Effective Meetings

CCAO Summer Symposium
August 15, 2023
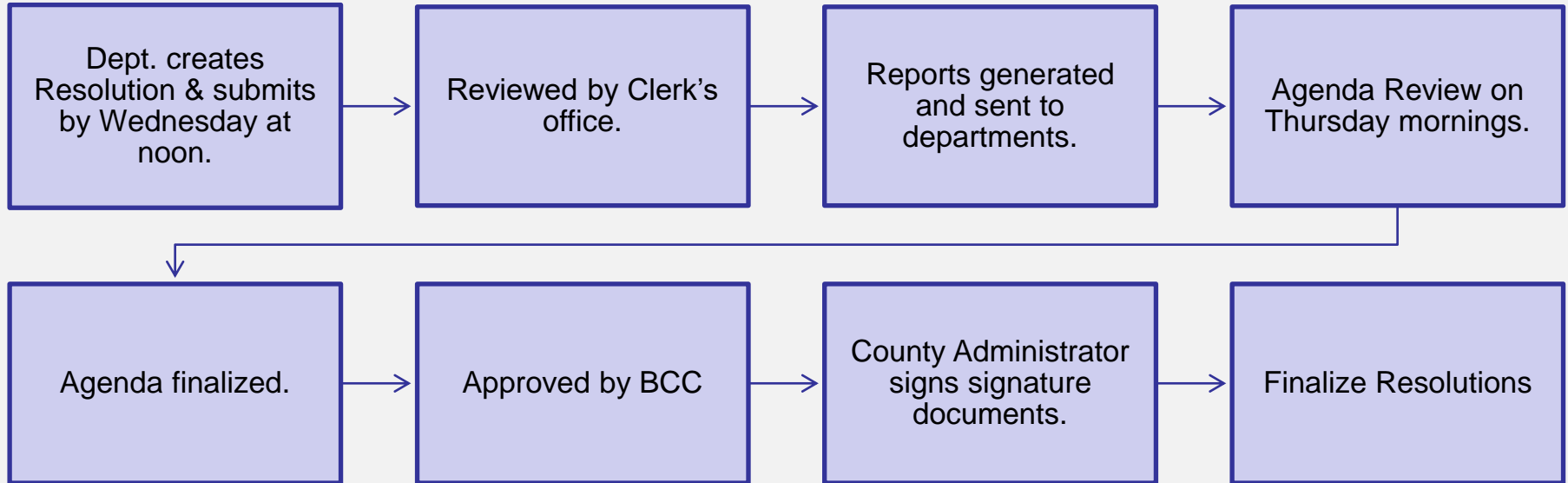
BCC Meeting Format

Two meetings held per week on Tuesdays:

❖ 9:30 a.m. – Work/Executive Session

- Financial Items – Budget amendments, pay by warrants, etc.
- No public comments
- Commissioners and Administrator recess to Executive Session

❖ 1:30 p.m. – General Session

- Bulk of resolutions
- Public comments allowed – Three minutes each

Resolution Approval Timeline

| Dept. creates Resolution & submits by Wednesday at noon. | → | Reviewed by Clerk's office. | → | Reports generated and sent to departments. | → | Agenda Review on Thursday mornings. |

| Agenda finalized. | → | Approved by BCC | → | County Administrator signs signature documents. | → | Finalize Resolutions |

MONTGOMERY
C O U N T Y

Administrator Signature Authority

❖ ORC Section 305.30(G)

- *County Administrator may contract on behalf of the board within limits provided by a resolution of the board, provided that the resolution authorizing such actions shall also specify the types of contracts upon which the administrator may act without further resolution of the board.*

❖ Resolution No. 19-0875

- *Execute, on behalf of the Board of County Commissioners of Montgomery County, Ohio, any and all contracts for supplies and services provided such contract has been previously authorized by specific Resolution of the Board of County Commissioners of Montgomery County, Ohio.*

Electronic Signature Policy

ORC Section 1306:

   Uniform Electronic Transactions Act

✓Electronic Signature Policy

✓Security Policy
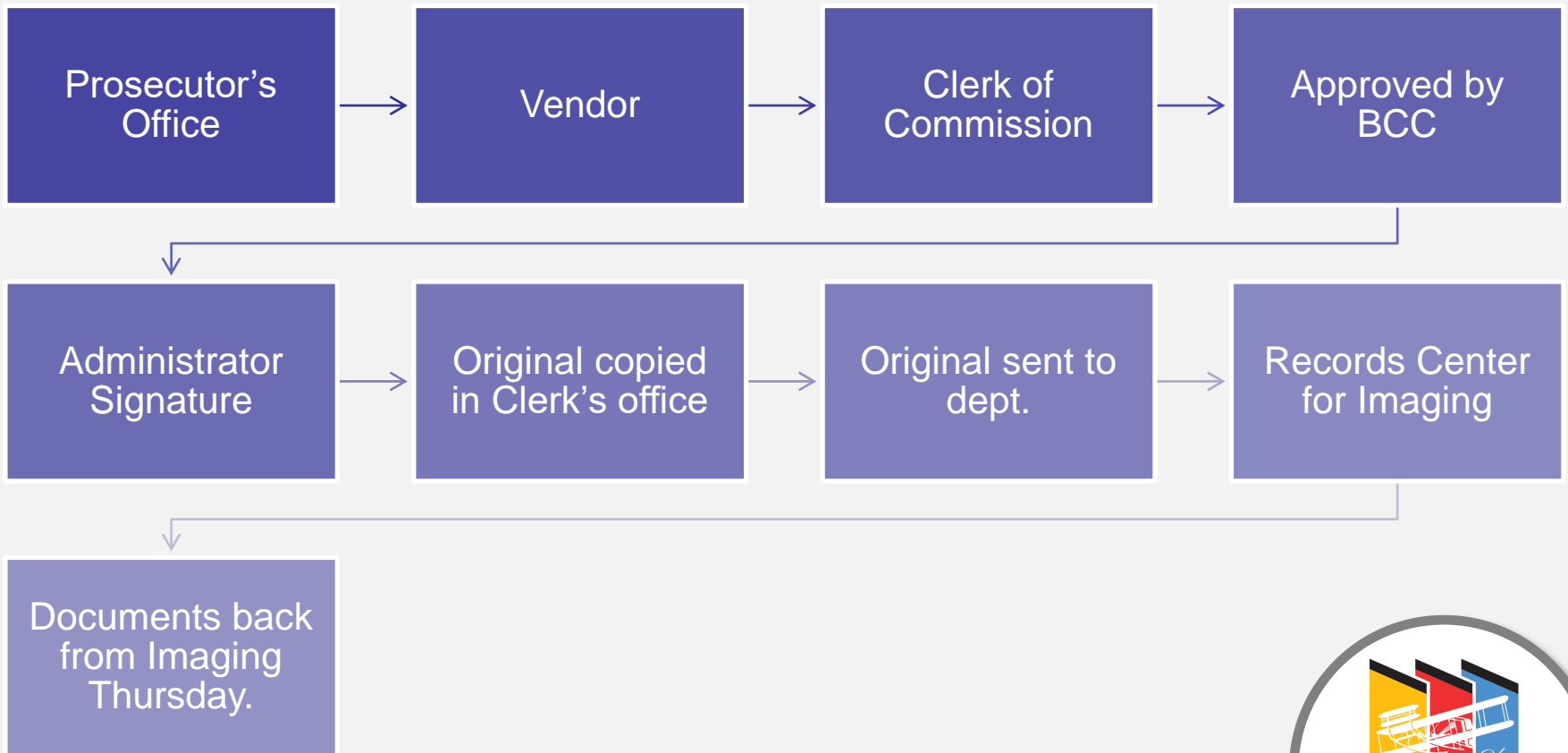
✓Revised Records Retention Schedule

Montgomery County's
Electronic Signature Policy

- Allows all county departments under the authority of the BCC to utilize and accept electronic signatures.
    - Types of electronic signatures: email, e-sig software, scanned original signature.
    - Only individuals with current signature authority may sign electronically.

- Opting out: Third parties, departments, and Elected Officials offices can opt out of utilizing electronic signatures, pursuant to ORC statute.

- All submissions to the BCC will utilize the Board approved electronic signature software.

- E-signature software for internal use, or use outside of the BCC approval process, will be purchased by department.

MONTGOMERY
C O U N T Y

Previous Resolution/Contract Workflow

Dept. manages negotiations of terms and conditions with vendor and Prosecutor.

Prosecutor's Office → Vendor → Clerk of Commission → Approved by BCC

Administrator Signature → Original copied in Clerk's office → Original sent to dept. → Records Center for Imaging

Documents back from Imaging Thursday.

RMS
Resolution Management System

Logged in: Emily Bradford, 103 - Clerk of Commission

999 - Default Department

+ CREATE NEW RESOLUTION

DASHBOARD

Currently viewing: All Departments

View resolutions from a specific meeting: 08/15/2023

0	0	0	60	0	7	0
DRAFTS	SUBMITTED	RETURNED	APPROVED	LATE	HOLD	FINALIZED

Displaying resolutions within the past 2 years . To find older resolutions, please search.

Submitted

RES NUM	RES ID	RES DATE	DEPT	FILE TYPE	DESCRIPTION	SUBMITTED BY

Sidebar Navigation:
- Dashboard
- Search
- Agendas
- Reports
- Manage
- Change Password
- RMS Training & FAQs
- RMS Documentation

RMS
Resolution Management System

+ CREATE NEW RESOLUTION

- **Dashboard**
- **Search**
- **Agendas**
- **Reports**
- **Manage**
- **Change Password**
- **RMS Training & FAQs**
- **RMS Documentation**

SEARCH RESOLUTIONS

Enter Search Criteria:

Resolution Number:	
Resolution Date:	
Late Item:	☐ Yes ☐ No
Resolution ID:	
Department:	Select Department
File Type:	Select File Type
PR Number:	
PO Number:	
Project Number:	
Security:	Select Security
Status:	Select Status
Keywords:	

Search

RMS
Resolution Management System

MONTGOMERY
COUNTY

View Department: 999 - Default Department ▼

+ CREATE NEW RESOLUTION

AGENDAS

Dashboard

Search

Agendas

Reports

Manage

Change Password

RMS Training & FAQs

RMS Documentation

APPROVE

Approve Submitted Resolutions

AGENDA

Create or Edit Agendas

Agendas

View Agendas

Finalize Resolutions

WWW

Post to Web

Agenda Certification

RMS
Resolution Management System

View Department: 999 - Default Department

+ CREATE NEW RESOLUTION

REPORTS

- Dashboard
- Search
- Agendas
- Reports
- Manage
- Change Password
- RMS Training & FAQs
- RMS Documentation

PO Report

PR Report

Weekly Department Report

Agenda Review & Commission Reports

Weekly Administrator Report

DocuSign/RMS Cross-check

Meeting Minutes Report

RMS
Resolution Management System

View Department: 999 - Default Department

+ CREATE NEW RESOLUTION

MANAGE

Dashboard

Search

Agendas

Reports

Manage

Change Password

RMS Training & FAQs

RMS Documentation

Manage Users

Manage Meeting Dates

Manage Dept. Email List

Manage File Types

Manage Agenda Headings

Manage Certification Text

DocuSign Retrieve

❖ Integrates RMS & DocuSign

❖ RMS pushes to OnBase

❖ OnBase houses all digital records.

- Cloud-based

- Replicated to county's disaster recovery site

- Microfilm at the end of each year

EB

ⓘ Reminder: Resolution information must be entered into RMS before preparing your document for signature routing.

Signed by:

Emily Bradford

1E37E963B0B84FC...

Last 6 Months

19
Action Required

1
Waiting for Others

0
Expiring Soon

415
Completed

Drop documents here to get started

or

START ▼

Want to do more?
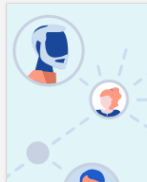
Automate Envelope Routing
Now you can send to the right people based on predefined routing rules.

Enable
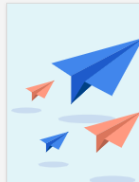
Save time with bulk send
No need to send separate envelopes. Import a bulk list and each recipient receives a unique copy.

Learn More
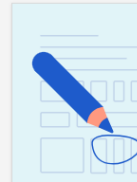
Drawing
With drawing fields, recipients can upload or draw on images.

Learn More

Reminder: Resolution information must be entered into RMS before preparing your document for signature routing.

SHARED ACCESS ▼

NEW ▼

ENVELOPES

📥 Inbox

✈ Sent

📝 Drafts

🗑 Deleted

📦 Bulk Send

📋 PowerForms

QUICK VIEWS

⚠ Action Required

🕐 Waiting for Others

⚠ Expiring Soon

✓ Completed

⚠ Authentication Failed

▼ **FOLDERS**   ＋

📁 BCC 8-8-23

📁 Deleted

Action Required

🔍 Search Quick Views   ⚙ FILTERS

Filtered by: Date (Last 6 Months) | Edit

	Subject	Status		Last Change ▼	Folder	
☐ ❗	Complete with DocuSign: Natchez Cooperative Agreement.pdf RES ID:202... From: Robin Lamb	1/4 done Need to Sign		8/11/2023 10:58:08 am	Inbox	**SIGN ▼**
☐ ❗	Complete with DocuSign: Certifications.pdf, SF424 CDBG.pdf, SF424 HESG... From: Tawana Jones	2/4 done Need to Sign		8/11/2023 09:41:50 am	Inbox	**SIGN ▼**
☐ ❗	Complete with DocuSign: Gettysburg Contract.pdf, Gettysburg Sales Tax (... From: Hope Arnett	1/4 done Need to Sign		8/11/2023 09:30:03 am	Inbox	**SIGN ▼**
☐ ❗	OH0733L5E052200-Montgomery County BCC_GA (20231132) From: Kyla Woods	2/5 done Need to Sign		8/11/2023 09:29:06 am	Inbox	**SIGN ▼**
☐ ❗	Rahn Rd. WMR Coop. Agreement (20231122) From: Robin Lamb	1/4 done Need to Sign		8/11/2023 09:26:42 am	Inbox	**SIGN ▼**
☐ ❗	2023 RecovryOhio Fund Signature request (20231119) From: Ashley Williams	0/3 done Need to Sign		8/11/2023 09:25:59 am	Inbox	**SIGN ▼**
☐ ❗	Locust Camp WMR Amendment No.1-Outdoor (20231118) From: Robin Lamb	2/5 done Need to Sign		8/11/2023 09:24:24 am	Inbox	**SIGN ▼**
☐ ❗	Duke's Service Agreement_HGAC (20231117) From: Barb Asberry	2/5 done Need to Sign		8/11/2023 09:22:46 am	Inbox	**SIGN ▼**

Environmental Savings

Montgomery County's environmental savings
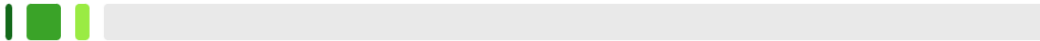
- 2021
- 2022
- 2023

20,375 lb of carbon emissions reduced

25,559 gal of water conserved

8,680 lb of wood saved

1,410 lb of waste eliminated

How is this calculated?

This compares to:

- Removing **1 cars** from the road
- Skipping **18 loads** of laundry
- Conserving **26 trees**
- Saving **45,911 pages** of paper

Learn how to save more

Recap

- ✓ Commissioners are informed of agenda items before the meeting.

- ✓ County Administrator signs on behalf of Commissioners.

- ✓ Electronic signatures and digital workflow