

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0008

Adopted Date January 15, 2019

AMEND RESOLUTION #18-1953 ACCEPTING THE RESIGNATION OF MARIEL PESAVENTO WITHIN THE OFFICE OF MANAGEMENT AND BUDGET

WHEREAS, pursuant to Resolution #18-1953 adopted December 18, 2018, this Board approved the resignation of Mariel Pesavento effective January 11, 2019; and

WHEREAS, Ms. Pesavento has agreed to stay on part-time, 30 hours per week through February 8, 2019 to help with the transition of a new hire; and

NOW THEREFORE BE IT RESOLVED, to amend resolution #18-1953, adopted December 18, 2018, to reflect the approval of Mariel Pesavento working part-time, 30 hours per week, beginning January 14, 2019 with a resignation date effective February 8, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: M. Pesavento's Personnel file  
OMB – Sue Spencer

# Resolution

Number 19-0009

Adopted Date January 15, 2019

AUTHORIZE THE POSTING OF THE " DATA TECHNICIAN I" POSITION, WITHIN THE TELECOMMUNICATIONS DEPARTMENT, IN ACCORDANCE WITH WARREN COUNTY PERSONNEL POLICY MANUAL, SECTION 2.02(a)

WHEREAS, there exists one opening for a "Data Technician I" position within the Telecommunications Department; and

NOW THEREFORE BE IT RESOLVED, to authorize the posting of the position of "Data Technician II" in accordance with Warren County Personnel Policy Manual, Section 2.02(A); posting to occur for a period of at least seven (7) consecutive calendar days beginning January 16, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

H/R

cc: Telecom (File)  
OMB – Sue Spencer

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0010

Adopted Date January 15, 2019

ACCEPT RESIGNATION OF MELODI CHASTEEN, FISCAL COORDINATOR, WITHIN OHIOMEANSJOBS WARREN COUNTY, EFFECTIVE JANUARY 23, 2019

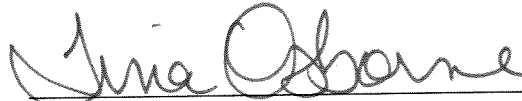
BE IT RESOLVED, to accept the resignation Melodi Chasteen, Fiscal Coordinator, within OhioMeansJobs Warren County, effective January 23, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: OhioMeansJobs (file)  
M. Chasteen's Personnel File  
OMB – Sue Spencer  
Tammy Whitaker

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0011

Adopted Date January 15, 2019

AUTHORIZE THE POSTING OF "FISCAL COORDINATOR" POSITION, WITHIN OHIOMEANSJOBS WARREN COUNTY, IN ACCORDANCE WITH WARREN COUNTY PERSONNEL POLICY MANUAL, SECTION 2.02(a).

WHEREAS, there exists one opening for "Fiscal Coordinator" position within the OhioMeansJobs Warren County; and

NOW THEREFORE BE IT RESOLVED, to authorize the posting of the position of "Fiscal Coordinator" in accordance with Warren County Personnel Policy Manual, Section 2.02(A); posting to occur for a period of at least seven (7) consecutive calendar days beginning January 16, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: OhioMeansJobs (File)  
OMB – Sue Spencer

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0012

Adopted Date January 15, 2019

DESIGNATE FAMILY AND MEDICAL LEAVE OF ABSENCE TO AMY STEVENS, WITHIN THE DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION

WHEREAS, it is necessary to designate a Family and Medical Leave of Absence for Amy Stevens; and

NOW THEREFORE BE IT RESOLVED, to designate Family and Medical Leave of Absence for Amy Stevens, not to exceed twelve (12) weeks; pending further documentation from Mrs. Stevens' physician.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Children Services (file)  
A. Stevens' FMLA file  
OMB – Sue Spencer

# Resolution

Number 19-0013

Adopted Date January 15, 2019

AUTHORIZE THE POSTING OF THE "FOSTER CARE/ADOPTION CASEWORKER I" POSITION, WITHIN THE DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION, IN ACCORDANCE WITH WARREN COUNTY PERSONNEL POLICY MANUAL, SECTION 2.02(A)

WHEREAS, there exists an opening for the "Foster Care/Adoption Caseworker I" position within the Department of Job and Family Services, Children Services Division; and


NOW THEREFORE BE IT RESOLVED, to authorize the posting of the position of "Foster Care/Adoption Caseworker I" in accordance with Warren County Personnel Policy Manual, Section 2.02(A); posting to occur for a period of at least seven (7) consecutive calendar days beginning January 9, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: Children Services (file)  
OMB-Sue Spencer

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0014

Adopted Date January 15, 2019

ACCEPT RESIGNATION OF JENNY DARE, PROTECTIVE SERVICES CASEWORKER II, WITHIN THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION, EFFECTIVE JANUARY 14, 2019

BE IT RESOLVED, to accept the resignation of Jenny Dare, Protective Services Caseworker II, within the Warren County Department of Job and Family Services, Children Services Division, effective January 14, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: Children Services (file)  
J. Dare's Personnel file  
OMB – Sue Spencer  
Tammy Whitaker  
Job Class #1800

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0015

Adopted Date January 15, 2019

AUTHORIZE THE POSTING OF THE "PROTECTIVE SERVICES CASEWORKER I OR II" POSITIONS, WITHIN THE DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION, IN ACCORDANCE WITH THE WARREN COUNTY PERSONNEL POLICY MANUAL, SECTION 2.02(a)

WHEREAS, there exists one opening for a "Protective Services Caseworker I or II" position within the Department of Job and Family Services, Children Services Division; and

NOW THEREFORE BE IT RESOLVED, to authorize the posting of the position of "Protective Services Caseworker I or II" in accordance with Warren County Personnel Policy Manual, Section 2.02(A); posting to occur for a period of at least seven (7) consecutive calendar days beginning January 16, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

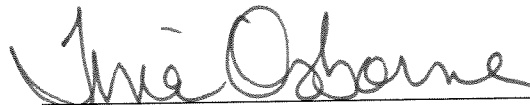
Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

H/R

cc: Children Services (file)  
S. Spencer – OMB  
Job Class 1800



*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0016

Adopted Date January 15, 2019

HIRE BRITTANY SMITH AS ALTERNATIVE RESPONSE CASEWORKER I, WITHIN THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION

BE IT RESOLVED, to hire Brittany Smith as Alternative Response Caseworker I, within the Warren County Department of Job and Family Services, Children Services Division, classified, full-time permanent, non-exempt status (40 hours per week), Pay Grade #6, \$15.98 per hour, under the Warren County Job and Family Services compensation plan, effective February 4, 2019, subject a negative drug screen and a 365 day probationary period.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Tina Osborne, Clerk

H/R

cc: Children Services (file)  
B. Smith's Personnel file  
OMB – Sue Spencer  
Job Class 1821

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0017

Adopted Date January 15, 2019

APPROVE A PAY INCREASE FOR EMILY SMITLEY WITHIN THE WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES

WHEREAS, this board adopted Resolution #98-1460, October 8, 1998 adopting departmental work rules and compensation schedule for the Warren County Emergency Services and the Emergency Communications Operators; and

WHEREAS, Emily Smitley, Emergency Communications Operator within the Warren County Emergency Services, has successfully completed three (3) years of service as a Emergency Communications Operator on January 4, 2019; and

NOW THEREFORE BE IT RESOLVED, to approve Emily Smitley's pay increase from \$21.78 per hour to \$24.32 per hour, under the Warren County Emergency Services Schedule, effective pay period beginning January 17, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Emergency Services (File)  
E. Smitley's Personnel File  
OMB-Sue Spencer

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0018

Adopted Date January 15, 2019

ACCEPT RESIGNATION OF LORIE WATSON, EMERGENCY COMMUNICATIONS OPERATOR, WITHIN THE WARREN COUNTY EMERGENCY SERVICES DEPARTMENT, EFFECTIVE DECEMBER 31, 2018

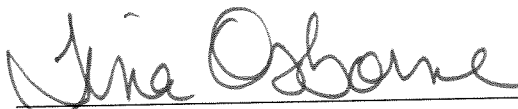
BE IT RESOLVED, to accept the resignation, of Lorie Watson, Emergency Communications Operator within the Warren County Emergency Services Department, effective December 31, 2018.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Emergency Services (file)  
L. Watson's Personnel File  
OMB – Sue Spencer  
Tammy Whitaker  
Job Class 1373

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0019

Adopted Date January 15, 2019

ACCEPT RESIGNATION OF LARRY DUNLAP, BUILDING INSPECTOR II, WITHIN THE WARREN COUNTY DEPARTMENT OF BUILDING AND ZONING, EFFECTIVE JANUARY 2, 2019

BE IT RESOLVED, to accept the resignation of Larry Dunlap, Building Inspector II, within the Warren County Department of Building and Zoning, effective January 2, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Building/Zoning (file)  
L. Dunlap's Personnel File  
OMB – Sue Spencer  
Tammy Whitaker  
Job Class #1253

# Resolution

Number 19-0020

Adopted Date January 15, 2019

AUTHORIZE THE POSTING OF THE "BUILDING AND ELECTRICAL INSPECTOR I" POSITION, WITHIN THE BUILDING AND ZONING DEPARTMENT, IN ACCORDANCE WITH WARREN COUNTY PERSONNEL POLICY MANUAL, SECTION 2.02(a)

WHEREAS, there exists one opening for a "Building and Electrical Inspector I" position within the Building and Zoning Department; and

NOW THEREFORE BE IT RESOLVED, to authorize the posting and advertising of the position of "Building and Electrical Inspector I" in accordance with Warren County Personnel Policy Manual, Section 2.02(A); posting to occur for a period of at least seven (7) consecutive calendar days beginning January 9, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Building /Zoning (File)  
OMB – Sue Spencer  
Job Class 1253

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0021

Adopted Date January 15, 2019

HIRE NICCOLE REMENOWSKY AS OFFICE ADMINISTRATOR, WITHIN THE WARREN COUNTY GARAGE

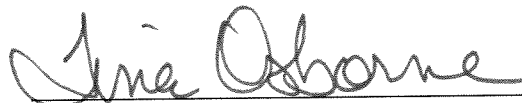
BE IT RESOLVED, to hire Nicole Remenowsky as Office Administrator, within the Warren County Garage, classified, full-time permanent, non-exempt status, Pay Range #18, \$18.90 per hour, effective January 21, 2019, subject to a 365-day probationary period.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

H/R

cc: Garage (file)  
N. Remenowsky's Personnel file  
OMB – Sue Spencer  
Job Class 1193

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0022

Adopted Date January 15, 2019

AUTHORIZE THE POSTING OF THE "WASTEWATER TREATMENT PLANT OPERATOR I" WITHIN THE WATER AND SEWER DEPARTMENT, IN ACCORDANCE WITH WARREN COUNTY PERSONNEL POLICY MANUAL, SECTION 2.02(a)

WHEREAS, there exists an opening for a "Wastewater Treatment Plant Operator I" position within the Water and Sewer Department; and

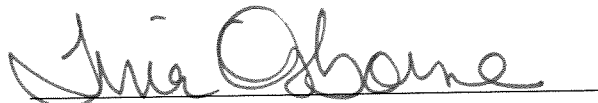
NOW THEREFORE BE IT RESOLVED, to authorize the posting of the position of "Wastewater Treatment Plant Operator I" in accordance with Warren County Personnel Policy Manual, Section 2.02(A); posting to occur for a period of at least seven (7) consecutive calendar days beginning January 16, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

H/R

cc: Water/Sewer (File)  
OMB-Sue Spencer  
T. Reier

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0023

Adopted Date January 15, 2019

ACCEPT RESIGNATION OF JACQUELYN BRODY, BUSINESS MANAGER, WITHIN THE WARREN COUNTY WATER AND SEWER DEPARTMENT, EFFECTIVE JANUARY 18, 2019

BE IT RESOLVED, to accept the resignation of Jacquelyn Brody, Business Manager, within the Warren County Water and Sewer Department, effective January 18, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: Water/Sewer (file)  
J. Brody's Personnel File  
OMB – Sue Spencer  
Tammy Whitaker  
Job Class 1960  
T. Reier



*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0024

Adopted Date January 15, 2019

AUTHORIZE THE POSTING OF THE "BUSINESS MANAGER" POSITION WITHIN THE WATER AND SEWER DEPARTMENT, IN ACCORDANCE WITH WARREN COUNTY PERSONNEL POLICY MANUAL, SECTION 2.02 (A)

WHEREAS, there exists an opening for the "Business Manager" position within the Water and Sewer Department; and

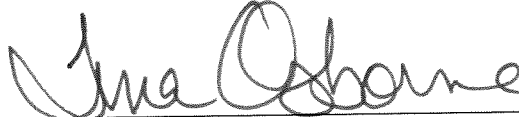
NOW THEREFORE BE IT RESOLVED, to authorize the posting of the position of "Business Manager" in accordance with Warren County Personnel Policy Manual, Section 2.02 (A); posting to occur for a period of at least seven (7) consecutive calendar days beginning January 9, 2019

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Water/Sewer (file)  
OMB – S. Spencer  
T. Reier

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0025

Adopted Date January 15, 2019

AUTHORIZE THE POSTING OF THE 'ASSISTANT BUSINESS MANAGER' POSITION WITHIN THE WATER AND SEWER DEPARTMENT, IN ACCORDANCE WITH WARREN COUNTY PERSONNEL POLICY MANUAL, SECTION 2.02 (A)

WHEREAS, there exists an opening for the "Assistant Business Manager" position within the Water and Sewer Department; and

NOW THEREFORE BE IT RESOLVED, to authorize the posting of the position of "Assistant Business Manager" in accordance with Warren County Personnel Policy Manual, Section 2.02 (A); posting to occur for a period of at least seven (7) consecutive calendar days beginning January 9, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

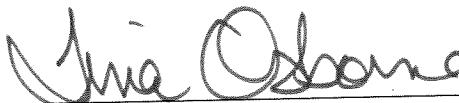
Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Water/Sewer (file)  
OMB – S. Spencer  
T. Reier

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0026

Adopted Date January 15, 2019

HIRE KASSIDY VERNON AS CUSTOMER REPRESENTATIVE, WITHIN THE WATER AND SEWER DEPARTMENT

BE IT RESOLVED, to hire Kassidy Vernon, Customer Representative, within the Water and Sewer Department, full-time, non-exempt, Pay Range #12, at a pay rate of \$14.85 per hour, effective January 28, 2019, subject to a negative drug screen and a 365 day probationary period.

BE IT FURTHER RESOLVED, Ms. Vernon will not be eligible for the typical three percent increase given at probation as her current wage reflects her prior experience within the department.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

H/R

cc: Water/Sewer (file)  
Kassidy Vernon's Personnel file  
OMB-Sue Spencer  
T. Reier  
Job Class #2090

# Resolution

Number 19-0027

Adopted Date January 15, 2019

APPROVE END OF 365-DAY PROBATIONARY PERIOD AND APPROVE A PAY INCREASE FOR JEREMIAH MARCUM WITHIN THE WARREN COUNTY TELECOMMUNICATIONS DEPARTMENT

WHEREAS, Jeremiah Marcum, Database Administrator within the Warren County Telecommunications Department, has successfully completed a 365-day probationary period, effective January 8, 2019; and

NOW THEREFORE BE IT RESOLVED, to approve Jeremiah Marcum's completion of 365-day probationary period and to approve a pay increase to end of probationary rate of \$25.72 per hour effective pay period beginning January 19, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

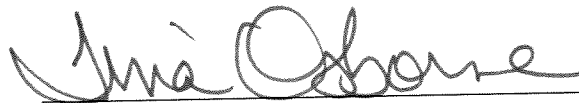
Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Telecom (file)  
J. Marcum's Personnel File  
OMB – Sue Spencer

# Resolution

Number 19-0028

Adopted Date January 15, 2019

APPROVE END OF 365-DAY PROBATIONARY PERIOD AND APPROVE A PAY INCREASE FOR JAIME DICK WITHIN THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, HUMAN SERVICES DIVISION

WHEREAS, Jaime Dick, Unit Support Worker II within the Warren County Department of Job and Family Services, Human Services Division, has successfully completed a 365-day probationary period, effective December 18, 2018; and

NOW THEREFORE BE IT RESOLVED, to approve Jaime Dick's completion of 365-day probationary period and to approve a pay increase to end of probationary rate of \$12.80 per hour effective pay period beginning December 22, 2018; and

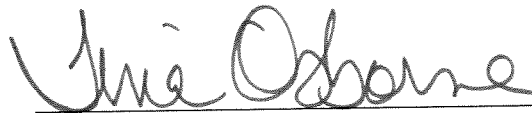
BE IT FURTHER RESOLVED, that pursuant to Resolution 18-2007, adopted December 18, 2018, approving salary increases for employees under the Board's jurisdiction, that stated Jaime Dick would receive a (two) 2 percent pay increase to a new rate of \$13.06 per hour effective pay period beginning January 5, 2019.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Human Services (file)  
J. Dick's Personnel File  
OMB – Sue Spencer

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0029

Adopted Date January 15, 2019

APPROVE REPLACEMENT OF BRIDGE WA 26-2.35 ON COZADDALE MURDOCH ROAD IN HAMILTON TOWNSHIP UNDER FORCE ACCOUNT

WHEREAS, there is need to replace structure WA 26-2.35 carrying Cozaddale Murdoch Road over Simpsons Creek in Hamilton Township; and

WHEREAS, Neil F. Tunison, P.E., P.S., Warren County Engineer proposes to replace the structure under force account; and

WHEREAS, the County Engineer's estimated cost of the portion of replacement, including labor and materials not purchased under contract as specified under Sections 5543.19 and 5575.01 of the Ohio Revised Code is \$66,290.63 and under the cap of \$100,000 for a bridge; and

WHEREAS, the Engineer's estimate is submitted and to be kept on file with the Board of County Commissioners; and

NOW THEREFORE BE IT RESOLVED, to approve the construction of the bridge under force account provisions of Section 5543.19 and 5575.01 of the Ohio Revised Code.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

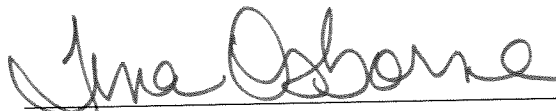
Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Engineer (file)

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0030

Adopted Date January 15, 2019

## ADVERTISE FOR BIDS FOR THE WARREN COUNTY FAIRGROUNDS PAVING PROJECT

BE IT RESOLVED, to advertise for bids for the Warren County Fairgrounds Paving Project for the Warren County Agricultural Society; and

BE IT FURTHER RESOLVED, to advertise said bid for one (1) week in a newspaper of general circulation and for two consecutive weeks on the County Internet Website, beginning the week of January 13, 2019; bid opening to be February 12, 2019 @ 9:00 a.m.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

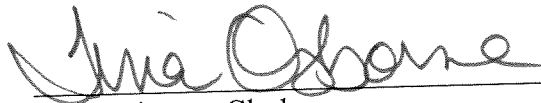
Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

KH

cc: Fairgrounds (file)  
OMB Bid file

# Resolution

Number 19-0031

Adopted Date January 15, 2019

APPROVE NOTICE OF INTENT TO AWARD BID TO HAMCO X- RAY INC. FOR THE WARREN COUNTY SECURITY EQUIPMENT REPLACEMENT PROJECT

WHEREAS, bids were closed at 9:15 a.m., December 11, 2018, and the bids received were opened and read aloud for the Warren County Security Equipment Replacement Project and the results are on file in the Commissioners Office; and

WHEREAS, upon review of such bids by Trevor Hearn, Warren County Director of Facilities Management, Hamco X-Ray Inc., has been determined to be the lowest and best bidder; and

WHEREAS, Hamco X-Ray, Inc., was the only bidder with an original total bid price of \$192,400.00, however, Trevor Hearn, Facilities Management Director, opted out of the 3 Year Service Agreement on all new equipment bringing the new total bid amount to \$132,450.00; and

NOW THEREFORE BE IT RESOLVED, upon recommendation of Trevor Hearn, that it is the intent of this Board to award the contract to Hamco X-Ray, Inc., 4622 Watoga Dr., Liberty Township, Ohio, for a total bid price of \$132,450.00; and

BE IT FURTHER RESOLVED, that the President of the Board is hereby authorized to execute a "Notice of Intent to Award."

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

KH\

cc: Facilities Management (file)  
OMB Bid file



# Resolution

Number 19-0032

Adopted Date January 15, 2019

APPROVE AND AUTHORIZE THE SUBMITTAL OF A GRANT APPLICATION FOR THE OHIO STATE EMERGENCY RESPONSE COMMISSION CHEMICAL EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW FUND GRANT PROGRAM ON BEHALF OF WARREN COUNTY EMERGENCY SERVICES AND AUTHORIZE LEPC GRANT COORDINATOR TO SIGN GRANT APPLICATION

BE IT RESOLVED, to approve and authorize the submission of grant application for the Chemical Emergency Planning and Community Right-to-Know Fund Grant Program through the Ohio State Emergency Response Commission on behalf of Warren County Emergency Services, as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, to authorize the Warren County LEPC Grant Coordinator to sign documents relative thereto; and

BE IT FURTHER RESOLVED, in the event grant funding is not available, the Warren County Board of Commissioners has no further obligation to fund this program.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

sm\

cc: Emergency Services (file)  
OGA

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## Chemical Emergency Planning and Community Right-to-Know Fund Grant Application

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Completed grant application packet must be submitted to:

State Emergency Response Commission  
Ohio EPA Right-to-Know Program  
50 West Town Street, Suite 700  
P.O. Box 1049  
Columbus, OH 43216-1049  
Attn: Grant Program

Phone: (614) 644-2260  
Fax: (614) 644-3681  
Email: [Jeffrey.beattie@epa.ohio.gov](mailto:Jeffrey.beattie@epa.ohio.gov)

<http://www.epa.ohio.gov/dapc/serc/index.aspx>

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### Grant Application Deadline:

LEPCs and Fire Departments: **February 1, 2019**

State Agencies: **April 1, 2019**

The total grant packet shall consist of information requested in questions in this grant application and a signed resolution "certifying" the LEPC grant application. Fire departments must coordinate and file their grant application form(s) through their LEPC. Applications postmarked after these dates shall be reduced by one percent by day of their calculated award. Applications postmarked more than 30 days after February 1 will not be considered for funding for the state grant funding year in accordance with OAC 3750-50-10(E)

Local Emergency Planning Committee  
LEPC Grant Application  
**(due February 1, 2019)**

Approved October 14, 2015

<b>General Information</b>	
County/Countries	Warren
LEPC Name	Warren County LEPC
Tax Identification Number	31-6000-058
Authorized Grant Applicant	Melissa Bour
<i>The Authorized Applicant is the LEPC member authorized to apply for and manage the grant and the grant account. (In most cases this will be the LEPC Chairperson.)</i>	
Authorized Applicant Telephone	( 513 ) 695 - 1315
Designated Contact Person	David Wood
<i>The designated contact person can be the Authorized Applicant or another designated member of the LEPC such as the Information Coordinator or LEPC Secretary.</i>	
Designated Contact Telephone	( 513 ) 695 - 1313
Email	<u>David.wood@wcoh.net</u>
Make Grant Check Payable to	Warren County LEPC
Send check or electronic transfer or voucher to	520 Justice Drive Lebanon Ohio 45036
<b>Membership</b>	
<input checked="" type="checkbox"/> Current LEPC membership list is attached	
<b>Grant Eligibility</b>	
In determining a grant award to an LEPC, the State Emergency Response Commission shall consider the following:	
Has the LEPC prepared and submitted to the SERC emergency response and preparedness plan under ORC 3750.04(A) during the last grant period? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate date of the last plan submission	9 / 17 / 2018
Indicate if plan was submitted as a no change	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If the plan was a no change, indicate if this was the 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> no change	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>
Indicate the last date of the hazard analysis update	8 / 20 / 18
Indicate the percentage of EHS facilities for which the hazard analysis was reviewed and updated as needed in the previous grant period	100%
If the hazard analysis has not been updated in five years, please indicate why	
Has the LEPC conducted its annual exercise or actual incident response which was credited as an exercise? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Grant Distribution Information		
1	Total number of facilities in LEPC reporting one or more Hazardous Substances (include only those facilities that did not report an EHS) <i>Date of last review of number of Hazardous Substances reporting facilities</i>	88 9 / 13 / 2018
2	Total number of facilities in LEPC reporting one or more Extremely Hazardous Substances (EHS) <i>Date of last review of number of EHS reporting facilities</i>	71 9 / 13 / 2018
3	Estimated volume of hazardous substances and EHS transported through LEPC (average daily max/year) <i>Date of last review of estimated volume of hazardous substances or of EHS transported in LEPC</i> <b>A. Hazardous Substances</b> Range in pounds <input type="checkbox"/> 0-10,000 <input checked="" type="checkbox"/> 10,001-100,000 <input type="checkbox"/> 100,001-1,000,000 <input type="checkbox"/> > 1,000,000 <b>B. EHS</b> Range in pounds <input type="checkbox"/> 0-10,000 <input checked="" type="checkbox"/> 10,001-100,000 <input type="checkbox"/> 100,001-1,000,000 <input type="checkbox"/> > 1,000,000	8 / 13 / 2018
4	Estimated amounts of extremely hazardous substances produced, used or stored in the district	Range in pounds <input type="checkbox"/> 0-10,000 <input checked="" type="checkbox"/> 10,001-100,000 <input type="checkbox"/> 100,001-1,000,000 <input type="checkbox"/> > 1,000,000
5	Population within the district or under the jurisdiction of the fire department that resides in close proximity to facilities that are subject to ORC 3750 and to principal routes for the transportation of hazardous materials identified or listed by regulations adopted under the "Hazardous Materials Transportation Act," 88 Stat. 2156 (1975), 49 U.S.C.A. 1801, as amended. (An LEPC can use the population of the county for this estimate)	212,693
6	Please demonstrate how this grant will enhance the ability of the recipient or, in the case of the commission, the state as a whole to prepare for and respond to releases of hazardous substances and extremely hazardous substances. This grant will allow the Warren County LEPC to hold its quarterly meetings, and assist in the development of plans relating to the response and mitigation of hazardous materials incidents. It will also help Warren County LEPC to design and execute the yearly LEPC exercise. The Warren County LEPC will maintain a database with information regarding type, quantity, and location of chemicals used and transported. Also, the LEPC will inform the community and first responders of any dangerous substances in which they may encounter on a daily basis.	

<b>Performance of Baseline Requirements</b>			
Please indicate whether the LEPC commits to perform the following activities within the grant period, using the grant funds:			
		Yes	No
1	Maintain an LEPC membership in accordance with ORC 3750.03(B) and submit any changes to the membership to the SERC for approval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Appoint a chairman and vice-chairman and a secretary to keep a record of its proceedings in accordance with ORC 3750.03(D)(1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Adopt bylaws for the conduct of its business in accordance with ORC 3750.03(D)(2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Appoint an information coordinator who shall be responsible for maintaining the committee's files of information received and for receiving and fulfilling requests from the public for that information in accordance with ORC 3750.03(D)(3).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Appoint a community emergency coordinator who shall be responsible for coordinating the development and implementation of the chemical emergency response and preparedness plan of the district and for receiving verbal and follow-up written notices of releases of hazardous substances and extremely hazardous substances, in accordance with ORC 3750.03(D)(4).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Obtained anything to be purchased, leased, or constructed in accordance with the provisions of 307.86 to 307.92 of the Revised Code applicable to boards of county commissioners, in accordance with ORC 3750.03(D)(5).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Establish and carry out a program to monitor regulated facilities within the district and to conduct compliance and enforcement activities to ensure that the facilities have submitted the information required by ORC 3750.05, 3750.07 and 3750.08 in accordance with ORC 3750.03(D)(6).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Submit the annual compliance report by October 1 in accordance with ORC 3750.03(D)(6).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Credited the LEPC grant monies to a special emergency planning fund in the treasury of the county in accordance with ORC 3750.03(F).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Prepare and submit an emergency response and preparedness plan to the SERC by no later than October 17 for review and concurrence in accordance with ORC 3750.04.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Conduct an annual exercise as required by ORC 3750.04(C).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Additional Core LEPC Activities Recommended by the SERC</b>			
Please indicate whether the LEPC commits to perform the following activities within the grant period, using the grant funds:			
		Yes	No
	Meet at least once during the grant period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Provide meeting minutes to Ohio EPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Prepare and submit the financial status report by July 31 for previous SFY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For any "No" answers, please explain below (attach additional sheets as required)			

Training which the LEPC plans to sponsor or support during the grant period				
Title of Training	Anticipated Number Trained	Anticipated Cost	Will grant funds be used to support this training?	
			YES	NO
LEPC Exercise	30	\$ 3700	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>

#### Compliance with Grant Limitations and Assurances

Chapter 3750 of Ohio Revised Code restricts the use of the grant funds and identifies uses which are prohibited. Please confirm that the grant funds will not be used for purposes identified as restricted by Chapter 3750. Please note that if the funds are passed through by contract with the LEPC to another agency, these activities cannot be part of the contract with the sub-contractor, and the sub-contractor cannot use the SERC grant funds to perform these activities.

LEPC Grant Activities Restricted by Ohio Law		Agree (Check box)
1	Grant funds will not be used to acquire first response equipment, except as otherwise provided in Division (D)(4) of Section 3750.14. Division D(4) states: <i>After a committee determines that the initial training needs for emergency management personnel within its emergency planning district set forth in the committee's plan or most recent review of its plan under section 3750.04 of the Revised Code have been met, a committee may make grants from the moneys it receives under this section to fire departments located within the district for the purchase of first response equipment.</i>	<input checked="" type="checkbox"/>
2	Grant funds will not be used to defray costs for copying and mailing hazardous chemical lists, material safety data sheets, or emergency and hazardous chemical inventory forms submitted under this chapter for distribution to the public.	<input checked="" type="checkbox"/>
3	Grant funds will not be used to reimburse any person for expenditures incurred for emergency response and cleanup of a release of a hazardous substance, an extremely hazardous substance, and/or oil.	<input checked="" type="checkbox"/>
4	Grant funds will not be used to perform any assessment of damages to natural resources resulting from a release of oil, a hazardous substance or an extremely hazardous substance.	<input checked="" type="checkbox"/>

<b>Assurances</b>		
In executing this agreement, the grant recipient will be committing to comply with the regulations, policies, guidelines, and requirements as they relate to the application acceptance and use of emergency planning grant funds. Also the grant recipient commits with respect to the grant that:		Agree (Check box)
1	The applicant possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.	<input checked="" type="checkbox"/>
2	The applicant agrees that (a) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Ohio; and (b) funds awarded by the State Emergency Response Commission may be terminated at any time for violation of any terms and requirements of this agreement.	<input checked="" type="checkbox"/>
3	The applicant will give SERC through any authorized representative access to and the right to examine all records, books, papers or documents related to the grant. This provision shall also apply in the event of termination of this agreement.	<input checked="" type="checkbox"/>
4	The applicant will maintain such records as required by state and federal law. The minimum acceptable financial records consist of: a) documentation of employee time; b) documentation of all materials, supplies and travel expenses; c) inventory records and supporting documentation for allowable equipment purchased to carry out the program scope; d) rational supporting allocation of space charges (e.g., rent); e) any other records which support charges to program funds. The Applicant must maintain sufficient segregation of program accounting records from other programs and/or projects.	<input checked="" type="checkbox"/>
5	The applicant will at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this grant and which in any manner affect the work or its conduct. In accordance with ORC 3750.02(F), the local emergency planning committee of an emergency planning district lying wholly within the boundaries of a county shall be considered a county board and shall receive the services of the auditor and prosecuting attorney of the county in the same manner as other county boards. As a county board, the LEPC must follow all policies established by the county auditor. The LEPC must also follow the LEPC funding policy, adopted by the SERC on December 12, 2007.	<input checked="" type="checkbox"/>
6	The SERC grant will be deposited into a special emergency planning fund in the treasury of the county in accordance with ORC 3750.03 (F) which states: "Moneys received by the committee of a district lying wholly within the boundaries of a county shall be credited to a special emergency planning fund in the treasury of the county. The fund shall be administered by the committee of the district, and moneys credited to the fund shall be expended only for the purposes of carrying out the powers and duties of the committee under this chapter and rules adopted and orders issued under it."	<input checked="" type="checkbox"/>
7	The applicant will conform with applicable county policies regarding the use of cellular phones, and applicable restrictions regarding the acquisition and disposal of assets (items valued at more than \$300 or amount specified by county policy).	<input checked="" type="checkbox"/>
8	Contracts for personal services shall be in conformance with state and local laws and regulations.	<input checked="" type="checkbox"/>
9	The applicant will comply with State Equal Employment Opportunity and hiring practices	<input checked="" type="checkbox"/>
10	The applicant will comply with public records laws and open meeting laws, including but not limited to the public records requirements in the Emergency Planning and Community Right-to-Know Act and ORC 3750.	<input checked="" type="checkbox"/>

I hereby certify that the information as provided, to the best of my knowledge, is true, accurate and complete in support of the duties assigned to the Warren County LEPC under Chapter 3750 of the Ohio Revised Code.

LEPC Authorized Signature	/ /
David Wood	Date ( 513 ) 695 - 1313
Typed/Printed Name	Telephone Number

**LEPC Budget Request**  
Warren County LEPC

<b>Budget Categories</b>	<b>Grant Request</b>
Personnel/Fringe	\$ 27,200
Contracted Services*	\$
Supplies	\$
Training	\$
Travel	\$
Exercise	\$ 3700
<b>Total LEPC Planning Budget Grant Request</b>	\$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>

- **Contracted Services:** Includes personal and/or public service contracts
- **Supplies:** includes office supplies, telephone/communications, printing, postage, etc.
- **Travel:** includes mileage and lodging

Fire Department Grant:	Training	\$
	Response	
	Equipment	\$
<b>Total LEPC Planning Budget Grant Request</b>		\$ 30,900

\*Attach copy of the contract for services



# Resolution

Number 19-0033

Adopted Date January 15, 2019

## SELECTION OF AN ENGINEERING FIRM FOR THE LOWER LITTLE MIAMI WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT

WHEREAS, this Board of County Commissioners (the "Board") of the County of Warren, Ohio (the "County") recognizing the need to for improvements to the Lower Little Miami Wastewater Treatment Plant, including, but not limited to, upgrades to the influent screening facilities, secondary clarifiers, and vertical loop reactors, directed the Warren County Water and Sewer Department on October 23, 2018, through Resolution 18-1634, to issue a Request for Qualifications for aforesated improvements; and

WHEREAS, Section 153.65-71 of the Ohio Revised Code identifies the requirements and procedures for procuring the services of a consulting engineering firm for the development of detailed plans, specifications, and bid documents for the aforesated project; and

WHEREAS, nine qualification submittals from engineering consulting companies were received on Friday November 30, 2018; and

WHEREAS, this Board on December 11, 2018 adopted Resolution 18-1913 that appointed a committee to review qualification submittals from engineering consulting companies and upon adoption, the submittals were reviewed and evaluated by said committee; and

WHEREAS, the Water and Sewer Department requests authorization to begin negotiations with the top ranked engineering firm; and

NOW THEREFORE BE IT RESOLVED, to direct the Water and Sewer Department to initiate negotiations with Burgess and Niple, Inc. for the respective engineering services.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Water/Sewer (file)  
Project File

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0034

Adopted Date January 15, 2019

ENTER INTO CONTRACT WITH YSI, INC. FOR WORK RELATIVE TO THE FY 2018 RIVER GAUGE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT

BE IT RESOLVED, to enter into contract with YSI, Inc., PO Box 640373, Cincinnati, OH 45264, for work for the FY 2018 River Gauge CDBG Project, for a total contract price not to exceed \$37,492.00, as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/sm

cc: C/A— YSI  
OGA (file)

## CONTRACT

**THIS AGREEMENT**, is made as of the date of the last signature below by and between the Warren County Board of Commissioners, whose address is 406 Justice Drive, Lebanon, Ohio, hereinafter "Owner" and YSI, Inc. whose address is PO Box 640 373 and hereinafter referred to as "Contractor."

**WHEREAS**, the Warren County Emergency Management Agency (hereinafter Warren County EMA) has been awarded a Community Development Block Grant, for the purpose of installing water gauges in local rivers to collect data and warn of potential natural disasters (hereinafter "the Project"),

**WHEREAS**, Warren County EMA collected quotes from companies to provide the above equipment and services and chose YSI, Inc. as the lowest and best quote,

**NOW, THEREFORE**, it is agreed that:

### 1. Duties of Contractor:

- 1.1. Contractor shall perform all work, and supply all products, equipment and services as detailed in the Proposal Summary dated July 10, 2018 (hereinafter "Proposal"), and attached below; Contractor shall invoice Owner within 30 days of completing the Project.
- 1.2. In providing all services pursuant to this Contract, Contractor shall comply with Prevailing Wage Rates, and shall abide by all statutes, ordinances, rules, and regulations pertaining to the provisions of the services to be performed in the Proposal Summary.
- 1.3. Contractor shall carry Commercial General Liability insurance coverage for bodily injury and property damage arising from the performance of this Contract with limits of \$1,000,000 Per Occurrence and \$2,000,000 Aggregate with no interruption of coverage during the entire term of this Agreement. Contractor shall also carry automobile liability coverage with limits of \$1,000,000 per Occurrence/Aggregate. Contractor shall carry statutory worker's compensation insurance as required by law. Cancellation or non-renewal of any insurance policy shall be grounds to terminate this Contract.
- 1.4 Contractor and its staff will act in a nondiscriminatory manner both as an employer and as a service provider and will not discriminate with regard to race, color, national origin, religion, age, sex, or handicap.
- 1.5 Contractor will defend, indemnify [to the extent of its insurance limits], protect, and save Owner harmless from any and all kinds of loss, claims, expenses, causes of actions, costs, damages, and other obligations, financial or otherwise, arising from (a) negligent, reckless, or willful and wanton acts, errors or omissions by Contractor, its agents, employees, licensees, contractors, or subcontractors; (b) the failure of Contractor, its agents, employees, licensees, contractors, or subcontractors, to observe the applicable standard of care in providing services

pursuant to this Contract; and (c) the intentional misconduct of Contractor its agents, employees, licensees, contractors, or subcontractors that result in injury to persons or damage to property.

## **2. Duties of Owner:**

2.1 Notwithstanding the price quoted in the attached Proposal Summary, Owner agrees to compensate Contractor a sum not to exceed **thirty-five thousand eight-hundred and sixty dollars (\$35,860.00)** for all work, all products, equipment and services as detailed in the Proposal Summary dated July 10, 2018.

2.2 Owner agrees to remit payment to Contractor within 30 days of receiving an invoice from Contractor.

2.3 Owner shall complete all tasks assigned to "Customer" in the Proposal Summary, including: cellular activation; data service; and supply mini-sim card.

**3. Term of Contract.** Contractor shall supply all equipment, products, and perform all work and services by **May 1, 2019**, at which point in time this Contract shall terminate.

**4. Relationship of Parties.** The parties shall be independent contractors to each other in connection with the performance of their respective obligations under this Contract.

**5. Governing Law and Venue.** This Contract shall be construed in accordance with, and the legal relations between the parties shall be governed by, the laws of the State of Ohio as applicable to contracts executed and fully performed in the State of Ohio. The venue for any disputes arising under this Contract shall be Warren County, Ohio.

**6. Entire Contract.** This Contract contains the entire contract between Contractor and Owner with respect to the matter thereof and supersedes all prior written or oral contracts between the parties. No representations, promises, understandings, contracts, or otherwise not herein contained shall be of any force or effect.

**7. Modification.** No modification or amendments of this Contract shall be effective unless made in writing and duly executed by the authorized party to be bound thereby, which refers specifically to this Contract and states that an amendment or modification is being made in the respects as set forth in such amendment.

**8. Waiver.** No waiver by either party of any breach of any provision of this Contract shall be deemed to be a further or continuing waiver of any breach of any other provision of this Contract. The failure of any party at any time or times to require performance of any provision of this Contract shall in no manner affect such party's right to enforce the same at a later time.

**9. Termination.** Either party can terminate this contract for convenience at any time by providing 15 days prior written notice of such termination. Owner shall be responsible to pay for any services rendered as of the date of termination.

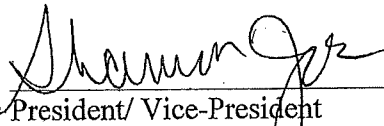
**10. Acceptance.** The parties acknowledge that they have read and understood this Contract. The parties by virtue of the signatures set forth below, agree to be legally bound by all provisions and conditions set forth in this Contract forming a mutually binding contractual agreement which cannot be amended without a writing executed by the parties.

**11. Public Record Act.** Contractor acknowledges and agrees that Owner must comply with Ohio Public Records laws; this Contract, the related Proposal and any other public records related to the Project may be disseminated to the public, the parties agree that Owner is not responsible to maintain any confidentiality of records or documents that are in fact public records.

**11. Power and Authority.** Each party has the power and authority to enter into and perform this Contract, and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract.

**IN WITNESS WHEREOF,** the parties have executed this Agreement as of the effective date set forth at the outset hereof.

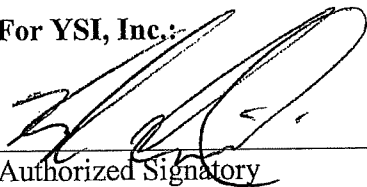
**For the Warren County Board  
Of Commissioners:**

  
\_\_\_\_\_  
President/ Vice-President

2/15/19  
Date

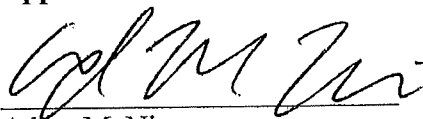
19-0034  
Resolution No.

**For YSI, Inc.:**

  
\_\_\_\_\_  
Authorized Signatory

12/11/2018  
Date

**Approved as to Form:**

  
\_\_\_\_\_  
Adam M. Nice

Assistant Prosecuting Attorney  
Warren County, Ohio

## INFORMAL PRICE QUOTATION FORM

This form is to be filled out in its entirety when purchasing items anticipated to cost \$1,000 or more in the aggregate. If less than 3 quotes are indicated, please note the reason at the bottom of this page and/or attach justifying documentation.

Department/Office: Grants Admini Date: 10/29/18

Purchase Order Number: 27022 Item Description:

Installation of two river gauges at Morrow & South Lebanon

Quotation #1:

YSI Incorporated

937-776-8611

Vendor Name

Phone Number

PO Box 640373

Street Address

Cincinnati, OH 45264

\$37,492.00

City, State, Zip Code

Total Price Quote

Quotation #2:

OTT

Vendor Name

970-669-3050

Phone Number

300 Lindbergh Dr.

Street Address

Loveland, CO 80539

City, State, Zip Code

Does not include installation

Total Price Quote

Quotation #3:

High Sierra Electronics

Vendor Name

530-273-2080

Phone Number

155 Spring Hill Drive

Street Address

Grass Valley, CA 95945

City, State, Zip Code

\$59,132.00

Total Price Quote

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0035

Adopted Date January 15, 2019

APPROVE AND ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY BOARD OF COUNTY COMMISSIONER ON BEHALF OF WARREN COUNTY CHILDREN SERVICES AND WARREN COUNTY COMMUNITY SERVICES

BE IT RESOLVED, to approve and authorize the Warren County Board of Commissioners to enter into a Memorandum of Understanding on behalf of the Department of Children Services and Warren County Community Services; copy of agreement is attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

jc/

cc: c/a – Warren County Community Services (file)  
Children Services (file)

## **Therapeutic Interagency Program Memorandum of Understanding**

This Agreement is entered into between the Warren County Board of County Commissioners (hereinafter referred to as "Board") on behalf of Warren County Children Services, and Warren County Community Services 570 North State Route 471 Lebanon, Ohio 45036.

This is a contract for **Therapeutic Interagency Program (TIP) Services for the period of January 1, 2019-December 31, 2019.**

### **ARTICLE I: PURPOSE OF THE CONTRACT**

The purpose of the Tip Program is to provide preschool children who have histories of abuse and neglect with supportive and integrated child protection, mental health, and educational interventions that protect the children while promoting healthy social interactions with parents, teachers, and therapists. The TIP Program strives to provide the children with sustained, safe, nurturing environments and relationships, provides interactions with positive adult and peer role models, helps to stabilize the children physically and mentally, assists in their developmental and social-emotional progress, and works to obtain family stability.

### **ARTICLE II: RESPONSIBILITY OF WARREN COUNTY COMMUNITY SERVICES**

- A. Ensure the funds subject to this Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the federal terms and conditions of the Head Start grant award.
- B. Supply Program services during the contract period to children ages three to five and their families. Services shall include, but not be limited to, therapeutic provider-based year-round preschool programming, mental health therapy, as well as individualized treatment plans, daily transportation, psychiatric services, in-home and provider-based parent education and involvement, educational resources for parents, transitional services, coordination with outside agencies to address client needs, and program evaluation to insure fiscal accountability and to measure evidence-based outcomes and quality assurance.
- C. Accept all referrals made by Warren County Children Services staff and shall provide program services to clients who are eligible for Temporary Assistance to Needy Families (TANF). Other social service organizations in the community may also refer potential clients, space permitting. Head Start eligibility of client will be verified prior to the provision of services.
- D. Ensure that all children in TIP during the school year are Head Start children with access to all services that Head Start provides, including, but not limited to educational assessments, health screenings and services, disability screenings and services, parental involvement assessments, and social services.



E. Operate two TIP classroom sessions at Early Learning Centers operated by Warren County Community Services. The Program shall be run in half-day sessions, Monday through Thursday. The Program shall operate at least 160 days during the year. Each session shall accommodate twelve (12) students for a total enrollment of twenty-four (24) children.

F. Arrange transportation for clients. Warren County Community Services staff shall accompany the clients in the vehicle to ensure attendance and to allow for daily monitoring of the home environment.

G. Employ and maintain two (2) full-time school year teachers and two co-teachers to provide specific classroom curriculum and case management as identified and described in this section of the contract agreement. Warren County Community Services shall certify that those persons hired shall be fully trained and qualified; minimum of Child Development Associate credential, Prefer degree in early childhood education.

H. Employ and maintain one (1) full-time equivalent TIP Coordinator through direct hire who can intelligently and competently do the following: assume responsibility for supervision of TIP classroom and outpatient placement and program referrals, complete all reports and rosters as assigned and by due date, assist TIP staff, children, parents, and other agency staff through TIP's intake, placement, treatment, and transition stages, assist in interpreting program findings, assure cooperative programming of TIP/Head Start clients, assist with growth/expansion, replication and dissemination of TIP model, provide direct on-site and home-based services to parents/guardians referred, conduct home visits occurring on a consistent and regular basis for all referred caregivers. Warren County Community Services certifies that upon hire and during his/her service for Warren County Community Services, the person hired shall be fully trained and qualified to perform duties described in this section of the agreement, with a minimum education requirement of a Bachelor's Degree in Social Work, Special Education, Early Childhood Education or other related professions; prefer Master's Degree. Knowledge, skills, and abilities of TIP Coordinator shall include, without limitation, knowledge of trauma informed practices, interdisciplinary and interagency work experience, experience in the field of child developmental learning disorders and/or child welfare, experience in the field of parenting, experience working with and/or providing education to adults and families, experience working with diverse populations of children and adults including: abuse/neglected population, low function population, substance abusers, domestic violence, and victims of sexual abuse, possessing demonstrated ability to work as a team member, good organizational skills, history of good job attendance, must pass criminal background checks, drug screening, and be free from communicable diseases. Warren County Community Services shall supply appropriate supervision and administrative functions associated with overall performance of the agreement in a manner satisfactory to Warren County Children Services.

I. Perform appropriate supervision and administrative functions and related tasks associated with the overall performance of the Program, which shall include without limitation, overseeing the management of the Project, compiling and disseminating related program data and reports as required by this agreement, managing and monitoring all employees, and designing methods to implement best practices in a manner satisfactory to Warren County Children Services.

J. Maintain appropriate records of client activity, both for individual clients and for the entire client population served under this agreement, so as to facilitate monitoring and evaluation.

K. Supply a class roster and attendance sheets for all children enrolled in and attending the TIP. Warren County Community Services shall submit a Monthly Client Report for each client served during the month and a Monthly Provider Wait List no later than the 15th day of each month following the end of the reporting month that shall cover the previous thirty (30) day period. Monthly coordination meetings will be held between Warren County Children Services and Warren County Community Services to review services provider and client progress.

L. Submit a quarterly invoice of \$12,500 to Warren County Children Services to Ellie Hamilton at [Elnora.Hamilton@jfs.ohio.gov](mailto:Elnora.Hamilton@jfs.ohio.gov) and Jenny Carman at [Jennifer.Carman@jfs.ohio.gov](mailto:Jennifer.Carman@jfs.ohio.gov). The invoice will be submitted in March, June, September and December of 2019.

M. An interim report on the Program is due from Warren County Community Services within thirty (30) days after completion of the first six (6) months of the Program and a final report on the Program is due from the Warren County Community Services within forty-five (45) days after the end of the agreement term. Such reports shall include, without limitation, a narrative which describes the program activities, attendance statistics, program outcomes, and the Program's successes and positive impacts on the community.

N. Warren County Community Services warrants that claims made to Warren County Children Services for payment for services provided shall be for actual services rendered and shall not duplicate claims made by Warren County Community Services to other sources of public or private funds for the same services.

O. At least one (1) time during the agreement period, Warren County Children Services and Warren County Community Services shall meet to discuss the agreement performance to date. At this meeting, Warren County Community Services shall supply Warren County Children Services with comprehensive cost and statistical information on the Program and in-depth analysis of the Program activity and budget information to-date. The programmatic review shall be conducted to ensure fulfillment of contractual obligations and compliance with terms and conditions of this agreement. Amendments of the contract will be made as mutually agreed upon. No agreement modifications shall become effective until they are reduced to writing and signed by both parties.

P. Warren County Community Services agrees that they shall not use any information, systems or records made available to them for any purpose other than to fulfill the contractual duties specified herein, without the express written permission of Warren County Children Services. Warren County Community Services further agree to maintain the confidentiality of all clients and families served. No information on clients served shall be released for research or other publication without the express written consent of the Warren County Children Services Director or her designee.

Q. Promptly reimburse Warren County Children Services for any funds Warren County Children Services pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Warren County Children Services is responsible. Make records available to Warren County Children Services, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

### **ARTICLE III: RESPONSIBILITY OF WARREN COUNTY CHILDREN SERVICES**

A. Provide funding to Warren County Community Services, not to exceed \$50,000.00 for calendar year 2019, in accordance with this Agreement and Federal, state and local laws upon receipt of a quarterly invoice for \$12,500.00 to be sent in the months of March, June, September and December of 2019.

B. Assign a case manager to the children who participate in the TIP program. This case manager will attend monthly coordination meetings with Warren County Community Services, assist with enrollment efforts such as acquiring necessary paperwork from the guardian or agency record, making necessary service referrals, and monitor client progress.

C. Provide technical assistance and training as requested to assist Warren County Community Services in fulfilling its obligations under this agreement.

D. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

E. At least one (1) time during the agreement period, Warren County Children Services and Warren County Community Services shall meet to discuss the agreement performance to date. At this meeting, Warren County Community Services shall supply Warren County Children Services with comprehensive cost and statistical information on the Program and in-depth analysis of the Program activity and budget information to-date. The programmatic review shall be conducted to ensure fulfillment of contractual obligations and compliance with terms and conditions of the agreement. Amendments of the contract will be made as mutually agreed. No agreement modifications shall become effective until they are reduced to writing and signed by both parties.

### **ARTICLE IV. AMENDMENT OR TERMINATION OF AGREEMENT**

This document constitutes the entire agreement between Warren County Children Services and Warren County Community Services with respect to all matters herein. Only a document signed by both parties may amend this Agreement. Both Warren County Children Services and Warren County Community Services agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Agreement without the necessity for executing written amendments. Any written amendment to this Agreement will be prospective in nature.

Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

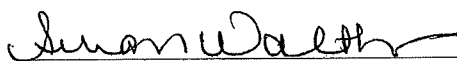
## ARTICLE V. MISCELLANEOUS PROVISIONS

A **Limitation of Liability:** To the extent permitted by law, Warren County Children Services agrees to be responsible for any liability directly relating to all acts of negligence by Warren County Children Services. To the extent permitted by law, Warren County Community Services agrees to be responsible for any liability directly related to all acts of negligence by Warren County Community Services. In no event, shall either party be liable for any indirect or consequential damages, even if Warren County Children Services or Warren County Community Services knew or should have known of the possibility of such damages.

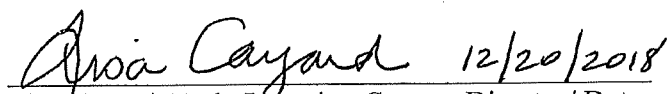
B. This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Agreement impossible.

C. Nothing in this Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Warren County Children Services to Warren County Community Services that is not specifically set forth in state and federal law. Nothing in this Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, Warren County Children Services, Warren County Community Services, or any of the officers or employees of the State of Ohio, Warren County Children Services or any of the officers or employees of the State of Ohio or Warren County Children Services.

In Witness whereof, Warren County Board of County Commissioners on behalf of Warren County Children Services, and Warren County Community Services have executed this Agreement effective the date of the last obtained signature as follows:



Susan Walther, Director/ Date  
Warren County Children Services



Lisa Cayard, Early Learning Centers Director/ Date  
Warren County Community Services

Warren County Board of County Commissioners:

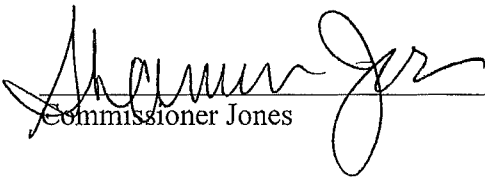
Commissioner Young



Commissioner Grossman

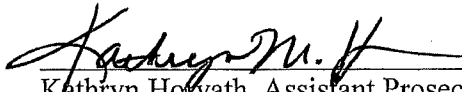


Commissioner Jones



Approved as To Form Only:

Kathryn Horvath, Assistant Prosecuting Attorney/ Date

 12/27/18

2017

# OFFICES OF WARREN COUNTY, OHIO

## PURCHASE ORDER - REQUISITION - CERTIFICATE

ORDER NO. 22346

Lebanon, Ohio

Date 11/7/18

Vendor Name W.C. Community Services

Vendor # 23027

Fund # 273

Street 570 N. State Rt. 741

Trans. Code \_\_\_\_\_

Subfund # \_\_\_\_\_

City, State, Zip Lebanon, OH 45036

Prog. Code \_\_\_\_\_

Function # 5100

Remittance Address (Required)

Class. Code \_\_\_\_\_

Object # ~~430~~ 410

Street same

Subaccount \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Memo TIP PROGRAM

Total P.O. Amount \$50,000.00

Auditor's Use Only:

QUANTITY	DESCRIPTION OF SERVICES	PRICE
	TIP Program	\$ 50,000.00

OFFICE OR DEPARTMENT

Children Services

SIGNATURE & TITLE

Jenny Carman, Business Manager

COUNTY AUDITOR'S CERTIFICATE (5705.410 O.R.C.)

County Commissioners  
(If Applicable)

It is hereby certified that the amount (\$ \_\_\_\_\_) required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the County Treasury or in the process of collection to the credit line of \_\_\_\_\_

Fund free from any obligation or certification now outstanding.

Date Posted \_\_\_\_\_ 20 \_\_\_\_\_

By \_\_\_\_\_ Deputy MATT NOLAN, AUDITOR

Date Approved \_\_\_\_\_

This order not valid unless County Auditor's Certificate is signed.

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND AS SUCH REQUIRES ITS CONTRACTORS AND SUPPLIERS TO ABIDE BY FEDERAL, STATE, AND LOCAL EEO RULES, REGULATIONS AND RELEVANT ORDERS. FAILURE OF VENDOR TO DO SO MAY RESULT IN CANCELLATION, SUSPENSION, OR TERMINATION OF CONTRACT/OBLIGATION.

ORIGINAL

# Resolution

Number 19-0036

Adopted Date January 15, 2019

APPROVE AND ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY BOARD OF COMMISSIONERS AND PUBLIC CHILDREN SERVICES ASSOCIATION OF OHIO (PCSAO) ON BEHALF OF WARREN COUNTY CHILDREN SERVICES (COUNTY PCSAO)

BE IT RESOLVED, to approve and authorize the Warren County Board of Commissioners to enter into a Memorandum of Understanding with Public Children Services Association of Ohio on behalf of Warren County Children Services; copy of agreement is attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

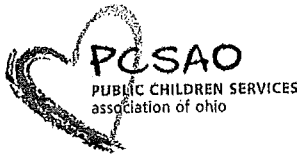
BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

jc/

cc: c/a – Public Children Services Association of Ohio  
Children Services (file)



37 West Broad Street, Suite 1100  
Columbus, OH 43215  
Ph: 614-224-5802 • Fx: 614-228-5150  
www.pcsao.org

## Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is made and entered into as of October 1, 2018 (Effective Date), by and between Public Children Services Association of Ohio, a nonprofit corporation organized under the laws of the State of Ohio (“PCSAO”), and the Warren County PCSA, a governmental entity organized under the laws of Ohio (“County PCSA”). PCSAO and County PCSA are sometimes referred to individually as a Party and collectively as the Parties.

PCSAO is a membership-driven association of Ohio’s county Public Children Services Agencies that advocates for and supports child protection program excellence and sound public policy for safe children, stable families, and supportive communities in Ohio.

In furtherance of Parties’ respective missions, the Parties wish to work together and collaborate with each other to plan and implement the Ohio START (Sobriety, Treatment, and Reducing Trauma) program which is an intervention program that will provide specialized victim services to children who have suffered victimization due to parental drug use. Specifically, the Parties will work together to implement Ohio START in partnership with the Ohio START Steering Committee consisting of representatives from PCSAO, the Ohio Attorney General’s Office, representative PCSAs, Casey Family Programs, Ohio Department of Job and Family Services, Ohio Department of Mental Health and Addiction Services, The Institute for Human Services, The Ohio State University College of Social Work, and the Ohio University Voinovich Center.

This Agreement is supported by grant number 2019-VOCA-132234677 awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice through the Ohio Attorney General’s Office. The Federal award identification number (FAIN) is 16.575 and the federal award date is 10/1/18. This agreement is also supported by grant number TI081684-01 awarded by Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. The Federal award identification (FAIN) is 93.788 and the federal award date is 9/28/18.

NOW, THEREFORE, in consideration of the foregoing, the Parties agree as follows:

- 1. Collaboration.** During the Term of this Agreement, the Parties shall work together to design and implement the Ohio START program as set forth in the program’s Timeline to this Agreement attached hereto as Exhibit A. This Agreement may be amended from time-to-time to include additional Timelines that shall be signed by the Parties.



## **2. Oversight and Evaluation.**

**2.1. Collaboration Oversight.** The Parties shall meet regularly throughout the term of the Agreement to provide their expertise and input into the Collaboration, including the development, implementation and evaluation of Ohio START.

**2.2. Operations.** In consultation with PCSAO, County PCSA shall be responsible for managing the day-to-day operations of the Ohio START program. PCSAO shall be responsible for regional and statewide coordination of trainings, meetings, technical assistance, and consultation. Training and technical assistance has been procured through the Institute for Human Services (IHS) and Children and Family Futures (CFF).

**2.3. Evaluation and Data.** The Parties shall regularly evaluate Ohio START for compliance and progress towards anticipated measurable outcomes as set forth in the program's Evaluation Plan to this Agreement attached hereto as Exhibit B. County PCSA will provide and otherwise facilitate reasonable access to data with the evaluation of Ohio START.

**3. County PCSA Responsibilities.** To participate in Ohio START, the County PCSA agrees to meet the program's implementation requirements, roles and responsibilities as set forth in the program's PCSA Implementation Requirements, Roles and Responsibilities attached hereto as Exhibit C. The County PCSA also agrees to adhere as best it can to the guidelines set forth in the program's Activities, Timeframes and Minimum Work Guidelines attached hereto as Exhibit H.

**3.1. Leadership and Support.** In addition to ongoing local management of Ohio START, provided by a lead identified by County PCSA, PCSA leadership shall work with PCSAO to support, implement and evaluate Ohio START program.

**3.2. Implementation.** County PCSA is responsible for implementing Ohio START by working directly with the victims, abused and neglected children and their families. The County PCSA responsibilities include, but are not limited to: establish a screening and assessment process to identify children and their families to participate in Ohio START; create strategic partnerships with other county agencies, including juvenile and family drug courts, Alcohol, Drug and Mental Health Boards, and behavioral health providers; execute a MOU with behavioral health providers and juvenile/family court to implement Ohio START, and establish collaboration between the PCSA, behavioral health provider, and the juvenile/family court; ensure family peer mentors are recruited, employed, and trained to provide services to Ohio START families; ensure staff have received training on the screening/ assessment tools that will be used during the referral process; establish teams and participate in cross-training on the START model; local county teams will develop local protocols for referring, accessing treatment in a timely manner, intensive case management, team meetings, and case closure; participate in project meetings; collect required data for PCSAO and evaluation team; provide timely and complete program and fiscal reports; identify key staff responsible for ensuring success of the program; and ensure fidelity to the Ohio START model by having all PCSA staff, behavioral health providers, family peer mentors, and juvenile/family court personnel trained.

**3.3. Shared Learning Opportunities.** As appropriate, County PCSA may invite PCSAO and Ohio START Steering Committee to participate in joint learning sessions,

convenings, trainings, and other meetings held or sponsored by County PCSA to inform strategies that support the implementation of Ohio START.

**3.4. Fiscal Responsibility.** Subject to the terms and conditions of this Agreement, and the detailed budget and maximum amounts contained in the County PCSA Ohio START's Program Budget to this Agreement attached hereto as Exhibit D. County PCSA as the sub-grantee must submit the Ohio START Program Budget to PCSAO. The County PCSA is responsible for tracking Ohio START expenditures including federal and non-federal match and for adhering to the requirements in Sections 5. and 6. of this Agreement. County PCSA acknowledges that any misuse of federal funds or miscalculation of non-federal funds is solely the responsibility of the County PCSA and that the County PCSA shall be solely responsible for all liability for such misuse and/or miscalculation and shall be responsible for returning such misuse of funds and any other penalties associated with the misuse. The County PCSA expressly agrees that any miscalculations and/or misuse of funds under this section shall also constitute negligence of the County PCSA pursuant to Section 15.2 of this Agreement.

**3.5. Data Sharing and Evaluation.** County PCSA will work with the Ohio State University College of Social Work and the Ohio University Voinovich School of Leadership and Public Affairs that will continuously evaluate Ohio START to assess the level of readiness of each county to implement Ohio START; to identify how the interventions were implemented in each county and the degree to which benchmarks were met over the course of the intervention period in order to assess where Ohio START increased access to service for populations receiving these intervention activities; to determine how parenting behaviors have changed for parents with substance abuse problems; and to evaluate the effectiveness of the Ohio START in reducing child maltreatment among families with substance abuse problems. The universities will share with PCSAO and County PCSA outcome data and collaboratively measure the impact of shared work. PCSAO and the Ohio START Steering Committee will provide assistance to County PCSAs to build its capacity to collect, analyze and report Ohio START data. County PCSAO agrees to administer any tools developed by the universities for evaluation purposes.

**3.6. Decision Making Responsibility.** County PCSA acknowledges and affirms that it retains sole control and responsibility for all decisions, recommendations and endorsements it makes. PCSAO and its contractors make recommendations only and do not promise or guarantee any specific result. PCSAO shall not have any liability, monetary or otherwise, to County PCSA, local Ohio START partners, or any other person or entity for any actions or results that occur related to recommendations to County PCSA by PCSAO or its sub-grantees.

#### **4. PCSAO Responsibilities.**

**4.1. Staffing.** In addition to ongoing consultation, fiscal management and collaborative support for the Ohio START program, provided by a lead(s) identified by PCSAO, PCSAO staff shall work with County PCSA to support, implement and evaluate Ohio START.

**4.2. Funding.** Subject to the terms and conditions of this Agreement, and the detailed budget and maximum amounts contained in the County PCSA's Program Budget (Exhibit D), PCSAO shall provide funds (Victim of Crime Act Funds, VOCA and State Opioid Response Funds, SOR) to County PCSA to defray costs associated with the Ohio START program.

County PCSA is responsible for all costs of the Ohio START program not covered by PCSAO VOCA and SOR Funds.

**4.3. Technical Assistance.** PCSAO shall provide or procure technical assistance to support the Ohio START program. PCSAO may provide or assist in the coordination of securing training and share identified best practices, resource materials and tools with County PCSA. Available training and technical assistance has been procured through the Institute for Human Services. PCSAO will work closely with I.H.S to ensure PCSAs are able to access training and technical assistance on an as needed or required basis.

## **5. Reports and Payments.**

**5.1. Financial and Outcome Measurement Reports.** Throughout the Term of this Agreement, County PCSA will prepare and submit monthly Outcome Measurement Surveys (OCM, Exhibit E3) and program and financial reports to PCSAO no later than the 10<sup>th</sup> of each month, attached hereto as Exhibit E. If the 10<sup>th</sup> falls on Saturday, the report will be due on Friday, the 9<sup>th</sup>. If the 10<sup>th</sup> falls on Sunday, the report will be due on Monday, the 11<sup>th</sup>. The monthly program, financial and Outcome Measurement Survey reports (Exhibits E1, E2, and E3) shall be submitted by the County PCSA to PCSAO through electronic mail to Fawn Gadel at [Fawn@pcsao.org](mailto:Fawn@pcsao.org) with subject line "County PCSA Monthly Report". Failure to submit reports on time will delay funding reimbursement and may lead to early termination of this Agreement.

**5.2. PMT Reports.** The quarterly Performance Measurement Tool (PMT) reports will be collected through the Needs Portal Database. County PCSA must enter all Ohio START data into the Needs Portal System beginning October 1<sup>st</sup>, 2018 and ensure data is accurate at the end of each quarter (December 31<sup>st</sup>, March 31<sup>st</sup>, June 30<sup>th</sup> and September 30<sup>th</sup>) so that it may be submitted to the OVC. Failure to submit data into the Needs Portal may lead to early termination of this Agreement.

**5.3. Payments.** PCSAO shall reimburse County PCSA within thirty (30) days after PCSAO's receipt of the required reports and any additional information requested by PCSAO. A delay in reimbursement may occur if the Ohio Attorney General's Office (VOCA recipient) or the Ohio Department of Mental Health and Addiction Services (SOR Recipient) is unable to reimburse PCSAO (sub-recipient) in a timely manner or if the County PCSA is not in compliance with any of its obligations under this Agreement and/or under the Ohio START program. PCSAO will notify County PCSA if such a delay may occur.

## **6. Use of Funds.**

**6.1. Compliance with Agreement.** Ohio START Funds shall be used solely in accordance with the terms and conditions of, and the purposes set forth in this Agreement. Ohio START Funds may not be expended for any other purpose without PCSAO's prior written approval. The County PCSA, as a VOCA and SOR sub-grantee, shall be subject to same terms and conditions as PCSAO.

**6.2. Compliance with Law.** Ohio START Funds shall be used exclusively for such exempt purposes as are described in Section 501(c)(3) of the Internal Revenue Code (the Code). County PCSA shall not engage in any activity in furtherance of the Ohio START program that

jeopardizes PCSAO's tax status as a private operating corporation. No Ohio START Funds shall be used: (a) to carry on propaganda, to attempt to influence legislation; (b) to participate in any political campaign on behalf of or in opposition of any candidate for public office; or (c) to make grants to individuals on a non-objective basis.

**6.3. No Earmarked Funds.** County PCSA acknowledges that PCSAO has not earmarked any Ohio START Funds for any organization or individual other than the County PCSA, that County PCSA is solely responsible for the selection of any other organization to whom a portion of the Ohio START Funds shall be disbursed, and that County PCSA is solely responsible for the reporting and accounting of any and all Ohio START Funds disbursed to any other organization in accordance with the terms of this Agreement.

**6.4. Use of Funds.** During the Term of this Agreement, the County PCSA shall use the Ohio START Funds as set forth in this Agreement and meet the Financial Policies and Procedures for VOCA and SOR Funds to this Agreement attached hereto as Exhibit F. County PCSA must submit the Program Budget (Exhibit D) to PCSAO no later than 30 days after this Agreement is signed indicating how Ohio START funds will be expended and the allowable non-federal match. The County PCSA must submit a Monthly Financial Report (Exhibit E2) by the 10<sup>th</sup> of each month indicating the portion of federal Ohio START Funds expended for the previous month and the portion of non-federal funds used to match said federal funds. The County PCSA agrees to adhere to the Financial Policies and Procedures and ensure that the Funds are used only for allowable expenses. The County PCSA Ohio START Funds non-federal match are expected to be in-kind expenses or cash match. The County PCSA understands by accepting these Funds, PCSAO will not be deemed liable for any false claims, inaccurate reporting, or lack of reporting.

**6.5. Eligibility of Funds.** PCSAO agrees to serve as the sub-recipient of the Ohio START Funds and thus agrees to the special conditions associated with the VOCA and SOR funds and requirements set forth by the Ohio Attorney General's Office. The County PCSAs are deemed sub-grantees of the Ohio START Funds and thus agree to meet the general program provisions prepared by the Office of Victims of Crime and the Ohio Attorney General's Office found on pages 2-4 of the Ohio Attorney General's VOCA Guidelines and Eligibility and SOR Guidelines documents attached hereto as Exhibit G.

**6.6. Return of Funds.** The Ohio START Funds are allocated on a reimbursement basis, and therefore, the County PCSA will not be responsible for returning any unspent funds. It is the expectation of PCSAO that the County PCSA will plan and use the portion budgeted over the term of this Agreement.

**7. Records, Review and Audit.** County PCSA must identify Ohio START Funds on its books for ease of reference and verification. County PCSA shall keep records of all receipts, timesheets, and other expenditures arising under this Agreement, as well as copies of reports submitted to PCSAO, for at least six (6) years following completion of the Term. Upon written request and reasonable notice by PCSAO, County PCSA will permit PCSAO, its agents or representatives to visit County PCSA's premises, or submit to PCSAO's offices the request of materials, to review PCSA's activities hereunder and conduct, at PCSAO's own expense, an

independent financial and/or programmatic evaluation or audit of the expenditures of PCSAO Ohio START Funds.

**8. Lobbying Prohibition.** In addition to the restrictions regarding the use of Ohio START Funds, no project, initiative, event or other work product created in connection with this Agreement, and no discussion or communication regarding the same, may (a) address itself to the merits of any specific legislation or legislative proposal, or (b) directly encourage recipients to take action with respect to any legislation.

**9. Term and Termination.**

**9.1. Term.** This Agreement shall commence upon the Effective Date and shall continue until September 30, 2019 (Term), unless sooner terminated under Section 9.2 of this Agreement or modified/amended pursuant to a written agreement of the Parties as specified in Section 16.8 of this Agreement.

**9.2. Termination.** Notwithstanding the Term, either Party may terminate its participation in the Ohio START program and this Agreement at any time during the Term by giving thirty (30) business days' advanced written notice to the other Party. Immediately upon receiving a notice of termination from either Party, the Parties shall use their best efforts to prevent further costs or expenses from being incurred under this Agreement, and shall cancel as many outstanding obligations as possible. Within thirty (30) days after the termination of this Agreement, PCSAO shall reimburse County PCSA for all necessary and reasonable costs and expenses actually incurred prior to termination.

**10. Confidential Information.** In connection with the Agreement, the Parties may share proprietary information and/or confidential information or materials regarding children, youth or families relevant to the delivery of services to facilitate the Ohio START program, including but not limited to names, addresses, physical and mental health data, family history and like information (collectively, Confidential Information). Each Party warrants and agrees that, prior to sharing such Confidential Information: (a) it is authorized by law and/or has obtained the appropriate consent of the adult or minor and/or his/her legal representative to share such Confidential Information; and (b) it will be bound and abide by the confidentiality requirements as provided by applicable statutes, rules and regulations.

**11. Personnel.** The Parties acknowledge that access to the Confidential Information of, and interaction with any children, youth or families requires discretion and sensitivity. Each Party represents and warrants that its personnel who have such access or interaction have been screened through appropriate background checks and have no history to suggest that it would be potentially dangerous, harmful or otherwise inappropriate for such personnel to assume the assigned responsibilities.

**12. Nondiscrimination Policy.** No person shall be denied benefits or be discriminated against on the grounds of race, color, religion, sex, disability, national origin, citizenship, sexual orientation, marital status, political affiliation or belief in any Ohio START activity.

**13. Intellectual Property**

**13.1. Previously or Independently Created Works.** The Parties acknowledge that to the extent either Party has created written or otherwise documented work product prior to this Agreement (Works) and contributes Works for use in the Ohio START program that are subject to intellectual property rights, including copyrights, trademarks, and moral rights (IP Rights), that Party shall hold and retain its IP Rights to those Works, subject to a nonexclusive, perpetual, royalty-free, worldwide and irrevocable license, which is hereby granted, to the other Party to use those Works solely for purposes consistent with and subject to the provisions of this Agreement, including the right to sublicense to third-parties for non-commercial purposes.

**13.2. Program Materials.** In furtherance of the Ohio START program, the Parties may produce materials, including but not limited to research instruments, published reports, or papers (Program Materials). The Parties shall jointly hold IP Rights to Program Materials. Each Party shall have the right to use Program Materials for non-commercial purposes without the consent of or any obligation to pay or account to the other Party.

**14. Communication Standards.** Prior to publication or other dissemination, PCSAO and County PCSA shall review and approve Program Materials.

**14.1. Acknowledgement.** County PCSA shall include a statement acknowledging PCSAO and VOCA as collaborators (Acknowledgement) on all Program Materials, published in any form and/or in any medium (e.g. reports and papers, flyers, programs, promotional materials, media references, websites). Acknowledgement of PCSAO and VOCA shall prominently appear on Program Materials, wherever other such acknowledgements and credits are provided, in a form substantially similar to the following:

*“This [publication/report/project/event] was made possible in collaboration with PCSAO, whose mission is to advocate for safe children, stable families, and supportive communities.” And*

*“This publication was supported by grant number 2019-VOCA-132234677 awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice through the Ohio Attorney General’s Office.”*

**14.2. Disclaimer.** As requested by PCSAO, County PCSA shall include a disclaimer in a form substantially similar to the following:

*“The findings and conclusions presented in this report are those of the author(s) alone, and do not necessarily reflect the opinions of the PCSAO.”*

**14.3. Use of Ohio START Logo.** County PCSA shall include the Ohio START’s logo in its written materials, publications, and productions. The County PCSA does not need to request permission from PCSAO to use the Ohio START logo on such materials as long as the content relates to the program.

**15. Insurance and Indemnification.**

**15.1. Insurance.** Each Party warrants that it carries the following insurance or has the

equivalent of the following insurance requirements: (a) commercial general and, if applicable, professional liability of \$1,000,000 per occurrence and \$2,000,000 aggregate, (b) automobile liability of \$1,000,000 per occurrence, and (c) property coverage in an amount necessary to cover the replacement cost of such Party's property to be used in support of the Ohio START program. Upon request, each Party shall provide the other with certificates of insurance.

**15.2. Negligence of Parties.** Each party to this Agreement agrees to be liable for the negligent acts or negligent omissions, intentional or wrongful acts or omissions, by or through itself, its employees and agents. Each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent, intentional or wrongful acts or omissions, and nothing in this Agreement shall impute or transfer any such liability from one to the other.

## **16. General.**

**16.1. Applicable Law.** This Agreement shall be governed by and construed under the laws of the State of Ohio without reference to its conflicts of law principles.

**16.2. Separate Entities.** By entering into this Agreement, the Parties do not intend to create a Joint-Employer relationship. This Agreement shall not create the relationship of employer and employee, a partnership, agency, joint venture or other relationship between any or all of the Parties. Each Party shall be solely liable for the wages, employment taxes, fringe benefits, unemployment compensation, workers compensation, work schedules, and work conditions of its employees, representatives, agents, and subcontractors.

**16.3. Notices.** All notices or other communications shall be in writing and delivered to the address indicated on this Agreement. Such address may be changed by written notice to the other Party.

**16.4. Subcontracting.** The County PCSA shall not delegate the performance of its obligations under this Agreement (Subcontract) to any other person or entity without prior written approval from PCSAO.

**16.5. Assignment.** Neither Party shall assign this Agreement or its interest therein without the other Party's prior written consent. Any purported assignment in violation of this Section shall be null and void. This Agreement is binding upon and inures to the benefit of the Parties and their successors and permitted assignees.

**16.6. No Third-Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended to nor shall be construed to confer upon any person or entity, any remedy or claim under or by reason of this Agreement as third-party beneficiaries or otherwise. The terms and conditions of this Agreement are for the sole and exclusive benefit of the Parties to this Agreement.

**16.7. Entire Agreement/Modification.** This document, including all attachments, contains the entire agreement of the Parties regarding the subject matter described in this Agreement, and all other promises, representations, understandings, arrangements and prior agreements are merged into and superseded by this Agreement. This Agreement may only be

modified by a written agreement of the Parties signed by an authorized representative of each Party.

**16.8. No Interpretation against Drafter.** The terms and conditions of this Agreement were negotiated by the Parties and any rule that inconsistencies or ambiguities are to be construed against the drafter shall not apply.

**16.9. Waiver.** The failure by any Party to insist upon strict performance by a party of any provision of this Agreement shall not operate or be construed as a subsequent waiver of that or any other provision by the other Party or parties.

**16.10. Severability.** If any term, provision, clause or item of this Agreement is declared to be invalid or unenforceable by any court or administrative body of competent jurisdiction, the term, provision, clause or item should be reformed (if possible, or severed if not) to give maximum effect to the intentions of the Parties, and the remaining portions of the Agreement shall be enforced to give effect to the Parties' intentions to the maximum extent possible.

**16.11. Survival.** The conditions, obligations and warranties contained in this Agreement that by their nature or that the Parties intend to survive the completion of the performance of the Agreement, shall survive the expiration or termination of the Agreement.

**16.12. Counterparts.** For the convenience of the Parties, this Agreement may be executed, delivered and received in counterpart originals, including by means of facsimile or email transmission, and such counterparts, taken together, shall constitute a single instrument.

THE REST OF THIS AGREEMENT WAS INTENTIONALLY LEFT BLANK.



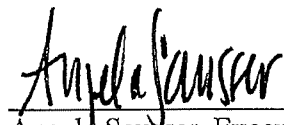
IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

Signatures:



County Commissioner  
Warren County Board of Commissioner  
406 Justice Drive  
Lebanon, OH 45036  
On behalf of Warren County Children Services (31-60000-58W)

2/15/19  
(DATE)




Angela Sausser, Executive Director  
Public Children Services Association of Ohio  
37 W. Broad Street, Suite 1100  
Columbus, OH 43215  
Employer ID Number: 31-0996612

12/12/18  
(DATE)

RECEIVED  
DEC 06 2018  
W.C.C.S.

**APPROVED AS TO FORM**



**Kathryn M. Horvath  
Asst. Prosecuting Attorney**

# PCSA Activities Timeline: Cohort 1



	October- December	January - March	April-June	July-September
<b>Activities</b>	Attend Child Abuse Family Therapy & Technical Assistance Session on October 10th	START team assesses current program to ensure it is working towards outcomes in fidelity model	Attend Child Abuse Family Therapy & Technical Assistance Session on week of April 15th	County Admin Team continues to evaluate program and improve collaboration
	Attend Southern Consortium Meeting December 12th	Attend Southern Consortium Meeting in March	Attend Southern Consortium Meeting in June	Attend Southern Consortium Meeting in September
	Finalize Budget for next fiscal year (2019-2020)			START team assesses current program to ensure it is working towards outcomes in fidelity model
	Ensure that all START cases are being tracked in Needs Portal			County Admin Team works on program sustainability
	Ensure employees that need to be hired are hired and on board			
	Ensure all quarter 1 data is in needs portal by January 10th	Ensure all quarter 2 data is in needs portal by April 10th	Ensure all quarter 3 data is in needs portal by July 10th	Ensure all quarter 4 data is in needs portal by October 10th
	Submit monthly reports on 10th of each month	Submit monthly reports on 10th of each month	Submit monthly reports on 10th of each month	Submit monthly reports on 10th of each month
Continue to Serve START Families	Continue to Serve START Families	Continue to Serve START Families	Continue to Serve START Families	

## OHIO START EVALUATION PLAN EXHIBIT B

### Phase 1 – Readiness for Implementation

Purpose: To assess the level of readiness for each county to implement Ohio START and provide preliminary information on implementation outcomes for the Ohio Attorney General's office.

#### Data Collection Activities

Data will be collected via multiple formats: (1) caseworker surveys; (2) policy document review.

**Caseworker surveys.** Surveys will be conducted with front-line workers, supervisors, and administrators involved in START; evaluation team members will collaborate with the main point of contact at each child welfare agency to identify eligible participants and gather contact information (emails). Baseline surveys will be conducted before the child welfare agencies begin serving families to assess information related to the organization readiness for implementing change. These surveys will be administered online and will take about 5 – 10 minutes to complete. Follow up surveys to caseworkers will be conducted approximately one year after. This survey will also be conducted online and provide information on the implementation climate, leadership, innovation, collaboration, and referrals. This survey will take 10 – 15 minutes to complete. Responses to all surveys will be confidential.

**Policy Document Review.** To assess changes in collaborations and protocols to be used in Ohio START, we will analyze *formal contracts* executed by the child welfare agencies and treatment providers from 2014 through the end of Ohio START. We will review official MOUs between agencies and written protocols for identifying and referring families to Ohio START services. Strength of contractual relationships will be measured in terms of the total annual value of the service contract(s) with each provider (extracted from the actual contract documents), the number of referral partners, and average frequency of referrals across all partners (measured in the child welfare worker surveys). Several other county and agency features that may influence collaboration will also be measured and used as control conditions in analysis including community need (measured as county rates of child abuse and neglect, and opioid overdose deaths), and agency size (measured as the number of full-time employees).

**Interviews or focus groups.** To gather information on implementation experiences, interviews or focus groups will be conducted approximately four to six months after implementation begins. These will be over the phone or in person and at the convenience of the interviewees/participants. This methodology will provide a deeper understanding of the process including successes and challenges related to implementing Ohio START. The target groups for this evaluation activity are caseworkers, family peer mentors, behavioral health staff and child welfare administrators.

#### Measures

*Worker Surveys* (administered by OSU/OU)

- Organizational Readiness for Implementing Change (ORIC), 10 Items (baseline, followup)
- Referral questions (baseline and follow up):
  - To whom do you most frequently refer children for mental health services?
  - To whom do you most frequently refer children for substance abuse treatment?
  - To whom do you most frequently refer parents/caregivers for mental health services?
  - To whom do you most frequently refer parents/caregivers for substance abuse treatment?
- Implementation Climate, 9 items (follow up)
- Implementation Leadership Survey, 12 items (follow up)
- Wilder Collaboration Factors Inventory, 40 items (follow up)

*Policy Document Review (provided by PCSA administrators)*

- Formal Service Contracts between PCSA and service providers
- MOUs
- Treatment Agreements
- START implementation protocols

Data Collection Timeline

- Ongoing - Training pre and posttest surveys will be administered
- Ongoing – Policy documents will be collected

Outcomes

- Staff have received training on the screening and assessment tools that will be used during the referral process;
- Family Peer Mentors have been identified for the participating counties;
- Stronger collaboration established between the PCSA, behavioral health provider, and the juvenile/family court and specified in a signed MOU;
- Cross-training on the Ohio START model has been provided to the teams; and
- Protocols for referring, accessing treatment in a timely manner, intensive case management, team meetings, and case closure have been developed by each county team

## Phase 2 – Implementation Fidelity

Purpose: To identify how the START model is implemented in each county and the degree to which counties have implemented START with fidelity.

### Data Collection Activities

Data will be collected regularly through the Needs Portal. Caseworkers (or other staff as determined by each child welfare agency) will be required to enter information about each family served through START in the Needs Portal. This information includes indicators and results of screenings, referrals, visits, team meetings, and services delivered (see measurement detail below), which will be used to determine the degree to which the START model has been used as intended. Needs Portal data will be linked with SACWIS data to complete the fidelity assessment, and conduct the outcome evaluation. This information will be kept confidential.

Four to six months from start of implementation-interviews or focus groups with caseworkers, family peer mentors, behavioral health staff and judges or court staff.

### Measures

Fidelity will be measured based on adherence to 15 indicators:

	Name	Description	Data Source
1	CPS Report Date	Date family reported to CPS	SACWIS and Needs Portal
2	UNCOPE Screen Date	Date UNCOPE screen administered to parent	Needs Portal
3	Date of first shared decision making meeting	Date of first meeting with family; this is the meeting where UNCOPE scores are shared, consents obtained, family peer mentor introduced, etc. (for parents who score 3 or higher)	Needs Portal
4	ACE Screen Date	Date ACE screen administered to parent	Needs Portal
5	CTAC Screen Date	Date CTAC administered to child	Needs Portal
6	Parent Referral Date	Date screened in parent is referred to behavioral health treatment (as a result of UNCOPE and ACE screens)	Needs Portal
7	Child Referral Date	Date child is referred to behavioral health treatment (as a result of CTAC screen)	Needs Portal
8	First Date of Parent's Treatment	Date that the parent first receives behavioral health treatment (that results from screen and treatment recommendations)	Needs Portal
9	First Date of Child's Treatment	Date that the child first receives behavioral health treatment (that results from screen and treatment recommendations)	Needs Portal
10	Date of first home visit with the family	Date of the first visit that case worker and/or family peer mentor has with family	SACWIS
11	Date of Family Team Meetings	Date of each family team meeting, and attendees	SACWIS
12	Dates of Family Peer Mentor meetings with the family	Date of any meetings held between FPM and family	Needs Portal
13	Dates of Caseworker meetings with the family	Date of any meetings held between caseworker and family	Needs Portal (if caseworker checked)

			off as present) & SACWIS
14	Date Closed	Date START case closed	Needs Portal
15	Closure reason	Reason why the case was closed	Needs Portal

Data Collection Timeline

- February 2019 - Baseline worker surveys will be administered
- October 2017 to January 2018 - Administration of Parent Pretest Surveys begin
- February 2020 - Follow up worker surveys will be administered
- April 2018 to June 2018 - Administration of Parent Posttest Surveys begin (6 month follow up)
- Monthly, ongoing – Fidelity Monitoring (via Needs Portal)
- Monthly, ongoing – Results of UNCOPE, Child’s Trauma Assessment, Adult Trauma Assessment
- Four to six months from start of implementation-Interviews or focus groups
- Ongoing – Collection of MOUs, contracts, and other partnership and implementation documents
- 

Outcomes

- Reduced wait time for accessing treatment for referral parents
- Increased parent engagement and retention in treatment
- Enhanced coordination of resources and support for parents and children
- Supportive climate for Ohio START implementation

### Phase 3: Child Well-Being Process Evaluation

Purpose: To determine how parenting behaviors have changed for parents with substance abuse problems.

#### Data Collection Activities

OSU/OU will work to identify county directors who will allow families to participate in additional data collection. As families begin working with their child welfare caseworker delivering the START intervention, parents will be asked for permission to be contacted by the OSU research team to take a survey. The OSU researcher will call the parents who agreed to be contacted to summarize the study and obtain consent for participation. Parents who consent will participate in two in-person surveys administered by OSU at the time of consent. Each survey will take approximately 30-45 minutes. Parents will receive a \$25 gift card to a local retail or grocery store for participation in each survey (for a total possible amount of \$50).

#### Measures

Parent Survey (administered by OSU/OU; ***needs additional funding to be administered***)

- Protective Factors Survey
- Strengths and Difficulties Questionnaire
- Adult-Adolescent Parenting Inventory
- Behavioral health services usage

#### Data Collection Timeline

- October 2017 to December 2019 – Parent Pretest Surveys
- March 2018 to June 2020 – Parent Posttest Surveys (6 month follow up)

#### Outcomes

- Improved capacity of parents affected by substance abuse to care for their children
- Maintained children safely with their parents when possible
- Enhanced child developmental and emotional wellbeing
- Reunified families and promoted attachment

## Phase 4– Outcome Evaluation

Purpose: To evaluate the effectiveness of the Ohio START Evaluation in reducing child maltreatment among substance-abusing families.

Study Design: The study utilizes a multiple time series design with pre- and post-test data for 19 intervention and comparison counties. This design minimizes all threats to internal validity. The primary source of data collection for the outcome evaluation will be secondary data obtained through the usual child welfare investigation and intervention process (via Ohio's Statewide Integrated Child Welfare Information System [SACWIS]).

### Data Collection Activities

A Data Use Agreement will be executed between Ohio Department of Jobs and Family Services (ODJFS).

### Measures (obtained via SACWIS)

- Length of time from case opened to case closed
- Reunification rates
- Length of stay in out-of-home placement
- Re-referral for child welfare investigations
- Sociodemographics (child, parent, family)
- Placement history
- Risk factors

### Data Collection Timeline

- September 2017 – Retrospective data obtained (2014 – 2016)
- March 2018 – Annual data obtained (2017, pre-intervention, Intervention Year 1)
- March 2019 – Annual data obtained (2018, Intervention Years 1 and 2)
- March 2020 – Annual data obtained (2019 Intervention Year 2)
- March 2021 – Annual data obtained (2020, Intervention Year 3)

### Outcomes

- Increased number of children remaining safely in the home with their parents
- Reduced recurrence of child maltreatment





## **PCSA Implementation Requirements, Roles and Responsibilities Exhibit C**

The Ohio START (Sobriety, Treatment, and Reducing Trauma) program will provide specialized victim services to children who have been abused or neglected due to parental drug use. Ohio START requires the partnering of county PCSAs, behavioral health providers, and juvenile/family courts. A key element of this program will be family peer mentors who will be paired with a child welfare caseworker to provide intensive case management services.

Grant funding would be used to develop strategic partnerships between county PCSAs and local agencies to ensure the seamless and efficient delivery of wrap around services to families with co-occurring drug abuse and child maltreatment. The services and the process in which they are delivered focus primarily on ensuring that the child is safe and receiving trauma-informed services and supports. But, because it is Ohio policy that the best setting for a child is with his or her parent, we must also provide the parent with trauma-informed recovery services to promote long-term stability and sobriety.

The children involved with this program have at least one parent that has a substance use disorder (SUD) and has mistreated the child. The child and the family will be identified by the PCSAs through the screening and assessment process. The county PCSAs will enter into a memorandum of understanding (MOU) with their behavioral health providers and juvenile/family court to implement Ohio START with clear responsibilities for each partner to ensure success of the program.

### **Roles and Responsibilities for County Public Children Services Agencies (PCSAs)**

- A. Role: Implementation of Ohio START
- B. Responsibilities:
  - 1. Implement Ohio START work directly with the victims, abused and neglected children and their families.
  - 2. Establish a screening and assessment process to identify children and their family to participate in Ohio START
  - 3. Create strategic partnerships with other county agencies, including juvenile or family drug courts, Alcohol Drug and Mental Health Boards, and behavioral health providers.
  - 4. Execute a MOU with behavioral health providers and juvenile/family court to implement Ohio START and establish collaboration between the PCSA, behavioral health provider, and the juvenile/family court.
  - 5. Ensure family peer mentors are recruited, employed, and trained to provide services to Ohio START families
  - 6. Ensure staff have received training on the assessment tools that will be used during the referral process.
  - 7. Establish teams and participate in cross-training on the START model
  - 8. Local county teams will develop local protocols for referring, accessing treatment in a timely manner, intensive case management, team meetings, and case closure



9. Participate in project meetings
10. Collect required data for PCSAO and evaluation team
11. Provide timely and complete program and fiscal reports as required by the project
12. Identify key staff that will be responsible for ensuring the success of the Ohio START project
13. To ensure fidelity to the Ohio START model, all members of the Ohio START teams, including children services workers, supervisors, family peer mentors, behavioral health providers and juvenile or family drug court personnel must be trained in the Ohio START model

### Protocols:

- To create capacity within their workforce to deliver intensive case management, county PCSAs must create strategic partnerships with other county agencies, including juvenile or family drug courts, Alcohol Drug and Mental Health Boards, and behavioral health providers.
- To quickly provide children and families within Ohio START with needed mental, substance abuse, and physical services that they require, county PCSAs must establish agreements with those providing treatment to address child victims' physical and mental health needs.
- These agreements should include prompt, timely assessment and treatment recovery engagement.
- Furthermore, all pediatric mental health providers should provide trauma-informed treatment for child victims.
- Behavioral health providers should provide high quality, trauma-informed, gender-specific, and co-occurring disorder treatment using evidence-based approaches and therapies.
- To ensure the expeditious delivery of services to these victims, formal relationships will need to be developed between providers and county PCSAs.
- Ohio START participating counties will require significant training and ongoing technical assistance to ensure compliance with the tenants of this program.
- Accordingly, all Ohio START team members, supervisors of Ohio START team members, and agency directors must receive training to implement this program.
- Establish the strong teams required for Ohio START, including the development of information sharing systems and formalized procedures for program management and workload sharing.
- By working with other local agencies, PCSAs can utilize existing experts within the region that can provide services to the children and families referred to Ohio START.





- The PCSA case worker will work jointly with the behavioral health provider, a family peer mentor, and the juvenile court to best deliver intensive wrap-around services to a child and his or her family.
- The PCSA caseworker and family peer mentor, as well as case managers from the juvenile or family drug court, will provide intensive case management and service delivery for the child and his or her family.
- The PCSA caseworker will develop a case plan that ensures the safety and mental health of the child and long-term success for the family.
- The role of the family peer mentor within the team is critical. Without long-term recovery supports for the parent, they will struggle to provide a healthy and safe home for their child.

#### **Program Implementation**

- PCSAs will enter into Memorandums of Understanding with a behavioral health provider and their juvenile or family drug court.
- These MOUs will clarify the roles and responsibilities of each entity to ensure the seamless provision of intensive wrap-around services to families struggling with co-occurring substance abuse and child maltreatment, with an emphasis on providing intensive trauma-informed services and supports to the child victim.
- The multi-agency approach ensures that the family is fully supported to ensure the protection of the child, and efficient delivery of services.
- To ensure that service delivery remains seamless, frequent communication amongst all MOU signatories is necessary. Constant communication is essential to ensuring the child victim remains safe and receives necessary services to address his or her trauma.
- Communications will include:
  - parent drug result tests,
  - missed mental health, substance abuse, and other medical appointments,
  - safety concerns,
  - written weekly reports of treatment attendance/progress,
  - monthly direct line and teaming meetings, and
  - monthly case reviews.
- Because these cross-relationships will require the transmission of protected information, the MOU must also specify how the entities will ensure privacy when sharing information.

#### **Family Selection Criteria**

- To qualify for referral to Ohio START, a family must have co-occurring child maltreatment and substance abuse and agree to participate in the program.





- Upon launch of the pilot program, families that currently have an open case of abuse or neglect with a primary risk factor of substance abuse can be referred to Ohio START if their case has been with the agency for 30 days or less.
- After the launch of Ohio START, families who are subsequently referred to the PCSA due to abuse or neglect where the primary risk factor is substance abuse may be referred within 30 days of intake.
- This includes families where the child remains in the home, where the child is removed from the home, and those referred to alternative response.
- The purpose of the 30-day limitation is to utilize referral to child services as a springboard to engage parents in treatment and to provide critical mental health interventions and other supports for the child to address their trauma.
- Ohio START will focus on keeping children safely with their parent(s) whenever possible and avoiding child removal by front-loading services to the entire family, with special emphasis placed on connecting the child to trauma-informed services and supports.

#### Ohio START Process/Methodology

- Upon a family's initial referral to the PCSA, screeners will inquire about any issues of substance use associated with the case and record that information in Ohio's Statewide Automated Child Welfare Information System (SACWIS). SACWIS is now built to record the results of these screening tools, and a positive screen would result in targeted referrals for the parent to a behavioral health treatment provider
- During the subsequent safety check, the county PCSAs will use a universal screening tool, UNCOPE, at time of intake to identify caregiver substance abuse.
- Also at the time of intake, the county PCSA or their behavioral health provider partner will administer a trauma screen (CTAC – Children's Trauma Assessment Center Trauma Screen) for the child(ren) and the (Adverse Childhood Experience (ACE) Questionnaire) for parent(s).
- The PCSAs will also ensure that children are:
  - safe,
  - have their basic needs meet,
  - are screened for developmental and social-emotional delays, and
  - and are linked with needed services, with a special emphasis on referrals to trauma-informed services and supports for the child.
- The team will refer parents/families to parenting supports to address parenting in recovery, bonding between parents and children, and parenting skills.



- In order to use referral to children services as a springboard for treatment delivery, the Ohio START county teams must adhere to a timeline that ensures quick movement from reporting to service delivery.
- Key fidelity timeframes would include referral to Ohio START within 30 days of a report to the PCSA.
- If an UNCOPE screen resulted in a targeted referral for the parent to treatment, this referral must also take place during the first 30 days.
- The first shared-decision making meeting between the family and the Ohio START team must occur within 2 days of referral to Ohio START.
- Families will receive intensive case management services with the case worker/family peer mentor dyad at least weekly home visits for the first 60 days of the case.
- Weekly meetings ensure the continued safety of the child, as well as help the Ohio START team to provide intensive services to the child and family that are responsive to their current needs.
- During each family visit, children services workers will use caseworker protocols related to visitation, reunification, and safety planning.
- Family Team Meetings (FTMs), will allow the dyad and family to share decision-making. These meetings engage the family in decision-making and empower the family to take ownership over their long-term success.
- FTMs will be held at critical points within the case plan such as:
  - Within 2 days of referral to Ohio START;
  - within 30 days of case referral to Ohio START,
  - 6 months into the case,
  - at relapse,
  - when crises occur,
  - when treatment recommendations change, and
  - within 30 days prior to case closure.
- In order to complete the Ohio START program, a parent must demonstrate sobriety, as proven through random drug screens. It is recommended that they have maintained sobriety for at least six months.

### Ohio START Program Budget

Instructions: Please complete the county PCSA Ohio START Program Budget for this time period on Tab 1, provide a Budget Narrative on Tab 2, and a Program Narrative on Tab 3. Please submit Exhibit D - Program Budget to Fawn Gadel at [Fawn@pcsao.org](mailto:Fawn@pcsao.org).

**County:** Warren

**Period:** October 1, 2018 - September 30, 2019

**Total Award:** \$121,854.42

**VOCA Amount:** \$61,390.81

**PCSA Match Amount\*:** \$20,463.61

\*match = VOCA amt

**SOR Amount:** \$40,000.00

**Budget:**

#### Source of Funds

Items:	VOCA- capped at \$127,000	VOCA Match: In-Kind Total must be 25% of VOCA Funds	VOCA Match: Cash 25% of VOCA Funds	SOR Funds capped at \$40,000
Ohio START staff	\$ 46,917.42	\$ -	\$ 20,463.61	
Ohio START Family Peer Mentor	\$ -	\$ -	\$ -	\$ 34,153.60
Equipment/Furniture	\$ 1,300.44	\$ -	\$ -	
Services (describe)	\$ 4,840.00	\$ -	\$ -	
Supplies	\$ 431.11	\$ -	\$ -	\$ -
Mileage	\$ 6,134.40	\$ -	\$ -	\$ 5,846.40
Other (training)	\$ 1,767.44	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 61,390.81</b>	<b>\$ -</b>	<b>\$ 20,463.61</b>	<b>\$ 40,000.00</b>

*\*Note: VOCA In-Kind and Cash Match are treated the same with this grant. Therefore, match will be at 25% regardless of it being in-kind or cash. The match percentage (25%) is an estimate and final match may be reduced or increased depending on PCSAO's matching sources. NO MATCH IS NEEDED FOR SOR FUNDS*

**Ohio START Budget Narrative**

**County:** Warren

**Period:** October 1, 2018 - September 30, 2019

**Total Award:** \$123,654.42

**VOCA Amount:** \$62,003.46

**VOCA Match Amount:** \$21,650.96

**SOR Amount:** \$40,000.00

**Budget Narrative:** Please describe each budget item being funded under this award. Refer to Exhibit F: Financial Policies and Procedures and Exhibit G: Guidelines and Eligibility to view allowable and unallowable expenses.

Items:	Budget Narrative:
Ohio START Staff	Ohio START Staff: \$67,381.03 START Caseworker \$21.37 hr x 40hrs/wk x 12mo = \$44,449.60 Fringe: (PERS 6,222.95, Health Insurance 15,054.96, Life Insurance 120.00, Medicare 644.52, Worker's Comp 889.00) = \$22,931.43
Ohio START Family Peer Mentor	Ohio START Family Peer Mentor: \$34,153.60 Peer Mentor \$16.42 hr x 40hrs/wk x 12mo = \$34,153.60
Equipment/Furniture	Peer Mentor Cell Phone \$30mo x 12mo = \$360 AirWatch for iPad: \$12mo x 12mo = \$144 Data Service for iPad \$38.17mo x 12mo = \$458.04 Desk Phone for Mentor \$28.20mo x 12mo = \$338.40
Services	#####
Supplies	#####
Mileage	Mileage: \$11,980.80 Caseworker 48 vts. mo x 12 mo @ 20-mile average @ .52 mile = \$5,990.40 Peer Mentor 48 vts. mo x 12 mo @ 20-mile average @ .52 mile = \$5,990.40
Other	#####

## Ohio START Program Narrative

**County:** Warren

**Period:** October 1, 2018 - September 30, 2019

**Program Narrative:** Describe the County Ohio START Program below. Please refer to Exhibit C: PCSA Implementation Requirements before completing this section.

**Describe the County PCSA's responsibilities for Ohio START (including but not limited to: case management services, screenings, weekly home visits, recruitment & employment of family peer mentors) :**

PCSA staff, including a Peer Mentor, will conduct the UNCOPE, Child Trauma, and ACE screenings to determine program eligibility. START worker will meet mandates for visitation, making service referrals and monitoring compliance; information will be maintained in SACWIS. Staff will develop a case plan with the family and administer drug screens. The agency will hold Family Team Meetings within 30 days, again at 6 months and as needed for crisis intervention. A monthly report will be provided to PCSAO.

**Describe the Behavioral Health Provider's responsibilities for Ohio START (including but not limited to: case management services, screenings, weekly home visits, recruitment & employment of family peer mentors) :**

The Behavioral Health Partner will ensure timely intake assessments and admission into treatment as determined necessary. Weekly progress reports will be forwarded to the worker. The Behavioral Health agency will also administer random drug screens and monitor for sobriety. Any identified concerns will be communicated to the PCSA. The Behavioral Health partner will conduct therapeutic assessments on children affected by trauma and provide trauma-based services; a monthly report of progress will be provided.

**Describe the Juvenile/Family Court's responsibilities for Ohio START (including but not limited to: case management services, screenings, weekly home visits, recruitment & employment of family peer mentors) :**

The Juvenile Court will ensure staff have an understanding of the START Program and support this initiative through their rulings while ensuring child safety. Parental sobriety will be supported and encouraged. Each court involved family will be subject to review every 90 days or more often if needed.

**How many families do you anticipate serving through Ohio START this grant period?** 20

Contact Information:	Ohio START Program Point of Contact	Ohio START Fiscal Point of Contact
<b>Name:</b>	Shawna Barger	Jennifer Carman
<b>Title:</b>	Deputy Director	Business Manager
<b>Phone Number:</b>	513-695-1699	513-695-1520
<b>Email Address:</b>	shawna.barger@ifs.ohio.gov	jennifer.carman@ifs.ohio.gov



Exhibit E  
**Ohio START Monthly Report**  
**Cover Page**

**Instructions:**

Complete this Cover Page; Tab E1 - Program Report; Tab E2 - Finance Report; and Tab E3 - Outcomes Measurement tool. Submit this monthly report to Fawn Gadel at: [Fawn@pcsao.org](mailto:Fawn@pcsao.org). This report is due no later than the 10th of each month. Failure to submit this report may result in delay of payment.

**County:**

\_\_\_\_\_

**Reporting Period:**

\_\_\_\_\_

**Date of Submission:**

\_\_\_\_\_

**Report Contact Name:**

\_\_\_\_\_

**Report Contact Phone No:**

\_\_\_\_\_

**Report Contact Email Address:**

\_\_\_\_\_

## Ohio START Program Report

County: \_\_\_\_\_

### County Update

Please provide a brief update on your county's START work during the month. How many families are you serving? What has your agency accomplished? Are there any areas of concern?

--

## Ohio START Financial Report

County: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

Total VOCA Reimbursement: \$ \_\_\_\_\_

Total SOR Reimbursement \$ \_\_\_\_\_

**Financial Report:**

**Source of Funds**

Items:	VOCA-	VOCA Match: In-Kind	VOCA Match: Cash	SOR Funds
Ohio START staff	\$ -	\$ -	\$ -	\$ -
Ohio START Family Peer Mentor	\$ -	\$ -	\$ -	\$ -
Equipment/Furniture	\$ -	\$ -	\$ -	\$ -
Services (describe)	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Mileage	\$ -	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Victim Assistance Satisfaction Survey

### Exhibit E3 - Victim Assistance Satisfaction Survey

**Instructions:** County PCSA distributes Victim Assistance Satisfaction Survey to each client participating in the Ohio START program after the first family team meeting and at case closure. The County PCSAs will then tabulate the survey results by indicating how many respondents answered "YES" or "NO" for each question. In addition, the County PCSA will enter how many clients received the survey and how many responded to the survey. If the clients provided comments, the statements are listed in the comment section.

**Number of Clients Survey Was Distributed To:**

0

**Number of Clients Who Completed the Survey:**

0

		YES	NO
Question 1	As a result of working with this program, I know more about community resources	0	0
Question 2	As a result of working with this program, I know more ways to plan for my safety	0	0
Question 3	As a result of working with this program, I know more about the options and choices available to me overall	0	0
Question 4	I was assisted in meeting my immediate needs	0	0
Question 5	The staff and volunteers were supportive, friendly, and helpful	0	0
Question 6	I know about Ohio's Victim Compensation Fund for victims of violent crimes	0	0
Question 7	I have a better understanding of my rights as a victim of crime	0	0
Question 8	I know about victim notification (VINE) program to receive updates about an offender	0	0
Question 9	The program is easily accessible to everyone, including people with disabilities	0	0
Question 10	I am satisfied with the services I received from this program	0	0

**COMMENTS:**

Ohio Attorney General  
Mike DeWine  
Crime Victim Services Section

**Financial Policies and Procedures**

Fiscal Year 2016-2017



Victims of Crime Act (VOCA)  
State Victims Assistance Act (SVAA)



**MIKE DEWINE**

★ OHIO ATTORNEY GENERAL ★

Crime Victim Services Section  
30 E. Broad St. 23<sup>rd</sup> Floor  
Columbus, OH 43215  
Phone: 614-644-8694

[www.OhioAttorneyGeneral.gov/victim](http://www.OhioAttorneyGeneral.gov/victim)

Dear Community Partner:

Enclosed, please find the Financial Policies and Procedures for the State Victims Assistance Act (SVAA) and Victims of Crime Act (VOCA) grant programs.

These policies and procedures are provided to give grant management guidelines and technical assistance to program partners regarding financial responsibility in the areas of record keeping and reporting, cash management and federal and state compliance.

Federal and state compliance ensures that The Ohio Attorney General's Office and our community partners (sub-recipients) can continue to remain at the forefront of the victims' rights movement, helping to lead the nation in creative and innovative ways to assist victims of crime in rebuilding their lives.

Please read the information contained in this packet carefully. If you have any questions regarding the proper use or reporting of these funds and are unable to locate the answers in this manual, please contact the Ohio Attorney General's Office of Crime Victim Services

at (614) 466-5610 or 1-800-582-2877. Lists and examples are not all inclusive.

We look forward to our continued partnership and thank you for your past work and great work to come.

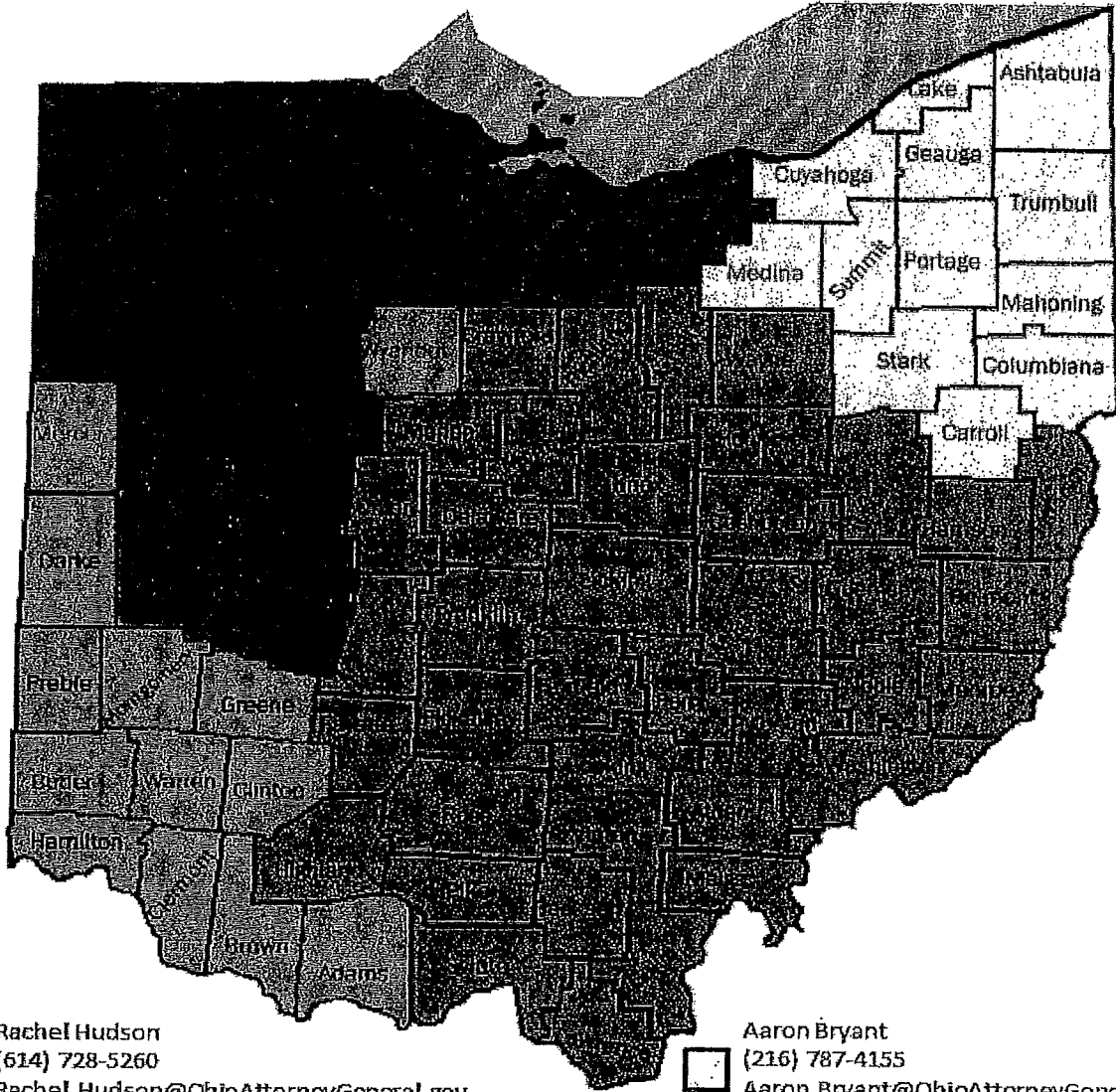
**Grants Unit Staff**


<b>VOCA/SVAA Manager</b>	
<b>Assistant Section Chief</b>	
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	866-528-7440 (Fax)
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Lesli Brower	513-852-1533
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<b>*See next page for fiscal staff</b>	


<b>Grant Evaluators</b>	
Mary Ann Young	614-644-0228
	866-436-5802 (Fax)
	<a href="mailto:MaryAnn.Young@OhioAttorneyGeneral.gov">MaryAnn.Young@OhioAttorneyGeneral.gov</a>
Jarell Potts	614-728-8462
	855-852-1900 (Fax)
	<a href="mailto:Jarell.Potts@OhioAttorneyGeneral.gov">Jarell.Potts@OhioAttorneyGeneral.gov</a>





## 2015-16 VOCA/SVAA Grant Specialist Regions




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 Lesli Brower  
 (513) 852-1533  
 Lesli.Brower@OhioAttorneyGeneral.gov



## **TOTAL PROGRAM COST AND ACCOUNTING**

- Total program costs include any and all federal VOCA funds awarded, SVAA funds awarded, Matching funds sources required for VOCA grants and any other sources included in the approved project budget or received as program income.
- The accounting systems of all sub-recipients must ensure that agency funds are not commingled with funds from other sources. **Each award must be accounted for separately.**

## **SUB-RECIPIENT PAYMENTS**

VOCA and SVAA funds will be distributed for the 2016-2017 period commencing on or after

October 1, 2016, and ending September 30, 2017. VOCA payments are issued on a reimbursement basis beginning on the 15<sup>th</sup> of the month. Payments require approximately 14 calendar days from this date to be issued. SVAA funds are disbursed in four quarterly payments. Quarterly payments are issued to subgrantees on or before the 15<sup>th</sup> day of October, January, April, and July. SVAA grants of less than \$5,000 will receive a one-time payment equal to the full value of the grant.

**Programs should have alternative funds to allow for time to drawdown funds from the Department of Justice and deposit those funds to individual programs. While rare, payments can take up to 6 weeks for processing.**

No obligations will be allowed before the start date of the award or after the expiration date of the award. This applies to both physical items (e.g., supplies) and payroll items (e.g., leave accruals/vacation pay-outs.)

## **REIMBURSEMENT**

- All recipients shall begin receiving their allocations once GAA documents are received and approved at the beginning of the grant period.
- Monthly financial reports are should be turned in by the 15<sup>th</sup> of the following month to ensure quickest payment turnaround.
- Payments are reimbursed based on monthly reported expenditures after all advance payment funds have been expended.
- Subrecipients will receive direct deposit reimbursements. All sub-recipients must be registered with Ohio Shared Services and any updates to fiscal information must be reported to this agency.

## **CASH ON HAND**

Cash on hand is determined by subtracting the reported expenditures by sub-recipients from the amount of cash disbursements issued.

- The financial division of the Attorney General's Office of Crime Victim Services (CVS)

will monitor cash on hand.

- When cash on hand exceeds approximately one quarter's disbursement amount for quarterly paid grants, subsequent **disbursements will be suspended or reduced** until current funds have been spent.
- If a cash deobligation is required at the end of an award year, the payment must be submitted to CVS no later than 10 days after notification

- **MATCH REQUIREMENTS**

SVAA recipients are not subject to match requirements.

VOCA recipients are required to provide a 20% match share of the overall requested budget.

- The match funds may be in the form of **cash contributions, in-kind contributions, or a combination of both methods**. Match allocated for VOCA cannot be used or reported as match for other federal awards.
- **Cash match** must be derived from non-federal sources (i.e. funds from states and local units of government that have a binding commitment of matching funds for programs or projects), except as provided in the Office of Justice Programs Financial Guide, effective edition (Part III, Chapter 3, Match Requirements).
- Value of volunteer service is \$15.00 per hour for in-kind match purposes.

At least 50% of the match requirement for the fiscal year should be reported on or before the March Financial Report which is to be completed by April 15, 2017. If this is not possible, please contact your grant specialist.

All matching funds required by your VOCA grant must be obligated by the end of the fiscal year.

- Sub-recipients are required to maintain records that clearly give details of the source, the amount and the date of all match contributions. Documents are also required that explain the basis for determining the value of items used for match for your grant. Examples of such items include personal services, materials, equipment and office space.
- Volunteer service documentation must include:
  - 1) Name
  - 2) Date
  - 3) Starting and ending time
  - 4) Description of services provided
  - 5) Total hours
  - 6) Volunteer signature
  - 7) Supervisor signature
  - 8) Location of service
- In-kind rent **must be documented with a lease** that verifies the value of the space donated. The cost of the space may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality. A letter to the grant

file from the rent provider will satisfy this requirement.

- 
- **GRANT ADJUSTMENTS**

Adjustments include any change to the terms and conditions of the approved grant application and the signed grant award and acceptance form. Requests for adjustments must be submitted to Crime Victim Services (CVS) in writing and must be in accordance to the procedures detailed below:

- A budget adjustment is the movement of grant funds between budgeted cost items, provided there is no change in project scope. **Adjustments are approved at the discretion of the Ohio Attorney General's Office.**
- Budget adjustment requests will be based upon the current balance of cost items
- Budget adjustments must be submitted by July 28, 2017. Adjustment requests submitted after this deadline will may not be considered.
- Budget adjustments will affect the remainder of a grant, beginning on the approval date. Budget adjustments are not retroactive.
- Budget adjustment requests are to be submitted to an organization's regional Grant Specialist via email. The Grant Specialist may request specific documents be provided or completed in order to facilitate the adjustment.
- If approved, the organizational contact will be notified via email by the Grant Management System. Once approved, the adjusted budget takes immediate effect.
- If denied, an organization's Grant Specialist will contact the organization to advise of the reason.

**Beginning October 1, 2017:** If your program is requesting to adjust up to 5 percent of your total allotment within a specified broad cost category (i.e personnel, supplies, rent, etc.), you will no longer need to contact our office for permission to do so (increases to salaries using this method will still require written approval). You can, of course, contact our staff if you have questions on new items/personnel you want to cover with those additional funds. It is still your responsibility to ensure new costs added using this method are allowable per the federal VOCA regulations.

Continued on next page.

Example Program Budget (pictured below)

Equipment	\$6,700.00	Phones, 4 computer tablets
Equipment	\$12,500.00	Fire Alarm System
Furnishings	\$1,200.00	Office furniture
Groceries	\$23,500.00	Food and supplies
Other	\$1,604.00	Copier, computer software
Other	\$43,535.59	Indirect 10% MTDC
Other	\$3,500.00	General and auto insurance
Other	\$3,000.00	TDIM
Other	\$5,000.00	Direct assistance
Other	\$2,000.00	Payroll processing, background checks
Personnel	\$6,526.52	Support worker
Personnel	\$2,680.77	Civil Legal Advocate
Personnel	\$32,766.15	Shelter Manager
Personnel	\$53,765.18	Director
Personnel	\$37,285.44	Legal Advocate Supervisor

Using the new 5 percent rule, with a total amount (including matching) of \$19,200 in the equipment cost category, the program could move \$960 to other equipment not listed originally in the grant without making a formal budget adjustment request. Programs can report these new items on existing lines or programs can contact grant staff for assistance in relabeling existing lines. Please contact our staff if you have questions on this policy

## PROPERTY AND EQUIPMENT

### **One-Time Purchases**

One time purchases are the purchase of Equipment (a single item over 5,000), Appliances and Furnishings.

Per the Office of Justice Programs Financial Guide, programs are legally required to ensure that the equipment is used for criminal justice purposes. You must maintain property records which include all of the following information:

- -Description of the property
- -Serial number or other identification number
- -Source of the property

- -Identification of the title holder
- -Acquisition date
- -Cost of the property
- -Percentage of Federal participation in the cost of the property
- -Location of the property
- -Use and condition of the property
- -Disposition data, including the date of disposal and sale price

You must adhere to the following rules in equipment disposition:

- -If the item to be disposed of has a current per-unit fair market value of less than \$5,000, you may retain, sell, or otherwise dispose of it with no further obligation to the awarding agency.
- -If the item has a current per-unit fair market value of \$5,000 or more, you may retain and sell it, but the awarding agency will have a right to a specific dollar amount. Calculate this amount by multiplying the current market value or proceeds from the item sale by the awarding agency's share of the equipment. The seller is also eligible for sale costs.

Products and/or services may only be shared outside of the funded program of an organization if the purchase cost is pro-rated based on the percentage of use the funded program expects to see used.

Subrecipients are required to keep records and receipts for all purchases.

All equipment purchased through a VOCA and/or SVAA grant must be tagged with the applicable sub-grant number and purchase date.

Ohio Attorney General's Office reserves the right to dispose of, or direct the disposition of, any furnishings, equipment or appliances purchased with Victims of Crime Act (VOCA) or State Victims of Assistance Act (SVAA). This includes, but is not limited to, the following circumstances:

- Ohio Attorney General determines that the equipment, furnishings or appliances are not being used in accordance with the purpose for which the VOCA/SVAA funds were awarded.
- The sub-recipient's award is suspended or terminated prior to the end of the grant period.
- The sub-recipient's award period ends and the VOCA/SVAA project will not be continued.

## **REPORTING REQUIREMENTS**

### **VOCA Financial Reports**

- Monthly Financial Reports (MFR) are **to be completed monthly and submitted by the 15th for quickest reimbursement** (but don't necessarily have to be submitted every month and aren't considered late if they are submitted after the 15th). **If the 15th falls**

on a weekend, please submit reports on the next business day for quickest processing.

VOCA reports should be submitted no more than 4 months after expenses are incurred. For example, expenses incurred in December 2016 should be reported no later than April 15, 2017. Grant acceptance paperwork should also be submitted no later than January 31, 2017 (or 4 months after the grant is awarded). All reports for grants in the period 10/1/16 to 9/30/17 should be submitted no later than November 30, 2017 unless other arrangements have been made with grant staff.

### **SVAA Financial Reports**

- Quarterly Financial Report (QFR) forms are due to CVS on or before the 15<sup>th</sup> of January, April, July, and October (or contact your grant specialist).
- Sub-recipients who fail to comply with Crime Victim Services (CVS) deadlines may have disbursements temporarily suspended until reports are current. The suspension will include both VOCA and SVAA funds simultaneously. Subrecipients that consistently fail to comply with timely financial and/or grant reporting may be subject to having their current award, in whole or in part, suspended, reduced or terminated.

## **OUTCOME MEASURES AND PERFORMANCE MEASURE REPORTS**

All VOCA and SVAA sub-grantees must complete quarterly outcome measurement. Failure to file such reports in a timely manner may result in suspension of an award.

The Office for Victims of Crime requires all VOCA funded organizations to complete quarterly Performance Measurement Tool (PMT) Reports. These reports are completed via the federal reporting website [www.ovcpmt.org](http://www.ovcpmt.org)

These reports are due to the federal government every quarter. CVS will determine due dates every year, and applicants will be notified. Failure to submit these reports by the due date may result in suspension of grant payments.

Your login information will be provided to you within 30 days following the acceptance of your award. Please note that if you forget or lose your login information following the initial creation will require the sub-recipient to work with the OVC PMT HelpDesk to regain access to the account.

## **PROPER FINANCIAL RECORDS**

### **Timesheets**

All employees (**including salaried**) who are paid with VOCA or SVAA grant funds are required to complete a timesheet that confirms actual hours worked. All Volunteers used for In-kind Match must complete timesheets as well. Acceptable timesheets must include the following items:

- Name
- Pay period beginning and ending dates
- Date
- Time in



- Time out
- Lunch breaks (if unpaid)
- Hours worked
- Employee signature
- Manager/supervisor signature

## **Mileage Reports**

Mileage reports must generally include the following items:

- Name
- Date of trip
- Purpose of trip
- Miles traveled
- Employee signature
- Manager/supervisor signature

## **Payroll Records**

Payments of overtime and employee bonuses are not allowed without prior approval. Acceptable payroll records generally include the following items:

- Name
- Date
- Number of hours worked
- Rate of pay
- Gross pay
- Employer-paid fringe benefits

## **Invoices**

Acceptable invoices generally include:

- Date
- Company name, address, and phone number
- Account number
- List of items or services purchased
- Purchase/agreement date
- Total cost

## **Rental Agreements**

Whether your agency rents office space or receives space as in-kind donation, you are required to have a written rental agreement or statement of in-kind value. Acceptable rental agreements generally include:

- Date of agreement
- Terms of agreement
- Payment details or value of in-kind contribution
- Signatures of appropriate parties

## **Utility Bills**

Acceptable utility bills generally include:

- Company name, address and phone number
- Account number
- Billing period
- Service address
- Total cost

## **Unallowable Expenditures**

This list is not all inclusive. Always call a finance staff member if a purchase is questionable.

- Direct cash assistance to victims (gift cards, deposits, checks, cash, etc.)
- Gasoline or car maintenance unless vehicle was purchased with VOCA funds
- Payment of deposits (rent, utilities, etc.)
- Food costs outside of budgeted grocery expenses for shelters

## **DESK REVIEWS**

Each VOCA and/or SVAA sub-recipient will receive a request for a mandatory desk review regarding a previously-reported financial report. Generally, subrecipients will receive a request for a desk review at least once every 24 months. A desk review will consist of the subrecipient submitting backup documentation for the expenses reported on a specific reporting period outlined in the desk review request letter.

## **ON-SITE REVIEWS**

It is the intent of CVS to conduct an on-site review at least once every 36 months. For monitoring purposes, sub-recipients are required to make records available that support the data reported on the financial and performance reports, including, but not limited to, invoices, payroll journals, bills, receipts, cancelled checks, timesheets, travel expense reports, collaboration meeting minutes, training agendas, case files, etc. On-site visits may also include a tour of the facility when appropriate. During site visits, Crime Victim Services staff may also check purchased equipment to ensure it has been properly identified and labeled.

## **RECORDS RETENTION**

All financial records, supporting documents, statistical records, and all other records pertinent to the

award must be retained by each organization for the length of time shown below:

- VOCA grant documents: 3 years
- SVAA grant documents: 5 years

## **PASS-THROUGH ENTITY RESPONSIBILITIES**

The Ohio Attorney General's Office, the pass-through entity for the VOCA and SVAA grants, monitors

the activities of all subrecipients. This is necessary to ensure that awards are used for authorized purposes in compliance with state and federal laws, regulations,

and the provisions of contracts and grant agreements. Monitoring also is used to determine that performance goals are achieved.

### **SUB-RECIPIENTS FINANCIAL RESPONSIBILITIES**

An internal control requirement is a process coordinated and designed by an entity's management and other personnel to provide assurance regarding the achievement of management objectives in the following areas:

- Effectiveness and efficiency of operations;
- Reliability of financial reporting; and
- Compliance with applicable laws and regulations.

All subrecipients should have internal controls that will help them meet their financial compliance responsibilities and ensure the following:

1. Transactions are properly recorded and accounted for to:
  - Permit the preparation of reliable financial statements and reports;
  - Maintain accountability over assets; and
  - Demonstrate compliance with laws, regulations, and other requirements.
2. Transactions are executed in compliance with:
  - Laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on a state or federal program;

### **AUDIT REQUIREMENTS**

- Federal Audit Requirements:
  1. Non-Federal entities expending \$750,000 or more in a year in federal awards shall have a single audit, or program-specific audit conducted for that year conducted in accordance with the provisions of OMB Circular A-133.
  2. Audit copies are due no later than nine (9) months after the close of each fiscal year. Please submit to your grant specialist
- Non-federal entities expending less than \$750,000 a year in federal awards are exempt from federal audit requirements, but are still subject to subrecipient monitoring.

### **PUBLICATIONS**

All publications funded in whole or in part by VOCA or SVAA must have the following language:

#### **VOCA**

- *"This publication was supported by grant number \_\_\_\_\_ awarded by the Office*

*for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, through the Ohio Attorney General's Office"*

- VOCA-funded publications must also state that "*victims of federal crimes will be served.*"

#### **SVAA**

- "This publication was supported by grant number \_\_\_\_\_ awarded by the Ohio Attorney General's Office"

### **Glossary of Terms**

**Cash Match** – A percentage of the grant that must be paid by the sub-recipient in cash. This includes any cash expenditures made by the sub-recipient for project-related costs (with the exception of the purchase of land).

**Commingled** – To combine funds granted for different program purposes or from different funders into a common fund.

**Deobligation** – A reduction of a grant award with a corresponding return of funds. Usually occurs at the end of a grant period.

**Desk Review** – A request from Crime Victim Services (CVS) to the sub-grantee which consists of program submitting documentation confirming expenditures of a submitted financial report. Desk reviews allow our staff to determine if sub-grantees is keeping sufficient backup documentation for reported expenses.

**Disbursement** – Payment of grant funds to subrecipients via state warrant (check) or electronic transfer.

**Equipment** – A tangible non-expendable item with a useful life of more than one year. Examples include copiers, printers, and computers.

**In-Kind Match** – Goods or services donated to a program or project where the value of the donated item is used to fulfill the matching obligations of the grantee.

**Obligation** – A legal agreement stipulating commitment to incur allowable expenses

**Pass-Through Entity** – An entity that receives a federal award and then grants funds out to other agencies.

**Single Audit** – Audit of a non-federal entity which includes both the entity's financial statements and its federal awards. Non-federal entities that expend \$750,000 or more in a year in federal awards shall have a single audit conducted in

accordance with OMB Circular A-133

**Subrecipient** – the entity that expends federal awards received from a pass-through entity to carry out a federal program; does not include an individual that is a beneficiary of such a program.

**Subrecipient Monitoring** – Review of financial and programmatic activities conducted by the subrecipient during the program period. Monitoring provides reasonable assurance that every subrecipient administers federal and state awards in compliance with the Government Accounting Office



### History of VOCA and SVAA

The Victims of Crime Act (VOCA) was passed by Congress and signed into law by President Reagan on October 12, 1984, and establishes within the U. S. Treasury an account known as the Crime Victims' Fund. Millions of dollars are deposited annually into the fund from criminal fines, penalties, forfeited bail bonds, and special assessments collected by the federal government. Crime Victims' Fund dollars have always come from offenders convicted of federal crimes, not from taxpayers.

The VOCA Formula Grant Program provides federal funding to support victim assistance and compensation programs such as those which benefit victims by providing training for professionals who work with victims, by developing projects to enhance victims' rights and services, and by undertaking public education and awareness activities on behalf of crime victims. The yearly grant amount awarded to each state includes a base amount of \$500,000 and additional funds based on the state's population. States apply each year for the federal grant and then award VOCA Victim Assistance funds to eligible public and nonprofit organizations. The Attorney General's Office has been designated as the administrator of the Crime Victims Assistance Grant in Ohio.

The State Victims Assistance Act (SVAA) was passed by the Ohio Legislature and signed into law in 1984, and establishes the Crime Victim Services Section (CVS) of the Ohio Attorney General's Office (OAG). CVS administers the Crime Victims Fund, made up of court costs paid by offenders, driver's license reinstatement fees, and federal grant monies to provide compensation to innocent victims of violent crime who have suffered an unrecoverable economic loss as a result of their victimization, and also administers VOCA and SVAA grants. The guidelines, eligibility requirements, and application process for VOCA and SVAA grants are very similar. This application may be used for either or both types of grants, and differences between the two programs will be highlighted throughout these guidelines.

The U. S. Department of Justice, Office of Justice Programs, Office for Victims of Crime has issued guidelines and rules to implement the grant provisions of VOCA. In the following sections, those federal guidelines have been integrated with administrative guidelines adopted by OAG and guidelines for SVAA grants. All applications will be reviewed by OAG staff. Recommendations regarding all applications and funding levels will be made to the Attorney General, who approves all final VOCA and SVAA grant awards. A Letter of Determination and a Grant Award and Acceptance form will be mailed to grant recipients after decisions are made.

### Period of Funding

VOCA and SVAA funds will be awarded for the **2016-2017** period beginning on or after **October 1, 2016** and ending **September 30, 2017**. Only expenses incurred within the grant period are eligible to be paid with 2016-2017 funds. VOCA funds are paid by reimbursement to grant recipients. **All payments will be issued upon receipt/verification of monthly financial reports due by the 15<sup>th</sup> of each month. This**

**process will continue throughout the grant cycle. SVAA funds are disbursed quarterly in advance.**

### **Eligibility**

In order to be eligible for VOCA or SVAA grants, a victim assistance program must be operated by either a public agency or a private nonprofit organization; direct service to victims of crime must be a core component of the organization's mission and operations. This includes organizations such as rape crisis centers, domestic violence shelters, child abuse treatment facilities, and community-based victim service organizations. However, serving crime victims need not be an organization's sole purpose. Eligible organizations may also include:

- Criminal justice agencies: state and local law enforcement, prosecutor's offices, courts, and probation and paroling authorities, among others, are eligible to receive funding. Federal agencies are not eligible. Grants made to law enforcement agencies must be used for direct services to victims. Normal law enforcement activities aimed at prosecution or crime reduction are not eligible for grant funding.
- Faith-based organizations: these must ensure that services are offered to all victims regardless of religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Additional eligibility requirements of faith-based organizations may be found in later portions of this application.
- Hospitals and emergency medical facilities that offer crisis counseling, support groups, or other types of direct, immediate victim services: in-patient treatment facilities are not eligible, except for emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available.
- Others: state and local public agencies such as mental health service organizations, legal services agencies, and public housing authorities that have components specifically designed to serve crime victims.

### **General Eligibility Provisions**

In addition to the statutory provisions of VOCA, these general program provisions have been prepared by the Office for Victims of Crime and OAG. Eligible victim service providers should review this section carefully in order to assure program compliance.

1. The organization must utilize volunteers in providing services unless a compelling reason exists not to. Compelling reasons may include statutory or contractual provisions concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. A waiver must be obtained from OAG.
2. The organization must provide services to victims of federal crimes on the same basis as victims of state or local crimes.

- 3 The organization must promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- 4 The organization must assist victims in seeking Victims of Crime Compensation benefits, including maintaining a supply of Compensation brochures and applications, establishing procedures to identify clients who may be eligible for Compensation, ensuring that all VOCA-funded staff are familiar with the Compensation program, assisting clients with the application process, and checking on claim status. The organization must also provide services beyond compensation assistance and referral.
- 5 The organization must provide VOCA-supported services at no charge to victims. Any deviation from this provision requires prior approval from the Ohio Attorney General's Office.
- 6 The organization must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition ([www.ojp.gov/financialguide](http://www.ojp.gov/financialguide)), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.
- 7 The organization must maintain confidentiality of client information as required by federal and state law.
- 8 The organization must be able to demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources. Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that at least 25 percent of their financial support comes from other sources besides VOCA. It is important that organizations have a variety of funding sources besides VOCA funding in order to ensure their financial stability.
- 9 The organization must maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the Ohio Attorney General's Office; and must permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the victim.
- 10 The organization must abide by any additional eligibility or service criteria as established by the Ohio Attorney General's Office, including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the Ohio Attorney General's Office.
- 11 To be eligible to receive VOCA funds, organizations must be operated by public or nonprofit organization, or a combination of such organizations, and provide services to crime victims.
- 12 Programs receiving VOCA funds must follow certain procedures regarding the confidentiality of research information, details of which can be found in later portions of this application.



13 Programs receiving VOCA funds must meet matching requirements, details of which can be found in later portions of this application.

### **Private Non-Profit Agencies**

In addition to the requirements above, private non-profit agencies must also meet the following criteria:

The organization must have obtained Articles of Incorporation certifying that the agency is registered with the Ohio Secretary of State as a private non-profit agency.

### **Priority Programs and Funding Underserved Victim Populations**

#### **VOCA**

Under VOCA, priority shall be given to victims of sexual assault, domestic violence, and child abuse. Thus, a minimum of 10% of each federal fiscal year's grant (30% total) will be allocated to each of these categories of crime victims.

The Ohio Attorney General's Office defines a priority program as one whose principal mission is to offer comprehensive specialized services tailored to the needs of one or more of the three priority categories of victims. An additional 10% of each VOCA grant will be allocated to victims of violent crime (other than "priority" category victims) who were previously "underserved." These underserved victims may include, but are not limited to, victims of violent federal crimes, survivors of homicide victims, or victims of assault, robbery, gang violence, hate crimes, intoxicated drivers, and elder abuse.

#### **SVAA**

Pursuant to R.C. 109.91(C)(2), financial aid to crime victim assistance programs shall be based upon the following priorities.

- Programs in existence on July 1, 1985 shall be given first priority.
- Programs established after July 1, 1985 or new programs proposing to offer the broadest range of services and referrals to the community shall be given second priority. Experience and expertise in providing quality services, financial stability, and compliance with administrative requirements are taken into account.
- Other qualified programs shall be given last priority.

### **Allowable and Unallowable Services, Activities, & Costs**

Throughout the history of VOCA and SVAA, Congress and the Ohio Legislature have provided guidance on the types of direct services for which they intend the grants to be used. Generally, only direct service to crime victims and the necessary administration and coordination of such services is allowable. Additionally, there are some expenses that are not allowable under a VOCA or SVAA grant regardless of their benefit to crime victims. Some are listed here.

#### **Unallowable expenses:**

- Activities related exclusively to crime prevention. Grant funds may be used to support outreach such as presentations in the community as long as they are designed specifically to identify crime victims and provide or refer them to needed services.
- Political activity, lobbying or advocacy on behalf of legislation, administrative reform, or improving the criminal justice system, whether conducted directly or indirectly
- Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. Prosecutor-based victim/witness assistance programs that provide both victim services and witness notification services may receive funding support only for that portion of the program that provides direct services to crime victims. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- Fundraising activities
- Indirect organizational costs such as the costs of liability insurance on buildings, capital improvements, security guards, property losses and expenses, real estate purchases, mortgage payments, and construction.
- Reimbursement to victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills.
- Research and studies, except for project evaluation
- Victim assistance grant funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims.
- Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators and other individuals unless these expenses are incurred while providing direct services to crime victims.
- Services for which the provider intends to bill Medicaid or any other federal institution or program. Medicaid may not be billed for work funded by VOCA.

- Costs of fines and penalties resulting from violations of, or failure of the organization to comply with federal, state, and local laws and regulations except when incurred as a result of compliance with specific provisions of an award or instructions in writing from the awarding agency. (2 C.F.R. 230 Appendix B paragraph 16)
- Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening. The term "contingency reserve" excludes self-insurance reserves (see 2 C.F.R. 230 Appendix B, paragraphs 8.g.(.3) and 22.a(2)(d)); pension funds (see 2 C.F.R. 230 Appendix B, paragraph 8.i); and reserves for normal severance pay (see 2 C.F.R. 230 Appendix B, paragraph 8.k.)
- Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. (2 C.F.R. 230 Appendix B paragraph 14)
- Overtime, extra-pay shift, and multi-shift premiums are only allowable with the prior approval of the awarding agency. (2 C.F.R. 230 Appendix B paragraph 8.f)
- No federal funds may be used as matching funds. (2 C.F.R. 230 Appendix A (A)(2)(f))
- Gift cards or gas cards, even if for victims
- Other items as determined by the awarding agency (OAG)

### **Allowable Expenses**

A non-exhaustive list of some examples:

- Services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as crisis intervention, accompaniment to hospitals for medical examinations, hotline counseling, emergency food, clothing, transportation, and shelter, and other emergency services that are intended to restore the victims' sense of security. Also allowable is emergency legal assistance, such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim
- Services that are directed to the needs of the victims who participate in the criminal justice process. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements.
- Services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization, such as short-term counseling, group treatment, and therapy. "Therapy" refers to intensive professional

psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

- Services that offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks, and emergency financial assistance such as for transportation, food, clothing, emergency housing, etc.
- Costs that are necessary and essential to providing direct services such as pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for direct service providers
- Services which assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; helping to recover property retained as evidence; filing for compensation benefits; and helping to apply for public assistance
- Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; advertising costs associated with recruiting personnel and volunteers; and training costs for paid and volunteer staff.
- Mileage is an allowable expense but must incorporate gas, maintenance, etcetera in one established rate. Such expenses are only allowable as part of a single mileage rate of \$0.52. Mileage to provide direct services (such as to take a victim to court) should be listed in the 'travel' section of the budget. Mileage expenses for training purposes should be built into training costs under the 'other' section of the budget.
- Coordination of activities including crisis response teams, computer storage, websites, state-wide victim response.
- For a more exhaustive list of allowable expenses, please refer to the Federal Register, Vol. 81, No. 131, pages 44515-44535. (<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>)

#### **Other Related Allowables**

Some services, activities, and costs may be allowable even though they do not constitute direct service to crime victims. Before being allowed, however, OAG must agree in writing that direct services to crime victims cannot be offered without support for these expenses, that the subrecipient has no other source of support for them, and that only limited amounts of grant funds will be used for these purposes

- Certain staff or volunteer training necessary to providing direct service. Priority should be given to grant-funded staff, and the training must focus on skills development. Grant funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.

- Indirect Costs not elsewhere identified as unallowable. If the organization has a federally negotiated indirect cost rate, they are permitted to use it. If the organization had a negotiated rate, and it has expired, the organization is not eligible to utilize indirect costs until that rate is active. All other organizations are permitted to use an indirect cost rate of 10% of modified total direct costs. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, and contracts in excess of \$25,000.
- Grant funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the grant-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.
- Grant funds can support costs such as travel, meals, lodging, and registration fees for paid staff to attend training within the state. Subrecipients should first look for available training within their immediate geographical area to minimize costs. However, when needed training is unavailable within the immediate geographical area, subrecipients may use grant funds to support training outside of the geographical area with prior approval from the grantor.
- Grant funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. Funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, grant funds can support a prorated share of such an item. In addition, subrecipients cannot use funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include; video-recording equipment and players for interviewing children; braille equipment; colposcopes; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
- Subrecipients may use grant funds to purchase or lease vehicles if they can demonstrate that such an expenditure is essential to delivering services to crime victims. Prior approval must be given for all such purchases.
- Grant funds generally should not be used to support contract services. At times, however, it may be necessary for subrecipients to use a portion of the grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English. Subrecipients are prohibited from using a majority of funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
- Advanced technologies, such as computers to increase a subrecipient's ability to reach and serve crime victims.

- Allowable operating costs include supplies; equipment use fees, when supported with usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. Grant funds may support administrative time to complete grant-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs.
- Supervision of direct service providers, such as in the case of a volunteer coordinator who recruits, trains, and supervises volunteers who provide victim service
- Grant funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by grant funds.
- Grant funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. In the event that a vehicle is purchased with grant funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable. To be allowable, repair and replacement expenditures must meet the following conditions:
  - The building or vehicle is owned by the subrecipient organization and not rented or leased
  - All other sources of funding have been exhausted
  - There is no available option for providing the service in another location
  - The cost of the repair or replacement is reasonable considering the value of the building or vehicle.
  - The cost of the repair or replacement is prorated among all sources of income

### **Reporting & Monitoring**

**VOCA and SVAA** recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA and/or SVAA funds received (i.e., daily time and attendance records; the total cost of the project; receipts for expenditures), the portion of the project supplied by other sources, matching funds/sources, and other records which will facilitate an effective audit.

**VOCA and SVAA recipients are required to provide a quarterly Outcome Measure Survey (OCM) Report and federal Performance Measure report. The OCM Summary report compiles survey**

results received by each program from clients that have been served. This report is due quarterly on the 15<sup>th</sup> of the month following the close of the quarter.

The federal Performance Measures Report is a statistical report identifying number of individuals accessing services, demographic information and type of services received. This report is to be submitted ~45 days after the close of each quarter.

Finally, VOCA and SVAA recipients are required to register as a vendor with Ohio Shared Services (OSS) to receive grant payments through EFT. The procedure for fulfilling this requirement will be provided in the Fiscal Policies and Procedure Guidelines provided at the time of the award.

Upon request, recipient organizations must allow authorized representatives from the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice and the Ohio Attorney General's Crime Victims Section to examine documents such as, but not limited to:

1. Financial records, reports, and audit reports.
2. Policies and procedures governing the organization and the grant funds.
3. Programmatic records of victim services.
4. Timekeeping records, personnel files of employees that are grant funded, and other supporting documentation for costs supported by the grant funds.

VOCA recipients are required to submit Monthly Financial Reports, due no later than the 15th day of each month. Further, non-profit organizations, institutions of higher education, and governmental agencies that expend \$750,000 or more in federal funds per year must have an organization-wide financial and compliance audit as required by the federal Single Audit Act of 1984. This audit must be performed in conformity with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Grantees must submit audit reports within 9 months after the end of the fiscal year.

SVAA recipients must submit Quarterly Financial Reports. All funds from each quarter must be expended, and financial reports must be filed in a timely manner. Failure to expend funds or file reports in a timely manner may result in suspension or termination of the grant award. These report forms are to be completed by sub-recipients no later than 15th of the month ending each quarter (January 15, April 15, July 15, and October 15).

Recipients of both VOCA and SVAA funds must comply with both reporting requirements. Failure to file reports or expend funds in a timely manner may result in the suspension or termination of the grant award.

Nothing in these guidelines precludes the AGO from conducting a site-visit, desk monitoring or other assessment more often than once per year. In certain situations, a contract may be monitored either on-site or through desk monitoring on a regular and frequent basis to assure compliance. These situations may include, but are not limited to:

- A report to the AGO of the mishandling of grant funds;
- A report of the use of grant funds for ineligible activities;
- Discrepancies noted on financial reports

### **Confidentiality of Research Information**

Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person, and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA, codified at 42 U.S.C. 10604.

These provisions are intended, among other things, to assure the confidentiality of information provided by crime victims to counselors working for victim services programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear there is nothing in VOCA, or its legislative history, to indicate that Congress intended to override or repeal, in effect, a state's existing law governing the disclosure of information, which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See Pennhurst State School and Hospital v. Halderman, 451 U.S. 1, 101 S.Ct. 1531, 67 L.Ed.2d 694 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

### **Civil Rights Compliance**

As a condition for receiving funding from the Office for Victims of Crime (OVC), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), recipients must comply with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d and 28 C.F.R. § 42.201 et seq.; Title IX of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 and 28 C.F.R. § 42.501 et seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 and 28 C.F.R. pt. 54; the Age Discrimination Act of 1975, 42 U.S.C. § 6101 and 28 C.F.R. § 42.700 et seq.; and the Justice Department's Equal Treatment Regulation 28 C.F.R. part 38. Depending on the funding source, a recipient must also comply with the nondiscrimination provisions within the applicable program statutes, which may include the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c) and 28 C.F.R. § 42.201 et seq.; the Victims of Crime Act (VOCA) of 1984, 42 U.S.C. 10604; or the Juvenile Justice and Delinquency Prevention (JJDP) Act, Pub. L. No. 93-415, 42 U.S.C. § 5601 et seq. Collectively, these federal laws prohibit a recipient of OJP funding from discriminating either in *employment* (subject to the



exemption for certain faith-based organizations discussed below; see "Funding to Faith-based Organizations") or in the *delivery of services or benefits* on the basis of race, color, national origin, sex, religion, or disability. In addition, OJP recipients may not discriminate on the basis of age in the delivery of services or benefits.

Compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, which prohibits recipients from discriminating on the basis of national origin in the delivery of services or benefits, entails taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To assist recipients in meeting their obligation to serve LEP persons, the Justice Department has published a guidance document, which is available at [www.lep.gov](http://www.lep.gov). The OJP encourages applicants and recipients to include within their program budgets the costs for providing interpretation and translation services to eligible LEP service populations.

### **Funding to Faith-Based Organizations**

In general, executive orders and regulations require funding organizations to treat faith-based organizations (FBOs) the same as any other applicant or recipient of DOJ funding, neither favoring nor discriminating against FBOs in making and administering grant awards, and require that FBOs be allowed to retain their independence, autonomy, expression, and religious character when competing for DOJ financial assistance used to support social service programs and participating in the social service programs supported with DOJ financial assistance.

Executive orders and regulations also prohibit recipient FBOs from using Justice Department funding to engage in explicitly religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in inherently religious activities; however, these activities must be separate in time or location from the federally assisted program. Moreover, funded FBOs must not compel program beneficiaries to participate in explicitly religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits. Exec. Order No. 13,559, 75 Fed. Reg. 71,319, 71,320 (Nov. 17, 2010).

FBOs may have the option to request, on a case-by-case-basis, an exemption from the program statutes' prohibition against employment discrimination based on religion so that funded FBOs may hire, under certain circumstances, co-religionists. See Office of Justice Programs, Other Requirements for OJP Applications, Funding for Faith-Based Organizations, [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)

### **Match For VOCA Funds**

All matching funds are restricted to the uses outlined in the application and must be expended within the grant period. Only services and activities that are VOCA allowable qualify as match. In other words, the same rules and regulations that apply to VOCA funds also apply to matching funds. VOCA recipients

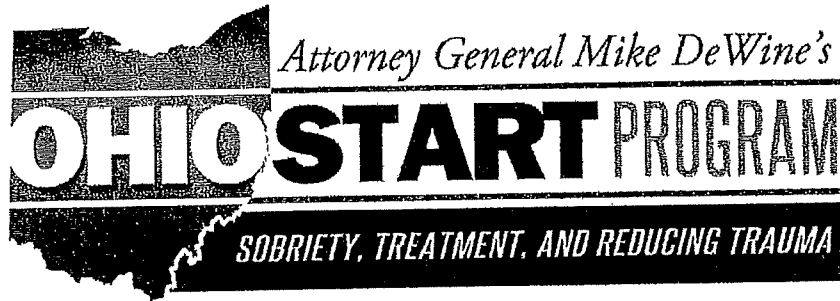
must maintain records that clearly show the source, the amount, and the period during which the match was expended. As a condition to receive VOCA funds, programs are required to provide a 20% matching share of the requested project budget. Applicants should commit exactly the 20% required match to the VOCA-funded project. Matching funds may be in the form of either cash contributions or in-kind contributions.

Cash contributions represent an applicant's cash outlay, including non-federal, money contributed by public agencies and institutions, and private organizations and individuals. In-kind contributions represent the value of non-cash contributions provided to the applicant. In-kind contributions may be in the form of charges for real property and nonexpendable personal property and the value of goods and services directly benefiting crime victims, which are specifically identifiable to the project.

Volunteer time may be counted as an in-kind donation and may be used as part of the 20% match. The monetary value of volunteer time is to be counted as \$15 per hour. Volunteer services used as match must be documented and supported by methods similar to those used for VOCA funded employees.

The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned building in the same locality. Agencies cannot "donate" space to themselves, i.e., if the applicant agency is a county, and the office space used by the project agency is owned by the county the fair market value of that space cannot be used as match.

Matching contributions need not be applied at the exact time or in proportion to the obligation of the federal funds. However, at least half of the match requirement for the year must be reported on or before the organization's March financial report. If it is not, the March report must contain an explanation and plan for the full amount of the VOCA match to have been met by the end of the funding period. All matching funds must have been realized by the end of the funding period, and failure to report the appropriate match in a timely manner will result in the de-obligation of a corresponding portion of the VOCA award.



**ACTIVITIES, TIMEFRAMES, AND MINIMUM WORK GUIDELINES**

This document provides a summary of the guidelines for activities for Ohio START staff designed primarily to keep children safe while facilitating the engagement of parents into services in a timely manner. The activities and timeframes are believed to represent best practice when working with families using an intensive wrap-around services approach. The guidelines allow for supervisory discretion and team input to meet the individual needs of families by matching the intensity of the service and contact to the intensity of the family's needs. Ohio START staff includes both the caseworker assigned to the family and the family peer mentor.

Activity	Team Member Responsibilities and Timeframes
<p><i>First face-to-face contact with family</i></p> <p><i>Purpose of the meeting is:</i> START team explains the Ohio START program, introduces worker and mentor roles, completes a safety / prevention plan for the safe care of the child(ren), schedules behavioral health assessment and has parent(s) sign release forms.</p>	<ul style="list-style-type: none"> <li>• Within 2 working days of referral to Ohio START.</li> <li>• Both the caseworker and family peer mentor attend.</li> <li>• START staff is introduced to family.</li> </ul>
<p><i>Transportation*</i></p> <p>*Transportation to a SUD treatment appointment CANNOT be paid for with VOCA funds. Transportation to other activities is encouraged, but VOCA may not be available to support such activities.</p>	<ul style="list-style-type: none"> <li>• Family peer mentor may accompany and assist the parent with transportation to the initial behavioral health assessment.</li> <li>• May also transport parent or family to other appointments.</li> <li>• Worker usually does not accompany mentor on transports.</li> </ul>

<p><b>Contact Standards for In Home cases</b></p> <p><b>Purpose of the meeting:</b> Per the START model, families will receive intensive case management services with the case worker/family peer mentor dyad at least weekly contacts for the first 60 days of the case.</p> <p>These meetings will be used to discuss with the safe plan of care for the child(ren) with the family and the status of the case. How are things going? What do you need?</p> <p>What does “caseworker/FPM dyad” mean in context of practice and family visits. This can be decided at each county and for each family how will work best but for purposes of fidelity to Ohio START:</p> <ul style="list-style-type: none"> <li>• minimum of first visit must be caseworker and FPM together</li> <li>• suggest that continue to visit together until roles and relationships established</li> <li>• caseworker and FPM will both be expected to each make weekly visits either together or separate</li> <li>• caseworkers and FPM will need to work together in terms of scheduling visits</li> <li>• it is important that this is a team approach whether visits or made together or separately</li> </ul>	<p><b>Family Peer Mentor</b></p> <ul style="list-style-type: none"> <li>• Weekly face-to-face contact with parent(s), best practice states that 2 of the weekly contacts per month will occur in the home with the family.</li> <li>• First home visit must be within one week of the initial family meeting.</li> <li>• A minimum of one contact per month will include the child(ren).</li> <li>• After 60 days, a minimum of twice per month (biweekly) face-to-face contact with parent(s), one of these biweekly contacts per month will occur in the home with parent(s) and one will include the child.</li> <li>• Provide the family with informal supports.</li> </ul> <p><b>Case Worker</b></p> <ul style="list-style-type: none"> <li>• Weekly face-to-face with parent(s) for 60 days, best practice states that 2 of the weekly contacts per month will occur in the home with parent(s) and child(ren).</li> <li>• First home visit must be within one week of the initial family meeting.</li> <li>• After 60 days, a minimum of twice per month (biweekly) face-to-face contact with parent,</li> <li>• One of these biweekly contacts per month will occur in the home with parent(s) and one will include the child.</li> </ul>
<p><b>Contact Standards for Out of Home/Kinship Placement</b></p> <p><b>Purpose of the meeting:</b> Per the START model, families will receive intensive case management services with the case worker/family peer mentor dyad at least weekly contact for the first 60 days of the case.</p> <p>These meetings will be used to discuss with the safe plan of care for the child(ren) with the family and the status of the case. How are things going? What do you need?</p>	<p><b>Family Peer Mentor:</b></p> <ul style="list-style-type: none"> <li>• Weekly face-to-face contact with parent(s), best practice states that 2 of the weekly contacts per month will occur in the home with the family.</li> <li>• First home visit with the parent must be within one week of the initial family meeting.</li> <li>• After 60 days, a minimum of twice per month (biweekly) face-to-face contact with parent, one of these biweekly contacts per month will occur in the home with the parent.</li> <li>• Family peer mentor to visit children in foster care or relative placement with the social worker at least quarterly. Monthly is preferred when possible.</li> </ul>

	<p><b>Case Worker:</b></p> <ul style="list-style-type: none"> <li>• Face-to-face with parent minimum twice per month (biweekly), 1 of these contacts per month will occur in the home.</li> <li>• First home visit with the parent must be within one week of the initial family meeting.</li> <li>• Face-to-face contact with all children out of their parent's custody (Kinship, relative, foster care) a minimum of once per month.</li> <li>• If parent resides with relative caregiver or joint custody between parent and relative, follow in-home standards.</li> </ul>
<p><b>Contact Standards when Parent is in Residential SUD Treatment</b></p> <p><b>Purpose of the meeting:</b> to discuss with the safe plan of care for the child(ren) with the family and the status of the case. How are things going? What do you need?</p> <p><b>Other:</b> For parent(s) with short term jail sentences the same protocol will apply</p>	<p><b>Case Worker and Family Peer Mentor:</b></p> <ul style="list-style-type: none"> <li>• Minimum of one face-to-face visit per month with parent and/or treatment facility staff</li> <li>• Weekly phone contact with parent and/or treatment provider</li> <li>• While the parent(s) is in residential treatment program, START team should engage with parent as much as is possible. This includes attending team meetings at residential facility, meeting or having phone calls with parent(s) and developing a plan for parent upon discharge including establishing local supports upon return to community for transition and a safety net.</li> <li>• The required START activities, i.e. trauma screen, weekly visits for first 60 days, etc. will begin upon parent's discharge from residential treatment program.</li> </ul>
<p><b>Special Considerations</b></p>	<p><b>Contact Standards may change:</b></p> <ul style="list-style-type: none"> <li>• After a relapse-return to weekly contact</li> <li>• At change in level of treatment</li> <li>• Graduating or re-entering treatment</li> <li>• Out of region treatment</li> <li>• Reunification / trial home visit- return to weekly contact</li> <li>• Re-engagement in treatment</li> <li>• Supervisor and team consultation is required to decide on contact standards under all special circumstances.</li> </ul>
<p><b>Parent-Child Visitation</b></p>	<ul style="list-style-type: none"> <li>• Attempts will be made to provide weekly visitation between parents and children who have been removed from their birth family.</li> </ul>

	<ul style="list-style-type: none"> <li>• The first visit should occur within 5 days of child's removal from the birth family.</li> <li>• It is recommended and encouraged that visits then occur once weekly at a minimum for children in out-of-home placements.</li> <li>• All changes in visitation agreement to be discussed with supervisor.</li> </ul> <p><i>Note: Discussion of case plan objectives should not occur during parent-child visitation.</i></p>
<p><b>Family Team Meetings</b></p> <p><b>Purpose of the meeting:</b> This meeting includes family members and their informal support system, and all members of the local Ohio START team and offers collaborative planning for the safe plan of care for the children. These meetings engage the family in decision -making and empower the family to take ownership over their long-term successes and the safety of the child(ren).</p>	<ul style="list-style-type: none"> <li>• First Family Team Meeting must be held within 30 days of case referral.</li> <li>• Also held at 6 months.</li> <li>• Also held as needed for any "crisis" (relapse, treatment change) and reunification, permanency change and placement moves, and within 30 days of case closure.</li> </ul>
<p><b>Screening Tools/Assessment</b></p>	<p>Caseworker will</p> <ul style="list-style-type: none"> <li>• Complete the UNCOPE screening during the initial meeting with the family.</li> <li>• Complete child trauma screening tool during the initial meeting with family and/or child.</li> </ul> <p>Behavioral Health Partner will</p> <ul style="list-style-type: none"> <li>• Complete the ACEs screening tool with the parent(s) during their first meeting with the parent(s).</li> </ul>
<p><b>START Evaluation Data</b></p>	<ul style="list-style-type: none"> <li>• All required data is to be entered into the SACWIS system on a weekly basis by the caseworker.</li> <li>• Data is to be entered into the Needs Portal on a weekly basis by the caseworker and FPM as appropriate</li> <li>• All PMT and outcome measurement data required by VOCA must be documented in PCSA monthly report and submitted to PCSAO.</li> <li>• The child welfare supervisor to review monthly.</li> </ul>
<p><b>Documentation of participation in services</b></p>	<ul style="list-style-type: none"> <li>• Release of information form to be completed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Weekly written updates on progress in substance use disorder treatment are to be requested; other service provider updates to be requested monthly.</li> <li>• Written reports from the family peer mentor.</li> </ul>
<p><b><i>Drug Testing*</i></b></p> <p>*drug tests/screening are not an activity that can be paid for with VOCA funds.</p>	<ul style="list-style-type: none"> <li>• As recommended by the behavioral health provider.</li> <li>• In order to complete the Ohio START program, a parent must demonstrate sobriety, as proven through random drug screens.</li> </ul>
<p><b><i>Supervisory Consultations</i></b></p> <p>These consultations are intended to check-in on the progress of the case as well as ensure there is safe plan of care for the child(ren) in place.</p>	<ul style="list-style-type: none"> <li>• Each case must be formally consulted and documented monthly with Supervisor, Ohio START caseworker and family peer mentor.</li> <li>• Informal consults happen as needed.</li> </ul>
<p><b><i>Interaction with the Juvenile Court</i></b></p>	<ul style="list-style-type: none"> <li>• Ohio START Case Worker is responsible for all court filings, reports and contacts with CASA/GAL in the same manner as he or she would be in all other cases.</li> <li>• Family peer mentor will provide input on court forms as needed.</li> </ul>
<p><b><i>Referrals</i></b></p>	<ul style="list-style-type: none"> <li>• Case Worker takes the lead on discussion with family regarding a formal case plan referral.</li> <li>• Family peer mentor assists with identifying needed formal referrals by providing information to team and is very familiar with local resources that may be of assistance to family and provides information about those resources to the family as needed. These resources are all intended to empower the family to take ownership over their long-term successes and the safe plan of care for the child(ren).</li> </ul>
<p><b><i>Prevention/Safety Planning</i></b></p>	<ul style="list-style-type: none"> <li>• The case worker takes the lead on developing the plan.</li> <li>• Family peer mentor provides input on development of the plan, as needed.</li> </ul>

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0037

Adopted Date January 15, 2019

APPROVE ADDENDUM TO AGREEMENT FOR POLICE PROTECTION WITH SOUTH LEBANON, ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE


BE IT RESOLVED, to approve Addendum to Agreement for Police Protection with South Lebanon, on behalf of the Warren County Sheriff's Office as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: c/a—Village of South Lebanon (file)  
Sheriff (file)



**Addendum to Agreement  
For Police Protection**

**WHEREAS**, the parties entered into an agreement for Police Protection (the Agreement) on August 24, 1998; and

**WHEREAS**, the parties have extended the terms of the Agreement by mutual consent, pursuant to the terms of the Contract; and

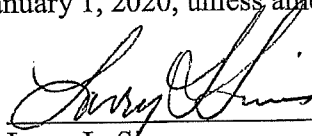
**WHEREAS**, the parties recognize that the police protection needs of the Village of South Lebanon have changed since the original draft of this agreement;

**NOW, THEREFORE**, the parties agree to amend the agreement for police protection as follows:

1. The Sheriff will provide five (5) full-time Sheriff's Deputies to provide police protection within the Village and
2. The Warren County Commissioners have agreed to pay for one deputy assigned to the Village of South Lebanon Sheriff's Office Post. The Sheriff's Office personnel assigned to the South Lebanon Post will also Patrol the unincorporated Union Township area. Payment for a Deputy in subsequent years of this Agreement shall be negotiated on a year by basis; however in the event that the Warren County Commissioners discontinue paying for one (1) Deputy assigned to the South Lebanon Post, the South Lebanon Post personnel will no longer patrol the unincorporated Union Township area on behalf of Warren County.
3. The Village, in consideration of the provisions of police protection, shall pay the Sheriff, through the Warren County Auditor, for four (4) of the aforementioned five (5) Deputies.
4. The Village of South Lebanon shall pay for all vehicles, equipment, fuel and the maintenance of the South Lebanon Post facility.

All remaining items of the Agreement for Police Protection will remain in full force and effect until January 1, 2020, unless amended by written agreement of the parties.

By

  
\_\_\_\_\_  
Larry L. Sims  
Warren County Sheriff

11-27-18

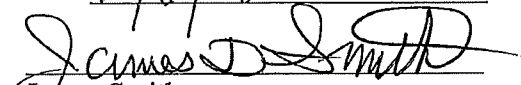
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Page 2

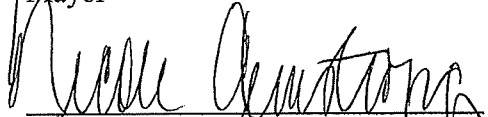
South Lebanon Agreement

By Ordinance Number 2018-70 of the Village of South Lebanon, Ohio

Date 12/6/18

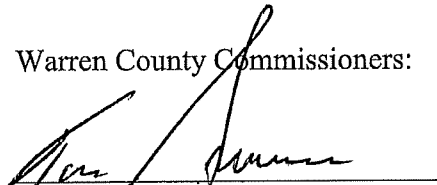
  
James Smith  
Mayor

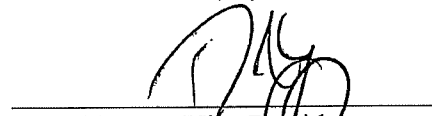
12/6/18  
Date

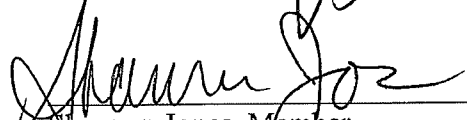
  
Nicole Armstrong, Fiscal Officer

12/6/18  
Date

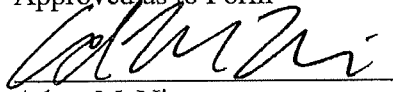
Warren County Commissioners:

  
Tom Grossmann, President

  
Daye Young, Vice President

  
Shannon Jones, Member

Approved as to Form

  
Adam M. Nice  
A.P.A. #0082728

ATTACHMENT A

2019 PAYROLL ADDENUM

Police protection contract between the Sheriff of Warren County, Ohio and the Village of South Lebanon, Warren County, Ohio.

In conjunction with the terms and conditions of the above referenced contract relative to the number of and the compensation for the services of Deputy Sheriff, and the following schedule of payments, shall be implemented commencing as of January 1, 2019 and continuing through 12:00 midnight on December 31, 2019.

**2019 South Lebanon Enforcement Budget current percentage**

Section	#	Name	Position	Date	Insurance	Salary
Sgt	1	Sergeant Boylan	Sergeant	1/20/1998	F	\$83,948.80
Dep	2	Deputy Pangallo	Deputy	1/9/2007	F	\$72,280.00
	3	Deputy Crooks	Deputy	9/30/2002	F	\$72,280.00
	4	Deputy Stavermann	Deputy	3/10/1997	F	\$73,216.00
		Comp Time Payout				\$1,000.00
						\$302,724.80

630-2258

Updated: 5/19/2016

Salaries(102)				\$302,724.80
Overtime (114)				\$88,000.00
PERS (811)	18.10%	\$390,724.80		\$70,721.19
Benefits (820)				\$60,699.84
Single / Base	0	\$475.02	\$0.00	
Family / Base	4	\$1,254.58	\$60,219.84	
Couple / Base	0	\$627.29	\$0.00	
Waive	0	\$0.00	\$0.00	
Life Insurance	4	\$10.00	\$480.00	
Worker's Comp (830)	2%	\$390,724.80		\$7,814.50
Medicare (871)	1.45%	\$390,724.80		\$5,665.51
Total (South Lebanon Enforcement)				\$535,625.83

2019 ADDENDUM FOR PAYROLL

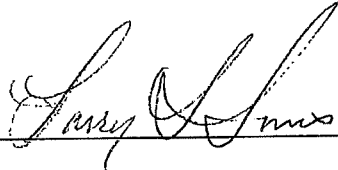
EXPENSES:

These totals may fluctuate with changes of personnel and be documented in the biweekly payroll record.

<b>COST GRAND TOTAL</b>	<b>\$ 535,625.83</b>
<b>FIRST QUARTER INVOICE</b>	<b>\$ 133,906.46</b>
<b>SECOND QUARTER INVOICE</b>	<b>\$ 133,906.46</b>
<b>THIRD QUARTER INVOICE</b>	<b>\$ 133,906.46</b>
<b>FORTH QUARTER INVOICE</b>	<b>\$ 133,906.46</b>

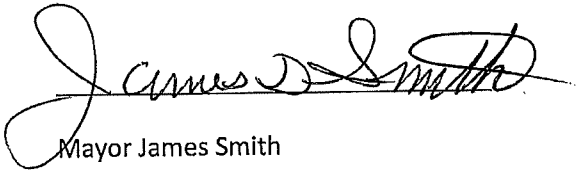
All other conditions and terms shall remain in effect.

In witness whereof, the parties have hereunto set their hands on this \_\_\_\_ day of \_\_\_\_\_  
20\_\_, at \_\_\_\_\_, Ohio.



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Sheriff Larry L. Sims



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Mayor James Smith

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0038

Adopted Date January 15, 2019

AUTHORIZE PRESIDENT OF BOARD TO SIGN THE TASK COMPLETION REPORTS 83, 88, AND 111 WITH TRITECH SOFTWARE SYSTEMS ON BEHALF OF WARREN COUNTY TELECOMMUNICATIONS

WHEREAS, Paul Kindell, Director of Telecommunications, has reviewed, verified and recommended that the Board of County Commissioners sign the TriTech Software Systems Task Completion Reports 83, 88, and 111; and

NOW THEREFORE BE IT RESOLVED, to authorize President of the Board to sign the TriTech Software Systems Task Completion Reports 83, 88, and 111, as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a—TriTech Software Systems  
Telecom (file)



# Warren County Sales Order 6395 Task Completion Report 83

Effective Date: 05/17/2018

The purpose of the Task Completion Report (this "Document") is to document the mutual agreement between TriTech and the Client on the items listed in this report, in reference to CAD/Mobile/RMS/Jail Implementation Project for the Warren County – Sales Order 6395.

**Acknowledgement:** TEST environment JMS base installed.

TriTech has completed the base install of the Jail product in the new TEST environment. Client to request refresh of Production when ready

This task is considered completed and closed.

**Approval of this Task Completion Report does not generate an invoice related to this Project.**

The Client is responsible to approve this Task Completion Report within 10 business days, or provide a written notification to TriTech detailing the reason that this document cannot be approved. Lack of approval by the Client within this timeframe will not result in default or automatic approval of the document. However, any delays in approval process may have a cascading impact on project timelines.

Please sign, scan and return this document to TriTech via e-mail PDF attachment to Jameson Gartner (jameson.gartner@tritech.com)

## Approvals

Client Project Manager

Print Name:

Shannon Jones

Signature:

Date:

01/15/19  
2/15/19

TriTech Project Manager

Print Name: Jameson Gartner

Signature:

Date: 05/17/2018



# Warren County Sales Order 6395 Task Completion Report 88

Effective Date: 05/29/2018

The purpose of the Task Completion Report (this "Document") is to document the mutual agreement between TriTech and the Client on the items listed in this report, in reference to CAD/Mobile/RMS/Jail Implementation Project for the Warren County – Sales Order 6395.

**Acknowledgement:** VINE Interface System Guide

The above document was provided to client as part of configuration of VINE standard interface.

This document is considered delivered.

**Approval of this Task Completion Report does not generate an invoice related to this Project.**

The Client is responsible to approve this Task Completion Report within 10 business days, or provide a written notification to TriTech detailing the reason that this document cannot be approved. Lack of approval by the Client within this timeframe will not result in default or automatic approval of the document. However, any delays in approval process may have a cascading impact on project timelines.

Please sign, scan and return this document to TriTech via e-mail PDF attachment to Jameson Gartner (jameson.gartner@tritech.com)

## Approvals

Client Project Manager

Print Name:

Shannon Jones

01/15/19

Signature:

Date:

2/15/19

TriTech Project Manager

Print Name: Jameson Gartner

Signature:

Date: 05/29/2018



27NOV 08:23AM

# Warren County Sales Order 6395 Task Completion Report 111

**Effective Date:** 11/16/2018

The purpose of the Task Completion Report (this "Document") is to document the mutual agreement between TriTech and the Client on the items listed in this report, in reference to **CAD/Mobile/RMS/Jail Implementation Project for the Warren County – Sales Order 6395.**

**Acknowledgement:** Montgomery Co JMS Interface--FAT

**Document(s):** FAT -Warren Montgomery Co-Justice Web Interface and OSD - Ohio Warren County - Jail Montgomery Co JusticeWeb Interface 1.2

**CentralSquare Resource(s):** Frank Hundley

On November 16, 2018 CentralSquare (Formerly TriTech) and Warren Co tested the Montgomery Co interface based on the above referenced document.

The results of the Functional Acceptance Test was that all items passed. This interface is considered delivered and the task is Complete.

**Approval of this Task Completion Report does not generate an invoice related to this Project.**

The Client is responsible to approve this Task Completion Report within 10 business days, or provide a written notification to TriTech detailing the reason that this document cannot be approved. Lack of approval by the Client within this timeframe will not result in default or automatic approval of the document. However, any delays in approval process may have a cascading impact on project timelines.

Please sign, scan and return this document to TriTech via e-mail PDF attachment to Jameson Gartner (jameson.gartner@tritech.com)

## Approvals

Client Project Manager

Print Name: Shannon Jones

Signature:

Date: 01/15/19  
2/15/19

TriTech Project Manager

Print Name: Jameson Gartner

Signature:

Date: 11/15/2018



# Resolution

Number 19-0039

Adopted Date January 15, 2019

DETERMINING THE NECESSITY FOR CERTAIN ROAD IMPROVEMENT PROJECTS FOR PUBLIC USE WITHOUT CHARGE WHERE SPECIAL ASSESSMENTS ARE NOT TO BE LEVIED OR COLLECTED RELATIVE TO THE LYTLE FIVE POINTS ROAD AND BUNNELL HILL ROAD INTERSECTION IMPROVEMENTS PROJECT

WHEREAS, in accordance with Ohio Revised Code § 5555.02, et seq., a board of county commissioners may construct a public road by laying out and building a new road, or by improving, reconstructing, or repairing any public road or part of an existing public road; and,

WHEREAS, pursuant to Ohio Revised Code § 5555.03, et seq., by resolution adopted by a majority vote and acting without regard to or the necessity for a petition, may find that the public convenience and welfare require the improvement of any public road or roads, or parts thereof, identified in such resolution in a manner provided in 5555.06 of the Revised Code and may fix the route and termini of the improvement; and, if the board determines, in such resolution or a subsequent resolution, that special assessments are not to be levied or collected to pay any part of the county's costs of the improvement, the board, in that resolution or in a subsequent resolution (including a resolution authorizing the issuance or incurrence of public obligations for the improvement) may authorize the improvement and expenditure of funds required by the county for its construction and may proceed with the improvement without regard to any other procedures required by sections 5555.03 -.42; 5555.45-.47; 5555.50, and 5555.81-.83 of the Revised Code, except as otherwise provided; and,

WHEREAS, pursuant to Ohio Revised Code § 5555.09, et seq., if the surveys, plans, profiles, and cross sections prepared by the County Engineer and filed with the board of county commissioners show that lands will be required for the improvement, the board shall proceed in accordance with sections 163.01 to 163.22 of the Revised Code; and,

WHEREAS, in accordance with Am. Sub. S.B. 7 (127<sup>th</sup> General Assembly), certain changes to Chapter 163 of the Ohio Revised Code [“Appropriation of Property”] went into effect on October 10, 2007 that prescribes the procedural requirements by which public agencies must abide to appropriate real property for public use; and,

WHEREAS, specifically Ohio Rev. Code § 163.021 (A) provides as a prerequisite that no public agency shall appropriate real property except as necessary and for public use; and,

WHEREAS, Ohio Rev. Code § 163.021 (A) places the initial burden on the public agency to show by a preponderance of the evidence that the taking is necessary for the public use; however, in accordance with Ohio Rev. Code § 163.09 (B) (1) (a), a resolution of the public agency declaring the necessity for the appropriation creates a rebuttable presumption of the necessity for the appropriation if the public agency is not appropriating the property because it is a blighted parcel or part of a blighted area or slum; and,

RESOLUTION #19-0039  
JANUARY 15, 2019  
PAGE 2

WHEREAS, this Board is of the opinion that it is necessary to construct two intersection projects in order to improve the safety and capacity of the intersection and to eliminate the current traffic congestion; and

NOW THEREFORE BE IT RESOLVED, the Board does hereby determine that it is necessary for public safety, convenience and welfare to obtain or acquire Right-of-Way and easements for the following projects that do not include a blighted parcel or part of a blighted area or slum, for the construction of improvements to serve the public, without charge:

Lytle Five Points Road (CR 46) and Bunnell Hill Road (TR 128) Intersection Improvements – Construct a Roundabout at the intersection that includes realignment of Red Lion-Five Points at Bunnell Hill Road to improve the safety and capacity of the intersections.

BE IT FURTHER RESOLVED, that the Board does hereby determine that special assessments are not to be levied or collected to pay any part of the county's costs of the said projects; and

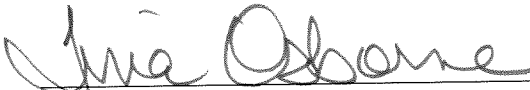
BE IT FURTHER RESOLVED, if the surveys, plans, profiles, and cross sections prepared by the County Engineer and filed with this Board show that lands will be required for the said project, the Board may determine in a subsequent resolution to proceed in accordance with sections 163.01 to 163.22 of the Revised Code to acquire such lands if the County Engineer is unable to acquire such lands by voluntary conveyance.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: Engineer (file)  
Project file

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0040

Adopted Date January 15, 2019

ACCEPT DONATION OF VEHICLE FROM DOMINION ENERGY (D L PETERSON TRUST) TO THE WARREN COUNTY COMMISSIONERS ON BEHALF OF WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES

WHEREAS, Dominion Energy has determined they no longer need the following vehicle; and

WHEREAS, the Warren County Department of Emergency Services, has indicated that they have a need and could use said vehicle; and

NOW THEREFORE BE IT RESOLVED, to accept the following vehicle transfer from Dominion Energy (D L Peterson Trust) to the Warren County Commissioners on behalf of the Warren County Department of Emergency Services; and

2013 Ford Explorer                      VIN# 1FM5K8B85DGA02496

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/tao

cc: Emergency Services (file)  
Brenda Quillen – Auditor's Office  
T. Osborne  
Title Transfer File

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0041

Adopted Date January 15, 2019

SET PUBLIC HEARING FOR REZONING APPLICATION OF WILLIAM DAVID SCHMERGE TO REZONE APPROXIMATELY 45.3509 ACRES FROM AGRICULTURE ZONE "A1" TO SINGLE FAMILY RESIDENTIAL "R1" IN TURTLECREEK TOWNSHIP

BE IT RESOLVED, to set a public hearing for the rezoning application of William David Schmerge, owner of record (Case #2018-02), to rezone approximately 45.3509 (Parcel Numbers 1204100032) located at 1460 Glosser Road in Turtlecreek Township from Agricultural Zone "A1" to Single Family Residential "R1"; said public hearing to be held January 22, 2019, at 9:30 a.m. in the County Commissioners Meeting Room; and

BE IT FURTHER RESOLVED, to advertise notice thereof in a newspaper of general circulation, at least ten (10) days prior to hearing.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

tao/

cc: RPC  
RZC  
Rezoning file  
Property Owner  
Township Trustees

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0042

Adopted Date January 15, 2019

SET PUBLIC HEARING FOR REZONING APPLICATION OF MIKE WILLIAMS, AGENT FOR STEPHEN DEGER, OWNER OF RECORD, TO REZONE APPROXIMATELY 70.39 ACRES FROM SINGLE FAMILY RESIDENTIAL "R1" TO PLANNED UNIT DEVELOPMENT "PUD" IN TURTLECREEK TOWNSHIP

BE IT RESOLVED, to set a public hearing for the rezoning application of Mike Williams, Agent for Stephen Deger, owner of record (Case #2018-03), to rezone approximately 70.39 (Parcel ID 09323000100) located at 2260 N State Route 48 in Turtlecreek Township Single Family Residential "R1" to Planned Unit Development "PUD"; said public hearing to be held February 5, 2019, at 10:15 a.m. in the County Commissioners Meeting Room; and

BE IT FURTHER RESOLVED, to advertise notice thereof in a newspaper of general circulation, at least ten (10) days prior to hearing.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

tao/

cc: RPC  
RZC  
Rezoning file  
Property Owner  
Agent  
Township Trustees

# Resolution

Number 19-0043

Adopted Date January 15, 2019

DECLARE VARIOUS ITEMS WITHIN COMMON PLEAS COURT- DOMESTIC RELATIONS, COUNTY COURT, FACILITIES MANAGEMENT, AND TELECOMMUNICATIONS, AS SURPLUS AND AUTHORIZE THE DISPOSAL OF SAID ITEMS

BE IT RESOLVED, to authorize disposal of various items from Common Pleas Court- Domestic Relations, County Court, Facilities Management, and Telecommunications in accordance with the Ohio Revised Code; list of said items attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/jm

cc: 2019 Auction file  
Facilities Management (file)  
Brenda Quillen, Auditor's Office

# Warren County Facilities Management

GovDeals #

CCT19101

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

## GovDeals Item Inspection Form

County Court

Date:

Jan 8, 2019

101

### Blue Desk Chair



Select Item Type

Single Item

Category

Furniture/Furnishings

Brand

Model #

Serial #

Date Removed From Service

1/2019

Did Item Work When Removed?

Yes

No

Unknown

Additional Comments

the arm rests show wear and damage

(Click above to add additional picture)

(Click above to add additional picture)

(Click above to add additional picture)

Name: Melissa Moubray

Title: Court Admin

Phone Number 513.695.2411

Location of Item: County Court Employee entrance

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*

# Warren County Facilities Management

GovDeals #

CCT19102

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

## GovDeals Item Inspection Form

County Court

Date:

Jan 8, 2019

102

### PHILLIPS MAGNAVOX VCR



Select Item Type

Single Item

Category

Audio/Visual Equipment

Brand

PHILLIPS

Model #

VZR242AT22

Serial #

10868094

Date Removed From Service

1/9/19

Did Item Work When Removed?

Yes

No

Unknown

Additional Comments

(Click above to add additional picture)

(Click above to add additional picture)

(Click above to add additional picture)

Name: MELISSA MOUBRAY

Title: COURT ADMIN

Phone Number 513-695-2411

Location of Item: COUNTY COURT EMPLOYEE ENTRANCE

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*



# Warren County Facilities Management

GovDeals #

DOM19010

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

## GovDeals Item Inspection Form

Common Pleas Court - Domestic Relations

Date:

Dec 28, 2018

010

### Chairs and Table



Select Item Type

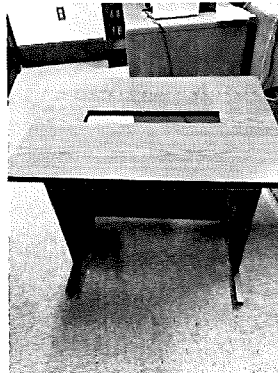
Lot of Multiple Items

Qty	Brand	Model	Working Condition Y/N	Description
5			Y	Green chairs with straight legs.
3			Y	Green chairs with rollers.
1			Y	Table

Additional Comments



(Click above to add additional picture)



(Click above to add additional picture)

(Click above to add additional picture)

Name: Deborah Grubb

Title: Judicial Assistant

Phone Number 513-695-2487

Location of Item: Storage near lobby.

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*

# Warren County Facilities Management

GovDeals #

FAC19001

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

## GovDeals Item Inspection Form

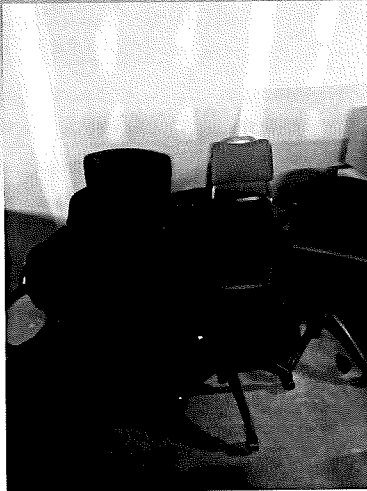
Facilities Management

Date:

Jan 7, 2019

001

### LOT OF OFFICE FURNITURE



Select Item Type

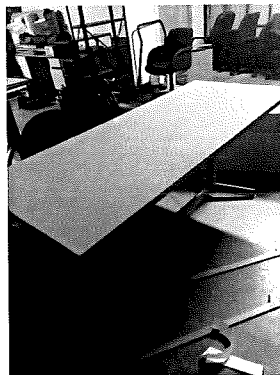
Lot of Multiple Items

Qty	Brand	Model	Working Condition Y/N	Description
5	UNK			maroon cushioned with back rest and padded arms. chairs on casters.
2	UNK			stack able green cushioned with back rest. stationary.
1	UNK			small square coffee table. color: cherry stained.
1	UNK			oval table. color: brown
1	UNK			rectangle laminated table.
7	UNK			maroon plastic stack able chairs with back rest. stationary
1	UNK			black plastic chair with back rest. has casters

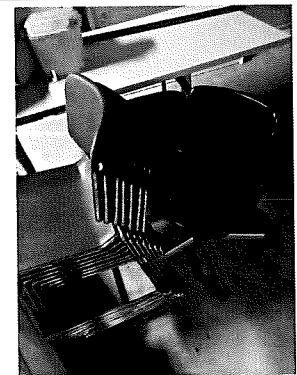
Additional Comments



(Click above to add additional picture)



(Click above to add additional picture)



(Click above to add additional picture)

Name: Sam Roberts

Title: Associate Architect

Phone Number 513-965-3125

Location of Item: 406 Justice Drive, Lebanon, Ohio 45036 ( 3rd floor storage )

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*

# Warren County Facilities Management

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

## GovDeals Item Inspection Form

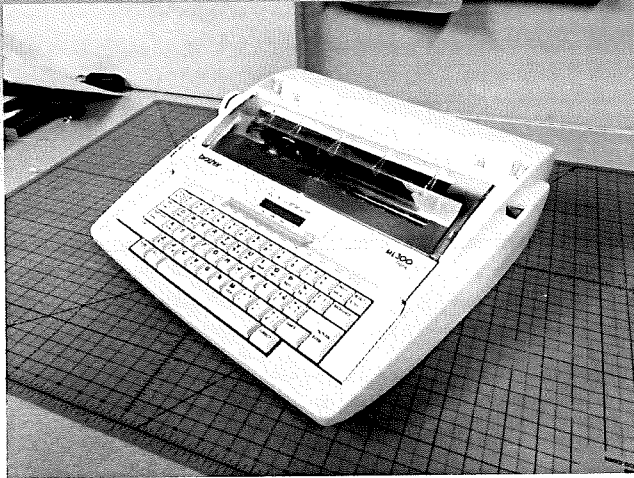
Facilities Management

Date:

Jan 7, 2019

002

### Office Typewriter and Calculator printer



Select Item Type

Lot of Multiple Items

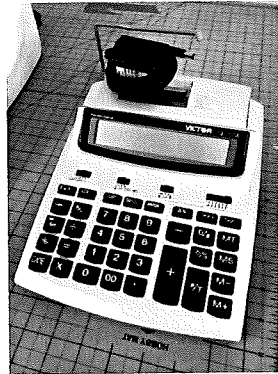
Qty	Brand	Model	Working Condition Y/N	Description
1	BROTHER	ML300	Y	TYPEWITER
1	VICTOR	1212-3A	Y	CALCULATOR PRINTER
1				INK CARTRIDGE
1	Dell	KM632	N	Wireless keyboard and mouse
4	Brother	3015	y	Lift- Off correction tape (DRY) there are a total of 11 individual.
1				three tray desk top paper tray.

Additional Comments

The Brother typewriter has a cord attached. The Victor calculator power cord is included. The keyboard does have the USB sensor but keyboard doesn't respond all the time.



(Click above to add additional picture)



(Click above to add additional picture)



(Click above to add additional picture)

Name: Sam Roberts

Title: Associate Architect

Phone Number 513-965-3125

Location of Item: 430 JUSTICE DRIVE, LEBANON, OHIO 45150

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*

# Warren County Facilities Management

GovDeals #

FAC19003

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

## GovDeals Item Inspection Form

Facilities Management

Date:

Jan 7, 2019

003

### AED



Select Item Type

Lot of Multiple Items

Qty	Brand	Model	Working Condition Y/N	Description
1	defibtech	DDU-100		Semi-Automatic External Defibrillator. pad expired on 2018/01
1	Samaritan	PAD 350P		Automated External Defibrillator. pad expired on 2018/12

Additional Comments

The AEDs come with a bag and pads.



(Click above to add additional picture)

(Click above to add additional picture)

(Click above to add additional picture)

Name: Sam Roberts

Title: Associate Architect

Phone Number 513.695.3125

Location of Item: 430 Justice Drive, Lebanon, OH 45036

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

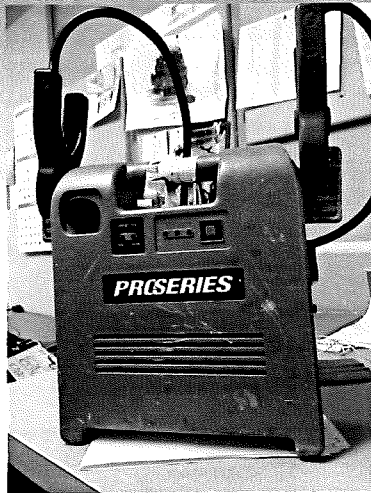
# GovDeals Item Inspection Form

Facilities Management

Date: Jan 7, 2019

004

## Portable Battery Jump Box



Select Item Type: Single Item

Category: Vehicle Equipment/Parts

Brand: Pro Series

Model #

Serial #

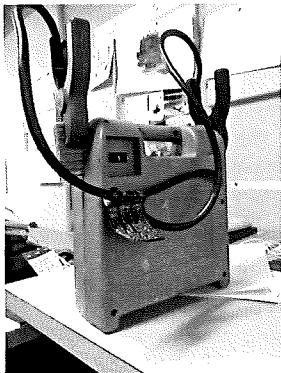
Date Removed From Service

Did Item Work When Removed?

Yes  No  Unknown

### Additional Comments

The batter jump box was taken out of service due to that it no longer works.



(Click above to add additional picture)

(Click above to add additional picture)

(Click above to add additional picture)

Name: Sam Roberts

Title: Associate Architect

Phone Number 513-695-3125

Location of Item: 430 Justice Drive, Lebanon, Ohio 45036

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*

# Warren County Facilities Management

GovDeals #

FAC19005

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

## GovDeals Item Inspection Form

Facilities Management

Date:

Jan 7, 2019

005

### Assortment of Chairs



Select Item Type

Lot of Multiple Items

Qty	Brand	Model	Working Condition Y/N	Description
10			unk	black leather type adjustable chairs w/ arms and black leather type backrest. has 5 casters.
1			unk	gray leather type adjustable chair w/ arm rest and black leather type backrest. has 6 casters.
1			unk	brown leather type adjustable chair w/ arms and mesh backrest. has 5 casters

Additional Comments

adjustable capabilities are unknown. chairs have some damage to the arm rest and seat cushion.



(Click above to add additional picture)



(Click above to add additional picture)



(Click above to add additional picture)

Name: Sam Roberts

Title: Associate Architect

Phone Number 513.695.3125

Location of Item: 500 Justice Drive, Lebanon, OH 45036

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*

# Warren County Facilities Management

GovDeals #

FAC19006

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

## GovDeals Item Inspection Form

Facilities Management

Date:

Dec 10, 2018

006

### Black Chair



Select Item Type

Single Item

Category

Furniture/Furnishings

Brand

Model #

Serial #

Date Removed From Service

Did Item Work When Removed?

Yes

No

Unknown

Additional Comments

Black leather type chair w/ arm rest and black leather type back rest. damage to arm rest and adjustable components no longer work.

(Click above to add additional picture)

(Click above to add additional picture)

(Click above to add additional picture)

Name: Sam Roberts

Title: Associate Architect

Phone Number 513-695-3125

Location of Item: 430 Justice Drive, Lebanon, Ohio 45036

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*

# Warren County Facilities Management

GovDeals #

TEL19016

430 South East Street  
513-695-1463

Michael D. Shadoan  
Director

## GovDeals Item Inspection Form

Telecommunications

Date:

Jan 3, 2019

016

### APC 2200XL UPS



Select Item Type

Single Item

Category

Computers, Parts and Supplies

Brand

APC

Model #

2200XL

Serial #

AS1144243703

Date Removed From Service

12/27/18

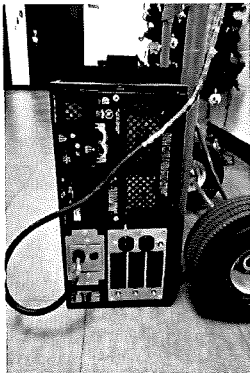
Did Item Work When Removed?

Yes

No

Unknown

Additional Comments



(Click above to add additional picture)

(Click above to add additional picture)

(Click above to add additional picture)

Name: Becky Trovillo

Title: Admin. Support

Phone Number 513-695-2494

Location of Item: 500 Justice Dr. Telecom, Lebanon, ohio 45036

IMPORTANT: Please print this form off and tape it to the item(s) you are listing (excluding vehicles).  
Check your listing for accuracy, click the button below to submit by email. *Note: This is the only way auction items will be accepted.*



*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0044

Adopted Date January 15, 2019

AUTHORIZE THE WARREN COUNTY LAW LIBRARY RESOURCES BOARD, PURSUANT TO R.C. 307.51(F), TO ENTER INTO CONTRACTS WITH PRIVATE ENTITIES FOR THE PROVISION OF ANY SERVICES THAT THE BOARD CONSIDERS NECESSARY IN THE YEAR 2019 AND THAT WHICH IS SUBJECT TO THE WARREN COUNTY BOARD OF COUNTY COMMISSIONERS' APPROVAL

NOW THEREFORE BE IT RESOLVED, that in the year 2019, the Warren County Law Library Resources Board is granted authority to enter into contracts with private entities pursuant to R.C. 307.51(F) for the provision of any services that the board considers necessary and that which is subject to the approval of the Warren County Board of County Commissioners.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: Law Library (file)

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0045

Adopted Date January 15, 2019

## ACKNOWLEDGE RECEIPT OF NOVEMBER & DECEMBER 2018 FINANCIAL STATEMENTS

BE IT RESOLVED, to acknowledge receipt of the November & December 2018 County Financial Statements for Funds #101 through #650; as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea


Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc:

Auditor (file)   
S. Spencer  
Tina Osborne

FUND	NAME	PREVIOUS BAL.	RECEIPTS	REC. ADJ.	EXPENDITURES	EXP. ADJ.	ADVANCES IN/OUT	CURRENT BAL.	WARRANTY OUT	TREASURER'S BAL.
101	GENERAL FUND	44,223,210.33	5,011,692.19	1,649,116.8	6,290,305.68	253.30	125,000.00	34,129,914.15	467,090.33	44,766,104.48
201	SENIOR CITIZENS SERVICE LEVY	7,512,071.17	405,185.55	.00	480,863.74	.00	.00	7,436,392.98	.00	7,436,392.98
202	MOTOR VEHICLE	5,219,415.09	922,877.14	.00	1,507,234.09	.00	250,000.00	4,634,058.14	80,305.69	4,714,363.83
203	HUMAN SERVICES	679,122.20	704,723.01	.00	567,880.42	.00	.00	815,964.79	46,143.70	862,108.49
205	BOARD OF DEVELOPMENTAL DISABIL	47,709,355.58	1,954,759.92	.00	1,741,911.70	.00	.00	47,922,193.80	286,589.02	48,208,782.82
206	ODC AND KENNEL	317,816.03	4,140.45	40.00	30,483.97	.00	.00	291,472.51	.00	291,472.51
207	LESLIE LIBRARY RESOURCES FUND	376,458.99	34,866.77	.00	5,967.11	.00	.00	405,358.65	.00	405,358.65
200	COUNTY AND TRUSTEES AUTO MEDIC	835,453.77	.00	.00	.00	.00	.00	835,453.77	.00	835,453.77
215	VETERAN'S MEMORIAL	2,236.14	.00	.00	.00	.00	.00	2,236.14	.00	2,236.14
216	TECHNOLOGY FUND 2012.3	243,244.15	7,434.25	401.00	2,351.11	.00	.00	248,326.29	856.00	249,182.29
217	ODC TECHNOLOGY FUND 2001.17	1,750,212.65	.00	.00	.00	.00	.00	1,750,212.65	.00	1,750,212.65
218	COMBINED FUND	600,002.36	854.56	.00	10,164.25	.00	.00	590,692.67	2,049.25	592,741.92
219	WIRELESS 911 GOVERNMENT ASSIST	152,519.52	.00	.00	17,520.74	.00	.00	134,998.78	.00	134,998.78
220	CP TRUSTEES RETIRE INTERLOCK I	3,304.83	900.00	.00	.00	.00	.00	4,204.83	.00	4,204.83
221	CPHC TRUSTEES RETIRE INTERLOCK	65,663.76	800.00	.00	.00	.00	.00	66,463.76	.00	66,463.76
222	ADJ. TRUSTEES RETIRE INTERLOCK	1,333.23	5.77	.00	.00	.00	.00	1,339.00	.00	1,339.00
223	PROMOTE/IMPROVE SPECIAL PROJEC	308,421.22	3,585.00	.00	1,550.57	.00	.00	309,455.65	.00	309,455.65
224	COMMON PLANS SPECIAL PROJECTS	225,099.63	7,409.00	.00	5,000.00	.00	.00	227,508.63	1,000.00	228,508.63
222	PARADISE SUPERSTITION ARE 2251	503,379.40	15,064.20	.00	3,000.00	.00	.00	515,443.60	3,000.00	518,443.60
229	MEMORIAL HEALTH CENTER	60,447.73	10,179.00	.00	.00	.00	.00	70,626.73	.00	70,626.73
229	MUNICIPAL MOTOR VEHICLE PERMITS	2,139,400.96	43,389.73	.00	.00	.00	.00	2,182,790.69	.00	2,182,790.69
231	LABORERS LAW FUND 10	136,309.20	11,552.24	.00	237,043.03	.00	.00	110,818.41	.00	110,818.41
233	DOMESTIC VIOLENCE	14,703.06	4,039.00	.00	.00	.00	.00	18,742.06	.00	18,742.06
237	REAL ESTATE ASSESSMENT	4,742,704.97	117.14	.00	257,350.31	.00	.00	4,485,471.80	282.63	4,485,754.43
238	HORRORFACE INVESTMENT BOARD	50,441.43	64,783.11	.00	70,371.72	.00	.00	44,852.82	700.52	45,553.34
243	JUVENILE CRISIS	407,996.80	.00	.00	7,118.05	.00	.00	400,878.75	.00	400,878.75
245	CRIME VICTIM ASSIST FUND	14,410.02	373.25	.00	17,529.20	.00	.00	1,053.07	653.20	1,706.27
246	ADULT PROTECTIVE SERVICE BOARD	13,274.30	943.00	.00	273.25	.00	.00	13,944.05	.00	13,944.05
247	YELBY BELMONT CARE & CENTER	664,377.25	.00	.00	76,176.79	.00	.00	588,200.46	1,194.40	589,394.86
249	ADULT-DELINQ TRN & ASSIST CENTER	335,713.22	134.76	.00	24,330.94	.00	.00	311,517.04	.00	311,517.04
250	CELEB. W. TITLE AND LAND	3,850,070.22	177,707.35	.00	110,771.92	.00	.00	3,916,905.65	3,783.55	3,920,689.20
253	COURTY COURT PROBATION DEPT	.00	.00	.00	.00	.00	.00	.00	.00	.00
254	COOPERATION	.00	.00	.00	.00	.00	.00	.00	.00	.00
255	MUNICIPAL HEALTH DEPT. FUND	64,374.62	.00	.00	2,305.20	.00	.00	62,069.42	.00	62,069.42
256	MADRID FAMILY CHILD HOME CTR	1,304,927.87	7,925.51	.00	17,229.42	.00	.00	1,295,623.96	3,366.50	1,298,990.46
257	OHIO PEACE OFFICER TRAINING	54,592.00	.00	.00	.00	.00	.00	54,592.00	.00	54,592.00
258	MADRID INVESTMENT ACCT FUND	74,144.22	59,844.90	.00	70,494.41	3,250.00	.00	63,400.71	21,925.49	85,326.20
259	JFA	1,625.15	.00	.00	.00	.00	.00	1,625.15	.00	1,625.15
261	PASS THROUGH CRISIS	64,523.23	.00	.00	7,761.83	.00	.00	56,761.40	.00	56,761.40
262	COMMUNITY PROSECUTION DIVISION	257,122.27	40,051.09	2,500.00	37,355.27	.00	.00	269,818.09	2,471.00	272,289.09
263	CHILD SUPPORT ENFORCEMENT	210,255.54	329,825.69	.00	127,431.02	.00	.00	412,649.21	10,358.78	423,007.99
264	EMERGENCY MANAGEMENT AGENCY	150,995.04	1,000.78	.00	20,059.01	.00	.00	131,936.81	781.78	132,718.59
265	COMMUNITY DEVELOPMENT	465,500.07	374,239.04	172.00	245,112.14	.00	130,000.00	684,626.97	15,761.75	699,388.72
266	COURT REPORTER BOARD FUND	100,500.00	.00	.00	.00	.00	.00	100,500.00	.00	100,500.00
267	LEAD ABATEMENT FUND	.00	20,000.00	.00	.00	.00	.00	20,000.00	.00	20,000.00
268	ADULT PROTECTIVE SERVICE FUND	100,283.02	1,300.00	.00	600.70	.00	.00	100,982.32	1,496.00	102,478.32
269	CP TRUSTEES RETIRE PLANNING	438,205.53	17,135.58	.00	.00	.00	.00	455,341.11	.00	455,341.11
270	JUVENILE TREATMENT CENTER	430,725.97	25,573.00	.00	120,476.31	.00	.00	335,822.66	8.50	335,831.16
271	CP TRUSTEES RETIRE PLANNING	209,829.51	34.76	.00	35,485.30	.00	.00	174,378.97	.00	174,378.97
272	CP TRUSTEES RETIRE PLANNING	2,140.33	1,100.00	.00	.00	.00	.00	3,240.33	.00	3,240.33
273	CHILDREN SERVICES	4,278,342.30	113,094.11	.00	54,443.12	.00	.00	4,336,993.29	167,536.46	4,504,529.75
274	COURTY COURT PROBATION DEPT	65,764.05	1,798.11	.00	.00	.00	.00	67,562.16	.00	67,562.16
275	COURTY COURT COURT COMPUTER DR	45,346.92	4,129.00	.00	.00	.00	.00	49,475.92	.00	49,475.92
274	PROBATE COURT COMPUTER DR 210	70,912.76	615.00	.00	.00	.00	.00	71,527.76	.00	71,527.76

REPORT FOR THE CONTINUES

FOUN	NAME	REVENUES 2014	REVENUES	REC. ADJ.	EXPENDITURES	TR. ADJ.	RESERVE 12/31/14	CURRENT BAL.	RESERVE 6/30	DEBITOR'S BAL.
277	BOONVILLE COURT FLEET COMPUTER B	207,062.91	2,959.00	.00	.00	.00	.00	209,021.91	.00	209,021.91
279	BOONVILLE COURT FLEET COMPUTER	172,070.87	2,225.00	.00	2,290.00	.00	.00	171,995.87	.00	171,995.87
279	BOONVILLE COURT COMPUTER POC 21	27,396.80	451.00	.00	.00	.00	.00	27,847.80	.00	27,847.80
280	BOONVILLE COURT COMPUTER AD	12,436.04	3,361.24	.00	.00	.00	.00	15,797.28	.00	15,797.28
281	BOONVILLE COURT COMPUTER AD	11,476.99	350.00	.00	.00	.00	.00	11,826.99	.00	11,826.99
282	BOONVILLE COURT COMPUTER AD	285,273.79	5,611.00	.00	17,250.00	.00	.00	273,634.79	13,750.00	291,484.79
283	BOONVILLE COURT COMPUTER AD	1,004,224.50	24,713.44	.00	4,622.47	.00	.00	1,024,315.47	300.00	1,024,615.47
284	BOONVILLE COURT COMPUTER AD	279,502.78	16,455.16	.00	21,217.73	.00	.00	274,740.21	6,240.00	280,980.21
285	BOONVILLE COURT COMPUTER AD	204,272.30	2,229.00	.00	2,226.73	.00	.00	204,274.57	.00	204,274.57
286	BOONVILLE COURT COMPUTER AD	52,512.58	222.00	.00	3,141.00	.00	.00	52,593.58	4,276.93	56,870.51
287	BOONVILLE COURT COMPUTER AD	179,214.81	413.96	.00	1,056.56	.00	.00	180,572.21	1,072.57	181,644.78
288	BOONVILLE COURT COMPUTER AD	2,707.47	.00	.00	.00	.00	.00	2,707.47	.00	2,707.47
289	BOONVILLE COURT COMPUTER AD	214,721.40	.00	.00	39,557.27	353,200.00	.00	245,164.13	50.00	245,214.13
290	BOONVILLE COURT COMPUTER AD	1.92	.00	.00	.00	.00	.00	1.92	.00	1.92
291	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
292	BOONVILLE COURT COMPUTER AD	3,338.85	.00	.00	2,370.00	.00	.00	968.85	2,990.00	3,958.85
293	BOONVILLE COURT COMPUTER AD	14,357.00	50.00	.00	2,200.00	.00	.00	12,207.00	.00	12,207.00
294	BOONVILLE COURT COMPUTER AD	152,438.35	.00	.00	.00	.00	.00	152,438.35	.00	152,438.35
295	BOONVILLE COURT COMPUTER AD	10,200.00	.00	.00	627.00	.00	.00	9,573.00	.00	9,573.00
296	BOONVILLE COURT COMPUTER AD	41,845.14	.00	.00	.00	.00	.00	41,845.14	.00	41,845.14
297	BOONVILLE COURT COMPUTER AD	29,240.43	772.00	.00	.00	.00	.00	29,240.43	.00	29,240.43
298	BOONVILLE COURT COMPUTER AD	52,512.58	.00	.00	.00	.00	.00	52,512.58	.00	52,512.58
299	BOONVILLE COURT COMPUTER AD	1,455,895.51	35,644.49	.00	105,670.33	.00	.00	1,385,869.67	89,771.68	1,475,641.35
300	BOONVILLE COURT COMPUTER AD	1,162,959.00	.00	.00	210,310.34	.00	.00	952,648.66	74,925.00	1,027,573.66
301	BOONVILLE COURT COMPUTER AD	52,322.85	.00	.00	52,322.85	.00	.00	.00	56,327.05	56,327.05
302	BOONVILLE COURT COMPUTER AD	857,297.27	.00	.00	669,297.87	.00	.00	187,999.40	889,295.63	1,077,295.63
303	BOONVILLE COURT COMPUTER AD	2,177,501.74	.00	.00	400,352.56	.00	.00	1,777,149.18	.00	1,777,149.18
304	BOONVILLE COURT COMPUTER AD	2,177,501.74	37,705.00	.00	33,662.50	.00	.00	2,181,544.24	75,062.50	2,256,606.74
305	BOONVILLE COURT COMPUTER AD	374,510.76	.00	.00	17,276.77	.00	.00	357,233.99	24,378.79	381,612.78
306	BOONVILLE COURT COMPUTER AD	389,150.40	.00	.00	.00	.00	.00	389,150.40	.00	389,150.40
307	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
308	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
309	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
310	BOONVILLE COURT COMPUTER AD	5,232.26	.00	.00	42,251.77	.00	200,000.00	205,284.27	42,041.27	247,325.74
311	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
312	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
313	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
314	BOONVILLE COURT COMPUTER AD	519,352.00	.00	.00	.00	.00	.00	519,352.00	1.00	519,353.00
315	BOONVILLE COURT COMPUTER AD	349,241.91	.00	.00	13,132.07	.00	.00	336,109.84	11,715.56	347,825.40
316	BOONVILLE COURT COMPUTER AD	270,241.01	.00	.00	.00	.00	.00	270,241.01	.00	270,241.01
317	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
318	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
319	BOONVILLE COURT COMPUTER AD	2,050,020.00	.00	.00	84,152.45	.00	.00	1,965,867.55	11,102.50	1,976,970.05
320	BOONVILLE COURT COMPUTER AD	1,152,605.05	177,692.25	.00	270,568.29	.00	.00	1,059,728.75	210,503.29	1,270,232.04
321	BOONVILLE COURT COMPUTER AD	.00	.00	.00	.00	.00	.00	.00	.00	.00
322	BOONVILLE COURT COMPUTER AD	829,003.90	.00	.00	2,536.75	.00	.00	826,467.15	.00	826,467.15
323	BOONVILLE COURT COMPUTER AD	1,452,811.31	.00	.00	153,565.68	.00	.00	1,299,245.63	.00	1,299,245.63
324	BOONVILLE COURT COMPUTER AD	202,471.60	.00	.00	.00	.00	.00	202,471.60	.00	202,471.60
325	BOONVILLE COURT COMPUTER AD	1,762,383.20	.00	.00	31,725.24	.00	.00	1,730,657.96	27,665.74	1,758,323.70
326	BOONVILLE COURT COMPUTER AD	5,750,327.04	227,206.40	.00	2,222.08	.00	.00	5,975,311.36	6,663,422.38	11,938,733.74
327	BOONVILLE COURT COMPUTER AD	251,070.75	.00	.00	.00	.00	.00	251,070.75	.00	251,070.75
328	BOONVILLE COURT COMPUTER AD	4,331,720.25	.00	.00	67.50	.00	.00	4,331,652.75	.00	4,331,652.75
329	BOONVILLE COURT COMPUTER AD	226,222.00	.00	.00	35,324.83	.00	.00	190,897.17	.00	190,897.17
330	BOONVILLE COURT COMPUTER AD	3,200,964.00	.00	.00	.00	.00	.00	3,200,964.00	.00	3,200,964.00
331	BOONVILLE COURT COMPUTER AD	28,341,029.63	1,155,692.17	1,544,739.00	836,372.00	.00	.00	28,154,080.80	107,713.50	28,261,794.30

1980	CODE	DESCRIPTION	REVENUE	REC. 003	EXPENDITURES	EXP. 003	ADDITIONAL REVENUE	OPERATING BAL.	BALANCE FWD	TRANSFER IN
624	LABOR LAYOFF BENEFIT RESERVE		00	00	00	00	00	00	00	00
670	SEWER COLLECTION CONTRACTS	25,642,140.14	00	00	81,429.40	00	00	25,560,710.74	00	1,621,109.53
690	SEWER REVENUE	25,775,854.47	504,742.74	00	230,717.54	00	00	25,977,794.18	154,415.55	20,462,114.73
701	SEWER TREATMENT PLANT OPERATIONS	177,155.00	5,000.00	00	00	00	00	172,155.00	00	182,832.46
503	WATER CONSUMPTION CONTRACTS	1,489,175.00	00	00	154,516.93	00	00	1,334,658.07	00	1,322,339.30
590	WATER MAINS FUND	227,258.50	00	00	16,188.00	00	00	211,070.50	00	211,399.10
618	VEHICLE MAINTENANCE FUND	222,722.00	00	00	50,411.97	00	00	172,310.03	14,975.35	187,285.45
640	MUNICIPAL POLICE RETIREMENT FUND	1,125,131.10	5,474.10	00	499,375.00	00	00	741,130.20	00	740,130.35
631	MUNICIPAL POLICE RETIREMENT	78,000.00	1,252.50	00	7,541.00	00	00	79,711.50	1,062.67	241,984.78
612	WATER TREATMENT	4,205,622.74	726,282.00	00	726,422.00	00	00	4,105,482.74	65,475.51	4,454,360.02
635	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
636	WATER SUPPLY CONTRACT	1,220,292.32	00	00	22,290.00	00	00	1,198,002.32	3,374.00	1,315,268.33
612	WATER SUPPLY CONTRACT	172,151.65	00	00	00	00	00	172,151.65	00	222,141.67
650	WATER SUPPLY CONTRACT	173,021.00	72,294.50	00	50,500.00	00	00	174,815.50	15,554.48	222,540.16
707	P. E. M. FUND	2,294,477.00	1,000,000.00	00	230,245.20	00	00	1,064,231.80	021.57	377,703.81
600	WATER SUPPLY CONTRACT	00	305,339.00	00	00	00	00	00	00	00
609	WATER SUPPLY CONTRACT	2,294,477.00	175,669.82	00	175,190.70	00	00	2,119,286.30	00	1,344.57
713	WATER SUPPLY CONTRACT	200,322.35	1,219,287.70	00	2,021,500.00	00	00	347,112.05	00	147,293.29
714	WATER SUPPLY CONTRACT	1,252,233.00	7,858,288.20	00	7,361,468.00	00	00	490,765.00	119,162.41	815,246.24
715	WATER SUPPLY CONTRACT	1,374.00	1,249.70	00	1,249.70	00	00	1,124.30	1,150.00	5,408.24
716	WATER SUPPLY CONTRACT	00	455.50	00	00	00	00	00	00	00
717	WATER SUPPLY CONTRACT	4,229,845.38	52,110.21	00	76,104.13	00	00	4,153,741.25	5,272.00	5,467,407.67
710	WATER SUPPLY CONTRACT	1,190.47	00	00	1,190.47	00	00	00	00	00
719	WATER SUPPLY CONTRACT	5,219.65	2,230.52	00	00	00	00	2,989.13	00	2,049.47
720	WATER SUPPLY CONTRACT	00	354,714.24	00	354,714.24	00	00	00	00	00
721	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
722	WATER SUPPLY CONTRACT	232.00	2,322.00	00	00	00	00	2,090.00	00	2,552.44
722	WATER SUPPLY CONTRACT	00	815,050.00	00	815,050.00	00	00	00	00	00
725	WATER SUPPLY CONTRACT	15,360.97	26,251.36	00	17,600.00	00	00	23,012.33	00	54,011.47
726	WATER SUPPLY CONTRACT	00	741,275.00	00	741,275.00	00	00	00	00	00
727	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
728	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
731	WATER SUPPLY CONTRACT	205,224.51	150,084.10	00	207,293.50	00	00	158,011.05	20.00	151,859.05
730	WATER SUPPLY CONTRACT	10,294.00	712.52	00	00	00	00	9,581.48	00	10,294.00
740	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
741	WATER SUPPLY CONTRACT	15,294.00	10,140.00	00	10,244.44	00	00	5,049.56	00	15,189.07
742	WATER SUPPLY CONTRACT	00	391,143.00	00	391,143.00	00	00	00	00	00
744	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
745	WATER SUPPLY CONTRACT	2,562.55	2,199.25	00	2,562.55	00	00	00	1.00	2,200.53
746	WATER SUPPLY CONTRACT	10,062.00	00	00	00	00	00	10,062.00	00	10,062.00
747	WATER SUPPLY CONTRACT	18,821.00	00	00	00	00	00	18,821.00	00	18,821.00
751	WATER SUPPLY CONTRACT	1,260,054.84	419,272.84	657,570.00	00	00	00	1,760,019.56	00	1,709,019.90
752	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
753	WATER SUPPLY CONTRACT	00	22,051.70	00	21,274.10	00	00	777.60	00	120,394.30
754	WATER SUPPLY CONTRACT	00	175,090.10	00	175,090.10	00	00	00	00	00
755	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
756	WATER SUPPLY CONTRACT	19,233.24	1,345.00	00	1,345.00	00	00	17,888.24	00	2,343.32
754	WATER SUPPLY CONTRACT	254,903.15	00	00	00	00	00	254,903.15	00	951,963.15
757	WATER SUPPLY CONTRACT	00	17,092.50	00	00	00	00	17,092.50	00	101,102.04
773	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
774	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	00
775	WATER SUPPLY CONTRACT	15,452.00	2,500.00	00	12,202.00	00	00	5,750.00	00	13,952.00
776	WATER SUPPLY CONTRACT	24,119.01	00	00	00	00	00	24,119.01	00	33,676.78
777	WATER SUPPLY CONTRACT	00	00	00	00	00	00	00	00	74.23

FUND	AMOUNT	REVENUE	EXP. AMT.	CASH BALANCE	EXP. BAL.	UNAPPORTIONED	COMMIT. BAL.	UNAPPORTIONED	TREASURER'S BAL.
775	200,712.64	1,122,250.00	.00	727,825.00	.00	0.00	0.00	609,117.74	1,702,272.78
776	429,151.92	.00	.00	1,117.00	.00	0.00	0.00	1,400.55	477,419.12
781	143,460.30	15,625.61	.66	75,647.71	.00	0.00	0.00	7,207.74	432,941.47
782	164.31	.00	.00	.00	.00	0.00	0.00	.00	154.31
785	4,009.00	.00	.00	4,006.00	.00	0.00	0.00	.00	.00
785	.00	.00	.00	.00	.00	0.00	0.00	.00	.00
787	2,102,360.52	.00	.00	2,292,655.53	.00	0.00	0.00	3,320.25	3,760.99
790	.00	.00	.00	.00	.00	0.00	0.00	.00	.00
797	27,079.90	7,720.00	.00	.00	.00	0.00	0.00	30,000.00	30,000.00
798	3,045.62	.00	.00	.00	.00	0.00	0.00	3,034.62	3,034.62
797	15,000.00	.00	.00	800.00	.00	0.00	0.00	15,200.00	15,200.00
799	75,727.20	77,760.30	.00	.00	.00	0.00	0.00	174,037.50	174,037.50
799	.00	1,732.32	.00	1,732.32	.00	0.00	0.00	346.68	346.68
799	9,790.00	6,000.00	922.92	3,116.08	.00	0.00	0.00	13,128.08	13,128.08
797	10,745.22	.00	.00	10,745.22	.00	0.00	0.00	.00	.00
799	147,029.41	.00	.00	.00	.00	0.00	0.00	148,020.47	148,020.47
843	527,245.00	76.71	.00	.00	.00	0.00	0.00	527,245.00	527,245.00
855	13,050.29	.00	.00	.00	.00	0.00	0.00	13,050.29	13,050.29
911	7,222,864.04	287,172.71	254,560.00	6,935,511.51	.00	0.00	0.00	7,675,140.96	114,185.09
912	249,967.77	5,114.90	313,000.00	37,000.00	.00	0.00	0.00	244,315.29	172.00
915	20,000.00	2,000.00	500.00	4,000.00	.00	0.00	0.00	22,500.00	25,000.00
915	345,252.91	10,150.00	.00	2,220.00	.00	0.00	0.00	163,740.93	162,030.04
925	233,450.41	30,251.05	.00	25,000.00	.00	0.00	0.00	194,889.85	194,889.85
926	120,000.00	70,000.00	.00	50,000.00	.00	0.00	0.00	120,000.00	120,000.00
928	500,000.00	114,000.00	.00	45,000.00	.00	0.00	0.00	600,000.00	600,000.00
943	270,000.00	7,000.00	200,000.00	75,000.00	.00	0.00	0.00	290,000.00	290,000.00
953	8,000.00	7,000.00	.00	1,000.00	.00	0.00	0.00	10,000.00	10,000.00
954	11,251,507.53	1,050,503.57	.00	713,171.60	.00	0.00	0.00	12,263,779.56	12,100,427.09
961	778,000.00	60,000.00	45,000.00	27,000.00	.00	0.00	0.00	855,000.00	855,000.00
963	1,778.19	.00	.00	.00	.00	0.00	0.00	1,778.19	1,778.19
976	12,000.00	.00	.00	.00	.00	0.00	0.00	12,000.00	12,000.00
977	435,000.00	15,000.00	.00	20,000.00	.00	0.00	0.00	470,000.00	470,000.00
978	.00	.00	.00	.00	.00	0.00	0.00	.00	.00
<b>TOTAL TOTALS</b>	<b>279,641,545.04</b>	<b>13,678,210.06</b>	<b>6,866,475.00</b>	<b>97,810,000.00</b>	<b>1,950,000.00</b>	<b>.00</b>	<b>274,714,792.30</b>	<b>4,230,259.62</b>	

DISTRICT OF COLUMBIA  
 OFFICE OF THE COMPTROLLER  
 2013

I, the Comptroller, certify that the foregoing is a true and correct statement of the cash and other assets of the District of Columbia, as of the date shown on the face hereof, and that the same are in accordance with the records of the District of Columbia, and that the same are in accordance with the records of the District of Columbia, and that the same are in accordance with the records of the District of Columbia.

FUND NAME	PREVIOUS BAL.	RECEIPTS	REC. ADJ.	ENCUMBRANCES	EXP. ADJ.	AMOUNTS TR/001	CURRENT BAL.	AMOUNTS DED	TOTAL USER'S BAL.
101 GENERAL FUND	94,229,014.35	5,890,504.02	917.50	14,102,438.97	11,090.59	125,000.00	16,234,477.29	401,127.89	16,635,605.18
201 SENIOR CITIZENS SERVICE LEVY	7,429,352.00	730.92	.00	772,536.17	.00	.00	9,136,097.75	.00	9,136,097.75
202 MOTOR VEHICLE	4,283,050.94	769,803.26	.00	1,071,899.09	.00	449,617.00	4,480,584.03	12,483.40	4,493,067.43
203 MOTOR SERVICES	815,064.74	519,065.73	.00	392,763.51	.00	.00	935,366.96	42,222.54	1,037,189.50
205 - HOURS OF DEVELOPMENTAL DISAB	42,313,204.28	386,025.59	.00	1,122,993.23	.00	.00	42,177,231.64	275,395.84	42,452,127.48
206 ODC AND KENNEL	291,302.50	118,635.14	.00	77,374.21	.00	.00	302,552.73	341.58	302,894.31
207 LAW LIBRARY RESOURCES FUND	404,353.05	37,141.62	.00	59,504.74	.00	.00	307,414.93	21,392.85	408,807.78
208 COUNTY AND TRAVEL BOTH HEATER	835,483.72	.00	.00	.00	.00	.00	835,483.72	.00	835,483.72
215 VETERAN'S MEMORIAL	2,930.14	.00	.00	.00	.00	.00	2,930.14	.00	2,930.14
216 RECORDED TECHNOLOGY FUND 317.2	236,265.28	7,447.75	2,027.05	29,752.47	.00	.00	203,921.69	.00	203,921.69
217 ODC TECHNOLOGY FUND 3501.17	1,750,212.66	.00	.00	.00	.00	.00	1,750,212.66	.00	1,750,212.66
218 COORDINATOR CARE	443,304.09	744.00	.00	15,465.00	.00	.00	649,502.09	2,752.50	647,334.59
219 WIRELESS 911 GOVERNMENT ASSIST	134,990.00	49,460.00	.00	12,239.30	.00	.00	171,519.42	.00	171,519.42
220 CP TRAFFIC DRIVER INTERLOCK	3,094.52	40.54	.00	.00	.00	.00	3,525.07	.00	3,525.07
221 CP/HC INDICENT DRIVER INTERLOCK	85,932.73	826.00	.00	.00	.00	.00	86,761.53	.00	86,761.53
222 JUV INDICENT DRIVER INTERLOCK	1,398.50	6.05	.00	.00	.00	.00	1,405.35	.00	1,405.35
223 PROBATION/INCENTIVE SPECIAL PROJ	307,427.63	2,970.00	.00	1,241.26	.00	.00	309,007.67	.00	309,007.67
224 CORRUPT PLEAS SPECIAL PROJECTS	298,558.63	7,700.00	.00	3,500.00	.00	.00	302,758.63	500.00	302,758.63
227 PROBATION SUPERVISION ODC 2951	515,519.64	15,893.92	.00	627.55	.00	.00	530,785.61	.00	530,785.61
228 MENTAL HEALTH GRANT	79,646.73	5,399.00	.00	.00	.00	.00	78,044.73	.00	76,044.73
229 MUNICIPAL HOING VEHICLE PERMITS	2,103,127.32	37,250.05	.00	211,553.50	.00	.00	2,011,127.87	.00	2,011,127.87
231 LODGING TAX ADJL 12	50,413.30	50,808.26	.00	75,576.70	.00	.00	33,824.74	.00	33,824.74
234 DOMESTIC SHELTER	19,102.00	3,334.00	.00	.00	.00	.00	22,436.00	.00	22,436.00
237 REAL ESTATE ASSESSMENT	6,684,970.79	.00	.00	262,569.10	.00	.00	6,422,401.61	335.50	6,422,737.11
238 WASHINGTON INVESTMENT BOARD	57,834.02	208,376.58	.00	266,363.56	.00	.00	74,847.04	17,665.71	92,512.75
243 JUVENILE GRANTS	295,080.15	23,695.59	.00	7,276.21	.00	.00	311,509.53	2,030.00	313,539.53
245 CRIME VICTIM GRANT FUND	1,003.00	15,375.47	.00	7,504.47	.00	.00	10,590.00	148.58	9,747.38
246 JUVENILE INDICENT DRIVER ADJUD	10,446.07	105.00	.00	.00	.00	.00	10,551.07	.00	10,551.07
247 FELONY-GLITCH/CHRG CARE & COSTS	587,704.97	.00	.00	60,610.46	.00	.00	527,094.51	160.10	527,254.71
249 ODC-DELINQ TAX & ASSESS COLLE	803,700.02	7,653.77	.00	24,522.36	.00	.00	571,871.43	250.00	574,121.43
250 CERT. OF TITLE ADJ. FUND	3,727,063.72	167,606.25	.00	1,191,781.13	.00	.00	2,706,768.04	2,397.59	2,709,165.43
253 COUNTY COURT PROBATION DEPT	.00	.00	.00	.00	.00	.00	.00	.00	.00
254 CORP/TENN	.00	5,000.00	.00	.00	.00	.00	5,000.00	.00	5,000.00
255 SUBJECTAL UICETH BUSINESS FUND	53,545.00	.00	.00	6,119.10	.00	.00	50,233.34	.00	50,233.34
256 WABASH COUNTY SUBD. HASTE DIST	1,293,423.00	9,065.20	.00	11,416.52	.00	.00	1,291,071.68	50.00	1,291,242.56
257 WABASH PLACE OFFICER TRAINING	74,592.00	.00	.00	.00	.00	.00	74,592.00	.00	74,592.00
258 WASHINGTON INVESTMENT ACT FUND	67,504.39	72,955.52	.00	59,405.57	.00	.00	102,151.34	5,713.49	107,864.83
259 JPM	1,675.19	.00	.00	.00	.00	.00	1,675.19	.00	1,675.19
261 PASS THROUGH GRANTS	76,578.35	.00	.00	76,578.35	.00	.00	.00	.00	.00
262 EDUCATION CORRECTIONS HONORARI	435,834.60	33,514.50	2,240.00	35,094.02	.00	.00	432,017.16	150.00	432,167.16
263 CHILD SUPPORT ENFORCEMENT	626,190.20	120,210.50	.00	261,125.09	.00	.00	563,293.51	2,108.11	565,399.62
264 EMERGENCY MANAGEMENT AGENCY	134,130.30	.00	.00	15,542.08	.00	.00	118,588.22	2,142.82	120,731.04
265 COMMUNITY DEVELOPMENT	629,452.61	232,490.54	.00	294,560.06	.00	115,000.00	407,363.09	.00	407,363.09
266 CORR. DEV. INT. ZONE HOUSING FEES	100,563.00	.00	.00	.00	.00	.00	100,563.00	.00	100,563.00
267 LDCO FOUNDATION GRANT	20,000.00	.00	.00	.00	.00	.00	20,000.00	.00	20,000.00
268 INDICENT GUARDIANSHIP FUND	160,222.67	1,460.00	.00	152.10	.00	.00	159,530.49	.00	159,530.49
269 - CP INDICENT DRIVER ALCOHOL TR	446,111.30	7,143.17	.00	.00	.00	.00	453,254.27	.00	453,254.27
270 JUVENILE TREATMENT CENTER	131,053.46	10,453.17	.00	97,079.02	.00	.00	252,426.03	.00	252,426.03
271 ODC-PROSECUTOR ODC 321.261	274,300.37	1,026.23	.00	20,112.94	125.00	.00	246,418.66	275.00	246,693.66
272 CP INDICENT DRIVER ALCOHOL TR	9,730.50	1,204.00	.00	.00	.00	.00	11,014.50	.00	11,014.50
273 CHILDOCH SERVICES	3,767,007.77	2,545,357.15	.00	601,432.43	.00	.00	5,671,733.10	177,961.24	5,849,694.34
274 COUNTY COURT COMPUTER ODC 1907	67,473.41	1,458.00	.00	990.00	.00	.00	67,941.33	990.00	66,931.41
275 COUNTY COURT CLERK COMPUTER ODC	49,544.99	3,555.00	.00	.00	.00	.00	53,099.99	.00	53,099.99
276 PROBATION COURT COMPUTER ODC 210	71,577.76	456.00	.00	.00	.00	.00	71,989.76	.00	71,989.76

REPORT FAVOR CONTINUES

FUND	NAME	PREVIOUS BAL.	REVENUES	ENC. BAL.	EXPENDITURES	EXP. BAL.	ADDITIONAL IN/OUT	SUBJECT BAL.	MEMBERSHIP BAL.	TREASURER'S BAL.
277	PROBATE COURT CLERK COMPUTER D	209,397.01	1,520.00	.00	.00	.00	.00	211,417.01	.00	211,417.01
278	JUVENILE COURT CLERK COMPUTER	171,625.07	1,349.05	.00	.00	.00	.00	173,074.92	.00	173,074.92
279	JUVENILE COURT COMPUTER DRG 21	29,830.64	441.00	.00	.00	.00	.00	30,279.64	.00	30,279.64
320	COMMON PLEAS COURT COMPUTER DR	70,847.01	1,420.00	.00	.00	.00	.00	72,275.01	.00	72,275.01
304	PROBATE DEL COURT COMPUTER DR	11,799.99	297.00	.00	.00	.00	.00	12,006.99	.00	12,006.99
203	COUNTY COURT SPECIAL PROJECTS	277,734.79	5,217.00	.00	.00	.00	.00	282,951.79	.00	282,951.79
204	COMMUNITY INTERVENTION PROGRAM	1,025,191.31	25,409.40	1,100,000.00	7,650.91	.00	1,441,919.67	1,591.12	1,441,919.67	1,441,919.67
285	CONCEALED HANDGUN LICENSE	339,782.37	13,409.55	200,000.00	12,945.65	.00	.00	340,126.04	525.20	340,651.24
204	SHERIFF-BUSD LAW ENFORCEMENT	787,255.57	7,645.00	.00	5,747.48	.00	.00	704,163.09	.00	704,163.09
204	SHERIFF-LAW ENFORCEMENT TRUST	42,252.64	.00	.00	15,000.00	.00	.00	28,052.64	.00	28,052.64
208	COMM BASED CONNECTIONS ORNATIO	197,273.13	1,002.03	.00	5,530.74	.00	.00	193,564.42	1,457.56	195,021.98
208	COMMUNITY BASED CONNECTIONS	2,702.47	.00	.00	.00	.00	.00	2,702.47	.00	2,702.47
270	HAZ MAT EMERG PLAN SPES FUND	1.72	.00	.00	.00	.00	.00	463,520.40	.00	463,520.40
291	SHERIFF-O.A.R.E. PROGRAM	.00	.00	.00	.00	.00	.00	1.72	.00	1.72
292	TRAFFIC SAFETY PROGRAM-SHERIFF	3,349.00	.00	.00	3,349.00	.00	.00	.00	.00	.00
293	SHERIFF GRANIS	2,006.00	5,200.00	.00	.00	.00	.00	14,207.00	1,692.00	1,692.00
294	SHERIFF DARE LAW ENFORCEMENT G	150,110.35	.00	.00	.91	.00	.00	150,110.35	.00	150,110.35
295	TACTICAL RESPONSE UNIT	10,275.03	.00	.00	.00	.00	.00	10,275.03	.00	10,275.03
298	COMM REHAB-EMPLOYMENT ASSI-CD	41,845.14	.00	.00	.00	.00	.00	41,845.14	.00	41,845.14
297	ENFORCEMENT & EDUCATION/ASST. 19	99,017.43	772.00	.00	.00	.00	.00	99,789.43	.00	99,789.43
276	REHAB. INC. FUNDS	82,461.74	.00	.00	.00	.00	.00	82,461.74	.00	82,461.74
299	COUNTY TRANSIT	1,321,899.64	406,150.20	.00	11,361.10	.00	.00	1,616,097.96	.00	1,616,097.96
327	BOND RETIREMENT SPECIAL ASSESS	273,640.63	.00	.00	.00	.00	.00	273,640.63	.00	273,640.63
360	STATE OPEL LEAS	.00	.00	.00	.00	.00	.00	.00	.00	.00
360	2013 BOND SYSTEM BONDS	.00	.00	.00	.00	.00	.00	.00	.00	.00
394	TAX INCURMENT FIREARMS - PAC	1,773,324.70	.00	.00	.00	.00	.00	1,773,324.70	.00	1,773,324.70
373	2009 BID BOND EXCESS OF BUREAU	2,922,926.04	.00	.00	.00	.00	.00	2,922,926.04	.00	2,922,926.04
401	COUNTY WIRE FINANCIAL SOFTWARE	329,279.27	.00	.00	12,222.47	.00	.00	317,056.09	.00	317,056.09
430	DEFAMILER SUPERVISOR SPEC ASH	399,150.40	.00	.00	.00	.00	.00	399,150.40	.00	399,150.40
431	SOCIALVILLE FOSTERS BRIDGE & R	.00	.00	.00	.00	.00	.00	.00	.00	.00
432	EDWARDSVILLE ROAD BRIDGE	.00	.00	.00	.00	.00	.00	.00	.00	.00
435	STROUT RD BRIDGE 207-0.02	.00	.00	.00	.00	.00	.00	.00	.00	.00
437	RING AVE BRIDGE PROJECT	211,391.97	.00	.00	.00	.00	.00	.00	.00	.00
432	VARIOUS WATER ASSESSMENT PROJE	.00	.00	.00	.00	.00	270,200.00	403,652.97	.00	403,652.97
449	VARIOUS SEWER ASSESSMENT PROJE	.00	.00	.00	.00	.00	.00	.00	.00	.00
450	ESTATES OF REVEREND CREEP ROAD P	549,259.00	.00	.00	.00	.00	.00	.00	.00	.00
453	RD 122-A-THE LINE RD ROADBRO	111,004.14	649,159.41	.00	477,969.74	.00	.00	96,300.24	.00	96,300.24
455	FIELDS-CRTEL ROAD IMPROV PROJ	330,641.61	.00	.00	60,740.57	.00	749,825.00	.00	.00	.00
455	PHASE II ROAD RESURFACING	.00	.00	.00	.00	.00	.00	330,641.61	.00	330,641.61
463	FIELDS-CRTEL AND COLUMBIA ROAD	.00	.00	.00	.00	.00	.00	.00	.00	.00
467	COUNTY GRST PROJECTS	1,566,316.29	779,000.00	.00	215,494.15	.00	.00	4,079,822.14	199,979.35	4,279,801.49
479	AIRPORT CONSTRUCTION	1,029,120.75	26,107.67	.00	35,710.07	.00	.00	1,069,517.43	35,710.07	1,105,236.42
484	PAC TIF ROAD CONSTRUCTION	.00	.00	.00	.00	.00	.00	.00	.00	.00
485	HIGH VALLEY CANAL TIF	991,493.23	.00	.00	.00	.00	.00	991,493.23	.00	991,493.23
492	COMMUNICATION PROJECTS	3,197,036.69	.00	.00	34,121.02	.00	.00	3,159,214.07	.00	3,159,214.07
493	REDEVELOPMENT-TAX-EQUIVALENT F	295,471.60	.00	.00	12,590.00	.00	.00	192,081.60	.00	192,081.60
494	BOURIS BUILDING	1,235,517.46	325,000.00	.00	19,592.02	.00	.00	1,540,924.64	14,508.50	1,555,433.14
495	JAIL CONSTRUCTION SALES TAX	6,660,333.30	824,495.96	.00	0,244.96	.00	.00	7,484,584.30	.00	7,484,584.30
496	JUVENILE DETENTION ADDITION	281,460.94	.00	.00	.00	.00	.00	281,460.94	.00	281,460.94
497	JAIL CONSTRUCTION & REHAB	4,037,909.75	5,000,000.00	.00	2,100.00	.00	.00	9,035,000.75	.00	9,035,000.75
498	COUNTY FARRINGTONS CONSTRUCTED	630,071.04	109,540.22	.00	.00	.00	.00	800,412.06	.00	800,412.06
499	JUVENILE/PROBATE COURT EXPANST	1,300,964.05	1,250,000.00	.00	34,152.06	.00	.00	4,596,811.81	1,650.04	4,598,461.85
510	WATER REVENUE	20,657,045.69	1,504,642.77	5,406,600.00	874,124.02	.00	.00	29,277,133.09	71,950.44	29,349,092.24



FUND	NAME	PREVIOUS BAL.	RECEIPTS	EXP. BAL.	EXPENDITURES	EXP. BAL.	ADVANCES IN/OUT	CURRENT BAL.	BALANCE/FWD BAL	TREASURER'S BAL.
574	LUIGI LITILL MIAMI WASTEWATER	.00	.00	.00	.00	.00	.00	.00	.00	.00
575	SEWER LUNA PARCELS (CELEBRO)	1,580,715.35	.00	.00	22,483.39	.00	.00	1,558,231.95	22,483.39	1,580,715.35
580	SEWER SCHEMIE	29,979,791.19	1,105,280.83	874.5561	3,504,131.02	.00	.00	27,727,773.33	306,119.47	28,033,893.05
581	SEWER EMPLOY-WARRER CD SUCATIA	182,832.46	.00	.00	.00	.00	.00	182,832.46	.00	182,832.46
583	WATER COST PROJECTS (CELEBRO)	1,236,146.92	.00	.00	542.09	.00	.00	1,236,146.92	.00	1,236,146.92
590	STORM WATER TIER 1	211,304.10	.00	.00	14,134.51	.00	.00	197,249.59	.00	197,249.59
619	VERVILL MAINTENANCE ROTARY	293,760.10	88,063.17	.00	37,721.14	.00	.00	344,042.13	558.43	344,600.56
630	SUCKOFF'S POLITICAL REVOLV. FUND	244,133.35	40,200.15	.00	324,027.94	.00	.00	460,305.56	.00	460,305.56
631	COMMUNICATIONS ROTARY	229,347.16	4,610.62	.00	7,256.64	.00	.00	229,296.10	1,049.50	231,145.60
632	HEALTH INSURANCE	5,051,337.51	852,402.58	.00	1,041,591.97	.00	.00	4,862,148.12	.00	4,862,148.12
635	WORLD - SELF INSURANCE	.00	.00	.00	.00	.00	.00	.00	.00	.00
636	WORKERS COMP SELF INSURANCE	1,312,594.24	3,935.46	.00	116,244.65	.00	.00	1,199,285.05	95,845.45	1,299,210.00
637	PROPERTY & CASUALTY INSURANCE	272,151.66	149.00	.00	8,332.40	.00	.00	263,968.26	8,183.40	272,151.66
650	SABLINE ROTARY	193,905.60	57,609.47	.00	17,048.35	.00	.00	234,466.72	17,048.35	251,515.07
707	P.E.H.S. ROTARY	316,857.24	722,877.77	.00	1,056,997.11	.00	.00	2,741.93	358,872.04	360,833.72
708	TOWNSHIP FUND	.00	303,949.47	.00	303,949.47	.00	.00	.00	.00	.00
709	CORPORATION FUND	1,244.57	174,759.29	.00	174,759.86	.00	.00	.00	716.06	716.06
713	WATER-SEWER ROTARY FUND	147,983.29	3,149,082.60	5,150.5268	3,015,789.35	.00	.00	276,456.22	41,640.20	318,106.42
714	PAYROLL ROTARY	426,005.83	5,106,511.58	.00	5,385,544.86	.00	.00	217,052.55	337,641.59	554,694.14
715	WATER PARTICIPANT ROTARY	4,247.76	.00	.00	4,247.75	.00	.00	.00	.00	.00
716	SCHOOL	.00	.00	.00	.00	.00	.00	.00	.00	.00
717	UNDIVIDED MISCAL TAX	5,951,928.48	524,756.88	9,1008	26,611.44	.00	.00	5,947,064.02	10,973.24	5,958,037.26
718	UNDIVIDED PERSONAL PROPERTY	.00	.00	.00	.00	.00	.00	.00	.00	.00
719	TRAVELER (LIKE REAL ESTATE) TAX	9,049.62	1,258.33	.00	.00	.00	.00	10,307.95	.00	10,307.95
720	LOCAL GOVERNMENT FUND	.00	376,704.64	.00	376,704.64	.00	.00	.00	.00	.00
721	SPECIAL DISTRICTS	.00	.00	.00	.00	.00	.00	.00	.00	.00
722	STROBETTE LICENSE TAX	2,559.56	52.34	.00	.00	.00	.00	2,612.00	.00	2,612.00
723	CASUALTY TAX	.00	339,719.57	.00	339,719.57	.00	.00	.00	.00	.00
725	UNDIVIDED WARELESS 911 STD ASS	54,011.47	27,244.43	.00	67,555.88	.00	.00	13,622.22	.00	13,622.22
726	WATER VEHICLE LICENSE TAX	.00	650,787.30	.00	650,787.30	.00	.00	.00	.00	.00
727	HIGH TOP 3 HILL POLICE LUY RUD	.00	.00	.00	.00	.00	.00	.00	.00	.00
728	TREASURER TAX REFUND	.00	.00	.00	.00	.00	.00	.00	.00	.00
731	COURTY LOGGING TAX	151,839.85	126,698.05	.00	226,790.45	.00	.00	101,747.50	20.00	101,747.50
736	REAL ESTATE ADVANCE PAYMENT	59,462.45	.00	.00	.00	.00	.00	59,462.45	.00	59,462.45
740	TRAILER TAX	1,317.57	834.70	.00	.00	.00	.00	2,152.27	.00	2,152.27
741	LIFE INSURANCE	15,100.07	10,160.00	.00	10,266.41	.00	.00	15,011.66	.00	15,011.66
742	LISABETTES	.00	418,492.50	.00	418,492.50	.00	.00	.00	.00	.00
744	ARBOUR PARK TOURNAMENT FEES	.00	.00	.00	.00	.00	.00	.00	.00	.00
745	STATE	2,199.33	1,990.69	.00	4,150.61	.00	.00	.00	1,990.69	1,990.69
746	MIAMI CONSERVANCY DISTRICT FUND	10,051.40	.00	.00	.00	.00	.00	10,051.40	.00	10,051.40
747	ADVANCE ESTATE TAX	16,891.44	.00	.00	.00	.00	.00	16,891.44	.00	16,891.44
751	UNDIVIDED INTEREST	1,708,019.80	302,772.32	615.6168	.00	.00	.00	2,016,176.61	.00	2,016,176.61
754	WATER ELECTIONS COMMISSION FUND	.00	.00	.00	.00	.00	.00	.00	.00	.00
756	SEWER ROTARY	120,277.35	76,623.01	.00	67,101.30	.00	.00	129,737.01	.00	129,737.01
758	HIGH PASS THROUGH TO DWELLER/CLE	.00	130,160.50	.00	130,160.50	.00	.00	.00	.00	.00
761	OUTSIDE ENTITY ELIMINATED	9,343.32	7,135.81	.00	11,679.15	.00	.00	.00	11,679.15	11,679.15
765	REGGERS'S ESCROW FUND	19,850.13	1,700.00	.00	11,877.50	.00	.00	19,662.63	.00	19,662.63
766	ESCROW ROTARY	954,903.15	.00	.00	95,799.44	.00	.00	866,173.71	11,695.00	877,868.71
767	UNDIVIDED DEPOSITS	106,102.94	8,474.45	.00	114,597.39	.00	.00	.00	114,597.39	114,597.39
773	SEX OFFENDER REGISTRATION FEE	.00	.00	.00	.00	.00	.00	.00	.00	.00
774	ARSON OFFENDER REGISTRATION FEE	50.00	.00	.00	.00	.00	.00	50.00	.00	50.00
775	UNDIVIDED SHERIFF HER KNOCK FEE	13,937.00	10,907.00	.00	10,474.00	.00	.00	14,370.00	.00	14,370.00
776	UNDIVIDED EVIDENCE SHERIFF	31,495.06	.00	.00	343.88	31,008	.00	31,141.16	222.70	31,363.86
777	UNDIVIDED FEDERAL & STATE FUND	.00	.00	.00	.00	.00	.00	.00	74.23	74.23

FUND NAME	PREVIOUS BAL.	DEBIT	CREDIT	EXP. BAL.	EXP. BAL.	AMOUNTS PAID	CURRENT BAL.	AMOUNTS DUE	TREASURER'S BAL.
770 COURT BARRER SHERRIFF SALES	1,053,356.04	195,179.55	.00	1,035,954.33	.00	.00	212,431.24	16,401.00	248,961.06
779 UNPAIDED BOND TASK FORCE SETZ	474,938.55	65,423.00	.00	20,428.00	.00	.00	521,035.55	3,901.92	524,937.47
784 SHERRIFF - CUSTODIAN/MAINTENANCE	425,333.13	14,250.71	.00	31,400.07	.00	.00	400,303.05	14,687.22	422,991.07
785 SHERRIFF - CUSTODIAN/MAINTENANCE	354.34	.00	.00	.00	.00	.00	354.34	.00	354.34
786 HASSIE HOME CAPACITY FEES	.00	.00	.00	.00	.00	.00	.00	.00	.00
787 PHU IN LITU OF TAXES	.00	.00	.00	.00	.00	.00	.00	.00	.00
788 UNPAID TAX-RENTAL PROP	3,360.22	1,049.28	.00	1,049.28	.00	.00	3,360.22	.00	3,360.22
789 UNPAID PUBLIC UTILITY DEBTS	.00	.00	.00	.00	.00	.00	.00	.00	.00
789 UNPAID LAND EXCESS SALE PROP	30,000.00	.00	.00	30,000.00	.00	.00	.00	.00	.00
790 UNPAID LAND EXCESS SALE PROP	3,034.02	.00	.00	3,034.02	.00	.00	.00	.00	.00
792 ZONING & OLD ROAD FUND	15,200.00	.00	.00	400.00	.00	.00	14,800.00	200.00	15,000.00
793 HOUSING TRUST AUTHORITY	174,937.50	61,420.14	2,034.35	257,341.55	.00	.00	.00	254,986.33	254,986.33
795 UNPAID TRAFFIC FLEES	.00	1,922.00	.00	1,922.00	.00	.00	.00	194.40	304.40
796 MUNICIPAL ORD VIOLATION INDEBT	13,156.08	.00	126.00	844.00	.00	.00	12,436.08	168.00	12,604.08
797 NEW UNPAID AUCTION PROCEEDS	.00	3,452.78	.00	3,452.78	.00	.00	.00	.00	.00
798 OLD ZONING & OLD ROAD FUND	138,020.47	.00	.00	.00	.00	.00	138,020.47	.00	138,020.47
843 UNPAID BONEY	587,241.05	48,426.75	.00	900.00	.00	.00	634,760.61	760.00	635,660.61
855 CH. SFRD. SCHUBERT SMITH TRUST	43,609.59	.00	.00	.00	.00	.00	43,609.59	.00	43,609.59
911 HARPER CO. HEALTH DISTRICT	7,435,148.94	140,243.95	1,136,000.00	330,548.93	625,597.3400	.00	7,601,955.30	31,966.76	7,713,921.66
912 FUND SERVICE	224,315.50	2,502.73	.00	305.31	.00	.00	225,973.00	849.31	226,822.31
915 PLUMBING BOND-HEALTH DEPT.	27,500.00	1,500.00	1,000.00	2,000.00	.00	.00	23,000.00	500.00	23,500.00
916 STATE REGISTERED SEWAGE PROGRAM	161,342.04	15,024.00	205,000.00	.00	128,749.06	.00	53,211.98	265.00	53,476.98
925 WATER & SOIL CONSERVATION DIVI	174,089.65	9,146.00	.00	47,307.62	.00	.00	161,720.24	.00	161,720.24
928 REGIONAL PLUMBING	157,005.67	14,976.00	.00	37,434.35	.00	.00	135,147.31	1,150.72	136,298.03
930 HARPER COUNTY PARK DISTRICT	649,102.50	33,877.78	.00	77,662.12	.00	.00	662,398.56	46,795.48	707,393.04
944 PARK PARK	204,474.09	2,201.00	.00	45,955.77	.00	.00	160,244.32	12,312.85	173,053.89
953 WATER SYSTEM FUND	10,030.50	1,453.00	390,030.00	305.10	2,717.64	.00	7,703.53	743.13	8,451.66
954 HEALTH HEALTH RECOVERY SERVICE	12,263,939.56	430,910.45	.00	1,529,204.50	.00	.00	11,100,569.53	564,705.00	11,745,274.31
961 HEALTH EGROT FUND	435,559.71	31,099.36	.00	37,570.63	305,078.64	.00	140,000.00	.00	140,000.00
963 COMPENSATIONS	1,778.19	.00	.00	.00	.00	.00	1,778.19	.00	1,778.19
974 HEALTH - SYNTHING PUBL FUND	52,602.75	.00	.00	.00	.00	.00	52,602.75	.00	52,602.75
977 BOND TASK FORCE CDS	494,326.04	77,961.45	.00	5,944.75	.00	.00	516,342.73	346.04	516,689.57
996 HARPER COUNTY FIRE RESPONSE AR	.00	.00	.00	.00	.00	.00	.00	.00	.00
<b>COLUMN TOTALS</b>	<b>274,719,992.30</b>	<b>18,667,683.16</b>	<b>15,293,450.00</b>	<b>41,757,856.43</b>	<b>11,210,590.00</b>	<b>.00</b>	<b>269,625,166.12</b>	<b>1,408,692.47</b>	<b>271,234,456.64</b>
							OUTSTANDING WARRANTS	3,600,492.47	
							TOTAL FOR FUNDS	274,234,456.64	
							COUNTY TREASURY	219,193.61	
							COUNTY DEPOSITORIES	273,015,263.03	
							COUNTY TOTAL	273,234,456.64	

AUDITOR'S OFFICE, HARPER COUNTY, OKLA

IT IS HEREBY CERTIFIED, that the foregoing is a true and accurate statement for the December 2018, FINANCES OF HARPER COUNTY, OKLA showing the balance on hand in each fund and account at the beginning of the month, the amount received to each, the amount disbursed from each, the balance remaining to the credit of each, and the balance of money in the treasury and depositories.

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0046

Adopted Date January 15, 2019

## ACKNOWLEDGE PAYMENT OF BILLS

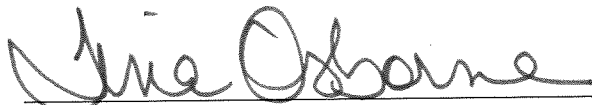
BE IT RESOLVED, to acknowledge payment of bills as submitted on #12/20/2018 001, #12/20/2018 002, #12/20/2018 003, #12/20/2018 004, #12/20/2018 005, #12/20/2018 006, #12/20/2018 007, #12/20/2018 008, #12/20/2018 009, #12/20/2018 010, #12/20/2018 011, #12/27/2018 001, #12/27/2018 002, #12/27/2018 003, #12/27/2018 004, #12/27/2018 005, and #12/27/2018 006; said batches are attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

kh

cc: Auditor vy

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0047

Adopted Date January 15, 2019

## ACKNOWLEDGE APPROVAL OF FINANCIAL TRANSACTIONS

WHEREAS, pursuant to Resolutions #10-0948 and #16-1936, this Board authorized approval of necessary financial documents in their absence by the County Administrator, Deputy County Administrator, or Clerk of Commissioners; and

WHEREAS, it is necessary to approve appropriation adjustments and a supplemental appropriation in order to make a timely payment; and

NOW THEREFORE BE IT RESOLVED, to acknowledge approval of financial transactions as attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:


Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

/tao

cc: Auditor   
Appropriation Adj. file  
Supplemental Appropriation file  
Commissioners' file  
Treasurer (file)  
Recorder (file)  
Law Library (file)  
OMB

APPROVE SUPPLEMENTAL APPROPRIATION INTO WORKERS COMP SELF  
INSURANCE FUND #636

BE IT RESOLVED, to approve the following supplemental appropriation:

\$ 3,000.00 into #636-0110-927 (Commissioners - Lost time Claims

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this day of December 2018.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

cc: Auditor \_\_\_\_\_  
Supplemental Appropriation file  
OMB (file)

*Tina Osborne*

*To be ratified 1/8/19*

APPROVE APPROPRIATION ADJUSTMENT WITHIN RECORDER'S FUND #101-1160

BE IT RESOLVED, to approve the following appropriation adjustment:

\$ 16.00        from #101-1160-820        (Recorder –Health Ins)  
                  into #101-1160-101        (Recorder – Elected Official)

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this    day of December 2018.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

cc: Auditor \_\_\_\_\_  
Appropriation Adjustment file  
Recorder (file)



To be ratified 1/8/19

APPROVE A SUPPLEMENTAL APPROPRIATION INTO COUNTY COMMISSIONERS' FUND #101-1110 and JAIL CONSTRUCTION SALES TAX FUND 495-3712

BE IT RESOLVED, to approve the following supplemental appropriation:

\$9,700.00 into #101-1110-910 (Other Expense)  
\$ 700.00 into #495-3712-910 (Other Expense)

M moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this day of December 2018.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Tina Osborne, Clerk

cc: Auditor \_\_\_\_\_  
Supplemental App. file  
Commissioners' file  
OMB

*A Zindel*  
*12-20-18*

*To be ratified @ 1-8-19 mtg.*

*Todd Kupstair*  
*12/20/18*  
*3:30p*

APPROVE APPROPRIATION ADJUSTMENT WITHIN TREASURERS OFFICE FUND  
#101-1130

BE IT RESOLVED, to approve the following appropriation adjustments:

\$50.00            from #101-1130-210            (Office Supplies)  
                      into #101-1130-871            (Medicare)

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this    day of December 2018.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

cc:    Auditor \_\_\_\_\_  
      Appropriation Adj. file  
      Treasurer (file)

*T. Zundel 12-19-18*

*To be ratified 1/8/19*





# WARREN COUNTY TREASURER

406 Justice Drive, Lebanon, Ohio 45036

<http://www.co.warren.oh.us/treasurer>

Barney Wright  
Treasurer

[barney.wright@co.warren.oh.us](mailto:barney.wright@co.warren.oh.us)

David Swigert  
Chief Deputy Treasurer  
[dswigert@co.warren.oh.us](mailto:dswigert@co.warren.oh.us)

Telephone (513) 695-1300  
Facsimile (513) 695-2921

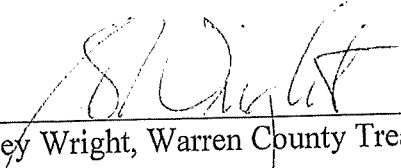
TO: WARREN COUNTY COMMISSIONERS  
FROM: BARNEY WRIGHT, TREASURER  
DATE: DECEMBER 19, 2018  
SUBJECT: REQUEST FOR APPROPRIATION ADJUSTMENT

Please approve the following appropriation adjustments within the Warren County Treasurers Office, Fund 249:

\$ 50.00	FROM	101-1130-210	(Office supplies)
	INTO	101-1130-871	(Medicare)

These adjustment requests are necessary for the following reason:  
Adjustment needed to pay unexpected expenses.

Your prompt response to this request would be greatly appreciated.

  
\_\_\_\_\_  
Barney Wright, Warren County Treasurer

DEC19 '18 10:32AM

DEC19 '18 10:32AM

APPROVE APPROPRIATION ADJUSTMENT FOR  
LAW LIBRARY RESOURCES FUND LAW LIBRARY (207)

BE IT RESOLVED, to approve the following appropriation adjustment:

\$2.00            from    207-1291-910            (Other Expense)  
                         into    207-1291-102            (Regular Salaries)

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this day of December 2018.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

Appropriation Adjustment 207

cc: Auditor \_\_\_\_\_  
Supplemental Adjustment file  
Common Pleas (file)  
OMB



To be ratified 1/8/19

BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO

# Resolution

Number 16-1936

Adopted Date December 13, 2016

AMEND RESOLUTION #10-0948 ADOPTED JULY 1, 2010 TO AUTHORIZE THE COUNTY ADMINISTRATIVE TO APPROVE PURCHASE ORDERS, PAYMENT OF BILLS, PAYROLL AND ANY OTHER NECESSARY FINANCIAL DOCUMENTS IN THE ABSENCE OF THE COUNTY COMMISSIONERS

WHEREAS, pursuant to Resolution #10-0948, this Board authorized the County Administrator to approve purchase orders, payment of bills, payroll and any other necessary financial documents in the absence of the Board of County Commissioners; and

WHEREAS, said resolution also authorized the Director of the Office of Management and Budget or the Clerk to the Board of County Commissioners to make said approvals in the absence of the County Administrator; and

WHEREAS, it is necessary to amend said resolution to change the designation to the Deputy County Administrator rather than the Director of the Office of Management and Budget as said position is no longer filled; and

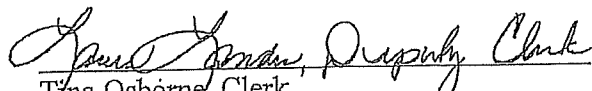
NOW THEREFORE BE IT RESOLVED, to amend Resolution #10-0948 to authorize the County Administrator to approve purchase orders, payment of bills, payroll and any other necessary financial documents in the absence of the Board of County Commissioners and authorize the Deputy County Administrator or the Clerk to the Board of Commissioners to make said approvals in the absence of the County Administrator.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. South – absent  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 13<sup>th</sup> day of December 2016.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

tao/

cc: Auditor \_\_\_\_\_  
OMB (file)

# Resolution

Number 19-0048

Adopted Date January 15, 2019

APPROVE AN OPERATIONAL TRANSFER FROM COMMISSIONERS FUND #11011112  
INTO HUMAN SERVICES FUND #2203

WHEREAS, the Department of Human Services has requested that the fifth and six months of their mandated share for SFY 2019 be transferred into the Human Services Public Assistance Fund #2203; and

NOW THEREFORE BE IT RESOLVED, to approve the following operational transfer from Commissioners Fund #1101 into Human Services Fund #2203:

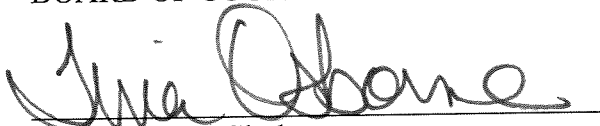
\$33,192.96	from	#11011112-5742	(Commissioners Grants - Public Assistance)
	into	#2203-49000	(Human Services - Public Assistance)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: Auditor \_\_\_\_\_  
Operational Transfer file  
Human Services (file)

# Resolution

Number 19-0049

Adopted Date January 15, 2019

APPROVE AN OPERATIONAL TRANSFER FROM COMMISSIONERS FUND #11011112  
INTO CRIME VICTIM/WITNESS FUND #2245

WHEREAS, the Prosecutor's Office has requested that their 2019 local contribution be transferred into their Crime Victim/Witness Fund #2245; and

NOW THEREFORE BE IT RESOLVED, to approve the following operational transfer:


\$23,657.00 from #11011112-5703 (Commissioners - Other County Agencies)  
into #22452400—AAREVENUE 2245-49000 (Crime Victim/Witness –  
Transfers)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young.  
Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Tina Osborne, Clerk

cc: Auditor W  
Operational Transfer file  
Prosecutor (file)  
OMB

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0050

Adopted Date January 15, 2019

APPROVE OPERATIONAL TRANSFER FROM COMMISSIONERS FUND #1101 INTO  
TRANSIT FUND #2299

WHEREAS, the Grants Administration Office has requested their 2018 operating appropriation  
be transferred to their Fund #2299; and

NOW THEREFORE BE IT RESOLVED, to approve the following operational transfer:

\$400,000.00 from #11011112-5796 (Commissioners – Transit Operating)  
into #2299-49002 (Transit – Operating Distributions)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young.  
Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: Auditor ✓  
Operational Transfer file  
Transit (file)  
OMB

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0051

Adopted Date January 15, 2019

APPROVE OPERATIONAL TRANSFERS FROM COUNTY COMMISSIONERS' FUND #11011112 INTO EMERGENCY SERVICES FUND #2264 AND #2290

BE IT RESOLVED, to approve the following operational transfers from County Commissioners Fund #101 into Emergency Services Fund #2264 and #2290:

\$34,541.00 from #11011112-5795 (Commissioners – Transfer – EMA)  
into #22641000-AAREVENUE 2264-49000 (County Government)


\$27,119.00 from #11011112-5786 (Commissioners – Transfer – Hazmat)  
into #2290-49000 (Hazmat Fund - County Government)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: Auditor VR  
Operational Transfer file  
Emergency Services (file)  
OMB

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0052

Adopted Date January 15, 2019

APPROVE SUPPLEMENTAL APPROPRIATION INTO COMMON PLEAS SPECIAL  
PROJECTS FUND #2224

BE IT RESOLVED, to approve the following supplemental appropriation:

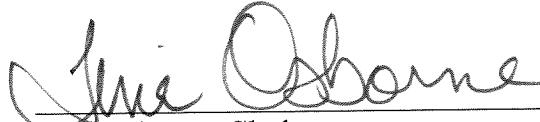
\$ 7,000.00 into #2224-1220-5317 (Non Capital Purchases)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young.  
Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Tina Osborne, Clerk

cc: Auditor vy  
Supplemental Adjustment file  
Common Pleas Court (file)  
OMB



# Resolution

Number 19-0053

Adopted Date January 15, 2019

## APPROVE SUPPLEMENTAL APPROPRIATIONS INTO AIRPORT CONSTRUCTION PROJECT FUND #4479

BE IT RESOLVED, to approve the following supplemental appropriations:

\$100,000 into #4479-3850-5317 (Airport Non-Capital Purchases)

\$100,000 into #4479-3850-5320 (Airport Capital Purchases)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young.  
Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor vy  
Supplemental Appropriation file  
Airport (file)  
OMB

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0054

Adopted Date January 15, 2019

APPROVE APPROPRIATION ADJUSTMENT FROM COMMISSIONERS GENERAL FUND #1101-1110 INTO EMERGENCY SERVICES FUND #1101-2850

BE IT RESOLVED, to approve the following appropriation adjustment from Commissioners Fund #1101-1110 into Emergency Services Fund #1101-2850 in order to process a vacation leave payout for Lorie Watson former employee of Emergency Services:

\$1,112.00	from	#1101-1110-5882	(Commissioners - Vacation Leave Payout)
	into	#1101-2850-5882	(Emergency Services - Vacation Leave Payout)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor ✓  
Appropriation Adjustment file  
Emergency Services (file)  
OMB

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0055

Adopted Date January 15, 2019

APPROVE APPROPRIATION ADJUSTMENT FROM COMMISSIONERS GENERAL FUND #1101-1110 INTO BUILDING AND ZONING FUND #1101-2300

BE IT RESOLVED, to approve the following appropriation adjustment from Commissioners Fund #1101-1110 into Building and Zoning Fund #1101-2300 in order to process a vacation leave payout for Larry Dunlap former employee of Building and Zoning:

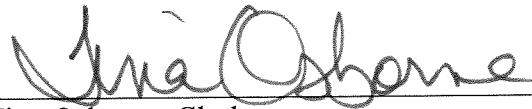
\$230.00	from	#1101-1110-5882	(Commissioners - Vacation Leave Payout)
	into	#1101-2300-5882	(Building and Zoning - Vacation Leave Payout)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor ✓  
Appropriation Adjustment file  
Building and Zoning (file)  
OMB

# Resolution

Number 19-0056

Adopted Date January 15, 2019

APPROVE APPROPRIATION ADJUSTMENTS FROM COMMISSIONERS GENERAL FUND #1101-1110 INTO FACILITIES MANAGEMENT FUND #1101-1600

BE IT RESOLVED, to approve the following appropriation adjustments from Commissioners Fund #1101-1110 into Facilities Management Fund #1101-1600 in order to process a sick and vacation leave payout for Debra Chambers former employee of Facilities Management:

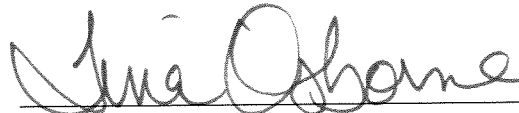
\$5,542.00	from	#1101-1110-5881	(Commissioners – Sick Leave Payout)
	into	#1101-1600-5881	(Facilities Management – Sick Leave Payout)
\$14,459.00	from	#1101-1110-5882	(Commissioners - Vacation Leave Payout)
	into	#1101-1600-5882	(Facilities Management - Vacation Leave Payout)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: Auditor vy  
Appropriation Adjustment file  
Facilities Management (file)  
OMB

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0057

Adopted Date January 15, 2019

APPROVE APPROPRIATION ADJUSTMENT WITHIN GENERAL FUND COURT OF  
COMMON PLEAS FUND #11011220

BE IT RESOLVED, to approve the following appropriation adjustment:


\$ 6,500        from    #1101-1220-5400    (Purchased Services)  
                 into    #1101-1220-5441    (Jury/Witness/Interpreters Fees)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young.  
Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

cc: Auditor ✓  
Appropriation Adjustment file  
Common Pleas Court (file)  
OMB

BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO

# Resolution

Number 19-0058

Adopted Date January 15, 2019

APPROVE APPROPRIATION ADJUSTMENT WITHIN CHILDREN SERVICES FUND  
#2273

BE IT RESOLVED, to approve the following appropriation adjustment to process vacation leave payouts for former employees of Children Services, Bethany Bird and Jenny Dare:


\$3,000.00      from    #22735100-5102      (Regular Salaries)  
                         into    #22735100-5882      (Accum. Vacation Payout)

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young.  
Upon call of the roll, the following vote resulted:


Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS

  
Tina Osborne, Clerk

jc/

cc: Auditor   
Appropriation Adj. file  
Children Services (file)  
OMB

*BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO*

# Resolution

Number 19-0059

Adopted Date January 15, 2019

CONTINUE PUBLIC HEARING #2 TO CONSIDER THE ADOPTION OF WARREN COUNTY RULES AND REGULATIONS FOR THE DESIGN OF STORM SEWER AND STORMWATER MANAGEMENT SYSTEMS

BE IT RESOLVED, to continue public hearing #2 relative to the adoption of Stormwater Regulations in Warren County in accordance with Ohio Revised Code Section 307.37; said public hearing to be continued to January 22, 2019, at 10:00 a.m. in the Commissioners' Meeting Room.

Mr. Young moved for adoption of the foregoing resolution being seconded by Mr. Grossmann. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Grossmann – yea  
Mr. Young – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/tao

cc: Engineer (file)  
Stormwater Regulation Public Hearing file

# Resolution

Number 19-0060

Adopted Date January 15, 2019

AUTHORIZE CMR'S AWARD OF DETENTION & SECURITY EQUIPMENT AND EXECUTION OF ADDENDUM 3 TO THE CONSTRUCTION MANAGER AT RISK CONTRACT WITH GRANGER CONSTRUCTION COMPANY FOR THE NEW JAIL AND SHERIFF'S ADMINISTRATION OFFICE PROJECT ("PROJECT")

WHEREAS, the Board of County Commissioners (the "Board") previously authorized Granger Construction Co., Inc. (the "CMR") to solicit three sealed bids from prequalified subcontractors to provide Design Assist services for detention equipment and secured electronics equipment, for the Project; and

WHEREAS, the CMR solicited 3 proposals for Design Assist services for detention equipment and secured electronics equipment from prequalified subcontractors and pursuant to the attached Letter of Recommendation, recommends that the subcontract for such Design Assist services be awarded to Pauly Jail Building Company ("Pauly Jail") in the amount of \$85,881; and

WHEREAS, the Board wishes to authorize the award of the Design Assist services subcontract for detention equipment and secured electronics equipment to Pauly Jail and to authorize the execution of Addendum No. 3 to the CMR's Agreement to add \$85,881 for such Design Assist services to the CMR's Preconstruction Fee; and

NOW THEREFORE BE IT RESOLVED, to authorize the CMR to award the Design Assist services subcontract for detention equipment and secured electronics equipment to Pauly Jail and to approve Addendum No. 3 to the Construction Manager at Risk Agreement with Granger Construction Company in substantially the same form attached hereto, to add \$85,881.00 to the Preconstruction Fee for such Design Assist services. Copy of addendum is attached hereto and made a part hereof.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

cc: c/a – Granger Construction Co.  
Sheriff (file)  
M. Russell  
Project file





January 11, 2019

Martin Russell  
Deputy County Administrator  
Warren County Port Authority  
406 Justice Dr, Suite 301  
Lebanon, OH 45036

Re: Warren County Jail Project  
**RE: Detention Equipment & Secured Electronics Preconstruction Services -  
Letter Of Recommendation**



Mr. Russell,

HEADQUARTERS  
6267 Aurelius Rd  
Lansing, MI 48911-4230  
517.393.1670 P  
517.393.1382 F

WEST MICHIGAN  
840 Monroe Ave NW, Ste 142  
Grand Rapids, MI 49503  
616.454.2900 P  
616.454.9700 F

SOUTHEAST MICHIGAN  
39475 13 Mile Rd, Ste 100  
Novi, MI 48377  
248.724.2950 P  
248.489.5753 F

OHIO  
175 S Third St, Ste 200  
Columbus, OH 43215  
614.705.2280 P

Granger Construction Company requested Design Assist Preconstruction Services proposals for Detention Equipment and Secured Electronics Packages. We received bids from Pauly Jail, Cornerstone Detention, and Midstate Security. Granger, in conjunction with the Megen Construction and Wachtel & McAnally Architects, recommends awarding preconstruction service contracts for the Warren County Jail Project to the following trade partners in response to Warren County Jail RFQ dated January 2, 2019.

11-1	Detention Equipment Contractor	Pauly Jail – Award \$85,881
28-1	Security Equipment Contractor	included above as combination bid

The above recommendations are based the Granger, Megen, and Wachtel & McAnally's evaluation of the respondents' prequalification package as well as interviews conducted on Friday January 11<sup>th</sup>, 2019. The scoring criteria qualifies a respondent's financial stability, technical qualifications, and fee proposal as a basis for identifying trade partners that will provide maximum value to Warren County on this project.

Sincerely,

GRANGER CONSTRUCTION COMPANY

Jason Woehrlé  
Project Executive

CC: Rob Train, Granger Construction Company  
CC: Garry McAnally, Wachtel & McAnally Architects

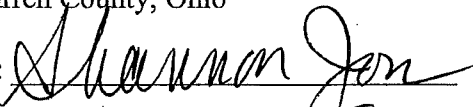
**ADDENDUM NO. 3 TO  
CONSTRUCTION MANAGER AT RISK AGREEMENT**

Pursuant to the Construction Manager at Risk Agreement effective May 24, 2018 ("Agreement") between the Board of County Commissioners of Warren County, Ohio ("Owner") and Granger Construction Co., Inc. ("Construction Manager") (collectively, "the Parties") for the construction of the project known as the New Jail and Sheriff's Administration Office Project ("Project"), the Parties hereby amend the Agreement as set forth below.

- 1) Notwithstanding any other provision in the Agreement to the contrary, this Addendum is part of the Agreement.
- 2) The Construction Manager was previously authorized to procure Design Assist services for detention equipment and secured electronics equipment, pursuant to the amended Agreement and the Parties contemplated that the compensation for such Design Assist services would be added to the Agreement via addendum. The Construction Manager will award the subcontract for the Design Assist services for detention equipment and secured electronics equipment to the Pauly Jail Building Company and the Construction Manager's Preconstruction Fee, set forth in paragraph 4.1.2 of the Agreement, is hereby modified to add \$85,881 for such Design Assist services.
- 3) In the event of any inconsistency, the provisions of this Addendum shall control over any exhibit or attachment hereto.
- 4) Except as stated herein, this Addendum shall not alter any part of the Agreement between the Owner and Construction Manager for the Project. This Addendum may be executed in any number of original counterparts, all of which evidence one agreement and only one of which needs to be produced for any purpose.

This Addendum is entered into effective as of the day and year executed by Owner as set forth below:

Board of County Commissioners,  
Warren County, Ohio

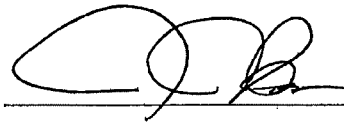
By: 

Printed: Shannon Jones

Title: President

Date: 1/15/19

Granger Construction Company

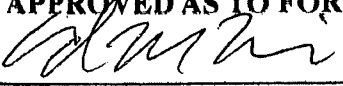
By: 

Printed: JASON WETHERILL

Title: DIRECTOR

Date: 1/15/19

**APPROVED AS TO FORM**



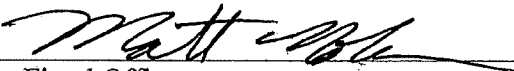
**Adam M. Nice**  
**Asst. Prosecuting Attorney**

**CERTIFICATE OF FUNDS**  
(ORC Section 5705.41)

The undersigned, Fiscal Officer of Warren County, Ohio, hereby certifies that the moneys required to meet the obligations of the County during the current fiscal year, under the attached Agreement for the services indicated herein have been lawfully appropriated for those purposes and are in the appropriate account of the County, or in the process of collection to the credit of the appropriate account or fund, free from any previous encumbrances.

DATED: 1-16-19

Warren County

By:   
Fiscal Officer

# Resolution

Number 19-0061

Adopted Date January 15, 2019

## CONTINUE PUBLIC HEARING CONCERNING THE VACATION OF A PORTION OF PINNACLE LANE IN DEERFIELD TOWNSHIP

BE IT RESOLVED to continue the final hearing for determining whether to approve or disapprove the vacation of the right-of-way of a part of Pinnacle Lane in Deerfield Township, Warren County; said public hearing to be continued to January 22, 2019, at 10:15 a.m.

Mr. Young moved for adoption of the foregoing resolution, being seconded by Mr. Grossmann. Upon call of the roll, the following vote resulted:

Mr. Young - yea  
Mr. Grossmann - yea  
Mrs. Jones - yea

Resolution adopted this 15<sup>th</sup> day of January 2019.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

to

cc: Deerfield Township (erein@deerfieldtwp.com) (bhigh@deerfieldtwp.com)  
Neil Tunison, Engineer  
Kurt Weber  
Bob Fox  
Bruce McGary  
Vacation file

# Resolution

Number 19-0062

Adopted Date January 15, 2019

APPROVE APPROPRIATION ADJUSTMENTS IN THE AUDITOR'S 11011120  
ACCOUNTS

NOW THEREFORE BE IT RESOLVED, to approve the following appropriation  
adjustments:

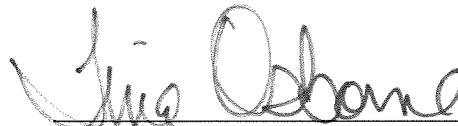
\$5,000.00	From	# 11011120-5210 (Supplies)
\$2,000.00	From	# 11011120-5317 (Non Cap Purchases)
\$2,000.00	From	# 11011120-5910 (Other)
\$9,000.00	Into	# 11011120-5114 (Overtime)

Mr. Young moved for adoption of the foregoing resolution, being seconded by Mr. Grossmann.  
Upon call of the roll, the following vote resulted:

Mrs. Jones - yea  
Mr. Grossmann - yea  
Mr. Young - yea


Resolution adopted this 15<sup>th</sup> day of January 2019..

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/bq

cc: Appropriation adjustment (file)  
Auditor (file)   
OMB