



CIDS

County Information and Data Service

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DATES TO REMEMBER

SEPTEMBER 2007	NATIONAL PREPAREDNESS MONTH (www.ready.gov)
SEPTEMBER 24, 2007	NW DISTRICT COMMISSIONERS AND ENGINEERS ASSOCIATION QUARTERLY MEETING, MARION COUNTRY CLUB, MARION COUNTY (MARION)
SEPTEMBER 28, 2007	CCC/ESAO REGIONAL MEETING, ALLEN COUNTY SANITARY ENGINEERS OFFICE, ALLEN COUNTY (LIMA)
OCTOBER, 2007	NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH
OCTOBER 26, 2007	CCC/ESAO REGIONAL MEETING, DEPARTMENT OF SANITARY ENGINEERING, GREENE COUNTY (XENIA)
DECEMBER 2-5, 2007	CCAO WINTER CONFERENCE, HYATT REGENCY, FRANKLIN COUNTY (COLUMBUS)

ASSOCIATION NEWS

BUTLER, STARK & SUMMIT COUNTIES WELCOME NEW MEMBERS

CCAO joins the Butler and Stark County Commissioners and the Summit County Executive and County Council office in welcoming the following new members!

Don Dixon, Butler County Commissioner, has been appointed to fill the unexpired term of Michael A. Fox. A life-long resident of Butler County, Dixon was first elected to the Board of County Commissioners in 1982. Over the years he has served on the Fairfield Township Board of Trustees, the Butler County Planning Commission, the Transportation

Improvement District and many other organizations. Don can be reached at (513) 887-3253 or dixond@butlercountyohio.org. Former County Commissioner and State Representative Mike Fox resigned his seat as commissioner to become Director of the Butler County Children Services. Fox has long been a proponent of protecting children. Fox served as County Commissioner from 1997 to 2007.

Tom Harmon, Stark County Commissioner, has been appointed to fill the unexpired term of Gayle A. Jackson. Prior to his appointment, Harmon had been elected as Canton Municipal Court Clerk for 23 years. Harmon is a life-long resident of Stark County who worked in the banking industry prior to his career in public service. Tom can be contacted at (330) 451-

7371 or tlharmon@co.stark.oh.us. Jackson, who served as County Commissioner from 1994 to 2007, resigned in May to become the NE Ohio Director of the Ohio Lottery Commission.

Russell M. Pry, Summit County Executive, was recently appointed to fill the unexpired term of James B. McCarthy, who retired after serving as County Executive from 2001 to 2007. Prior to his appointment, Pry was a Managing Partner at the law office of Cassetty, Muse and Pry for 17 years, Law Director of the Village of Boston Heights, Counsel for Magadore School District, Attorney to the City of Green Local Firefighters, Board Member of the Summit County Board of Elections, and Member of the Akron-Summit County Library Board of Trustees. Pry is a life-long resident of Summit County. Russell can be reached at (330) 643-2510 or rpry@summitoh.net.

John N. Schmidt, Summit County Council - District 2, was appointed to fill the unexpired term of Tom Teodosio, who was elected to be Summit Common Pleas Court Judge in the General Division. Teodosio was elected judge in the November General Election and his term commenced in May, 2007. He served on Summit County Council from 2001 to 2007. Prior to his appointment to County Council, Schmidt served 20 years on Cuyahoga Falls City Council, 13 years on the Summit County Executive's staff, and as deputy director for the Summit County Board of Elections. John can be contacted at (330) 643-2726 or jscmidt@summitoh.net.

LIABILITY, IMMUNITY, AND INSURANCE HANDBOOK CHAPTER REVISED

The newest chapter to be revised is Chapter 8 - Liability, Immunity, and Insurance, which has been published on our website at www.ccao.org. Click on Publications, then click on *County Commissioners Handbook*. Please print a copy of this new chapter for insertion into your Handbook notebook.

This revised chapter of the *Handbook* outlines the exposure the county and its officials and employees have to liability; how immunity protects the county and its officials and employees; insurance options available to cover property and liability risks, and procedures to procure insurance.

CCAO NOMINATING COMMITTEE APPOINTED

The CCAO Board of Trustees approved the appointment of a five member nominating committee at the August 14, 2007 meeting, which was held during County Commissioner Days in Van Wert County (Van Wert). The Committee, appointed by CCAO President Olen Jackson, will be chaired by Lenny Eliason, Athens County Commissioner and CCAO Past President. Other members include Commissioners: Mike Adelman (Huron), Ted Kalo (Lorain), Carl Watt (Crawford), and Bill Young (Geauga).

It is the responsibility of the committee to recommend a slate of officers and board members to be elected at the CCAO Annual Business Meeting on Tuesday, December 4, 2007 held during the 127th CCAO/CEAO Winter Conference. Nominations will also be accepted from the floor. The committee will be nominating candidates for the offices of president, first vice president, second vice president, secretary and treasurer.

In addition, eight members will be nominated to serve on the Board of Trustees for two-year terms. The Nominating Committee will also fill any vacancies that may exist where members elected to a two-year term will not be returning to office or where a member forfeits office for non-attendance. The eight members whose terms to the Board expire this year include: Sam Bassitt (Allen), Terry Haworth (Darke), Edward Kuenzli (Wyandot), Kerry Metzger (Tuscarawas), Otto Nicely (Defiance), Ben Nutter (Seneca) Gary Starnier (Hocking), and Roger Tackett (Clark).

The nine members appointed by President Jackson whose one year term to the Board expires at the end of this year include: Mike Adelman (Huron), Mike Crabtree (Scioto), Martin Harmon (Paulding), Nick Kostandaras (Summit), Deborah Lieberman (Montgomery), Cheryl Noah (Wayne), Bob Peterson (Fayette), Daniel Polivka (Trumbull), and Bill Young (Geauga).

In accordance with the CCAO Bylaws, the six most recent past presidents who still hold the office of county commissioner are entitled to a seat on the Board of Trustees. In 2008 those individuals will include: Bob Corbett (Champaign), Lenny Eliason

(Athens), Patricia Geissman (Medina), and Olen Jackson (Morrow).

The committee must make its recommendations no later than November 16. The report will then be published in the *County Information and Data Service (CIDS)* and an individual copy of its report will be sent to each commissioner.

On September 14, CCAO will send to all commissioners at their home addresses an application form to express interest to become an officer or for member of the CCAO Board. A CCAO Nominating Candidate Questionnaire will also be included. Both forms must be returned no later than November 1 to the committee chair: **Lenny Eliason, Athens County Commissioner, 15 South Court Street, Athens, OH 45701.** In addition, **mail a copy to CCAO, 37 W. Broad Street - Suite 650, Columbus, Ohio 43215, in an envelope marked: NOMINATING COMMITTEE – ATTN: KATHY DILLON.** If you have any questions, feel free to contact Lenny Eliason at (740) 592-3219, or call CCAO Executive Director Larry Long at (614) 221-5627.

SOUTHEAST DISTRICT MEETING CANCELLED

The CCAO/CEAO Southeast District meeting on September 14, 2007, has been cancelled. If you have any questions please call Debbie Bell at: 330-674-1856, Holmes County Highway Department, County Engineer's Administrative Assistant or via email dbell@co.holmes.ohio.us.

MARION COUNTY TO HOST NW DISTRICT - SEPTEMBER 24

Marion County Commissioners Ken Frayer, Josh Daniels and Andy Appelfeller and County Engineer Bradley Irons will host the next quarterly meeting of the Northwest Ohio Commissioners and Engineers Association on Monday, September 24, 2007. With the exception of the tours, all activities will be held at Marion Country Club, 2425 Crissinger Road, in Marion.

Registration begins at 12:00 noon. The following tours depart at 1:00 p.m.: Tour 1 - Northwest Ohio's Courthouses: The Pride of America, Historic Palace

Theater, Veterans Memorial Park, and Harding Memorial; Tour 2 - Marion Industrial Center Intermodel Facility, RobotWorx, Dual Rail Industrial Park. The business meeting begins at 4:00 p.m. followed by the social hour and dinner.

Registration fee: \$25.00 per person. Reservation deadline: September 14, 2007. For more information please contact: Marion County Commissioners Office, Attn: Teri Grassel, 222 West Center Street, Marion, OH 43302, or (720) 223-4001.

An optional golf outing at Marion Country Club has been planned with tee times beginning at 8:00 a.m. Greens fees: \$50 per person (includes 18 holes plus a shared cart). To reserve a tee time contact Kathy Herr, Marion County Engineer's Office, at (740) 223-4110.

IN MEMORIAM

PATRICIA L. STULTS

CCAO was deeply saddened to hear of the death of Patricia L. Stults (76) on Friday, August 24. Pat had battled cancer for several years. She served as a clerk for the Paulding County Commissioners for 20 years, retiring in 1997. Prior to that she held several other positions in the courthouse. She was a past president of the County Commissioners Clerks and Engineers Secretaries Association (CCC/ESAO) and served on their board until recently. Attendees of the CCAO/CEAO Annual Conferences were greeted by Pat at the registration desk for many years. She most recently volunteered to work at 2007 Annual Summer Conference. CCAO extends heartfelt sympathy to the Stults Family. Notes of sympathy can be sent to: The Stults Family, 121 North Drive, Paulding, OH 45879.

STATE ACTIVITIES

LOCAL GOVERNMENTS BEGIN PREPARING FOR PUBLIC RECORD LAW CHANGES

Many of the provisions of House Bill 9 (Oelslager, 126th General Assembly) are scheduled to take effect September 29th. In anticipation many local governments are once again reviewing the new requirements to make sure they are adequately prepared.

Highlights of these requirements include:

- Training of Elected Officials *or designees* for every term to which they are elected (requirement will be verified in annual or biennial Auditor of State public office audit),
- Formation of a Public Records Policy, and
- Posting in all main offices of Public Records Poster.

As noted above, Attorney General Marc Dann's office is charged with producing a "model public records policy" for local governments to use, as well as to provide training for elected officials or their designees at no cost. With regards to the model public records policy, the Attorney General's office has placed a model policy on its website <http://www.ag.state.oh.us/comments/modelpolicy.asp> , however, many various associations have registered their concerns with this policy as it does state actual law but rather represents "ideal practices" as defined by the Attorney General.

Similarly, local governments will be required to post a public records poster. CCAO will issue its own model policy and poster with next week's statehouse report.

Finally, the Attorney General has also released dates for the certified training they are required to afford elected officials or their designees (<http://www.ag.state.oh.us/comments/training.asp>). Please note the training on Wednesday, December 5th to be held at the CCAO Winter Conference. In addition, please find attached a list of the "Top Ten Tasks to Implement HB 9" that was distributed to all participants at the recent regional Budget/ Legislative Update Seminars held by the CCAO Policy Team. As always, please do not hesitate to contact CCAO Policy Analyst Josh Hahn at jhahn@ccao.org with any questions or concerns with public record issues.

THOMAS APPOINTED TO SOLID WASTE MANAGEMENT ADVISORY COUNCIL

Belmont County Commissioner Mark Thomas has been appointed by Governor Ted Strickland to a two-year term on the Solid Waste Management Advisory Council. The Council advises and assists the director of the Ohio Environmental Protection Agency with

preparation of the state solid waste management plan and periodic revisions to the plan.

Mark has been a Belmont County Commissioner since 2001 and chairs the Jefferson/Belmont Solid Waste Authority. He is a practicing attorney for Thomas Law Offices, LLC and previously served as law director for the city of St. Clairsville. In addition, Mark is a member of the CCAO Board of Trustees and chairs the CCAO Infrastructure & Environment Committee. Mark holds a Bachelor's degree from Kent State University and a law degree from Ohio Northern University.

PRESIDENT DECLARES STATE OF EMERGENCY FOR NORTHERN OHIO COUNTIES HIT BY STORMS, FLOODS

President Bush approved a disaster declaration for six northern Ohio counties Monday evening, responding to a request from Gov. Ted Strickland that will pave the way for federal assistance to residents and businesses. Counties that declared a state of emergency include: Allen, Crawford, Hancock, Putnam, Richland, and Wyandot.

The Ohio Emergency Management Agency and FEMA will coordinate assistance that includes: grants for temporary housing, home repairs and other expenses; low-interest loans from the U.S. Small Business Administration; and matching federal funds for hazard mitigation measures statewide.

FEMA said that residents and business owners who sustained losses in the designated counties can begin applying for assistance by registering online at <http://www.fema.gov> or by calling 1-800-621-FEMA(3362) or 1-800-462-7585 (TTY) for the hearing and speech impaired. The toll-free telephone numbers will operate from 8 a.m. to 6 p.m. (local time) Monday thru Sunday. For further information contact: **FEMA (202) 646-4600.**

Treasurer Richard Cordray made \$50 million available last Friday for a program that will allow victims of flooding in northern Ohio to borrow money or refinance their mortgages. The 2007 Renew Ohio Program will reduce interest rates by 3% on loans of up to \$250,000. In addition, farmers and small business owners can apply for interest rate relief

through the Small Business Linked Deposit Program noting the applications will be given priority consideration. The Ohio Treasury currently has about \$500 million available to invest in the program.

Separately, Key Bank partnered with the American Red Cross to establish the Ohio Flood Relief Fund to accept donations to help flood victims.

NATIONAL PREPAREDNESS MONTH 2007

September marks National Preparedness Month 2007, a nationwide coordinated effort encouraging families to take simple steps for emergencies in their homes, businesses and schools. During National Preparedness Month, the Ohio Department of Public Safety (ODPS) will partner with the U.S. Department of Homeland Security, national, state and local organizations to highlight the importance of emergency preparedness and promote community involvement through a wide variety of events and activities.

Both the Ohio Department of Public Safety and U.S. Department of Homeland Security are asking families, schools and businesses to prepare for all types of emergencies from natural disasters to possible terrorist attacks. During National Preparedness Month 2007, there will be four focus areas:

- Week One - September 1-8: Back to School and Ready Kids
- Week Two - September 9-15: Business Preparedness and Ready Business
- Week Three - September 16-22: Multicultural Preparedness (coinciding with the beginning of Hispanic Heritage month)
- Week Four - September 23-30: Home and Family Preparedness (including older and disabled Ohioans, as well as pet owners)

Who should plan the events? The Ohio Department of Public Safety would like county commissioners and the county emergency management agency to convene a planning committee that involves government leaders, schools, libraries, businesses, financial institutions, culturally diverse and special needs communities - just to name a few.

Where do you get the information about National Preparedness Month 2007? Go to www.ready.gov or www.listo.gov (Spanish website). Publications may be down loaded to be printed in your county or ordered from this site. For more information about ordering or downloading publications, please go to www.ready.gov and click on Ready America>Downloading and Ordering Publications. Each organization is limited to ordering 1,000 of each publication. Supplies are limited.

OCTOBER IS DISABILITY EMPLOYMENT AWARENESS MONTH

The Ohio Rehabilitation Services Commission (RSC) would like all counties to join with them to celebrate the skills and talent that people with disabilities bring to the workforce. "Workers with Disabilities: Talent for a Winning Team!" is the official 2007 theme for National Disability Employment Awareness Month, which is observed nationally in October.

How can counties participate? RSC requests that every county in Ohio officially declare October 2007 as "Disability Employment Awareness Month." A memo, fact sheet, and sample proclamation is enclosed with this issue of CIDS for county commissioners. The kick off event for National Disability Employment Awareness Month will be held on October 2, 2007 in the Statehouse Atrium. More information will be available on the RSC website - www.rsc.ohio.gov - at a later date.

Ohioans with disabilities represent an underutilized labor pool of highly skilled and qualified workers ready to make great contributions to the workforce and can play a vital role in helping to improve Ohio's economy. Last year, RSC - a nationally-recognized leader in helping people with severe disabilities to achieve their goal of employment - provided services to nearly 55,000 Ohioans with disabilities and successfully rehabilitated over 8,300 individuals into employment.

For more information please contact Cheryl Cobb, Rehabilitation Services Commission, at (614) 438-1228 or Cheryl.Cobb@rsc.state.oh.us.

ATTORNEY GENERAL'S OPINIONS

SYLLABUS: 2007-025

1. The "good cause" standard described in 1991 Op. Att'y Gen. No. 91-003, under which the executive director of a public children services agency (PCSA) determines whether to grant access to child abuse or neglect investigation records included as confidential records under R.C. 5153.17, is applicable to all PCSA records described in R.C. 5153.17, including records pertaining to matters other than other than child abuse or neglect investigations. (1991 Op. Att'y Gen. No. 91-003, approved and clarified.)

2. A PCSA is responsible for keeping records described in R.C. 5153.17 confidential and may disclose them only as authorized by statute, in accordance with the "good cause" standard described in 1991 Op. Att'y Gen. No. 91-003. If, in conjunction with a criminal proceeding or investigation or a civil proceeding, a PCSA receives a subpoena requesting the disclosure of information that is confidential under R.C. 5153.17, the PCSA, in order to preserve the confidentiality prescribed by statute, may file a motion to quash the subpoena, thereby seeking from the court an in camera review of the PCSA's records and a determination as to whether and to what extent the information may be disclosed.

SYLLABUS: 2007-026

Article II, § 34a of the Ohio Constitution and Am. Sub. H.B. 690, 126th Gen. A. (2006) (eff. April 4, 2007) do not render confidential information about a public employee's rate of pay, the number of hours worked by the employee, or the amount of compensation paid to the employee, nor do they otherwise exempt this information from inspection and copying under R.C. 149.43. Therefore, any person, including any co-worker of a public employee, has the right under R.C. 149.43 to inspect and copy information about a public employee's pay rate, hours worked, and amounts paid.

NEWS FROM OTHER STATES

WISCONSIN STUDY PROPOSES REDUCING COUNTIES FROM 72 TO 18

State Representative Frank Lasee is co-author of a proposal to study reducing the number of Wisconsin counties from 72 to 18. Wisconsin counties were laid out in the 1800s when you drove a horse and buggy to the county seat. According to Lasee, Wisconsin has 1,900 units of local government and more police agencies than the state of California, which he thinks is too much and suggests counties are a good place to start slicing government.

Lasee thinks that town governments are fairly lean and does not think merging cities and villages would eliminate enough duplication of services. Counties run big-ticket operations like jails, courts, landfills and highway departments and offer more consolidation opportunities. In addition, Lasee does not think that residents have the same sense of affiliation with county government they do with their town or city government.

Mark O'Connell, executive director of the Wisconsin Counties Association, says he's not opposed to looking at the number of counties, but Lasee's proposal seems a little simplistic. The bill would create a nine-member task force. The governor would appoint two members; the president of the Senate and Assembly speaker would each name three and one would represent the counties association. O'Connell thinks the committee should include demographers and authorities who will look at how to deliver services in 25 years, 40 years and beyond, when a proportionately smaller work force will generate the revenue government needs to meet the needs of an aging population.

PUBLICATIONS

JUVENILE DETENTION REFORM

The National Association of Counties (NACo) has published *Juvenile Detention Reform: A Guide for County Officials*. This publication covers results-oriented innovation in the juvenile detention system through the use of the Juvenile Detention Alternatives Initiative (JDAI). JDAI is an initiative of the Annie E.

Casey Foundation designed to improve community safety, outcomes for youth at risk, and save county dollars. The Guide was produced by NACo's Community Services Division of the County Services Department. For more information on NACo's criminal justice program, please contact Lesley Buchan at (202) 942-4261 or lbuchan@naco.org.

NACo member counties that would like to order a copy of the Guide should contact Justin Carmody at (202) 942-4279 or jcarmody@naco.org.

CONFERENCES/SEMIANRS

PUBLIC RECORDS LAW SEMINAR-DOWNES, HURST & FISHEL

Due to an overwhelming response to the Public Records Seminar scheduled in Centerville, Ohio on September 5, 2007, there has been a second session scheduled to be held on September 25, 2007 at the Centerville Police Department located at 155 W. Spring Valley Road, Centerville, Ohio. Seating is limited to the first 95 individuals and 30 participants have already registered for this session. To register for this seminar, please contact Bonni Auteri at the telephone number and/or e-mail address listed below. Bonni Auteri, Office Manager, DOWNES, HURST & FISHEL, 400 S. Fifth Street, Suite 200, Columbus, Ohio 43215, (614) 221-1216 – Telephone, (614) 221-8769 – Facsimile or via email at bauteri@dhflaw.com.

LABOR RELATIONS SEMINAR BY CLEMANS NELSON

On October 2 and 3, 2007, Clemans Nelson & Associates will present a two-day seminar, Labor Relations I and Labor Relations II at the Pontifical College Josephinum in Columbus Ohio. Both programs start at 8:00 a.m. with registration and coffee, and adjourn at 4:00 p.m.

Labor Relations I: Covers new developments in the negotiation process stemming from recent court rulings, state agency actions, and new regulations under HB 187. It addresses hot issues such as Fair Share, Fitness for Duty, Smiking Ban, negotiating drug testing, safety rules, and comp time.

Labor Relations II: As each year passes, it seems as though the process of "employee" discipline becomes more complex. This flows in part from the increasing complexity of the legal environment, and from a gradual evolution in the thought process of arbitrators, administrative law judges, and courts. This program examines these changes and offers insight as to how the process can be improved by negotiating better discipline articles, and building a better defense on several fronts.

Registration fee is \$189 per program, or register for both for \$325. Register before Sept. 21 or mention CIDS and receive a 10% discount. For more information, a program agenda, or to register contact: Karen Metzger, 800-282-0787, or online at www.clemansnelson.com.

OPC STATE PLANNING CONFERENCE

"Innovations in Planning" is the theme for the Ohio Planning Conference (OPC) State Planning Conference on September 19-21, 2007 to be held at the Columbus Convention Center, 400 North High Street, in Columbus. The Conference is held in conjunction with the Central Ohio Planning & Zoning Workshop. Registration deadline: September 14, 2007. For more information please contact Chris Strayer at (614) 837-1894 or cstrayer@canalwinchester.org or www.ohioplanning.org.

STORMWATER WORKSHOP 2007: CONSTRUCTION SITE RUNOFF CONTROLS

The Toledo Metropolitan Area Council of Government (TMACOG) will host the "Stormwater Workshop 2007: Construction Site Runoff Controls" on September 25, 2007 from 1:00 to 4:30 p.m. Attendees will register and convene at 1:00 p.m. at the Holiday Inn Express, 10621 U.S. Route 20, in Perrysburg. The program begins at 1:15 p.m. with travel to construction sites beginning at 2:00 p.m. Wear appropriate clothing for construction site tours.

Stormwater management is an important part of construction planning and daily practice at construction sites. During this half-day workshop attendees will learn more about what practices work best to control erosion and meet EPA regulations.

Registration fee: \$10 for TMACOG Stormwater Coalition members or \$25 for non-members. For more information please contact Travis Andres, Toledo Metropolitan Council of Governments, at (419) 241-9155 ext 103 or www.tmacog.org. See Events under the "What's Hot" button.

8th ANNUAL OHIO FARMLAND PRESERVATION SUMMIT

On November 1st, 2007, the Ohio Department of Agriculture will host the eighth annual Ohio Farmland Preservation Summit in Reynoldsburg.

The theme of this year's summit is Growing Our Economy through Agriculture, and plenary topics will focus on growing your local economy through food and agriculture, and planning for agriculture. First Lady Frances Strickland will be the lunch time keynote. This year conference planners are building in more time for networking and interacting with other participants and speakers. Lunch and snacks for the conference will be provided by Northstar Café which purchases more than 25% locally grown ingredients and more than 50% organic ingredients.

Interested farmers, landowners, local officials, land trusts, citizens, and agency personnel are encouraged to participate in networking and strategy discussions about how to preserve Ohio farmland.

The summit will be held at the Ohio Department of Agriculture, 8995 East Main Street, Reynoldsburg, Ohio on November 1, 2007, at 9:30 a.m. to 3:30 p.m. Registration and breakfast begin at 8:30 to 9:30 a.m. For additional information about the conference and how to register, go to <http://cffpi.osu.edu/summit> or contact the Ohio Department of Agriculture's Office of Farmland Preservation: 614-728-6210 or farmlandpres@agri.ohio.gov.

It is expected that registration materials will be made available in mid-September. The Planning committee organizations: American Farmland Trust Ohio Field Office; Center for Farmland Policy Innovation, Ohio State University; The Farmland Center; Office of Farmland Preservation, Ohio Department of Agriculture; Otterbein College and Tecumseh Land Trust.

SERB ACADEMY 2007

The State Employment Relations Board (SERB) will hold the SERB Academy 2007 on October 18-19, 2007 at the Holiday Inn, 6001 Rockside Road, in Independence. The SERB Academy is an intensive two-day review of representation, dispute settlement, and unfair labor practice matters, covering the law, the administrative rules, and the day-to-day procedures of the agency. Who should attend? Elected officials, administrators, and other public employer representatives, public employees, officials, and members of employee organizations.

Registration fee: \$280 per person (includes all sessions, course materials, continental breakfasts, breaks, and luncheons). Space is limited to 100 participants. Registration deadline: 5:00 p.m. on October 10, 2007. For more information please contact: SERB Academy, State Employment Relations Board, Research & Training, 65 East State Street - Floor 12, Columbus, OH 43215-4213, (614) 466-2963, fax (614) 466-3074 or www.serb.state.oh.us.

CLASSIFIED ADS

CCAO publishes the County Information and Data Service (CIDS) weekly. Classified ads will be published free of charge as a service to counties. Ads will run for two weeks if space is available. Ads will also be published on the CCAO website at www.ccao.org. When submitting your ad to CCAO please provide a link to the job posting online and a deadline. Please provide a copy of the classified ad by 5:00 p.m. on Wednesday of each week. Transmit the copy to Mary Jane Neiman, CCAO Public Relations Associate, by e-mail mjneiman@ccao.org.



TOP TEN TASKS TO IMPLEMENT IIB 9

- Create or update public records policy and records commission;**
- Revise records retention schedules;**
- Post public records policy in main office;**
- Create and post poster to inform public of location of policy and requests;**
- Provide policy to all personnel with responsibility for public records;**
- Include records policy in employee manual or handbook;**
- Have legal counsel/ attorney available to assist in responses for “legal authority”;**
- Develop guidelines for processing and responding to public records requests;**
- Determine and designate key personnel who will be responsible for public records training and act as designees for elected officials; and**
- TRAIN- TRAIN- TRAIN all staff of the records retention policy and procedure.**