
R1600753	ALERT TRACKING SYSTEMS INC	ALERT 2016 MAINTENANCE	21411306 - 5320	\$ 47,000.00	0001
R1600754	EMERGENCY COMMUNICATIONS	CODE RED NOTIFICATION	21411306 - 5320	\$ 24,900.00	0001
R1600754	EMERGENCY COMMUNICATIONS	CODE RED WEATHER WARNING	21411306 - 5320	\$ 18,750.00	0002
R1600754	EMERGENCY COMMUNICATIONS	CODE RED IPAWS	21411306 - 5320	\$ 2,500.00	0003
R1600755	AVIAT US INC	MICROWAVE RADIO SYSTEM MAINTENANCE	21411306 - 5325	\$ 30,454.84	0001
R1600760	FRONTIER	911 PHONE SERVICE	21411306 - 5330	\$ 40,000.00	0001
R1600764	TREASURER,STATE OF OHIO	MARCS - TOWER CO-LOCATION	21411306 - 5325	\$ 1,800.00	0001
R1600764	TREASURER,STATE OF OHIO	MARCS - COMMUNICATIONS	21411306 - 5330	\$ 3,500.00	0002
R1600769	MOTOROLA SOLUTIONS INC	2016 MOTOROLA MAINTENANCE CONTRACT	21411306 - 5325	\$ 599,326.00	0001
R1600825	PNC BANK	SUPPLIES	61311923 - 5200	\$ -	0001
R1600825	PNC BANK	BWC PREMIUM PAYMENT	61311923 - 5300	\$ 50,000.00	0002
R1600828	PNC BANK	SUPPLIES	20411305 - 5200	\$ 500.00	0001
R1600828	PNC BANK	SERVICES	20411305 - 5300	\$ 5,000.00	0002
R1600837	JOB & FAMILY SERVICES, OHIO DEPT OF	UNEMPLOYMENT COMPENSATION	61311923 - 5370	\$ 15,000.00	0001

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye Mr. Benton Aye

10

RESOLUTION NO. 16-19

IN THE MATTER OF APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE STATEWIDE CONSORTIUM OF COUNTY LAW LIBRARY RESOURCE BOARDS AND BOARD

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

**OF DELAWARE COUNTY COMMISSIONERS ON BEHALF OF THE DELAWARE COUNTY
LAW LIBRARY RESOURCES BOARD:**

It was moved by Mr. Merrell, seconded by Mr. Benton to approve the following:

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
STATEWIDE CONSORTIUM OF COUNTY LAW LIBRARY RESOURCE BOARDS
AND BOARD OF DELAWARE COUNTY COMMISSIONERS ON BEHALF OF THE
DELAWARE COUNTY LAW LIBRARY RESOURCES BOARD**

This Memorandum of Understanding ("MOU") is made this First day of January, 2016 by and between the Statewide Consortium of County Law Library Resources Boards (hereinafter the "SCCLLRB") and the Board of Delaware County Commissioners (hereinafter the "County") on behalf of the Delaware County Law Library Resources Board (hereinafter the "LLRB").

WHEREAS, the MOU between the SCCLLRB and Delaware County expires on December 31, 2016;
and

WHEREAS, the Librarian for Delaware County has provided services to the SCCLLRB under the SCCLLRB's August 2013 Request for Proposals; and

WHEREAS, the SCCLLRB remains in need of the services provided by Delaware County, and

WHEREAS, the SCCLLRB wants to enter into an agreement with Delaware County on the same terms and conditions that governed their agreement from 2013 to 2015;

THEREFORE, the parties agree as follows:

SECTION 1: PURPOSE AND USE

- 1.1 The SCCLLRB is a statewide consortium comprised of all county law library resource boards. R.C. 3375.481.
- 1.2 The County is a political subdivision of the State of Ohio.
- 1.3 The LLRB is a County board.

SECTION 2: RESPONSIBILITIES OF THE SCCLLRB

- 2.1 The SCCLLRB will provide grant funds, on the terms and conditions specified in its Request for Proposals, to the County for use by the LLRB on a quarterly basis upon submission of appropriate documentation at the rate of thirty two dollars and 75/100 (\$32.80) per hour for up to forty (40) hours per month. The SCCLLRB shall pay no more than Twenty Three Thousand Six Hundred and Sixteen Dollars (\$23,616.00) under this MOU.
- 2.2 A true and accurate copy of the Request for Proposals is attached as Exhibit A and incorporated.

SECTION 3: RESPONSIBILITIES OF THE COUNTY BOARD

- 3.1 The Delaware LLRB will provide assistance to the SCCLLRB, on the terms and conditions specified in the Request for Proposals.
- 3.2 A true and accurate copy of the LLRB's Proposal in response to the Request for Proposals is attached and incorporated as Exhibit B.

SECTION 4: TERM, RENEWAL, TERMINATION

- 4.1 The term of this MOU shall be January 1, 2016 and shall continue in effect until June 30, 2017.
- 4.2 Either party may cancel this MOU by sending a written notice of termination to the other party thirty (30) days prior to the date of termination.

COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016

4.3 This MOU may be renewed by the parties for up to an additional twenty four (24) month term by a written amendment to the MOU.

4.4 All notices in connection with this MOU shall be sent to the following representatives:

Charles A. Schneider, Chair
Statewide Consortium of County Law
Library Resources Board 369 S. High St.
Columbus, OH 43215

James S chuck
Delaware County Law Library Resources
Board
20 W. Central Ave.
Delaware, OH43015

SECTION 5: MISCELLANEOUS

5.1 Entire Agreement. This MOU constitutes the entire agreement between the parties as to the subject matter described herein, and any changes or modifications to this MOU shall be made and agreed to in a written amendment signed by both parties.

5.2 Law. This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of Ohio.

5.3 Certification of Funds. It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, R.C. 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio, or in the event that grant funds are used, until such time that the SCCLLRB gives Delaware LLRB written notice that such funds have been made available to the SCCLLRB by the SCCLLRB's funding source,

5.4 Facsimile Signatures. Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or e-mail. Each party hereto shall be entitled to rely upon a facsimile signature of any other party delivered in such a manner as if such signature were an original.

(Copy of exhibits available in the Commissioners' office until no longer of administrative value).

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. Benton Aye

11

RESOLUTION NO. 16-20

IN THE MATTER OF APPROVING VACATION OF EASEMENT AGREEMENT AND GRANTING OF TEMPORARY CONSTRUCTION EASEMENT BETWEEN THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY, OHIO AND THE OHIO CONFERENCE ASSOCIATION OF THE SEVENTH DAY ADVENTIST CHURCH:

It was moved by Mr. Merrell, seconded by Mr. Benton to approve the following:

VACATION OF EASEMENT AGREEMENT AND GRANT OF TEMPORARY CONSTRUCTION EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the **Board of Commissioners of Delaware County, Ohio** (the "County") and the **Ohio Conference Association of the Seventh Day Adventist Church** (the "Church"), for good and valuable consideration, the receipt whereof is hereby acknowledged, do hereby release any and all easement rights in and vacate the easement entered into by and between the parties, or their respective predecessors in interest, by writing dated October 2, 1978, and recorded in Volume 423, Page 482, Recorder's Office, Delaware County, Ohio. Further, the Church does hereby grant, bargain, sell, convey, and release to the County, its successors and assigns, a temporary construction easement to occupy and use a portion of the Church's property as depicted on the attached Exhibit A, which is, by this reference, fully incorporated herein, for the time period not to exceed twenty-four (24) months commencing from the date this instrument is recorded.

Prior Instrument References: Vol. 423, Page 482 and Vol. 256, Page 149
(Copy of exhibits available in the Commissioners' office until no longer of administrative value).

Vote on Motion Mr. Benton Aye Mr. Merrell Aye Mrs. Lewis Aye

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

12**RESOLUTION NO. 16-21**

IN THE MATTER OF APPROVING THE 2016 CONTRACT FOR THE PURCHASE OF SERVICES AND PROGRAMS BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS; THE DELAWARE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND NORTH CENTRAL JOBS FOR OHIO'S GRADUATES:

It was moved by Mr. Benton, seconded by Mr. Merrell to approve the following:

Whereas, the Director of Jobs & Family Services recommends approval of the following contract;

Now Therefore Be It Resolved that the Delaware County Board of Commissioners approve the following contract with North Central Jobs for Ohio's Graduates:

**2016 CONTRACT
FOR THE PURCHASE OF SERVICES AND PROGRAMS
BETWEEN THE DELAWARE COUNTY
BOARD OF COUNTY COMMISSIONERS
AND
NORTH CENTRAL JOBS FOR OHIO'S GRADUATES**

This Contract is entered into this 11th day of January, 2016 by and between the Delaware County Board of County Commissioners (hereinafter, "Board"), whose address is 101 North Sandusky Street, Delaware, Ohio 43015 on behalf of Delaware County Department of Job and Family Services (hereinafter, "DCDJFS"), whose address is 140 North Sandusky Street, Delaware, Ohio 43015, and the NORTH CENTRAL JOBS FOR OHIO'S GRADUATES under fiscal agent Goal Digital Academy (hereinafter, "JOG") whose address is 890 West Fourth Street, Mansfield, Ohio 44906 (hereinafter singly "Party," collectively, "Parties").

PRELIMINARY STATEMENTS

WHEREAS, JOG provides alternative education and work readiness training for youth in Delaware County, Ohio; and,

WHEREAS, DCDJFS has accepted federal Workforce Innovation and Opportunity Act (WIOA) 2016 funds (CFDA# 17.259) to provide alternative education and work readiness services and training to youth as a part of its workforce development duties and needs to provide such services or contract out for services; and,

WHEREAS, JOG is willing to provide such services or contract out for services; and,

WHEREAS, JOG is willing to provide those services at an agreed-upon price.

STATEMENT OF THE AGREEMENT

NOW, THEREFORE, the Parties mutually agree as follows:

1. PURPOSE OF CONTRACT

The purpose of this Contract is to state the covenants and conditions under which JOG, for and on behalf of DCDJFS, will provide alternative education and work readiness training (hereinafter collectively "Services") to youth in Delaware County, Ohio. Eligibility for participation in the services shall be determined by DCDJFS and/or JOG. Services to be provided, the budget, and forms to be used for such Services are respectively described in detail and/or set forth in Appendix I (Statement of Work), Appendix II (Budget), and Appendix III (Forms) all of which are attached hereto and all of which by this reference are fully incorporated into and made a part of this Contract (hereinafter respectively "Appendix I", "Appendix II", and "Appendix III")

2. TERM

This Agreement shall be effective January 11, 2016 through June 30, 2016

DCDJFS shall have the option, upon thirty (30) days' written notice, to renew this agreement for two additional option years through June 30, 2018 based on successful performance outcomes from the current agreement period, proposed program priorities, and the availability of funds for the projected year. The total amount to be paid for each optional 12 months may allow for either an increase based upon the consumer price index or three percent (3%), whichever is less.

3. SCOPE OF SERVICES/DELIVERABLES

The Services to be provided under this Contract to DCDJFS by JOG are set forth and are more fully described in Appendix I, Appendix II, and Appendix III, with the following exceptions and additions as

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

listed below:

- A. JOG agrees that it shall perform its obligations under this Contract in accordance with the State of Ohio Workforce Innovation and Opportunity Act Policy Letters referenced below which can be viewed or downloaded from the following State of Ohio web link:
http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm

WIOAPL 15-03 (Youth Program Eligibility), dated July 15, 2015

WIOAPL 15-07 (Source Documentation for WIOA Eligibility), dated July 15, 2015

WIOAPL 15-10 (Youth Program Services), dated July 15, 2015

WIOAPL 15-13 (Work Experience for Youth), dated July 15, 2015

- B. JOG further agrees that it will timely submit monthly reports to DCDJFS containing the following:

- Invoice Summary (Printed copy of DCDJFS provided spreadsheet that calculates current month and year to date totals).
- WIOA New Enrollments Summary
- WIOA Active Participants Summary
- WIOA Exits Summary
- WIOA Follow-ups Summary
- Invoice Supporting Detail (documentation supporting incentives and reimbursable program costs)
- WIOA Youth Program Quarterly Report (required with March and June 2016 reports only)

Compensation for salaries and fringes will be based on reimbursement for actual costs with a cost unit of measure of work days.

Complete and accurate reports must be received by DCDJFS in a timely manner. Monthly reports received that are incomplete or containing material errors will be returned to JOG for correction.

Initial monthly invoice submission for most expenses must occur within 30 days after the service month with an additional 30 days after the service month allowable for corrections and updates. Multiple monthly reports and invoices cannot be consolidated into a single monthly report or invoice. Each report and invoice must be submitted separately.

Not less than 75% of the youth program funds shall be used to provide out-of-school youth services as required by WIOA. Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities as required by WIOA.

In the event of JOG staff member reassignment or replacement, JOG agrees that staff members assigned to this program and contract will have equivalent or greater qualifications to staff members' credentials represented in the JOG proposal.

4. FINANCIAL AGREEMENT

A. PAYMENT PROCEDURES:

DCDJFS shall reimburse JOG in accordance with Appendix II for Services actually provided hereunder, as described above and in Appendix I.

To receive such reimbursement, JOG shall submit to DCDJFS proper monthly invoices for Services actually provided. Such invoices shall be in accordance with Appendix I and shall include documentation, satisfactory to DCDJFS, of Services actually provided. Such reimbursement shall be paid by DCDJFS to JOG within thirty (30) days of receipt by DCDJFS of proper monthly invoices and accompanying documentation.

B. MAXIMUM PAYMENT:

JOG agrees to accept as full payment for Services rendered in a manner satisfactory to DCDJFS, the lesser of the following: (1) The maximum amount of Seventy Thousand One Dollars and No Cents (\$ 70,001.00) or (2) the amount of actual expenditures made by JOG for purposes of providing the Services. It is expressly understood and agreed that in no event shall the total compensation to be reimbursed exceed the maximum of Seventy Thousand One Dollars and No Cents (\$ 70,001.00). See Appendix II.

5. AWARD INFORMATION

CFDA Title and Number:	WIOA Youth Program 17.259
Award Name:	Workforce Investment Act Youth Program
Name of Federal Agency:	U.S. Department of Labor

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

Program Authorizing Legislation: Workforce Investment Act of 1998 (WIA), Workforce Innovation and Opportunity Act (WIOA) of 2014

6. LIMITATION OF SOURCE OF FUNDS

JOG warrants that any costs incurred pursuant to this Contract will not be allowable to or included as a cost of any other federally or state financed program in either the current or a prior period.

7. DUPLICATE BILLING/OVERPAYMENT

JOG warrants that claims made to DCDJFS for payment, shall be for actual services rendered and do not duplicate claims made by JOG to other sources of funding for the same services. In case of overpayments, JOG agrees to repay DCDJFS the amount of overpayment and that to which it is entitled.

8. INFORMATION REQUIREMENTS

JOG will provide such information to DCDJFS as is necessary to meet the specific fiscal and program requirements contained in this Contract. This shall include regular reports, at intervals to be determined by the Parties, of services provided and outcomes achieved. Such reports shall be on forms included in Appendix III or as otherwise agreed by the Parties.

9. AVAILABILITY AND RETENTION OF RECORDS

At any time, during regular business hours, with reasonable notice and as often as DCDJFS, the Comptroller General of the United States, the State, or other agency or individual authorized by DCDJFS may deem necessary, JOG shall make available to any or all the above named parties or their authorized representatives, all subcontracts, invoices, receipts, payrolls, personnel records, enrollees records, reports, documents and all other information or data relating to all matters covered by this Contract. DCDJFS and the above named parties shall be permitted by JOG to inspect, audit, make excerpts, photo static copies and/or transcripts of any and all documents relating to all matters covered by this Contract.

JOG, for a minimum of three (3) years after reimbursement/compensation for services rendered under this Contract, agrees to retain and maintain, and assure that all of its subcontractors retain and maintain, all records, documents, writings and/or other information related to performance of this Contract. If an audit, litigation, or other action is initiated during the time period of this Contract, JOG shall retain and maintain, and assure that all of its subcontractors retain and maintain, such records until the action is concluded and all issues are resolved or the three (3) years have expired, whichever is later.

Prior to the destruction of any records related to performance of this Contract, regardless of who holds such records, JOG shall contact DCDJFS in writing to obtain written notification that such records may be destroyed. Such request for destruction of records must specifically identify the records to be destroyed.

10. INDEPENDENT FINANCIAL RECORDS

JOG shall maintain independent books, records, payroll, documents, and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Such records shall at all reasonable times be subject to inspection, review, and/or audit by duly authorized federal, state, local, or DCDJFS personnel.

11. SERVICE DELIVERY RECORDS

JOG shall maintain records of services provided under this contract. Such records shall be subject at all reasonable times to inspection, review or audit by duly authorized federal, state, local, and/or DCDJFS personnel.

12. RESPONSIBILITY FOR INDEPENDENT AUDIT

JOG agrees, if required by the director of DCDJFS, to have conducted an independent audit of expenditures and records of service delivery associated with this Contract. JOG is responsible for any and all costs associated with such an independent audit and shall make copies of such independent audit available to DCDJFS without cost to DCDJFS.

13. RESPONSIBILITY OF AUDIT EXCEPTIONS

JOG agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by any appropriate federal, state, local, or independent audit authority that is in any way associated with this Contract. JOG agrees to reimburse DCDJFS for the amount of any such audit exception.

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

14. INDEPENDENT CONTRACTORS

JOG shall act in performance of this Contract as an independent contractor. As an independent contractor, JOG and/or its officers, employees, representatives, agents, volunteers and/or servants are not entitled to any of the benefits enjoyed by employees of DCDJFS and Delaware County.

JOG certifies that all approvals, licenses, or other qualifications necessary to conduct business in Ohio have been obtained, are operative, and are current.

The Agency is a public employer as defined in R.C. § 145.01(D). The Parties acknowledge and agree that JOG is acting as an independent contractor and that no agency, partnership, joint venture, or employment relationship has been or will be created between the Parties. JOG also agrees that, as an independent contractor, JOG assumes all responsibility for any federal, state, municipal, or other tax liabilities along with workers compensation, unemployment compensation, and insurance premiums that may accrue as a result of compensation received for services or deliverables rendered hereunder. **JOG hereby certifies that it has five or more employees and that none of the employees are public employees for purposes of Chapter 145 of the Ohio Revised Code.**

15. INDEMNIFICATION

JOG shall provide indemnification as follows:

- A. To the fullest extent of the law and without limitation, JOG agrees to indemnify and hold free and harmless the Delaware County, the Board, DCDJFS, and the State (collectively "Indemnified parties") from any and all actions, claims, suits, demands, judgments, damages, losses, costs, and expenses, including, but not limited to attorney's fees, arising out of or resulting from any accident, injury, bodily injury, sickness, disease, illness, death, or occurrence, regardless of type or nature, negligent or accidental, actual or threatened, intentional or unintentional, known or unknown, realized or unrealized, related in any manner, in whole or in part, to the parties performance of this Contract or their actions or omissions. JOG agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties that JOG shall, at its own expense, promptly retain defense counsel to represent, defend, and protect the Indemnified Parties, paying any and all attorney's fees, costs, and expenses. JOG further agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties, that JOG shall pay, settle, compromise and procure the discharge of any and all judgments, damages, losses, costs, and expenses, including, but not limited to attorney's fees.
- B. JOG shall assume full responsibility for, pay for, and shall indemnify and hold free and harmless the Indemnified Parties from any harm, damage, destruction, injury, or loss, regardless of type or nature, known or unknown, realized or unrealized, to any property, real or personal, belonging to the Indemnified Parties or others, including but not limited to real estate, buildings, structures, fixtures, furnishings, equipment, vehicles, supplies, accessories and/or parts arising out of or resulting in whole or in part from any acts or omissions negligent or accidental, actual or threatened, intentional or unintentional of the contracted parties to this agreement.
- C. To the fullest extent of the law and without limitation, JOG agrees to indemnify and hold free and harmless the Indemnified Parties from any and all actions, claims, suits, demands, judgments, damages, losses, costs, penalties, fines, and expenses, including, but not limited to attorney's fees, arising out of or resulting from any violation of governmental laws, regulations, any spoilage, harm, damage, injury, or loss of or upon the environment, including, but not limited to land, water, or air, or any adverse effect on the environment, including, but not limited to land, water, or air, regardless of type or nature, negligent or accidental, actual or threatened, intentional or unintentional, known or unknown, realized or unrealized, related in any manner, in whole or in part, to the contracted parties performance of this Contract or their actions or omissions. JOG agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties that JOG shall, at its own expense, promptly retain defense counsel to represent, defend, and protect the Indemnified Parties, paying any and all attorney's fees, costs, and expenses. JOG further agrees that in the event of or should any such actions, claims, suits, or demands be brought against the Indemnified Parties, that JOG shall pay, settle, compromise and procure the discharge of any and all judgments, damages, losses, costs, penalties, fines, and expenses, including, but not limited to attorney's fees.

16. INSURANCE

JOG shall carry and maintain current throughout the life of the Contract such bodily injury and property damage liability insurance as will protect it and the Indemnified Parties against any and all claims for personal injury, including death, or property damage, which may arise out of or result from the performance of or operations under this Contract or from the use of any vehicle(s) in connection therewith, and shall include coverage for indemnification as described above.

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

Prior to commencement of this Contract, JOG shall present to the Board and DCDJFS current certificates of insurance, and shall maintain current such insurance during and throughout the entire term of this Contract. Said insurance shall, at a minimum, include the insurance specified below and the amount of coverage on said policies of insurance shall be at least that which is specified below:

- A. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed.
- B. Commercial General Liability Insurance with coverage in an amount equal to and covering all sums which JOG may or shall become legally obligated to pay as damages, but in an amount providing for a minimum of or at least one million dollars (\$1,000,000.00) coverage per occurrence with an annual aggregate of at least two million dollars (\$2,000,000.00), including coverage for subcontractors, if any are used, covering any and all work performed under this Contract.
- C. Umbrella or Excess Liability Insurance (over and above Commercial General Liability) with coverage in an amount equal to and covering all sums which JOG may or shall become legally obligated to pay as damages, but in an amount providing for a minimum of at least two million dollars (\$2,000,000.00) of coverage.
- D. Auto/Vehicle Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work required under this Contract and/or used in providing services or otherwise for the Board or DCDJFS, with coverage in an amount equal to that required by law and covering all sums which JOG may or shall become legally obligated to pay as damages, but in an amount providing for minimum coverage of at least three hundred thousand dollars (\$300,000.00) (Combined Single Limit) or, one hundred thousand dollars (\$100,000.00) per person and three hundred thousand dollars (\$300,000.00) per accident for bodily injury and one hundred thousand dollars (\$100,000.00) per accident for property damage or more as may be required for particular vehicles or particular uses of vehicles as required by applicable law.

The Board and DCDJFS must be named as "Additional Insured" on the policies listed in paragraphs B, C, and D above.

The insurance company needs to be identified for each insurance policy and coverage. The certificates of insurance are to be signed by a person authorized by the insurance company to bind coverage on its behalf.

All insurance shall be written by insurance companies licensed to do business in the State of Ohio.

The insurer shall provide thirty (30) days written notice to DCDJFS before any cancellation or non-renewal of insurance coverage. Failure to provide such written notice will obligate the insurer to provide coverage as if cancellation or non-renewal did not take place.

If there is any change in insurance carrier or liability amounts, a new certificate of insurance must be provided to the Board and DCDJFS within seven (7) calendar days of change.

During the life of the Contract, the Board or DCDJFS may require JOG to provide respective and/or additional certificate(s) of insurance in order to verify coverage. Failure to provide a requested certificate of insurance within seven (7) calendar days of the request may be considered as default.

In addition to the rights and protections provided by the insurance policies as required above, the Board and DCDJFS shall retain any and all such other and further rights and remedies as are available at law or in equity.

17. CONFLICT OF INTEREST

The Contractor covenants that, to the best of its knowledge, no person under its employ, including subcontractors, who presently exercises any functions or responsibilities in connection with the Board, the DCDJFS, or projects or programs funded by the Board or the DCDJFS, has any personal financial interest, direct or indirect, in this contract. The Contractor further covenants that in the performance of this Contract, no person having such conflicting interest shall knowingly be employed by the Contractor. Any such interest, on the part of the Contractor or its employees, when known, must be disclosed in writing to the DCDJFS.

18. PROGRAM EVALUATION AND MONITORING

Programmatic Monitoring is required by ORC 5101:2-47-23.1. Such monitoring will take place at least three times per year (two announced and one unannounced site visits), utilizing a monitoring format and checklist developed by the DCDJFS. The checklist will be used to sign-off and confirm agreement on the items that are non-compliant with contract terms and deliverables. Contractor will be required to develop a plan, approved by the DCDJFS, to correct noncompliance issues within a term defined by the DCDJFS.

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

19. RESPONSIBILITY FOR BOARD / COUNTY PROPERTY

JOG shall assume full responsibility for any damage to or loss of any DCDJFS and/or County property, including but not limited to, buildings, structures, vehicles, fixtures, furnishings, equipment, supplies, accessories and/or parts resulting in whole or part from any acts or omissions, seen or unforeseen, intentional or unintentional, known or unknown, of JOG or any board members, officials, officers, employees, agents, representatives, volunteers, and/or servants of JOG as related to this contract or services provided thereunder.

20. TERMINATION

A. TERMINATION FOR THE CONVENIENCE:

The Parties may terminate this Contract at any time and for any reason by giving at least thirty (30) days advance notice, in writing, to the other Parties. JOG shall be entitled to receive compensation for any services satisfactorily performed hereunder through the date specified on the notice as the effective date for such termination.

B. BREACH OR DEFAULT:

Upon breach or default of any of the provisions, obligations, or duties embodied in this contract, the aggrieved Party shall provide written notice of the breach or default to the breaching or defaulting Party and permit the breaching or defaulting Party to remedy the breach or default within a specified reasonable period of time. If the breach or default is not satisfactorily remedied within the specified time period, this contract may, at the election of the aggrieved Party, be immediately terminated. The Parties may, without limitation, exercise any available administrative, contractual, equitable or legal remedies. In the event of such a breach or default, JOG shall be entitled to receive compensation for any services satisfactorily performed hereunder through the date of termination.

C. WAIVER:

The waiver of any occurrence of breach or default is not and should not be interpreted as a waiver of any such subsequent occurrences. The Parties, without limitation, retain the right to exercise all available administrative, contractual, equitable or legal remedies. If any Party fails to perform an obligation or obligations under this contract and such failure(s) is (are) waived by the other Parties, such waiver shall be limited to the particular failure(s) so waived and shall not be deemed to waive other failure(s). Waiver by any Party shall be authorized in writing and signed by an authorized Party representative.

D. LOSS OF FUNDING:

It is understood by JOG that availability of funds for this contract and thus this contract is contingent on appropriations made by the Local, State and/or Federal governments. In the event that the Local, State and/or Federal reimbursement is no longer available to DCDJFS, JOG understands that changes and/or termination of this contract will be required and necessary. To the extent permitted by law, JOG agrees to hold harmless DCDJFS and the Board for any such changes and/or termination. Such changes and/or termination shall be effective on the date that the Local, State and/or Federal reimbursement is no longer available, or later as otherwise stipulated in writing by DCDJFS.

21. SAFEGUARDING OF CLIENT

The Parties agree that the use or disclosure by any Party of any information concerning any individual eligible for services provided pursuant to this contract for any purpose not directly related with the administration of this contract is strictly prohibited except upon the written consent of DCDJFS and the individual or, if a minor, his/her responsible parent or guardian.

22. CIVIL RIGHTS

DCDJFS and JOG agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, handicap, sexual orientation, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973, and subsequent amendments. It is further agreed that JOG will comply with all appropriate federal and state laws regarding such discrimination and the right to and method of appeal will be made available to all persons under this contract. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

23. ACCESSIBILITY OF PROGRAMS TO THE DISABLED/HANDICAPPED

JOG agrees as a condition of this contract to make all services provided pursuant to this contract

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

accessible to the disabled/handicapped. JOG further agrees as a condition of this contract to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C 794), all requirements imposed by the applicable HHS regulations (45 CFR 8;4) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

24. FAIR HEARING

In accordance with state regulations, DCDJFS is charged with fulfilling responsibilities relative to appeals and/or state hearings brought or initiated by those receiving and/or participating in the services. JOG, its respective officials, officers, employees, agents, representatives, volunteers, and/or servants agree to and shall be under the direction of DCDJFS relative to any such appeals and/or state hearings. Additionally, JOG, its respective officials, officers, employees, agents, representatives, volunteers, and/or servants agree to assist in the informational gathering and support processes related to the appeals and/or state hearing process and participation in the state hearing and/or appeal itself.

25. DRUG-FREE WORKPLACE

JOG agrees to comply and certifies compliance with all applicable state and federal laws regarding drug-free workplace and shall have established and have in place a drug free workplace policy. JOG shall make a good faith effort to ensure that all of its and any of its officials, officers, employees, agents, representatives, volunteers, and/or servants will not purchase, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way.

26. CAMPAIGN FINANCE – COMPLIANCE WITH ORC § 3517.13

Ohio Revised Code Section 3517.13 I(3) and J(3) requires that no political subdivision shall award any contract for the purchase of goods with a cost aggregating more than ten thousand dollars in a calendar year or services with a cost aggregating more than ten thousand dollars in a calendar year to a corporation, business trust, individual, partnership or other unincorporated business, association, including, without limitation, a professional association organized under Chapter 1785 of the Revised Code, estate, or trust unless the political subdivision has received for that calendar year, or the contract includes, a certification that the individuals named in said sections of the Revised Code are in compliance with the applicable provisions of section 3517.13 of the Revised Code. The Contractor/JOG, therefore, is required to complete the attached certificate/affidavit entitled "Certification/Affidavit in Compliance With O.R.C. Section 3517.13." Failure to complete and submit the required aforementioned certificate/affidavit with the Contract will prohibit the County from entering, proceeding, and/or performing the Contract. Such certification is attached to this Contract and by this reference made a part thereof.

27. FINDINGS FOR RECOVERY

JOG certifies that it has no outstanding findings for recovery pending or issued against it by the State of Ohio.

28. NOTICES

All notices which may be required by this contract or by operation of any rule of law shall be sent via United States certified mail, return receipt requested, and/or personally delivered to the following individuals at the following addresses and shall be effective on the date received:

JOG:

Patricia Jenkins
Executive Director
Jobs For Ohio's Graduates
890 West Fourth Street
Mansfield, Ohio 44906

Delaware County Job and Family Services:

David S. Dombrosky
Director
Delaware County Job and Family Services
140 N. Sandusky St., 2nd Floor
Delaware, Ohio 43015

29. PUBLICITY

In any publicity release or other public reference, including media release, information pamphlets, etc. on the services provided under this contract, it will be clearly stated that the project is partially funded by ODJFS, through the Delaware County Commissioners and DCDJFS.

30. GOVERNING LAW

This contract shall be governed by and interpreted in accordance with the laws of the State of Ohio. Any

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

and all legal disputes arising from this contract shall be filed in and heard before the courts of Delaware County, Ohio.

31. SEVERABILITY

If any item, condition, portion, or section of this contract or the application thereof to any person, premises, or circumstance shall to any extent, be held to be invalid or unenforceable, the remainder hereof and the application of such term, condition, provision, or section to persons, premises, or circumstances other than those as to whom it shall be held invalid or unenforceable shall not be affected thereby, and this contract and all the terms, conditions, provisions, or sections hereof shall, in all other respects, continue to be effective and be complied with.

32. ENTIRE AGREEMENT

This contract, along with all of its attachments, shall constitute the entire understanding and agreement between the Parties, shall supersede all prior understandings and agreements relating to the subject matter hereof, and may only be amended in writing with the mutual consent and agreement of the Parties.

33. SIGNATURES

Any person executing this contract in a representative capacity hereby warrants that he/she has authority to sign this contract or has been duly authorized by his/her principal to execute this contract on such principal's behalf.

34. EFFECT OF SIGNATURE

The signatures of the Parties below indicate that the signers and the entities that they represent agree to be bound by all the terms and conditions of this contract.

**Delaware County WIOA Youth Program
Appendix I
Statement of Work
January 11, 2016 – June 30, 2016**

Executive Summary - North Central Jobs for Ohio's Graduates will provide a program that will incorporate intensive year round workforce development program services for WIOA eligible Delaware County youth (ages 14-24), via both in-school and out-of-school programming paths. This will be accomplished utilizing the field tested Jobs for America's Graduates (JAG) model for program services in coordination with trending resources. North Central JOG has achieved JAG's highest level of performance for 20+ consecutive years while recognizing employment and graduation goals.

North Central JOG specialized in working directly with at-risk, low-income youth that are basic skill deficient, at-risk of not graduating and/or have dropped out of the educational system. Our proven 81 competency work readiness curriculum is individualized to meet the demands of in-school and out-of-school youth. Within the JAG model curriculum are competencies on financial literacy and entrepreneurship. Services provided will cover improving educational achievement, preparing for and succeeding in employment, supporting youth and services to develop potential.

- | | | |
|---|-----------------------------------|---|
| • Tutoring | • Alternative Secondary School | • Occupational Skills Training |
| • Job Readiness Preparation | • Summer Employment | • Support Services |
| • Adult Mentoring | • Follow-Up Services | • Guidance & Counseling |
| • Leadership Development that includes Service Learning | • Paid & Unpaid Work Experience | • Objective Assessments & ISS on All Youth. |
| • Financial Literacy Education | • Entrepreneurial Skills Training | • Labor Market Information Services |
| • Post-Secondary Education & Training | | |

As a WIOA contract provider JOG will provide the necessary training and experiences to ensure a youth is prepared for a career through on-going life-long learning. Staff will develop direct linkages to both paid and unpaid work and internship opportunities for youth, as appropriate, in conjunction with Ohio Means Jobs. Any youth that would require subsidized employment we will help facilitate the process with the Ohio Means Jobs staff of each individual county. North Central JOG will also work in tandem with the Ohio Means Jobs to register all placements. At a minimum 20% of the approved WIOA budget will be dedicated to provide in-school and out-of-school youth work experience.

North Central JOG will prepare clients for transition from school-to-career through a twelve month intensive program that delivers life skills, communication, leadership opportunities, and job readiness training

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

while exposing individuals to multiple careers. The JAG Model provides for the following programming that aligns with the required 14 WIOA program elements. The JAG Model consists of a comprehensive set of services designed to keep young people in school through graduation and/or return to education and improve the rate of success in achieving education and career goals. The ultimate goal for our WIOA enrolled youth is for participants to obtain their diploma/GED, be prepared for life-long learning, secure a quality job, obtain occupational skills training and to seek career advancement opportunities.

Research has shown within eighteen months of successful program completion, clients repay the costs of programming through taxes paid through unsubsidized work opportunities.

These goals will be attained through the classroom based enrichment (tutoring, alternative secondary school, basic skills, math, work readiness enrichment, life skills and financial literacy training); work-based learning (work experience opportunities, entrepreneurial skills training, leadership opportunities, and career development); and Job Strategies (soft skills that enable job search, attainment, and retention). North Central JOG is dedicated to the success of young people. We achieve positive outcomes through a locally driven, proven system that is committed to being responsive to the needs of all our youth, community and business partners. Our organization realizes the unique societal challenges facing youth, and, through our continuous improvement process, has recognized and prepared to serve all youth with special emphasis on the out-of-school population. North Central JOG has a proven track record of high performance and accountability.

A. Project Understanding

The purpose and scope of the North Central JOG WIOA youth program of Delaware County is to assist youth in making a successful transition to employment and further education. The program offered in Delaware County will provide services, employment and training opportunities to those who are eligible, can benefit from and are in need of such services. The purpose of the North Central JOG Delaware County WIOA Program for in-school and out-of-school youth ages 14-24 are to:

- Assist youth in achieving academic and employment success
- Provide comprehensive youth services that serve the entire youth
- Develop individual service strategies to include a variety of options for improving educational and skill competencies and effective connections to employers
- Direct youth toward activities that lead to the attainment of a secondary school diploma and/or post-secondary credentials
- Prepare and place youth in employment opportunities
- Provide youth opportunities for eligible youth related to leadership development, decision-making, citizenship, and community service
- Provide follow-up services to ensure credential attainment and employment retention

North Central JOG of Delaware County plans to offer the following 14 elements to serve the whole youth. The fourteen elements may be provided in combination or alone at different times during a youth's development, as determined appropriate for each individual youth based on each participant's Objective Assessment and Individual Service Strategy.

Activity	Service
Individual & Small Group Tutoring	Youth will earn needed high school credits, OGT, and increase numeracy and literacy skills. Structured for the individual youth.
Educational Support Services	
Alternative Secondary School/Dropout Recovery Services	Community school opportunities offered to credit deficient youth that allows them to graduate from high school. Used as a point of re-entry for out-of-school youth and/or for youth who are in danger of withdrawing from school. Alternative Secondary School will look different for each youth and match with the guidelines under the state of Ohio Credit Flexibility Option. Options will include online secondary school, classroom based classes, and individualized based instruction.
Financial Literacy Education	All youth will have access to this training. Workshops will supplement JAG financial curriculum models.
Entrepreneurial Skills Training	All youth will have access to training, presentations by entrepreneurs.
Labor Market/Employment Information	Working with Ohio Means Jobs and community partners, 100% of youth will know industry in-demand jobs for the region
Job Readiness Preparation	Employability Skills related to soft skills that are universal among employers Career Exploration/ Planning Short Term Skills Training Resume Development

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

	Financial Planning Will be offered at multiple locations that include one-stops, on-line competency based, local high schools and community centers
Adult Mentoring	Coordination of partners Coordinates occupational specific skills training Support Services. Mentoring will be for at a minimum of 12 months and can be offered while participants are currently enrolled and/or during follow-up. Mentor will have regular consistent contact with the participant and their significant adult in their life. Mentoring for some youth will incorporate E-mentoring based upon the youths ISS
Guidance & Counseling	Will include connection to appropriate agencies, job and career planning, employment retention, education and training, apprenticeship opportunities, military opportunities, substance abuse and mental health counseling and independent living.
Student Led Leadership Development	<ul style="list-style-type: none"> • Service-learning • Leadership Activities • Career Preparation • Civic Awareness • Exposure to postsecondary educational opportunities • Organized team work training, including team leadership • Decision Making Training
Occupational Skills Training	Connection to basic or advance training for acquiring skills in a specific occupation. Participants are strongly encouraged to enroll in career and technical education programs to receive occupational specific training and enhance quality of placement ** Not bidding on ITA's only short term job training that is less than 8 weeks in duration
Support Services	Connect youth to other community services, referrals to medical services, and may include financial assistance for transportation, childcare, housing costs, work related costs, etc...
Twelve Month Follow-Up	<p>Support Services</p> <p>Skills Training</p> <p>Paid & Unpaid Work Experiences</p> <p>Summer Employment</p> <p>Regular contact with participant's employer</p> <p>Leadership Development</p> <p>Employability Skills Training</p> <p>Soft Skills Training</p>
Accountability System	Documenting results and services - Tracks services and performance outcomes maintained on a daily basis, verified through a contracted third party entity. Initial registration and daily participation will be tracked in the DCDJFS SwipeIt tracking system.
Assessment/Inventories	All participants will be pre & post tested in Basic Skills and Work Readiness, many will complete interest inventories, learning style workshops, and others - Completion of Objective Assessment and Individual Service Strategy (ISS), ISS's will be continuously updated
Employment Opportunities	Participants will work with staff and partners to link to employment, attend job fairs, be informed about employment opportunities, may be subsidized or unsubsidized and may include employability skills instruction, exposure to various industries, internships, job shadowing, entrepreneurship and/or on-the job training.

1. Scope of Work – Project Narrative

North Central Jobs for Ohio's Graduates will provide year-round services in Delaware County at the Delaware Area Career Center South Campus in a space that is environmentally suitable for in-school and out-of-school youth ages 14-24. Through our leveraged workforce development programming targeting school and community based at-risk young people throughout Delaware County; we have community relationships that provide a wide range of resources to our program and youth.

The program components provided by North Central JOG are a good fit relative to all fourteen program elements required under the Workforce Innovation and Opportunity Act. The Jobs for America's Graduates Model and curriculum utilized provides all of the following:

- **Tutoring & study skills** leading to the completion of secondary school.

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

- **Alternate Secondary School or Dropout Recovery** services. This will be accomplished utilizing our school based partnerships. It will be provided at the Delaware Area Career Center South Campus.
- **Paid & Unpaid Work Experiences.** JOG has extensive experiences partnering with community organizations and employers and placing our students in work experiences.
- **Occupational Skills Training** opportunities will be identified based upon individual and regional demands and resources. North Central JOG will focus on short-term training solutions. ITA development will be done by Job and Family Services.
- **Leadership Development Opportunities** - This is a CORE program element! Youth will be exposed to post-secondary education opportunities, community organizations, service learning projects, peer-centered activities, team work training, training in decision making, problem solving, life skills training, civic engagement and opportunities that provide youth with leadership roles.
- **Supportive Services** – will include but are not limited to linkages to community agencies, transportation, needs-related payments, assistance with educational testing, health care referrals and employment screening, assistance with work appropriate attire and tools and/or materials related to success and other supports as deemed necessary.
- **Adult Mentoring** – This is the JOG program. We have professional adults that mentor all of our young people. Mentoring last for at least 12 months both during the active and the exist phase of the program, is a formal relationship with signed agreements.
- **Follow-Up Services** – for 12 months after program exist. This is a JOG CORE program element received by 100% of all youth. May include all other 13 WIOA element activities during follow-up
- **Comprehensive Guidance and Counseling** – this includes employment of a social worker, career and academic counseling, drug and alcohol counseling, mental health counseling and referral to partner programs. Counselor- directed learning opportunities that help youth achieve the success through academic, career, personal and social development.
- **Entrepreneurial Skills Training** – entrepreneurship competencies found in JAG curriculum, experiential programs that provide youth hands-on experience, presentations, business project budget planning, and all aspects related to self-employment
- **Financial Literacy Education** – JAG curriculum models and Financial Literacy Credit requirement for alternative secondary school participants. Youth will gain knowledge, skills mad confidences to make informed financial decisions that enable them to attain greater financial health and stability using high quality, age-appropriate, and relevant strategies and channels.
- **Labor Market/ Employment Information** – career awareness, career counseling and career exploration activities and hands-on experiences.
- **Transition to Post Secondary** – Life Long Learning – This is a CORE JOG program element and is evidenced by our data documented 80% return to school rate in year two after exit (JAG ENDMS).

Furthermore, The WIOA enrolled youth will enjoy participation in the full array of ancillary program services offered through our entrenched JOG/JAG program to include eligibility for participation in leadership activities and career competitions at the local and state level, leadership development conferences, job and college fairs and special events.

Youth can access the WIA programming through an unlimited number of access points. Some of the initial access points will be referrals from community partners and agencies, school connections, JFS referrals, etc... Once the individual has been referred to North Central JOG they would then complete an initial assessment to make sure that North Central JOG is the appropriate placement. If after the initial assessment North Central JOG is an inappropriate placement staff will work with appropriate partners to guarantee service connection. Delaware county designee's will review paperwork to ensure appropriate placement, enter WIOA participants into state reporting system, work with agency staff for a continuous seamless delivery system, help staff verify public assistance information for participants and continue the tremendous partnership that has been established since the creation of the One-Stop. North Central JOG will maintain all WIA case files.

The fourteen WIOA youth elements offered by our local agency may be provided in combination or alone at different times during a youth's development, as determined appropriate for each participant based on each participant's Objective Assessment and Individual Service Strategy.

Referral → Initial Assessment → Referral to another agency or WIA enrollment → federal mandated requirements (paperwork) & Objective Assessment → Development of ISS → Placement in Services (all individuals receive case management, guidance & counseling, and monthly follow-up for 12 months plus whatever is deemed necessary within reason to become successful) → Quarterly ISS updates → On-Going Testing for Literacy and Numeracy Gains → Credential Attainment → Job Placement → Follow-Up

Any youth that is enrolled who has not received a high/school diploma or GED will be enrolled in either tutoring or secondary alternative school (the youth can and many times will be enrolled in both). North Central Jobs for Ohio's Graduates belief that it is essential for all youth to obtain their high school diploma and/or equivalent.

Research shows that lifelong learning with foundational skills will improve employment opportunities for youth. Youth progress will be tracked and measured using the JAG ENDMS system coupled with pre/post-test competency materials. This information, collected on a monthly basis will be sufficient to evaluate program

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

success as it relates to both in-school and out-of-school participants. At a minimum, data relative to skill attainment rate, diploma or equivalency attainment rate, and retention rate will be gathered for the in-school population. Out-of-school measurement and documentation will provide data measurement of employment entry rate, employment retention rate, earnings gain and credential rate. It is our mission to assist participating youth in being successful. A youth will be considered to have successfully completed the program when they have achieved their program goals as identified in their ISS.

Credential and skill attainment by definition assist youth in employment.

2. Deliverables

a.) Recruitment of Youth

As a WIOA Youth Program Provider we will do the following:

- Recruit program participants
- Market to the youth in the community through youth serving agencies, Job and Family Services, local high schools, juvenile court, youth community events, and one-stops
- Provide outreach efforts to youth & young adults in Delaware County
- Provide a comprehensive assessment and develop an individual service strategy

Strong relationships and clear communications are the hallmarks of successful programs. When communicating with our partners the following concepts will keep us on a clear communications path:

- Youth – focused
- Market Driven
- Outcome-oriented
- Customer focused

Other ways that marketing and outreach will occur is directly through the staff. Staff will seek media coverage for youth events, use promotional materials, develop business & agency partnerships, distribute informational packets, host open houses, distribute newsletters, share success stories, information will be left in locations that youth frequent, and provide presentations to educate various stakeholders.

b.) Case Management

First and foremost, engagement and building a relationship with our client (youth) is critical to establishing trust. Our youth know two things about us. We do not judge and we are here to assist them in attaining their goals. To address the specific needs of the individual participants, our Career Specialist, who function as the case manager, will work with participants to develop the Individual Service Strategy. The remainder of their program participation will revolve around this initial ISS and updated ISS as it pertains to delivery of services. Career Specialist will motivate the participants towards goal attainment; coordinate services and information to prepare the youth for advancement to the next level whether this is determined to be postsecondary opportunities or employment. They will structure curriculum to address the needs of the participants to form linkages between academics and future opportunities that may include either employment and/or postsecondary training as appropriate. If additional services are needed by our client, they will be referred to the appropriate supportive service agency.

North Central JOG utilizes a real-time internet based management system, which collects and maintains service delivery and outcome information. Computerized tracking of WIOA enrolled youth, services delivered and performance outcomes (graduation rate, positive outcomes, aggregate employment rate, full-time jobs rate, full-time placement rate, further education, and entry into the military, wages, and return to school rate) is a critical component of the program. North Central JOG is linked to a national electronic data base (ENDMS) which is the core of the accountability. The EDMS tracks services delivered and performance outcomes and case management.

c.) Admission Requirements and Procedures

North Central JOG will complete all WIOA paperwork and maintain case files as required by the Delaware County RFP. Admission requirements follow the following steps:

1. Initial Meeting via phone, internet, and in person to discuss barriers, wants, needs and expectations
2. Based upon meeting youth may be referred to different service provider and/or invited to orientation
3. Second meeting with orientation to WIOA youth service provider and requirement expectation
4. WIOA application completion with supporting documentation, Objective Assessment and ISS completion
5. Submission of WIOA paperwork to appropriate county entity to determine eligibility
6. Signed commitment by youth
7. Service and Activity Implementation based upon individual youth's needs

North Central JOG responsible for each step depends on if youth are an in-school or out-of-school youth. Record keeping will be maintained at all levels from point of referral.

d.) Program Services – Tutoring, Study Skills Training & Instruction

Tutoring, study skills training and instruction will be delivered in a classroom group setting and also individually when necessary. We find that several factors affect an at-risk youth's ability to succeed educationally and in life,

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

including poverty, pregnancy, low self-esteem, drug and alcohol abuse, poor health and nutrition and the changing family dynamic.

The first step to successful tutoring, study skills and instruction is to evaluate the deficiencies of each participant. JOG accomplishes this by the development of a participant profile which includes the identification of all barriers that each participant demonstrates. Examples of educational barriers would be a low score in the reading and math assessment, failure to pass all parts of the OGT, low attendance rate, special education certified. Employment barriers might be lack of work experience, lack of marketable skills, lack of transportation, pregnancy, and low score on the JOG work readiness assessment. Personal barriers can encompass all of the 30 barriers listed on the participant profile.

Once the deficiencies are identified and the plan is in place, JOG will work with each participant either individually or in a group to eliminate those barriers. A math deficiency would be an area that required individual attention since each participant can have different weaknesses in math computation and application. Other training and instruction will be done in a group setting as it applies to JOG curriculum in the areas of career exploration, job attainment, job retention, teamwork, maturity and leadership. The benefits of intensive group or individual tutoring will tie in with needed employment skills such as communication skills and time management skills.

e.) Program Services – Alternative Secondary School

North Central JOG provides an alternative secondary option that is the least restrictive environment for Delaware County youth as well as provides a lab location for Goal Digital Academy. North Central JOG currently has a partnership with all county schools which have both requested continued service from JOG programming. The Out-of-School program operated by Jobs for Ohio's Graduates is designed to serve youth who have left the traditional school system and have an interest in completing the requirements for a high school diploma. The primary mission of this JAG Model program is to recover drop-outs and to provide an array of counseling, employability and technical skills development, job development, and job placement services that will result in either a quality job leading to a career after graduation and/or enrollment in a postsecondary education and training program.

North Central JOG will target drop-outs who are no longer enrolled in any type of school or educational system. This population normally experience severe academic, economic, employability, family and personal barriers to complete requirements for a high school diploma or GED. North Central JOG proposes to serve 30 Out-of-School youth and 15 In-School youth at a minimum housed at the Delaware Area Career Center South Campus to enable them to achieve all the requirements for a high school diploma and then transition to a positive destination in the form of a job, postsecondary education, or the military.

A trained Career Specialist will provide counseling and classroom instruction, both in a group setting and individually when necessary. Participants will be equipped with employability skills in employability modules that will prepare them for the workplace. These modules are organized in six competency categories, including Career Development, Job Attainment, Job Survival, Basic Skills and Education, Self-Development and Personal Skills.

In addition to instruction in the core competencies, the Jobs for Ohio's Graduates Out-of-School program uses the Professional Association to prepare participants for the demands of the workplace, especially work teams. The specialist will observe program participants operating in work teams and provide instruction and counseling to improve individual and group performance.

Upon program completion, North Central JOG will also conduct follow-up services for a period of 12 months whereas, the program specialist will be actively involved in intensive one-on-one employer marketing and job development activities to identify entry-level job opportunities for participants. When necessary, numerous follow-up contacts will be made monthly to obtain information on the activities of each participant. In addition to the participant, contacts are also made to the employer and college admissions to confirm employment and college enrollment.

In accordance with new WIOA elements, North Central JOG insures that it will include Financial Literacy, Entrepreneurship, and Postsecondary Preparation as part of instruction, all of which are included in the JOG curriculum.

North Central JOG understands that youth who are enrolled in the Out-of-School program are there for a reason, that being they possess several barriers to success educationally, employability and personal issues. Thus, in addition to instruction, the specialist will also serve as a mentor, counselor and broker of the additional services that a participant will need.

f.) Program Services – Paid & Unpaid Work Experience

The Jobs for America's Graduates model is designed to improve the likelihood that WIOA enrolled participants will be able to avoid unemployment when they decide to participate in the labor market, particularly the long spells of unemployment that typically characterize what we call "at-risk" youth in our communities. A major obstacle faced by many youth ages 14-24 in our labor market is their inability to secure quality employment. The Jobs for America's Graduates model is designed to not only help participants obtain jobs, but to assist them in moving into and retaining full-time jobs during their 12 month follow-up period. To

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

meet the employment needs of youth any youth who identifies employment as a barrier – looking for paid-unpaid work experience will first be enrolled in Job Readiness Preparation. Job Readiness Preparation will include 20 to 37 core competencies that cover employability skills from labor market information, resume preparation, employment applications, decision-making, budgeting, following directions, interviewing techniques, etc...

Based upon the completion of Job Readiness Preparation youth may be offered work experiences that are planned and structured. Work experiences may be paid and unpaid, can be both in the public and private sector, expose to various industries, include internships and job shadowing, etc... At a minimum 20% of the total approved budget will be spent on work experience.

As the WIOA Youth Provider our agency will plan and conduct work and study programs for WIOA youth. Establishes contacts with employers and community agencies and surveys websites and other sources to locate work opportunities for students. Confers with potential employers to communicate objectives of program and to solicit cooperation in adapting work readiness situations to special needs of students. Evaluate and selects program participants according to specified criteria and counsels and instructs selected youth in matters such as vocational choices, job readiness, and job retention skills and behaviors. Assists youth in applying for jobs and accompanies youth to employment interviews. Confers with employer and visits work site to monitor progress of youth and to determine support needed to meet employer requirements, counsels youth to foster development of satisfactory job performance. Confers with schools, local one-stop staff, agencies and community personnel to impart information about program and to coordinate program functions with related activities.

Essential Functions:

- Assisting youth involved with Career Exploration utilizing Labor Market Information
- Program transition into paid community job placement (i.e., securing and completing job application; locating job availability and sites, preparing for interviews, etc.)
- Evaluating youth who are placed on subsidized and community job placements, assisting youth with targeting work behaviors for improvement, and trouble-shooting with on-the-job problems presented by the youth or the employer.
- Assisting youth with exploring post-secondary educational opportunities including career technical training opportunities.
- Offering guidance to families regarding community-based services related to and available for youth of special need.

g.) Program Services – Leadership Development

As part of the JAG/JOG curriculum, Leadership Development opportunities are addressed in several of the competencies that are delivered. Equally important is participation in the JOG Professional Association, a participant-led organization that focuses on the development of leadership skills in the areas of Leadership Development, Career Preparation, Civic Activities and Social Activities.

Areas of the curriculum include the following Leadership and Self-Development competencies:

- **Team Membership**, whereas upon completion of this module, participants will be able to demonstrate team membership skills (example: membership in Professional Association)
- **Are You A Leader**, whereas upon completion of this module, participants will be able to demonstrate team leadership skills (example: elected officers in Career Association)
- **Making Presentations**, whereas upon completion of this module, participants will be able to deliver an effective presentation to a group (example: campaign presentation for officer election)
- **Compete Successfully**, whereas upon completion of this module, participants will be able to compete successfully with peers (example: annual competition in employability skill events)
- **Demonstrate Commitment**, whereas upon completion of this module, participants will be able to demonstrate commitment to a group (example: commitment to the Professional Association)
- **Self-Concept**, whereas upon completion of this module, participants will be able to develop a healthy self-concept for home, school and work
- **Critical Thinking**, whereas upon completion of this module, participants will be able to apply critical thinking skills to a variety of everyday living situations
- **Work Ethics and Behaviors**. Whereas upon the completion of this module, participants will be able to demonstrate good work ethics and behaviors essential to success
- **Taking Initiative and Being Proactive**, whereas upon completion of this module, participants will be able to take ownership and personal responsibility
- **Working Effectively With Others**, whereas upon completion of this module, participants will be able to demonstrate the ability relate to and adapt to others with differences

All of the above modules are a sampling of the qualities necessary to develop leadership skills in life and in the workplace. Additionally, North Central JOG participants are members of the participant-led Professional Association whereas leadership skills are learned and demonstrated.

Professional Association members from the Delaware County WIOA youth program will attend the annual JOG Leadership Development Conference (LDC) where a series of motivational Leadership Development workshops will take place along with a guest speaker discussing the importance of being a leader.

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

h.) Program Services – Financial Literacy Services

Today, more than ever, youth and young adults must be financially literate in order to be prepared for college, careers, and responsible living. In a group setting, North Central JOG will act to insure that all its participants are given the tools that provide a strong foundation in financial education to make informed decisions. Ultimately, increased personal financial literacy will change participant behavior. They will learn how their personal situations and preferences affect their financial decision-making and will also begin to understand the trade-offs inherent in every choice they make. By learning the basic of personal finance in their youth, participants will have a foundation that makes financial responsibility as adults much easier to bear.

Contained within the JAG/JOG curriculum, are several areas of Financial Literacy that actually coincide with the National Standards for Financial Literacy. These national standards include:

- Earning Income
- Buying Goods and Services
- Saving
- Using Credit
- Financial Investing
- Protecting and Insuring

North Central JOG will address the above areas of Financial Literacy in the following manner:

Earning Income

Participants will understand that income for most people is determined by the market value of their labor, paid as wages and salaries. Participants can increase their income and job opportunities by choosing to acquire more education, work experience, and job skills. At the completion of this section, participants will know:

- Different career require different levels of education and training
- Personal decisions about education, jobs, and careers affect incomes and job opportunities
- Getting more education and learning new job skills can increase the participant's capital
- Participant's with less education and fewer job skills will earn lower incomes
- Investment in education and training has a positive rate of return
- Participants can receive income support from government assistance if they have low income
- Social Security is a government program that taxes income of workers to provide retirement, disability and survivor benefits

Buying Goods and Services

Participants will understand that they cannot buy all the goods and services they want. Participants must make good decisions when making purchases. Participants can improve their economic well-being by making informed spending decisions, including collecting information, planning and budgeting. Upon completion of this section, participants will know:

- How to gather information that is reliable when making buying decisions
- How to choose from a variety of payment methods in order to make purchases
- How to open a checking account and balance a checkbook
- How to prepare a monthly budget

Saving

Participants will understand that saving is the part of income that they choose to set aside for future use. People save for different reasons and make different choices about how and how much they save. Interest rates and inflation affect the value of savings. Upon completion of this section, participants will know:

- Banks and other financial institutions loan money received from depositors and borrower.
- Participants will understand what an interest rate is.
- Interest rates are paid on savings and charged on loans
- When interest rates increase people earn more on savings and income grows more quickly
- Participants will be able to differentiate between principal and interest
- The earlier participants save, the more savings they will generate
- Participants will understand what the FDIC and NCUA does to protect depositors

Using Credit

Participants will understand that credit allows them to purchase goods and services that they can use today and pay for those goods and services in the future with interest. Lenders approve and deny credit applications based upon an evaluation of the borrower's credit history and expected ability to pay in the future. High risk borrowers are charged higher interest rates. Upon completion of this section, participants will know:

- How to compute interest rates when given the principal and amount of interest
- How to compute the amount of interest when given the principal and the interest rate
- How to apply for a credit card
- How to read a credit card statement
- How to determine if the participant is a high risk borrower

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

- How to make smart decisions when using a credit card
- How to purchase a car on credit
- Field trip to Synchrony Financial

Financial Investing

Participants will understand that financial investment is the purchase of financial assets to increase income in the future. Different investments have different risks and rates of return. Higher expected rates of return tend to have greater risk. Diversification can lower investment risk. Upon completion of this section, participants will be able to:

- Describe the difference between saving and financial investing
- Explain why an investor benefits if the company produces an increasingly popular product
- Plan and goal set for future investments

Protecting and Insuring

Participants will understand that they must make decisions to protect themselves from financial risk of lost income, assets, health or identity. Insurance allows participants to transfer risk to others by paying a fee now to avoid the possibility of a larger loss later. The price of insurance is influenced by the participant's behavior. Upon completion of this section, participants will know:

- How personal financial risk can damage health, income, property and future opportunities
- How the insurance industry works
- What is an insurance policy and premium
- What does it mean to be self-insured
- What are insurance rates based upon
- What is an insurance deductible
- Ways that identity thieves can obtain personal information

i.) Program Services – Entrepreneurial Services

Entrepreneurship is encompassed in the JAG/JOG curriculum. In a group setting, North Central JOG will provide participants with the tools, strategies and confidence needed in order to assess, determine feasibility of, and launch and grow a new business or invigorate existing businesses.

Participants will learn key assessment and feasibility techniques, acquire tools for assessing product and market fit, including understanding target markets and performing effective competitive analyses, develop an understanding of how to grow the business, embracing change and uncertainty for competitive advantage, gain a better understanding of themselves as entrepreneurs, including their motivations, roles and key responsibilities and understanding the challenges of starting a new business.

North Central JOG will begin this training by assessing the mindset of its participants as it applies to Entrepreneurship.

The following assessment questions would be addressed:

- Are you good at long-range planning? Do you handle stress well?
- Do you communicate effectively in writing, e-mail and verbally?
- Do you have the motivation to stick to your goal? Can you train new employees?
- Can you make decisions? Can you delegate? Can you supervise others?
- Can you market your business? Do you have self-confidence? Do you adjust well to change?

Participants who answer YES to the above assessment questions might be good candidates for starting a new business. However, many of the above skills can be taught.

Participants will also learn the reasons why people start their own business, including:

- An opportunity to demonstrate one's skills such as leadership, planning, teamwork, creativity
- You are the boss. You make the decisions. An opportunity to assume full responsibility.
- Personal pride
- Unlimited potential
- An opportunity to make more money
- You can choose your place of business

Participants will be divided into small groups of three and each will develop a business of their choosing by working together, with guidance from the instructor, and creating a working plan with the help of the following guide:

1. Take time to brainstorm

Participants will need to think about every aspect of the business and come up with answers to every question that might be asked, such as:

- Who is the target market for your product
- What could go wrong and how will you solve it
- What do you want your customers to know about you and your product

2. Create a business plan

Participants will learn that the key feature to starting a business is a sound business plan. Investors will want to see one. The teams will create a business plan which will have the following elements:

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

- Executive Summary
- Company Description (what makes the company unique)
- Market Analysis (competition and target demographics)
- Description of Service or Product Line
- Marketing and Sales Strategy
- Financial projections

3. Gather needed resources

Teams should be able to create a plan for the future. Participants will need to create a list of everything that will be needed and approximate cost. Examples of needs would be office space, desktop, printer, warehouse, human resources, etc.

4. Launch marketing and brand awareness

Participants will start planning the ideas for marketing, sales, and branding. Teams will create a business card and logo and letterhead. Participants will also be asked to include social media in their planning such as Face Book, Twitter.

5. Get finances in shape

Participants will need to know every aspect of Entrepreneurship, including setting up bookkeeping, accounting and tax records.

j.) Program Services – All 14 Elements

All youth receive services based upon the barriers identified in their Objective Assessment and goals established in their ISS. The majority of the youth that enroll with North Central JOG will first work on obtaining their high school diploma through either tutoring and/or alternative secondary school. Students will learn competencies in financial literacy, entrepreneurial skills and basic skills while earning credits towards graduation. WIOA youth may receive 14 services and/or as few as two services that the youth identified in their Objective Assessment and in their initial ISS. North Central JOG will provide all WIOA service elements to reduce barriers to provide employment success for WIOA enrolled youth.

3. Outcomes

As a current WIA youth service provider we have met and/or exceeded enrollment expectations during our contracts with Delaware County Department of Job and Family Services and have consistently met WIA youth performance common measures established through the county, state and federal standards.

North Central JOG has provided services to WIA eligible and enrolled youth for several years and, through leveraged funding, has also served a universal youth population. Through our relationship with Delaware County Workforce Development and Ohio Means Jobs, we have served as a partner in providing a no wrong door approach to youth one-stop services. North Central JOG plans to continue to provide services to WIOA youth ages 14-24 with high performance outcomes.

North Central JOG will meet at a minimum the four required performance measures for youth once they are set by the state. Measures to be met will be in the following categories based off of federal statute:

- Placement – In Employment, Education and Training – measured after 2nd quarter after exit
- Retention – In Employment, Education & Training – measured after 4th quarter after exit
- Credential Rate – 80% of participants will obtain a recognized credential, secondary diploma within one year after program exit
- Earnings – after entry into unsubsidized employment, 2nd quarter after exit
- In-Program Skills Gain – 75% of participants in education leading to credential or employment will achieve measurable gains

North Central JOG has been delivering school-to-work transition services to Delaware County youth for the past 25 years in partnership with Jobs for America’s Graduates, Delaware County Job and Family Services, Delaware County schools and corporate partners. Every service that JOG delivers to each and every participant is well documented in a highly effective data management system. The JOG Model mirrors the Elements of the Workforce Innovative Opportunities Act. JOG has historically met or exceeded the performance measures set by its national organization, Jobs for America’s Graduates, demonstrating the following outcomes:

- | | |
|------------------------|--------|
| 1. Graduation Rate: | 93.00% |
| 2. Positive Outcomes: | 85.00% |
| 3. Job Placement | 65.00% |
| 4. Full Time Placement | 80.00% |

Outcomes are measured through a nationally recognized electronic data reporting system. Monthly reports and annual reports are submitted.

B. Methodology

1.) Carrying Out The Project

North Central JOG will use process evaluation methodology to determine whether the program is being carried

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

out as planned. Process evaluations answer the basic question, “Who is being served and what has actually happened in this program?”

Accountability is accomplished through documentation, which is the collection of “process data.” This will generally involve collecting information that addresses the following kinds of questions:

- How many youth are being served?
- Is the program reaching the youth it was intended to serve?
- Are the program activities being carried out as planned?
- Are the targeted youth receiving the amount of service the program agreed to provide?

North Central JOG will use process evaluation as soon as the WIOA program starts and continue throughout the life of the program. Furthermore, it is generally assumed that those who participate more often are more likely to receive greater benefits. The overall purpose of the process evaluation is to document what has occurred in the program during a given timeframe. This task is made easier when systematic procedures for collecting information are in place. Once process evaluation forms are developed and in regular use, it becomes easier to complete quarterly or yearend reports on what took place during the time period in question.

2.) Project Schedule - Calendar

North Central JOG will offer the 14 elements year-round dependent upon youth participant enrollment and the youth’s developed Individual Service Strategy.

WIOA program elements are offered through our agency year-round. The following table (found under Activities and Services) details the hours, weeks, and number of weeks per calendar year that each program element is offered. Locally, we will offer services year-round, Monday – Friday.

Activity	Service	Outcome Metrics	Calendar (weeks & hours)
Individual & Small Group Tutoring Educational Support Services	Youth will earn needed high school credits, OGT, and increase numeracy and literacy skills. Structured for the individual youth.	Measured through number of youth making-up credits, passing OGT’s, and earning high school diploma’s	Offered year-round – 46 weeks per year - Hours 7am-3pm -Monday – Thursday - Friday hours are limited
Alternative Secondary School	Community school opportunities offered to credit deficient youth that allows them to graduate from high school. Used as a point of re-entry for out-of-school youth and/or for youth who are in danger of withdrawing from school. Alternative Secondary School will look different for each youth and match with the guidelines under the state of Ohio Credit Flexibility Option. Options will include online secondary school, classroom based classes, and individualized based instruction.	Measured through attainment of high school diplomas/GED’s and credits earned	Offered year round – 46 weeks per year Lab available in Delaware County
Job Readiness Preparation	Employability Skills related to soft skills that are universal among employers Career Exploration/ Planning Short Term Skills Training Resume Development Financial Planning Will be offered at multiple locations that include one-stops, on-line competency based, local high schools and community centers	All youth will post-test at a minimum standard of 75% to receive a Certificate of Mastery, develop long and short term goal plans	Offered year round Hours 7am – 3pm, Monday-Thursday Friday hours are limited due to paperwork compliance & staff meetings
Adult Mentoring	Coordination of partners Coordinates occupational specific skills training Support Services. Mentoring will be for at a minimum of 12 months and can be offered while participants are currently enrolled and/or during follow-	Youth and Adults will develop an individual service plan that the mentor will work with and further develop – act as a support mechanism.	Year- Round Hours depend upon connected Mentor and needs of youth

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

	up. Mentor will have regular consistent contact with the participant and their significant adult in their life. Mentoring for some youth will incorporate E-mentoring based upon the youths ISS		
Guidance & Counseling	Will include connection to appropriate agencies, job and career planning, employment retention, education and training, apprenticeship opportunities, military opportunities, substance abuse and mental health counseling and independent living.	JOG staff will meet one-on-one with all participants as needed to ensure success connecting to appropriate service providers	Year- Round Hours depend upon availability of the agency providing services
Student Led Leadership Development	<ul style="list-style-type: none"> • Service-learning • Leadership Activities • Career Preparation • Civic Awareness • Exposure to postsecondary educational opportunities • Organized team work training, including team leadership • Decision Making Training 	Participants will be inducted into the organization, develop a plan of work and have the opportunity to participate in Community Service, Service Learning, Employment Competitions, Youth Summits, & Workshops, etc... Attendance will increase Demonstrated civic commitment	Year- Round Hours depend on activity
Occupational Skills Training	Connection to basic or advance training for acquiring skills in a specific occupation. Participants are strongly encouraged to enroll in career and technical education programs to receive occupational specific training and enhance quality of placement	Will receive occupational skills certificate and or degree.	Year- Round Hours depend on specific occupational training.
Support Services	Connect youth to other community services, referrals to medical services, and may include financial assistance for transportation, childcare, housing costs, work related costs, etc...	Measured by attendance in other activities and services and/or as demonstrated need on individual ISS	Year- Round Hours depend on individual needs and hours offered by community services that youth are connected to
Twelve Month Follow-Up	<p>Support Services</p> <p>Skills Training</p> <p>Paid & Unpaid Work Experiences</p> <p>Summer Employment</p> <p>Regular contact with participant's employer</p> <p>Leadership Development</p> <p>Employability Skills Training</p> <p>Soft Skills Training</p>	monthly contact with participant, 5 contacts with employer, 3 contacts with postsecondary (if enrolled)	All Completers – offered Year Round, JOG staff prefer to conduct monthly employer and youth contact and documentation on weekends. Contact hours are dependent upon the individual and typically fall within the hours of 8am – 9pm- 7 days a week
Accountability System	Documenting results and services	Tracks services and performance outcomes maintained on a daily basis, verified through a contracted third party entity. Initial registration and daily participation will be tracked in the DCDJFS SwipeIt tracking system.	Year Round Internet based tracking will be utilized 7 days a week at all hours dependent upon the work preference of the individual staff

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

Professional Development	Continuous Improvement	Completion of training	On-going, year-round May include some weekends. Hours depend upon training. Will also utilize on-line resources
Assessment/Inventories	All participants will be pre & post tested in Basic Skills and Work Readiness, many will complete interest inventories, learning style workshops, and others	Completion of Objective Assessment and Individual Service Strategy (ISS), ISS's will be continuously updated	Year-round Monday-Thursday 7am – 3:00pm Youth who need different hours will have evening appointments offered
Employment Opportunities	Job Development Paid & Unpaid Work Experiences	Participants will work with staff and partners to link to employment, attend job fairs, be informed about employment opportunities, may be subsidized or unsubsidized and may include employability skills instruction, exposure to various industries, internships, job shadowing, entrepreneurship and/or on-the job training.	Year-round Hours depend upon employment
Financial Literacy	JAG National Curriculum	Completion of Modules	Year-Round
Entrepreneurship Skills Training	JAG National Curriculum, guest speakers, labor market	Completion of Modules	Year-Round
Labor Market & Employment Information	Registration in Ohio Means Jobs	Registration in state system	Year-Round
Activities for Post-Secondary Transition	College and Job Fairs, College tours, adult education tours		Year Round

3.) Evaluation Plan

North Central JOG will assess the progress of the youth program monthly, quarterly and annually through electronic data management system, monthly invoices, credential's maintained on file, documentation of work, etc...

North Central JOG agrees to conduct activities to support an evaluation of services that include the following:

- Program Observation – Ohio Means Jobs Staff can visit the program to determine if program operation is generally consistent with the service delivery and stated contract deliverables
- Timelines – program reports, registration documents, must be submitted in a timely manner
- Case Reviews will be done to determine achievement of program objectives and to verify that each participant was assessed
- Compliance Review/Audit
- Quarterly state performance measures

If there is an area in non-compliance or that needs improvement. North Central JOG will review the process evaluation and make any and all necessary changes. North Central JOG will work in partnership with Delaware County Job and Family Services to ensure that youth are properly being served. North Central JOG quantitatively measures program success using the program outcomes to demonstrate meeting performance expectations. Thus making the data that is collected through the JAG ENDMS accurate and differentiates JAG Youth Programs from others.

North Central JOG will work in tandem with Delaware County JFS to correct any less than favorable results. Team meetings will be held quarterly.

C. Vendor Qualifications & Prior Experience

Jobs for America's Graduates has been recognized by the United States Department of Labor as a best practice agency to serve "at-risk" youth. We offer a comprehensive model with decades of proven experience serving youth. North Central Jobs for Ohio's Graduates has been a strategic partner with Delaware County for more than twenty years. We serve at-risk youth as a service provider offering services and activities that eliminate barriers to success. Locally, North Central JOG has over 25 years of experience reducing barriers for youth and young adults to learning and work success. .

North Central Jobs for Ohio's Graduates have 4 staff working directly with the youth within Delaware County. We also have a long history working with the school districts and local county workforce development staff

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

within the counties. All county schools have signed articulation agreements with our local agency. The school districts provide support, classroom, and access to records, credit for employment competencies and financial support to the programs housed in their buildings. It is key to have school district support for Out-of-School youth so that credit flexibility can be attained within our alternative schools.

Staff who serve WIOA eligible and enrolled youth have also had professional development on the rules and regulations of the Workforce Investment Act (soon to attend WIOA trainings) , webinars, Mental Health training, employment trends training, local agency requirement trainings. Professional development is on-going and continuous to best serve youth within our communities.

Our agency requires that all staff meet the following requirements per Board policy:

- Bachelor’s Degree or equivalent experience working with youth
- BCI/FBI complete record check – cannot work without this clearance
- Minimum of two years’ experience working with youth
- Classroom instruction background or social work background
- Complete physical examination

North Central JOG is operated by Goal Digital Academy. Goal Digital Academy is an Ohio Public School. North Central JOG is audited annually and has a full-time treasurer to meet all fiduciary responsibility.

North Central JOG has 4 staff that provides services to the WIOA program in Delaware County. Dee McGrew is a social worker with over 25 years’ experience serving at-risk Delaware County youth, Tish Jenkins is the Executive Director of North Central JOG and has over 25 years’ experience working with at-risk youth, Wes Stauffer is a tutor that serves both WIOA youth and non-eligible WIOA youth, Cheri Nolting helps oversee the Delaware youth facility, she has over 20 years’ experience and has a degree in both Special Education and School Administration.

**Delaware County WIOA Youth Program
Appendix II
Budget
January 11, 2016 – June 30, 2016**

Category	Comments	Total \$
Staff Salaries	100% Career Specialist – serves in-school & out of school youth, 30 % make-up credit tutor, 10% Assistant Principal/Classroom Supervisor, 10% Executive Director, 33% fiscal payroll	\$35,835.57
Retirement	15.5% of total salaries	\$5,554.50
Medical,Dental,Vision,Life	Based on actual plans staff have – this Board share only (does not include staff costs) - 20% of medical insurance costs	\$5,935.44
Medicare & Workers Compensation	3% of total salaries	\$1,075.00
Supportive Services	Gas vouchers, food, clothing expenses, car repairs, etc...	\$1,800.00
Program Element Costs	Costs for students to be involved Leadership, schooling, entrepreneurship, counseling, etc..	\$2,400.00
Tuition & Education	Short-term training Delaware County	\$1,980.00
Misc.	Board Policy Insurance	\$420.00
Work Experience	Wages for Paid Work Experience & costs related to employment	\$15,000.00

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

TOTAL		\$70001.00
--------------	--	------------

In-Kind Funds		
Category	Comments	Total \$
Staff Positions		
Staff Salaries for Delaware County for WIA Youth Services	50 % make-up credit tutor, 20% Assistant Principal/Classroom Supervisor, 10% Executive Director, 33% fiscal payroll, 100% salary for Special Education support	\$60,000
Fringes (Describe)		
Retirement	15.5% of total salaries	\$9,300
Medical/Dental/Vision/Pres	80% of total benefit cost	\$23,740
Medicare	1.45% of total salaries	\$870
Workers Compensation	2% of total salaries	\$1,200
Fiscal Admin Charge	5% of salary & fringe budget	\$3,000
Other Costs (Describe)		
Supplies – alternative teaching materials, disc, ink cartridges, phone cards, poster board, binders, markers, pens,etc...	\$1,000 per full-time position directly working with youth	\$2,500
Marketing	Brochures, letterhead, Advertisement, information packets, etc...	\$1,500
Travel/Professional Development	Staff Training, follow-up, Mandatory National Training and mileage reimbursement at \$.50 additional training for staff to attend National At-Risk Youth Summit, Region 5 WIA Conference, Building Better Opportunities Conference, etc...	\$2,500
Equipment	Replace technology equipment as needed	\$5,000
Youth Support Service Costs		
Support Services	Gas vouchers, food, clothing, car repairs, etc...	\$2,000 * the local programs are fundraising to help offset costs
Ohio Career Association	Costs for students to be involved in the Ohio Career Association to include but not limited to; Team-Building Day, Leadership Training, Career Field Trips, Leadership Development Conference, Career Development Conference, National Student Leadership Conference, Chairman’s Award Recognition Evening, etc...	\$5,000* the local programs has been fundraising to help offset costs
	Total	\$116,610

**Delaware County WIOA Youth Program
Appendix III
Forms
January 11, 2016 – June 30, 2016**

Eligibility and Enrollment

- WIOA Youth Eligibility Review
- Conflict of Interest Disclosure
- Family Income Calculation
- Determination of Dependent Status Checklist

Program Administration

- Objective Assessment
- Individual Service Strategy (ISS)

Reporting and Invoicing

- New Enrollments Summary
- Active Participants Summary
- Exits Summary
- Follow-Ups Summary
- Program Outcomes Quarterly Report
- Monthly Invoice Summary (spreadsheet)

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. Benton Aye

COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
 MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016

13

ADMINISTRATOR REPORTS

Tim Hansley
 -No reports

14

COMMISSIONERS' COMMITTEES REPORTS

Commissioner Merrell
 -Attended the MORPC Executive meeting last week.

Commissioner Benton
 -The county has many projects in the works for 2016.

Commissioner Lewis
 -Met with Commissioner Marilyn Brown and her assistant, Michael Daniels for the Stepping Up Initiative. Kassie Neff has done a great job setting up those meetings.

15

RESOLUTION NO. 16-22

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT; EMPLOYMENT; PROMOTION; COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL; FOR PENDING OR IMMINENT LITIGATION; FOR COLLECTIVE BARGAINING:

It was moved by Mr. Merrell, seconded by Mr. Benton to adjourn into Executive Session at 9:58AM.

Vote on Motion Mrs. Lewis Aye Mr. Benton Aye Mr. Merrell Aye

RESOLUTION NO. 16-23

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Merrell, seconded by Mrs. Lewis to adjourn out of Executive Session at 11:37AM.

Vote on Motion Mr. Benton Absent* Mr. Merrell Aye Mrs. Lewis Aye

Absent* -Prior commitment returned later in session

Recess/Reconvene 12:10PM

RESOLUTION NO. 16-24

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT; EMPLOYMENT; PROMOTION; COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL; FOR PENDING OR IMMINENT LITIGATION; FOR COLLECTIVE BARGAINING:

It was moved by Mr. Merrell, seconded by Mr. Benton to adjourn into Executive Session at 12:22PM.

Vote on Motion Mrs. Lewis Aye Mr. Benton Aye Mr. Merrell Aye

RESOLUTION NO. 16-25

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Benton, seconded by Mr. Merrell to adjourn out of Executive Session at 12:41PM

Vote on Motion Mr. Benton Aye Mr. Merrell Aye Mrs. Lewis Aye

Recess Until 1:30PM/1:30PMReconvene

18

1:30PM VIEWING FOR CONSIDERATION OF THE FANCHER ROAD WATERSHED DRAINAGE IMPROVEMENT PETITION (HARLEM TOWNSHIP) IN THE FIELD:

On January 11, 2016 at 1:30PM near the following, 12110 Fancher Road Westerville, Ohio 43082 (Harlem Township), The Delaware County Commissioners viewed the watershed area with staff members from the Delaware County Engineer's Office and the Delaware County Soil and Water Conservation District.

**COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016**

Commissioners Present: Gary Merrell, Barb Lewis, and Jeff Benton

On October 16, 2015, a drainage petition for the Fancher Road Watershed was filed with the Board of County Commissioners to:

- To generally improve the drainage, both surface and subsurface, to a good and sufficient outlet by replacing, repairing, or altering the existing improvements as required and/or creating new surface and subsurface drainage mains or laterals as requested by this petition.

-In Delaware County, Harlem Township within the Fancher Road Watershed and generally following, but not limited to, the course and termini of the existing watershed commencing with the culverts under Fancher Road commencing on Parcel 31634003014000

NOTE: the first hearing on the petition is scheduled for Thursday February 25, 2016, at 9:45am.

The Commissioners:

-Looked At And Followed The Proposed Replacement Tile Areas

-Walked Property along drive way of 12150 Fancher Road;

-Viewed Outlets On culverts

-viewed pooling of water on front of lawns along Fancher

-proposed tile area to a good and sufficient outlet lies behind

-the infrastructure in this area but predates maintenance program.

-viewed pipes and culvert along Miller-Paul; the old clay pipe is not sufficient (this is the terminus of the project)

-this is not a joint county project. Ends at county line

-projects since 1998 are automatically placed on County Drainage Maintenance Program

-this is a landowner initiated process and detailed surveys follow if the project moves past the first hearing

-if approved the storm water infrastructure will be placed on the County Drainage Maintenance Program

-if approved money pooled only for this project; assessments placed on build-able lots current and future

-4 Factors Determine Possible Assessment: Acres Benefited, Land Use, Percent Of Improvement Used; Remote Factor

The following is a PDF copy of the Commissioners' Office sign-in sheet of the people present at the viewing who chose to sign the sign-in sheet.

COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY
 MINUTES FROM REGULAR MEETING HELD JANUARY 11, 2016

SIGN-IN SHEET FOR JANUARY 11, 2016

**1:30 PM VIEWING FOR CONSIDERATION OF THE FANCHER ROAD
 WATERSHED AREA DRAINAGE PETITION**

Near the following, 12110 Fancher Road Westerville, Ohio 43082 (Harlem Township)

	NAME	ADDRESS
1	Jennifer Walraven	Board Clerk
2	Walter Miller	12310 FANCHER
3	Jim Stewart	
4	Gary Merrell	Commissioner
5	Barb Lewis	Swed
6	Larry Utterman	"
7	Jeff Benton	Commissioner
8	Robert Kuff	6429 Miller-Paul
9	KATHIE KORNRA	12250 Fancher
10	LARRY PROTTER	6701 Miller Paul
11	George K. come	12250 FANCHER
12	Brett Bergford	County Engineer
13	Barb Lewis	Assistant Clerk
14	Barb Lewis	Commissioner
15		

There being no further business, the meeting adjourned.

 Gary Merrell

 Barb Lewis

 Jeff Benton

 Jennifer Walraven, Clerk to the Commissioners