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# CIDS

## County Information and Data Service

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VOLUME XXXXVIII

NO. 3

JANURAY 21, 2011

### DATES TO REMEMBER

JANUARY 24, 2011	CCAO REGIONAL LEGISLATIVE BRIEFING, RED PIG INN, PUTNAM COUNTY (OTTAWA)
JANUARY 24, 2011	CCAO REGIONAL LEGISLATIVE BRIEFING, BASS PRO SHOP, WOOD COUNTY (ROSSFORD)
JANUARY 28, 2011	CCAO REGIONAL LEGISLATIVE BRIEFING, CAFÉ 422, TRUMBULL COUNTY (WARREN)
JANUARY 31, 2011	CCAO REGIONAL LEGISLATIVE BRIEFING, BERRY'S RESTAURANT, HURON COUNTY (NORWALK)
FEBRUARY 4, 2011	CCAO REGIONAL LEGISLATIVE BRIEFING, FRANCIS FAMILY RESTAURANT, GUERNSEY COUNTY (CAMBRIDGE)
FEBRUARY 7, 2011	CCAO REGIONAL LEGISLATIVE BRIEFING, HOLIDAY INN, MONTGOMERY COUNTY (ENGLEWOOD)
FEBRUARY 25, 2010	CCAO REGIONAL LEGISLATIVE BRIEFING, PUMP HOUSE CENTER FOR THE ARTS, ROSS COUNTY (CHILLICOTHE)
FEBRUARY 25, 2010	CCAO REGIONAL LEGISLATIVE BRIEFING, RIVER OAKS GOLF CLUB, CRAWFORD COUNTY (BUCYRUS)
FEB. 27–MARCH 1, 2011	CCAO COMMISSIONERS TRAINING SEMINAR, DEER CREEK CONFERENCE CENTER, PICKAWAY COUNTY (MT. STERLING)
MARCH 5-9, 2011	NACo LEGISLATIVE CONFERENCE, MARRIOTT WARDMAN PARK HOTEL, WASHINGTON, D.C.
MARCH 9, 2011	OHIO CONGRESSIONAL DELEGATION BREAKFAST, RAYBURN HOUSE OFFICE BUILDING, ROOM B-340, WASHINGTON, D.C.
MARCH 14, 2010	CCAO REGIONAL LEGISLATIVE BRIEFING, MARY YODERS AMISH KITCHEN, GEAUGA COUNTY (MIDDLEFIELD)

MARCH 16, 2010

OHIO COUNCIL OF COUNTY OFFICIALS SEMINAR & LEGISLATIVE LUNCHEON,  
STATEHOUSE ATRIUM, COLUMBUS

APRIL 2011

NATIONAL COUNTY GOVERNMENT MONTH

## ASSOCIATION NEWS

### 2011 CCAO STANDING COMMITTEE LEADERSHIP & BOARD OF DIRECTORS APPOINTEES APPROVED

The CCAO Standing Committee leadership and Presidential Board of Directors nominations, appointed by CCAO President David Dhume (Madison), were approved by the CCAO Board of Directors at their organizational meeting on January 21.

#### STANDING COMMITTEE LEADERSHIP

- **Agriculture & Rural Affairs**  
Chair: Chris Abbuhl, Tuscarawas County Commissioner  
Vice Chair: Rich Myers, Henry County Commissioner
- **General Government & Operations**  
Chair: Gary Lee, Union County Commissioner  
Vice Chair: John O'Grady, Franklin County Commissioner
- **Health & Human Services**  
Chair: Paula Prentice, Summit County Council Member  
Vice Chair: Otto Nicely, Defiance County Commissioner
- **Jobs, Economic Development & Infrastructure**  
Chair: Steve Arndt, Ottawa County Commissioner  
Vice Chair: Ted Kalo, Lorain County Commissioner
- **Metropolitan & Regional Affairs**  
Chair: Pete Gerken, Lucas County Commissioner  
Vice Chair: Greg Hartman, Hamilton County Commissioner
- **Public Safety & Criminal Justice**  
Chair: Bob Proud, Clermont County Commissioner  
Vice Chair: Nick Kostandaras, Summit County Council Member
- **Taxation & Finance**  
Chair: Tim Bubb, Licking County Commissioner  
Vice Chair: Ginny Favede, Belmont County Commissioner

#### PRESIDENTIAL BOARD OF DIRECTORS APPOINTMENTS

Tony Anderson, Fayette County Commissioner  
Steve Arndt, Ottawa County Commissioner  
Thomas Graham, Jefferson County Commissioner  
David Hartley, Clark County Commissioner  
Ralph Jennings, Brown County Commissioner  
Ted Kalo, Lorain County Commissioner  
Jim Riepenhoff, Jackson County Commissioner  
Dennis Stapleton, Delaware County Commissioner  
David Wesler, Preble County Commissioner

## NACo's 2011 LEGISLATIVE CONFERENCE – REGISTER TODAY FOR EARLYBIRD DISCOUNT!

The National Association of Counties (NACo) 2011 Legislative Conference will take place March 5-9, 2011 at the Marriott Wardman Park Hotel in Washington, D.C. To get the discount registration rate, register by Friday, January 21.

Featured speakers of this year's Legislative Conference include: Former Congressman Joe Scarborough, aka "Morning Joe" of MSNBC, a signer of the Contract with America, who will provide an insightful look at today's Congress; Paul Ballew, senior vice president, Nationwide Mutual insurance Company, who will discuss the current economic climate and what the near future holds; and Dr. David Brown, director of Integrative Wellness for the Defense Centers of Excellence, who will share his knowledge on service member issues related to deployment and re-integration. To view the descriptions of more than 25 educational workshops, go to [www.naco.org](http://www.naco.org).

Mark your calendars for the **Ohio Congressional Delegation Breakfast** hosted by CCAO on Wednesday, **March 9** at 8:00 a.m. in the **Rayburn House Office Building – Room B-340**. Watch future issues of CIDS and [www.ccao.org](http://www.ccao.org) for more information about the breakfast.

## COMMISSIONERS' TRAINING SEMINAR FOR NEW & VETERAN COUNTY COMMISSIONERS

Register for the "Commissioners Training Seminar for New & Veteran County Commissioners" to be held February 27 to March 1, 2011 at Deer Creek Resort & Conference Center, 2230 State Park Road #20 in Mt. Sterling. Sessions begin late afternoon on February 27 and end at noon on March 1. Join new & veteran colleagues to learn about county government and your responsibilities as county officials. This seminar is hosted by CCAO.

Topics to be studied include:

- Introduction to CCAO and NACo
- Ohio Ethics Law
- Commissioners Meetings, Hearings & Open Government Laws
- Employee Relations Issues: Civil Service & Collective Bargaining
- Courts & Corrections
- County Budgeting & Other Financial Issues
- County Procurement Practices

Registration fee (includes all meals & conference materials): \$100 per person (by Feb 11) or \$115 (after Feb 11).

Room rate: \$85 single/double. Call Deer Creek at (740) 869-2020 for room reservations. Registration materials are attached to this issue of CIDS and are posted at [www.ccao.org](http://www.ccao.org). For more information, contact Mary Jane Neiman, CCAO Public Relations Associate, at (614) 220-7979 or [mjneiman@ccao.org](mailto:mjneiman@ccao.org).

## CCAO REGIONAL LEGISLATIVE BRIEFINGS

CCAO will again be hosting Regional Legislative Briefings for the members of the new 129<sup>th</sup> General Assembly. The purpose of the meetings is to provide legislators and county commissioners with an opportunity to discuss legislative issues affecting county government on a regional basis. The Briefings are organized by State Senate Districts and the House Districts contained within them. Invitations to the members of the General Assembly were sent by CCAO this week but members are encouraged to contact your legislators to

personally invite them to your Regional Legislative Briefing. Listed below are the briefings that we have set up, more dates and times will follow:

- **January 24** – Senate District 1 – Red Pig Inn, 1470 North Perry, Ottawa, 9:00 a.m.
- **January 24** – Senate Districts 2 and 11 – Bass Pro Shop, 10000 Bass Pro Boulevard, Rossford, 11:30 a.m.
- **January 28** – Senate Districts 30, 32, and 33 – Café 422, 4422 Youngstown Road, Warren, 11:30 a.m.
- **January 31** – Senate Districts 13 and 22 – Berry’s Restaurant, 15 West Main, Norwalk, 11:30 a.m.
- **February 4** – Senate Districts 20 and 31 – Francis Family Restaurant, 1038 Wheeling Avenue, Cambridge, 11:30 a.m.
- **February 7** – Senate Districts 4, 5, 6, 10, and 12 – Holiday Inn, 10 Rockridge Road, Englewood, 11:30 a.m.
- **February 25** – Senate Districts 14 and 17 – Pump House Center for the Arts, Yoctangee Park, North Mulberry Street, Chillicothe, 11:30 a.m.
- **February 25** – Senate Districts 19 and 26 – River Oaks Golf Club, 1330 E. Mansfield Street, Bucyrus, 11:30 a.m.
- **March 14** – Senate Districts 18, 27, 28, and 29 – Mary Yoders Amish Kitchen, 14743 N. State Avenue, Middlefield, 11:30 a.m.
- **TBA** – Senate Districts 7, 8, and 9 (Hamilton County)
- **TBA** – Senate Districts 21, 23, 24, and 25 (Cuyahoga County)
- **TBA** – Senate Districts 2, 15, and 16 (Franklin County)

Commissioners will be mailed a packet of information and a registration form next week. For more information please contact John Leutz, CCAO Senior Policy Analyst, at (614) 220-7994, (888) 757-1904 or [jleutz@ccao.org](mailto:jleutz@ccao.org).

## PUBLIC RECORDS & RECORDS COMMISSIONS - COUNTY COMMISSIONERS HANDBOOK CHAPTER UPDATED

Over the decades, CCAO has published four editions of the *County Commissioners Handbook* and distributed copies to all counties. Since the first edition, the *Handbook* has grown to nearly 1,000 pages and publishing an updated copy of all chapters in a timely manner is nearly impossible. Due to technology changes and the high cost of publishing a hard copy, the *Handbook* will be published on our website.

Recently, Chapter 128 – Public Records & Records Commissions was updated. A revised copy has been published on the CCAO website at [www.ccao.org](http://www.ccao.org) > Publications > *County Commissioners Handbook* or click on the *Handbook* button on the front page. For more information about the chapter, contact Josh Hahn, CCAO Senior Policy Analyst, at (614) 220-7982, (888) 757-1904 or [jhahn@ccao.org](mailto:jhahn@ccao.org)

## 2011 CCAO ROSTER UPDATES

Yes, it’s that time again...time to update information for the *2011 CCAO Roster*! Thanks to the 60 counties for updating their information! There have been changes and the accuracy of the data in the *Roster* is of utmost importance.

Newly appointed commissioners and veteran commissioners that want to update their photos should e-mail them in a high resolution, jpg format. If you send an actual photo, please write the name of the person and their county on the back of the photo. Please do not staple, fax photos, or send photos from the newspaper, because the reproduction quality is poor. If you missed the deadline, please send the information ASAP. If you have any questions, please contact Mary Jane Neiman, CCAO Public Relations Associate, at (614) 220-7979, (888) 757-1904, or [mjneiman@ccao.org](mailto:mjneiman@ccao.org)

## **STATE ACTIVITIES**

### OHIO STATEHOUSE SET TO CELEBRATE ITS SESQUICENTENNIAL - 1861 TO 2011

The people of Ohio will celebrate the sesquicentennial of the Ohio Statehouse throughout 2011. The Ohio Statehouse has served as the heart of Ohio democracy for the last 150 years. After 22 years of construction, the Ohio Statehouse was completed in 1861 at the beginning of the American Civil War. One hundred and fifty years later, the Ohio Statehouse continues to serve as heart of Ohio democracy.

The Statehouse is considered to be one of the most significant architectural accomplishments of the early republic. Its Greek Revival Doric architectural details and proportions give the impression of permanence, elegance and grandeur deserved by the original State Legislature who passed a law on January 26, 1838 to build the new Statehouse. Restored to its 1861 appearance, the Ohio Statehouse maintains its historic character as it continues to function as the center of state government in Ohio.

Through educational programs, public forums, arts projects and special events, the Ohio Statehouse Sesquicentennial will provide an opportunity for all Ohioans to learn about the history of the building, events and the people who have come to serve. For more information, visit [www.ohiostatehouse.org](http://www.ohiostatehouse.org)

### CCAO REPRESENTATIVE TO VETERANS ADVISORY COMMITTEE

Pursuant to ORC Section 5902.02(J), the Director of the Ohio Department of Veterans Services must establish an advisory committee to advise and assist the department in performing its duties and responsibilities. One of the members of this committee includes a representative of CCAO. The committee typically holds monthly meetings in Columbus. If you are interested in serving as the CCAO appointment or as an alternate to this advisory committee, please contact CCAO Senior Policy Analyst Josh Hahn at (614) 220-7982 or [jhahn@ccao.org](mailto:jhahn@ccao.org).

## **FEDERAL ACTIVITIES**

### LACK OF CONGRESSIONAL ACTION MEANS REDUCED FUNDING FOR CHILD SUPPORT ENFORCEMENT

The Deficit Reduction Act of 2005 repealed child support enforcement agencies' (CSEA) authority to use earned child support performance incentives as match for federal funds. Congress, as a part of the American Recovery and Reinvestment Act (ARRA), temporarily allowed for child support incentive dollars to be used as federal match. Like many other ARRA provisions, it expired at the end of the 2010 federal fiscal year, on September 30, 2010. Efforts to extend this authority through 2011 have been unsuccessful.

The provision, commonly known as the child support incentive match, allowed states to draw down a 66% federal match for the spending of incentive dollars. With the average annual incentive award being approximately \$30M, the expiration of the match means a loss of approximately \$60M in spending power per year in Ohio. It will take the infusion of state and/or local general fund dollars in the amount of \$20M to permit the county agencies to draw down \$40M of federal funds to fully replace this lost child support enforcement funding.

With counties facing their own stressed budget, and tough decisions to make across the board, there is a limited ability to provide replacement funding for CSEAs in an effort to make up the lost federal incentive match funding. Since this loss in funding represents between 22 and 28% of the local agency budgets, the only way to sustain such a loss will be to reduce staff. The estimates at this time are from 25 to 66 percent reduction in

staff. Many agencies have already been reducing staff over the past few years through attrition, but not to this level.

Of course, staff reductions of this magnitude will result in a loss of dollars being brought into the State and County General Revenue Funds by the child support program. At the local level, there will be a reduction in CSEA contract revenues to courts and law enforcement because with a reduced staff, there will be fewer court actions. Estimates in these reductions are averaging 40% at this time. There may be other lost revenues in the county as well.

At the State level, there will be a loss in child support and medical support collections. There may also be additional burdens on other government programs as the child support program will not be as effective in avoiding some of these costs. Based on the Congressional Budget Office's national estimate completed in 2010, if Ohio is able to replace even half of the funding that had been provided through the child support incentive match, the state would still be facing approximately \$90M per year in reduced child support collections.

While CCAO, the Ohio CSEA Directors' Association, and the JFS Directors' Association are continuing to urge Congress to restore the incentive match, there is not a sense of optimism around success – particularly with Congress' recent focus on deficit reduction and offsets for any new spending in mind.

The associations continue to seek federal and state funds to cover this deficit. However, Commissioners may want to begin discussing contingency plans with their CSEA directors to deal with local impacts in case additional funding does not materialize.

## **NACo ACTIVITIES**

### PLAN FOR NATIONAL COUNTY GOVERNMENT MONTH

This year's theme for National County Government Month (NCGM) in April is "Serving Our Veterans, Armed Forces, and Their Families." A NCGM booklet full of ideas to celebrate NCGM will be sent to member counties later this month. The booklet will contain suggested community activities, a draft proclamation, a sample news release, and many more possibilities. This year, for the first year, NACo will recognize and present an award to three counties for their outstanding NCGM activities. Each of the three winners will win two free conference registrations to any NACo meeting. Details on the award's program can be found in the booklet as well as on NACo's website starting the week of Jan. 17th at [www.naco.org](http://www.naco.org). For more information, contact Jim Philipps, NACo Media Relations Manager, at (202) 942.4220 or [jphilipps@naco.org](mailto:jphilipps@naco.org)

## **CONFERENCES/SEMINARS/WEBINARS**

### UTILITY MANAGEMENT TRAINING FOR LOCAL OFFICIALS

The Ohio Rural Community Assistance Program (RCAP) offers four training seminars for local officials in water & wastewater capacity development. These one-day courses cover technical, managerial, and financial aspects of utility operation and management.

Sessions are provided at NO COST through the Ohio EPA Division of Drinking and Ground Water and approved for Ohio EPA operator contact hours. The seminars are held in each Ohio districts throughout the year.

The Utility Management (February 8 and March 22 & 29) and Financial Management (February 15, March 15 and April 5) sessions have been scheduled. The Asset Management, Budgeting and Rate Setting, and the Applied Asset Management using CUPSS will be scheduled at a later date.

These seminars are designed to assist management of small water systems to meet regulations and customer service expectations along with creating sustainable infrastructure for the future. Visit Ohio RCAP's website at [www.glracap.org/ohio](http://www.glracap.org/ohio) to see dates and locations. You may register for sessions on-line or by contacting Angie Fritz of Ohio RCAP at (800) 775-9767 or (419) 332-8145 to reserve your seat.

### COMMUNITIES WORKING TOGETHER FOR LASTING SOLUTIONS: NACo LAUNCHES LEADERSHIP WEBINAR SERIES

Beginning in February, the NACo Training & Education Division launches the 2011 web-based leadership series on citizen engagement with the first of a three-part program, Working Together for Lasting Solutions. The three webinars are designed to assist county officials as they strive to involve local residents in creating innovative solutions to emerging issues. To register, go to [www.naco.org](http://www.naco.org). Click on Meetings & Education>Web-based Education.

- COMMUNITIES WORKING TOGETHER FOR LASTING SOLUTIONS: INCREASING CIVIC UNDERSTANDING

Increasing the understanding of what county government does and how community members benefit from county services is the first step in building a trusting relationship within your county. This session to be held on Wednesday February 2 from 2:00 to 3:30 p.m. builds on NACo President Glen Whitley's initiative, "County Government Works." Participants will explore tools they can use to forge better connections with individuals and groups. Join the webinar to see how this interactive process builds positive relationships.

- COMMUNITIES WORKING TOGETHER FOR LASTING SOLUTIONS: INCREASING PUBLIC PARTICIPATION

How communities work together to make decisions matters. Engaged community members become more supportive and positive about leadership decisions that affect their lives when they're part of productive interactions that are open and civil. Join NACo on February 9 from 2:00 to 3:30 p.m. where tools will be demonstrated that can use to tackle problems and nurture relationships using a well thought-out process for educating and engaging the public.

- COMMUNITIES WORKING TOGETHER FOR LASTING SOLUTIONS BUILDING EFFECTIVE LEADERSHIP

Effective county leadership reflects the demographic, economic, social and political changes in your community. To respond successfully to these changes, your community leadership needs to represent everyone. Join NACo on February 16 from 2:00 to 3:30 p.m. to explore ways you can diversify your leadership base, as you prepare new leaders for future responsibilities.

### **ATTORNEY GENERAL OPINIONS**

#### SYLLABUS

2011-001

1. For purposes of 12 U.S.C.S. § 1832(a)(2), the entire beneficial interest in an interest-bearing trust account opened pursuant to R.C. 3953.231 is held by those organizations that are eligible to receive financial assistance from the legal aid fund pursuant to R.C. 120.51-.55.



2. For purposes of 12 U.S.C.S. § 1832(a)(2), the Ohio Legal Assistance Foundation is among those organizations that hold a beneficial interest in interest-bearing trust accounts opened pursuant to R.C. 4705.09 and R.C. 3953.231.

## SYLLABUS

2011-002

1. Absent formal action consistent with statute to change the boundaries of Hamilton Township, territory of the township annexed to an adjacent municipal corporation pursuant to R.C. 709.023 remains subject to the special levy for police protection services under R.C. 5705.19(J) that was submitted to township electors in 2003 by the board of township trustees as taxing authority of Hamilton Township and approved by a majority of the township electors voting thereon.
2. If the board of trustees of Hamilton Township, acting as taxing authority of the township, hereafter submits to the electors of the township the question of approving a special levy for police protection services under R.C. 5705.19(J), and if such proposal is approved by a majority of the electors voting thereon, such special levy will apply to township territories that have been annexed to adjacent municipal corporations pursuant to the expedited procedures of R.C. 709.023, absent formal action consistent with statute to change the boundaries of Hamilton Township as a result of those annexations.
3. If the board of trustees of Hamilton Township, acting as taxing authority of the township, hereafter submits to the electors of the township the question of approving a special levy for police protection services under R.C. 5705.19(J), persons residing in those township territories annexed to adjacent municipal corporations pursuant to the expedited procedures of R.C. 709.023 are entitled to vote upon such special levy, absent formal action consistent with statute to change the boundaries of Hamilton Township as a result of those annexations.

## CLASSIFIEDS

### COUNTY ADMINISTRATOR

The Board of Ottawa County Commissioners is taking applications for the position of County Administrator. This is a full-time, unclassified, FLSA exempt position.

This position serves as the chief administrative officer of the County who serves under the direction of the Board of County Commissioners. B.S./B.A. required in business or public administration or closely related field. Master's preferred. Consideration will be given to training and/or experience in an amount equal to the minimum qualifications stated. Must possess excellent written and verbal communication skills, extensive knowledge of and experience in finance/accounting, management/supervision. Also requires valid driver's license and good driving record. A complete job description and employment application are posted at [www.co.ottawa.oh.us/employment](http://www.co.ottawa.oh.us/employment). Starting salary commensurate with experience.

Submit resume, cover letter and completed application to Pamela Courtney, County Human Resources Director, 315 Madison Street, Port Clinton, OH 43452. Applications will be accepted until the position is filled. EEO/DFWP.

### CLERK/MANAGER

The Fairfield County Board of Commissioners is looking for a full-time Clerk/Manager. This position reports to the Board of Commissioners and is responsible for assisting in the administration, enforcement, and execution of the policies and resolutions of the board; attending all meetings of the board; recommending measures for



adoption to the board; analyzing, preparing and submitting reports; assisting the board with financial matters, assisting in preparing, submitting, and administering the budget; preparing the Commissioners' schedule, preparing resolutions, meeting agendas and recording meeting minutes; preparing correspondence and press releases; and communicating with the public.

The position requires a decisive, yet consensus-oriented leader with solid communication skills and a sound business management background who will build constructive working relationships at all levels within County government. Qualified candidates for this position should possess a bachelor's degree and demonstrated knowledge and experience in business administration, communication, public administration or a related area or an equivalent combination of training, education, and experience. Salary will be commensurate with experience within the range of \$50,000 to \$69,000 annually. Applicants should submit a resume, cover letter and a completed Ohio Civil Service Application to Human Resources, 239 West Main Street, Lancaster, OH 43130 by **February 4, 2011**. Applications can be found on-line at [http://www.co.fairfield.oh.us/Employment/Civil%20Service%20Application%20\(new\).pdf](http://www.co.fairfield.oh.us/Employment/Civil%20Service%20Application%20(new).pdf) No phone calls please

DIRECTOR

The Carroll County Commissioners have announced that applications are being accepted for the position of Director, Economic Development Department. This is a full time position. Interested parties should obtain job description and application from the Carroll County Commissioners Office, 119 South Lisbon Street, Suite 201, Carrollton, Ohio: please no telephone inquiries. Office hours are 8:00 a.m. to 4:00 p.m. with lunch 12 to 1 pm Monday through Friday, closed holidays. Application and three copies of your resumes must be returned to the Commissioners Office by **February 4, 2011 by 4:00 p.m.**

COUNTY JOB & FAMILY SERVICES ADMINISTRATOR (DIRECTOR)

The Tuscarawas County Commissioners are accepting applications for the unclassified position of the county job and family services administrator (director) to oversee and maintain all agency functions, programs, and activities in a double combined agency of Public Assistance and Child Welfare.

Completion of undergraduate major core coursework in one of the following or a related field: business or public administration, human services, human resources, psychology, sociology, social work, education or finance or experience in these areas. A Master's Degree is preferred. Also requires an additional five years of administrative/managerial experience to include responsibility for managing the fiscal aspects of an organization, agency, program or operational area and assisting in developing and implementing policies, programs, laws, rules and/or regulations. At least two of the five years must have been as a supervisor over subordinate staff and/or contractors.

Application deadline: **4:30 p.m. February 11, 2011**. For more information go to [www.ccao.org](http://www.ccao.org) and click on classified ads.

<b>CLASSIFIED ADS</b>
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 <a href="http://www.ccao.org">www.ccao.org</a> . 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 at <a href="mailto:mjneiman@ccao.org">mjneiman@ccao.org</a>