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# CIDS

## County Information and Data Service

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OCTOBER 21, 2011

### DATES TO REMEMBER

OCTOBER 28, 2011	CCC/EAPA REGIONAL MEETING, JOHNNY APPLESEED METROPOLITAN PARK DISTRICT, ALLEN COUNTY (LIMA)
NOVEMBER 3, 2011	CCAO JUSTICE & PUBLIC SAFETY COMMITTEE, CCAO OFFICES, COLUMBUS
NOVEMBER 9, 2011	PERSONAL LIABILITY OF PUBLIC OFFICIALS AND EMPLOYEES – CCAO 2 <sup>ND</sup> WEDNESDAY SEMINAR SERIES, CCAO OFFICES, COLUMBUS
DECEMBER 11-13, 2011	CCAO/CEAO ANNUAL WINTER CONFERENCE, GREATER COLUMBUS CONVENTION CENTER, FRANKLIN COUNTY (COLUMBUS)

### ASSOCIATION NEWS

#### CCAO JUSTICE AND PUBLIC SAFETY COMMITTEE TO MEET NOV. 3

Bob Proud, Clermont County Commissioner and Justice and Public Safety Committee Chair, has scheduled a meeting of the committee on Thursday, November 3 at 10:00 a.m. until noon at the CCAO office, 209 East State Street, in Columbus. This meeting is being hosted by the Committee but is open to ALL COUNTY COMMISSIONERS – we encourage at least one commissioner from each county to attend.

The meeting will be dedicated to a discussion of 9-1-1 and is intended to provide critical background information regarding the trends in 9-1-1 technology, the movement toward the Next Generation 9-1-1 system, public perception and expectations, and issues confronting Ohio's management and funding of a 9-1-1 system. All of this information will be particularly important for commissioners to understand as we prepare to lobby for a continuation of the funding of 9-1-1 which currently expires at the end of December 2012.

We are very pleased to have Kathy McMahon, the Technical Services Manager for APCO International (The Association of Public-Safety Communications Officials – International), in Columbus to meet with our members and lead the presentation/discussion. Also attending will be Marianne Townsend, Chief of Telecommunications and Ohio Interim 9-1-1 Coordinator for the PUCO, who will discuss the results of the Ohio 9-1-1 Council Data Request and the 9-1-1 Council's report being prepared to submit to the Ohio General Assembly regarding 9-1-1 funding.

Please RSVP to confirm your attendance to Amanda Jones, CCAO Administrative Assistant, at (614) 220-7985 or [ajones@ccao.org](mailto:ajones@ccao.org)

### CEBCO RENEWAL NUMBERS FANTASTIC FOR 2012

CEBCO held their rate renewal meeting on Friday, October 7, 2011. It was announced that Fulton County was joining the program bringing the total number of counties to 24. The renewals were fantastic this year for the CEBCO members. The ranges of the increases for the counties were between 1 and 6.5 percent before RX rebates were applied. After the rebates, the highest percentage increase any county is paying is 4.9 percent. There were five more counties under 4.9 percent. CEBCO currently covers about 9,500 county employees and when dependents are added that number is 26,000 lives covered. By stabilizing premiums, CEBCO has greatly assisted counties during these turbulent economic times. CEBCO has another successful year!

### CEBCO'S WELLNESS PROGRAM BEGINS DISTRIBUTION OF GRANT FUNDS

The County Employee Benefits Consortium of Ohio (CEBCO) has awarded its participating counties \$14,861 for wellness programming since the launch of the Wellness Grant Program in June of this year. An additional \$68,000 has been given to 17 out of the 23 CEBCO member counties for administrative costs to those counties that have completed applications and appointed a County Wellness Coordinator to work with CEBCO to in a combined effort to raise awareness.

CEBCO was formed by CCAO in response to the rising cost and unpredictability of the health insurance market for county government. In 2010, a \$250,000 grant was approved by the CEBCO Board of Directors from member's equity to be used for the sole purpose of establishing wellness initiatives.

In February 2011, CEBCO hired a Wellness Coordinator, Kathryn Knight, LSW, CCWC, to assist with the development and implementation of wellness initiatives for the participating CEBCO counties. Kathryn is available to all 23 counties to serve as a resource in the strategic planning of programming, events, evaluation, and to oversee the Grant Program both internally and externally. "I am very encouraged by the insight that CEBCO has regarding health and wellness and I am anxious to begin this journey with our counties," said Kathryn, "we have never seen healthcare costs or healthcare issues this critical before and wellness can no longer be optional.....we must change."

The CEBCO Wellness Grant Program is an ongoing reimbursement program that is funded annually. Counties are required to create a 12-month plan, maintain budget, and evaluate the programs throughout the year for eligibility. Grant amounts are based upon the number of employees enrolled on the CEBCO health plan in the first quarter of the benefit year. For more information, contact CEBCO at (614) 221-5627 or (888) 757-1904.

### 2nd WEDNESDAY SEMINAR SERIES: PERSONAL LIABILITY OF PUBLIC OFFICIALS AND EMPLOYEES

CCAO encourages commissioners and other county officials to attend the next CCAO 2nd Wednesday Seminar Series on "Personal Liability of Public Officials and Employees" on November 9, 2011 from 9:30 a.m. to 12:30 p.m. The 2nd Wednesday Seminar Series is held at the CCAO offices, 209 East State Street, in Columbus.

Mark Landes and Derek Haggerty of the law firm of Isaac Brant Ledman and Teetor LLP will provide an in depth discussion of public official liability for public money, the extent of individual liability of public officials to lawsuits, and the limitations of officeholder's bonds in protecting officeholders from liability. Other topics handled by these experienced lawyers include how audit findings for recovery may expose public employees to the loss of their job, savings, and in limited circumstances their public pension when money has been illegally expended, not collected, misappropriated or stolen; procedures for removal of officeholders from office;

and defense and indemnification of office holders. Ginny Shrimplin, Marketing Manager for the County Risk Sharing Authority will discuss insurance options to protect public officials from liability.

The 2nd Wednesday sessions are designed to be very interactive, allowing ample opportunity for attendees to ask questions and have dialogue directly with speakers. All sessions are free and parking is available in the lot adjacent to the CCAO office. Program details are posted at [www.ccao.org](http://www.ccao.org) Coffee will be served during the morning and lunch will be on your own. Best of all, no registration fee will be charged! To register contact Tanya McComas, CCAO Administrative Assistant, at [tmccomas@ccao.org](mailto:tmccomas@ccao.org) Please include the name and title of those attending and the county, agency or company they represent.

### CCAO/CEAO WINTER CONFERENCE REGISTRATION INFORMATION AVAILABLE

Join CCAO/CEAO for our 131<sup>st</sup> Annual Winter Conference to be held December 11-13, 2011 at the Greater Columbus Convention Center (GCCC), 400 North High Street, in downtown Columbus. There have been some Conference format changes.

In the past, the Conference has ended on Wednesday at noon. To save county officials time away from the office and additional lodging cost, the Conference will end this year after the Tuesday Luncheon & Closing General Session. All meetings and the trade show will be held at the GCCC instead of the Hyatt Regency. Moving the conference venue opens up more opportunities for exhibitors to participate, because there are no load limits in the exhibit hall.

Another change is the hotel room blocks. The headquarters hotel will be the Hyatt Regency. The Sunday night reception, Monday night karaoke reception, hospitality suites, and a block of hotel rooms are at the Hyatt Regency. Additional blocks of hotel rooms have been held at the Crowne Plaza, Drury Inn, and the Hampton Inn & Suites. Hotel reservation information is located on the conference registration form. Please note the Conference format changes when making your hotel reservations.

CCAO/CEAO is pleased to announce that U.S. Senator Sherrod Brown has accepted our invitation to speak at the Monday, December 12 Luncheon and Opening General Session. In addition, Mark Kvamme, President & Interim Chief Investment Officer of JobsOhio, will speak at the Tuesday, December 13 Luncheon and Closing General Session.

### **Monday, December 12**

#### **CCAO Sessions**

- Tools for Counties – Auditor of State Policy Initiatives (129th General Assembly)
- Planning for Your Retirement
- SB 5 – Collective Bargaining (*if the law is not repealed*) or Reducing Workplace Staff Through Layoffs & Other Actions (*if the law is repealed*)
- Energy Conservation
- Wellness Initiative: “W.I.F.M.” What’s in it for me?
- Impact of the Great Recession of Property Tax Revenue; Revenue Projections for Counties from Casinos
- HB 66 – Sentencing Reform & Justice Reinvestment
- Government Structure Reform
- Employee Discipline & Best Practices for Workplace Investigations

#### **CCAO/CEAO/Affiliate Session**

- OPERS for Soon-to-be Retirees

**CCAO Annual Business Meeting & Election of Officers** will be held on Monday morning at 11:00 a.m.

**CCAO/CEAO Reception, Banquet & Installation of Officers** will be begin on Monday evening at 5:00 p.m.

**Tuesday, December 13**

**District Meetings** – NW, SW & SE Commissioners & Engineers and the NE District Commissioners Associations will meet on Tuesday morning.

**CCAO Sessions**

- CCAO Legislative Update and “Work Participation Rates & a Potential Financial Penalty for Ohio”
- Shared Services: Changing the County Service Model Delivery Through Partnerships
- Oil & Natural Gas Developments: What the Frack are You Talking About? What Shale We Do?
- Solid Waste Law Revisited: Changes on the Horizon?

The agenda and registration materials have been posted at [www.ccao.org](http://www.ccao.org) Click on the article on the front page. ***There have been a number of changes in the conference format, so please take some time to read the agenda.***

**CCAO AFFILIATE ACTIVITIES**

**LAST 2011 CCC/EAPA REGIONAL MEETING TO BE HELD IN ALLEN COUNTY ON OCTOBER 28**

Throughout the year, the County Commissioners’ Clerks and Engineer’s Administrative Professional Association of Ohio (CCC/EAPA) have scheduled regional meetings to share information and network with other clerks. CCC/EAPA is comprised of county commissioners and engineers’ office staff. All commissioners’ clerks and engineers’ administrative professionals are welcome to network with this most informative organization. The board works hard to provide educational workshops and training opportunities at conferences.

Regional information and networking luncheon meetings are a priority with CCC/EAPA. Topics will vary at each meeting and are held on Friday’s beginning at 10:00 a.m. until 2:30 p.m. CCAO/CEAO sponsors the lunch. The final regional meeting will be held:

**OCTOBER 28, 2011 - ALLEN COUNTY**

Johnny Appleseed Metropolitan Park District, 2355 Ada Road, Allen County (Lima) ***(Note address change!)***

Kelli Singhaus, Clerk/Administrative Assistant, Allen County Commissioners, (419) 228-3700 ext 8827 or [ksinghaus@allencountyohio.com](mailto:ksinghaus@allencountyohio.com) or Laura Redick, Account Clerk and Receptionist, Allen County Engineer’s Office, (419) 228-3196 or [lredick@allencountyohio.com](mailto:lredick@allencountyohio.com)

Please email suggestions for agenda items to Carolyn Hauenstein, Clerk, Erie County Commissioners at (419) 627-7675 or [chauenstein@eriecounty.oh.gov](mailto:chauenstein@eriecounty.oh.gov) or Rhonda Slauterbeck, Clerk, Ottawa County Commissioners at (419) 734-6720 or [rlauterbeck@co.ottawa.oh.us](mailto:rlauterbeck@co.ottawa.oh.us) Bring any forms to the meeting that may be useful to share with other counties.

To obtain additional information about the CCC/EAPA, or if you are interested in serving on one of the committees, please contact CCC/EAPA President - Gail Crossen, Clerk, Ashland County Commissioners, at (419) 282-4220 or [gcrossen@ashlandcounty.org](mailto:gcrossen@ashlandcounty.org) or [www.ccc-esao.org](http://www.ccc-esao.org)

## STATE ACTIVITIES

### OBM ON-LINE SHARED SERVICES SURVEY DUE OCTOBER 14 - 28

Across the public sector, state and local government agencies are being asked to do more with less during challenging economic times in an effort to deliver essential public services in more efficient and effective ways. 'Shared services' is one means by which many publically-supported organizations are finding ways to achieve streamlined operations, administrative cost savings and improve service delivery to Ohio taxpayers.

Am. Sub. H.B. 153, the FY 2012-2013 biennial state operating budget for Ohio, was passed and enacted in June 2011 and requires the Director of the Governor's Office of 21st Century Education to conduct a shared services survey of Ohio's school districts, community schools, STEM schools, chartered nonpublic schools, joint vocational school districts, and other educational service providers and local political subdivisions by October 15, 2011. This survey will be utilized to collect baseline data on existing shared services arrangements as well as to identify where there may be opportunities to do more.

There are several purposes for this survey:

- To identify and celebrate ways that publically-funded organizations across Ohio are CURRENTLY sharing services and/or have PLANS to share services;
- To identify best practice shared services delivery models where there is potential for near-term cost savings and improved service delivery that can be replicated;
- To identify obstacles and barriers to successful sharing of services; and
- To identify the conditions for success that characterize successful shared services.

Please take a few minutes to complete this survey that is being conducted by the Office of Budget and Management. If you need clarification about the survey, contact Andy Shifflette at the Office of Budget & Management (614) 466-2181 or [andy.shifflette@obm.state.oh.us](mailto:andy.shifflette@obm.state.oh.us) Direct all technical questions to Emily Buser at the Ohio Department of Education at [Emily.Buser@ode.state.oh.us](mailto:Emily.Buser@ode.state.oh.us) The survey will "time-out" if left idle for too long and you will have to restart the survey if this happens. The survey can be accessed online at: <http://survey.education.ohio.gov/se.ashx?s=60DA72701C32FD35>

Participants will have until October 28, 2011, to complete the survey. Results will be included in the plan and recommendations released in December. The Administration is working closely will all interested stakeholders to ensure the survey results reflect the current state of shared services and accurately identify new opportunities for collaboration. As of last count, the recorders have submitted the most surveys!

In preparation to complete the survey, respondents should be prepared to provide the following information:

- Your organization's 2010-11 Total Annual Operating Expenses;
- Identification of your organization's collaborative or shared service projects;
- The amount spent or purchased in 2010-2011 through a shared service arrangement provided by another governmental entity;
- The amount of your 2010-2011 total annual revenue generated by providing shared services and other consortia programs or services to another governmental entity; and
- Information about your core technology systems.

It is recommended that you have this information prior to completing the survey. Your direct and candid responses will assist the state in developing the appropriate policies and related support systems to ensure the ongoing delivery and sustainability of essential public services to all Ohioans.

Attached at the end of this report is a FAQ sheet and a hard copy of the survey. The survey must be filled out on-line, no hard copies can be submitted.

## **FEDERAL ACTIVITIES**

### COUNTDOWN TO NATIONWIDE EAS TEST: IS YOUR COUNTY READY?

The Federal Communications Commission (FCC) and the Federal Emergency Management Agency (FEMA) will conduct the first-ever, nationwide test of the Emergency Alert System (EAS) November 9, 2011 at 2:00 p.m. In existence since 1994, the EAS is an alert and warning system designed to transmit emergency alerts and warnings to the public at the national, state and local levels.

EAS participants broadcast alerts and warnings regarding weather alerts, child abductions and other types of emergencies. EAS alerts are transmitted over radio and television broadcast stations, cable television and other media services. The purpose of the test is to assess the reliability and effectiveness of the system as a way to alert the public during nationwide emergencies.

Although local and state components of the EAS are tested on a weekly and monthly basis, there has never been an end-to-end nationwide test or a national activation of the system. It's crucial to know whether the system will work as intended should public safety officials ever need to send an alert or warning to a large region of the United States. Only a top-down, simultaneous test of all components of the EAS on a nationwide basis can do this. Additional information can be found at [www.fcc.gov/encyclopedia/emergency-alert-system-nationwide-test](http://www.fcc.gov/encyclopedia/emergency-alert-system-nationwide-test)

### ACTION NEEDED! HOUSE VOTE TO REPEAL THE 3 PERCENT WITHHOLDING REQUIREMENT

Contact Your Representatives and Urge them to Support H.R. 674. On October 13, the House Committee on Ways and Means approved H.R. 674 by voice vote. The bill repeals the 3 percent withholding requirement that was passed in Section 511 of the Tax Increase Prevention and Reconciliation Act of 2005. The deadline for implementation of the requirement is set for January 1, 2013. This costly unfunded mandate requires many counties to act as agents of the IRS since they will collect 3 percent from all payments over \$10,000 for goods and services and then remit the amounts to the U.S. Treasury. There is no federal assistance provided to help counties purchase the equipment and train the necessary personnel to have the systems in place to comply with the requirement.

Already identified as a priority for the fall agenda by Majority Leader Eric Cantor (R – Va.), NACo has learned that House leaders are hoping to have floor consideration of the bill the week of Oct. 24.

We urge you to contact your Representative and urge their support of H.R. 674. Click here (<http://www.capwiz.com/naco/callalert/index.tt?alertid=55011571&type=CO>) to take action. For questions or more information please contact Mike Belarmino at (202) 661-8840 or [mbelarmino@naco.org](mailto:mbelarmino@naco.org).

## **NACo ACTIVITIES**

### HEALTHY COUNTIES INITIATIVE

NACo's Healthy Counties Initiative aims to enhance public/private partnerships in local health delivery, improve individual and community health, and assist counties to effectively implement federal health reform. The NACo Healthy Counties Initiative engages county officials and private sector partners across the country to:

- Take a leadership role in implementing health reform at the county level;

- Enhance coverage, access to and coordination of health care for vulnerable populations in the community, including health services in hospitals, community health centers and county jails, while focusing on cost-containment strategies;
- Promote community public health, prevention and wellness programs, including increased physical activity and healthy eating;
- Participate in the national transition to health information technology and telemedicine; and
- Offer information, ideas and solutions for county government employee and retiree health benefits and programs.

NACo's Healthy Counties Initiative directly complements NACo President Lenny Eliason's (Athens County, OH Commissioner) selected presidential initiative. As NACo President, Commissioner Eliason will focus on "Healthy Counties," a county by county public awareness campaign to promote healthy living and lifestyle choices in communities across the country. The initiative will provide counties with prevention and health promotion resources to develop local efforts that can reduce the incidence of chronic diseases improve overall community health and ultimately lessen the cost burden on county health care services.

NACo's Healthy Counties Initiative is guided by the Healthy Counties Advisory Board, which is comprised of county officials and staff who are health leaders at NACo and corporate partners. The public/private Healthy Counties Advisory Board will assist NACo in identifying the priorities and activities of the Healthy Counties Initiative and will provide input and expertise on program implementation.

The initiative's planned activities for the coming months include webinars and an educational forum featuring topics related to helping counties build and maintain healthy communities. For links to more information go to [www.naco.org/programs/csd/Pages/HealthyCountiesInitiative.aspx](http://www.naco.org/programs/csd/Pages/HealthyCountiesInitiative.aspx)

#### RURAL ACTION CAUCUS SETS PRIORITIES FOR 2012

NACo's Rural Action Caucus (RAC) Steering Committee met in Saginaw County (Frankenmuth), Michigan, October 13 - 15 to set its 2012 legislative priorities. RAC decided to focus its advocacy efforts in 2012 on five key issues:

1. Relief from Unfunded Mandates;
2. Farm Bill Reauthorization;
3. Surface Transportation/Aviation Reauthorization;
4. Rural Healthcare/Substance Abuse; and
5. The Secure Rural Schools & Self Determination Act/PILT.

NACo's Rural Action Caucus is a bipartisan coalition of rural elected officials, who strive to enhance the quality of life in rural counties through effective federal legislation. For more information, contact Erik Johnston, NACo Associate Legislative Director, at (202) 942-4230 or [ejohnston@naco.org](mailto:ejohnston@naco.org)

#### 'GREEN PURCHASING' TOOLKIT FOR COUNTIES

NACo has partnered with several "green purchasing" leaders to develop the most comprehensive resource to help your county save money by purchasing green products. The County Green Purchasing Toolkit is an interactive web-based resource that can help you find green products, set goals, develop effective policies, educate officials and staff, and learn from other counties' successes. To access, go to <http://www.uscounties.org/GreenPurchasing/index.html> For more information, contact Jared Lang, Program Manager – Green Government Initiative, at (202) 942-4224 or [jlang@naco.org](mailto:jlang@naco.org)

## **SEMINARS/WEBINARS**

### **REDUCING YOUTH DETENTION POPULATIONS & INCREASING COST SAVING OPPORTUNITIES**

Juvenile Detention Alternative Initiative (JDAI) core strategies has been proven to reduce the use of detention, reduce costs, increase system fairness and improve the juvenile justice system overall without compromising public safety. By conducting a deeper analysis of your county's overall detention system and determining which youth are being placed in secure detention and why, the information gained from this webinar may reveal gaps or unneeded procedures that contribute to the inefficiencies and high costs associated with running detention systems. By safely minimizing detention, local personnel and officials can effectively reduce unnecessary detention of youth into the system and better invest public resources in the juvenile justice system. JDAI has proven that juvenile detention rates can be dramatically reduced without a corresponding increase in juvenile crime.

Join NACo for a webinar on Thursday, October 27, 2011 from 2:00 to 3:15 p.m. to find out how you can use JDAI strategies to lower your county's juvenile detention population and increase cost savings. For more information contact Rebecca Hsieh, NACo Community Services Associate, at (202) 942-4279 or [rhsieh@naco.org](mailto:rhsieh@naco.org) Register online at <https://www2.gotomeeting.com/register/713635562>

### **OHIO VOAD FALL CONFERENCE**

Join the Ohio Voluntary Organizations Active in Disaster (VOAD) on Wednesday, November 16, 2011 for the "Ohio VOAD Fall Conference" at Greenwood Lake Camp & Retreat Center, 3540 Lake Street, in Delaware. Registration and a continental breakfast begins at 8:00 a.m. Sessions start at 9:00 a.m. and end at 4:00 p.m. Lunch will be provided. Workshop topics (subject to change): Client Assistance Network, Spiritual Care and Emotional Care in Disaster, Long Term Recovery Committee 101, Communicating with Our Communities, Faith Based and Diversity, Ohio Citizen Corps, and Animals in Disasters.

Registration fee: \$25 (includes continental breakfast and lunch). Registration deadline: November 7, 2011. To register, go to <http://ohiovoad.org/wp/> and click "OH VOAD Conference." For more information, please contact Rebecca Owens, Catholic Charities Diocese of Toledo, 2 Smith Avenue, Mansfield, OH 44905, (419) 524-0733 ext. 225, fax (567) 247-5459 or [rowens@toledodiocese.org](mailto:rowens@toledodiocese.org)

## **ATTORNEY GENERAL OPINIONS**

### **SYLLABUS**

2011-037

Revenue derived from a sales and use tax levied pursuant to R.C. 5739.026 and R.C. 5741.023 to provide additional revenue for the constructing, equipping, furnishing, operation, and maintenance of an adult detention facility may be expended by a county to purchase video equipment for conducting arraignments.

## **CLASSIFIEDS**

### **SOLID WASTE MANAGEMENT DISTRICT COORDINATOR**

The Board of County Commissioners of Wyandot County seeks a district coordinator for the Solid Waste Management District. The Solid Waste Management District operates the recycling center, accepting and processing recyclable materials for Wyandot County such as paper, glass, plastics, cans, etc. and holding special waste events (hazardous household waste, scrap tires, etc.).



Under administrative direction, the District Coordinator plans, organizes and directs the District's operations as prescribed by the Ohio law including but not limited to: developing and monitoring the District budget, writing and administering grants, project management, and the marketing of programs and services.

Bachelor's degree in environmental science, engineering, public administration, or business with at least three years progressive experience in public administration, including supervisory experience and personnel management: or an equivalent combination of education, training, and experience. Knowledge of solid waste management and Ohio solid waste regulations preferred. Salary commensurate with experience.

Interested applicants can request an employment application be sent to them by contacting the Wyandot County Solid Waste Management District Office at (419) 396-3541 ext. 103, at the Wyandot County Commissioners' office or online at [www.wyandotrecycles.org](http://www.wyandotrecycles.org) A properly completed application and resume with references must be submitted to the Wyandot County Board of Commissioners, 109 South Sandusky Avenue, Upper Sandusky, OH 43351 attention: Mr. Mike Wheeler no later than **October 27, 2011**, to be considered. EOE.

### JFS DIRECTOR

Applications are being accepted for the position of Director of the Delaware County Department of Job and Family Services. This individual is responsible for directing and overseeing the departments within the Department of Job and Family Services including but not limited to; personnel, program compliance and budgeting. The Director establishes and accomplishes human services objectives by researching opportunities and problems, recommending strategies to the management team and the Board of Commissioners, inaugurates programs and processes while meeting fiscal requirements and evaluating and reporting results. Qualified applicants must have a Bachelor's degree in Business Management, Human Services, Social Services, Education, Public Administration or related field and preferably post-graduate degree in a related field. Also requires a minimum of five years administrative/managerial experience to include responsibility in assisting in the development and implementation of policies, programs, laws, rules and/or regulations combined with a minimum of three years managing and leading subordinate personnel. Job qualifications and an employment application can be obtained from [www.co.delaware.oh.us](http://www.co.delaware.oh.us), at the Delaware County Human Resources Department, 10 Court Street, 2<sup>nd</sup> Floor, Delaware, OH 43015, or by calling (740) 833-2120. Application deadline: **November 9, 2011**. EOE .

### GIS COORDINATOR

The Hardin County Board of Commissioners is seeking a qualified individual for the position of GIS Coordinator for the Hardin County Geographic Information System (GIS) Department. The GIS Coordinator will be responsible for coordinating and disseminating GIS data; developing customized maps, view, coverage and integrating GIS layers; establishing various databases; developing and implementing County GIS standards; conducting needs assessments of GIS equipment/software; tracking County GIS projects.

This position requires an Associate's degree plus two years of GIS related experience or a Bachelor's degree in geography, computer science, or related field preferred. Direct experience in GIS or related fields may be considered in lieu of education. Familiarity with AutoDesk & ERSI software. Knowledge of computer hardware/software troubleshooting & programming techniques for geographic analysis preferred. Must possess a valid Ohio Driver's License. Salary is negotiable and is commensurate with education & experience, benefits package included. Qualified applicants may be subject to pass an employment physical, alcohol and or drug screen. Submit a cover letter and resume by **Friday, October 28, 2011** to the Hardin County Commissioners, One Courthouse Square, Suite 100, Kenton, OH 43326 to be considered. EOE.

## SR. HUMAN RESOURCES MANAGER

Plans, directs/coordinates functions and operations of Labor/Employee Relations and Classification/Compensation divisions of the HR Department; develops and implements department goals, objectives, policies/procedures; establishes/monitors department quality control standards/procedures; assigns work and coordinates work flow; prepares/monitors department budget; may serve as HR Director in his/her absence, or act for director with regard to HR matters.

Bachelor's degree in public administration, human resources management or related field, and two years experience in management or administration which indicates a comprehensive knowledge of government process; Ohio Civil Service laws, rules and regulations; federal, state and local human resources requirements; personnel administration; employee benefits; and labor/employee relations; must be able to apply this knowledge to practical work situations and sensitive personnel issues through effective human relation skills. Apply in person or send your resume/application to Hamilton County Human Resources Department, 138 E. Court Street, Room 707, Cincinnati, OH 45202, fax (513) 946-4720 or apply online at <http://www.hamiltoncountvolio.gov/personnel/employmentapplication.asp>. Application deadline: **October 25, 2011**. EOE.

## COUNTY HOME ADMINISTRATOR

The Wyandot Commissioners are accepting applications for a County Home Administrator for a 100-bed facility. Applicants will not only have a passion for serving our residents but also leadership ability to direct our team of staff! Responsibilities: plans, directs and coordinates operation of Wyandot County Skilled Nursing & Rehab Center. Ensures compliance of facility with federal and state regulations; prepares and maintains documentation. Community involvement extremely important. Requirements: Minimum Bachelor's degree with three years or more experience in a nursing home and/or care center setting. Possess OLNHA. Application deadline: **November 11, 2011**. Applications and job descriptions can be picked up at the Commissioners' office, 109 S. Sandusky Avenue, Upper Sandusky, OH 43351 or at [www.co.wyandot.oh.us](http://www.co.wyandot.oh.us)

## DIRECTOR OF FACILITIES MANAGEMENT

Warren County is in search of a full-time, unclassified director of facilities management to oversee project management of new construction and reconstruction; schedule staff and assignment of employees including custodial services and building maintenance staff as required; and to ensure the safety and operation of County buildings including OSHA safety. Any combination of training and/or work experience which evidences a thorough knowledge of various construction trades, maintenance, grounds and custodial techniques, procedures, applications, products and equipment. Must possess good communicative abilities, both verbal and written and have good managerial judgment skills. For more information go to [www.co.warren.oh.us](http://www.co.warren.oh.us) Applications will be accepted until the position is filled. EOE.

### **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](http://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 at [mjneiman@ccao.org](mailto:mjneiman@ccao.org)



# Office of Budget and Management

John R. Kasich  
Governor

Timothy S. Keen  
Director

## RSS Frequently Asked Questions

### 1. Do “shared services” include outsourced services?

Shared services can include outsourced services, if that outsourcing to a private entity is shared with another public organization to achieve an economy of scale before bidding. If the “outsourcing” is having another public entity perform a service, that clearly is a shared service.

### 2. Question #4 – In round numbers, what was your organization’s total estimated or actual all-funds operating expenses for your most recent fiscal year?:

- a. Does the definition of "your organization's 2010-2011 total annual operating expenses" mean all funds? Hasn't that information already been reported thru the EFM process?

The definition is intended to get at all funds that are considered operating expenses. While this data may have been reported by school districts even recently in a different format, we are asking all government entities to provide this data for the purpose of this survey.

What are you showing as "all-funds operating expenses"? Do we include a HB 264 expense (\$1.8 million last year)? What about Agency Funds (\$1.3 million Direct Loans to students which we now run through our records)? Rotary Funds expenses?

The reporting of total operating expenses on this survey is completely up to the reporting entity. Reporting entities should use their best professional judgment. In the event that follow-up questions would be asked, it is a good idea to document how you came to the amount reported on the survey.

- b. Would you say the “most recent fiscal year” is FY11?  
“Most recent fiscal year” means the most recently completed fiscal year as opposed to the current fiscal year.
- c. Do you want capital expenditures included with all-funds operating expenses?  
No, capital expenditures should be excluded from all-funds operating expenses.

### 3. Question #5b – Which of the following services you PURCHASE or RECEIVE (check all that apply):

- a. In #5 and #5a there are added words “from publicly funded organizations.” So in #5b, are you asking for services purchased/received from publicly funded

organizations, or simply all services purchased/received from the categories listed?

Entities should report all services that are purchased or received utilizing the “miscellaneous” entry option and not just from the categories listed.

- b. What information is being requested related to core technology systems?

We are trying to get at the level of technology available in an entity such as servers, etc.

**4. Question #5c – In estimated or actual dollars, HOW MUCH did you spend or purchase through shared service arrangements provided by another governmental entity in your most recent fiscal year?**

- a. What is your definition of “shared service arrangements?” Would that include group purchase contracts (e.g., our p-card contract with JP Morgan Chase, contracts for employee assistance provider, dental, vision, etc.)? Our institutions also buy off of state (DAS) contracts – so the contract is provided by DAS, but the service/product is from an external vendor.

The survey includes a definition of “shared services” at the beginning so entities should use their best judgment in determining which services are used by multiple organizations or groups. In this example, the P-card contracts and employee assistance contracts for benefits across several organizations would be considered a “shared service.” A discount received through a state agency, such as the DAS contracts in this example would NOT qualify as a shared service since the discount would apply just to one organization.

- b. Our district contracts with another school district to provide food services to our students. We do not collect or expend funds. How do we report that information?

Your district and the other district(s) will have to determine what you are going to report and what they are going to report so that collectively the total cost is recorded in 5(c).\

**5. We just had a meeting with our superintendent. He is saying we report all costs at 100%, not just those identified as specific to the shared services agreement. So in other words, if we provide a nurse for another school district and that nurse spends 50% at the other district and 50% at our district, we are to report all costs at 100% - correct?**

- a. If each district directly pays the nurse 50/50 then the districts would each report the amount of expenses on their financial records.

- b. If one district pays the employee and the other district reimburses the paying district then:
  - i. The district who pays the employee would report 100 % of the cost as an expense and the reimbursement from the other district as shared services revenue.
  - ii. The district making the reimbursement payments would then show that payment as their expense.

## Ohio Shared Services Survey

The term “Shared Services” is used in many different ways. For the purposes of this survey, “Shared Services” is defined as:

“A collaborative strategy, which is fundamentally about the provision of services by an organization where that service had previously been provided separately in more than one organization or group. It is about optimizing staff, equipment and facilities and other corporate or public resources across jurisdictions to standardize processes, improve operational efficiencies and related outcomes. The key is the idea of 'sharing' within an organization or group of public sector organizations.”

Examples of shared services include, but are not limited to, the following: shared use of facilities, shared personnel, cooperative purchasing, insurance consortia, transportation services, information technology, and facilities management; shared personnel, transportation services, information technology, and facilities management; cooperative purchasing; insurance consortia; and shared use of facilities.

The survey questions that follow are organized into four broad categories as follows:

1) Respondent Information, 2) Current State of Shared Services, 3) Future State of Shared Services, and 4) Public Policy.

**Each organization should only submit ONE survey response. Respondents should plan to complete the survey in one sitting. If the survey fails to advance to the next page due to an extended period of inactivity within the survey tool, respondents will need to resubmit their information. Therefore, please have all required information in advance when preparing to respond to the survey.**

(End of Screen 1)

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### Section I: Respondent Information

1) What is the NAME of your organization?

Name \_\_\_\_\_

2) From the list below, which term best describes your organization? If none of the terms best describes your organization, select “Other” at the bottom of the list and comment in the specify box.

- a. Traditional School District
- b. Joint Vocational School District
- c. Community School
- d. STEM School
- e. Chartered Non-public (Private) School
- f. Educational Service Center (ESC)
- g. Information Technology Center (ITC)
- h. Education Technology Center (Ed Tech)

- i. County Office (Commissioner)
- j. County Office (Auditor)
- k. County Office (Engineer)
- l. County Office (Sheriff)
- m. County Office (Recorder)
- n. County Office (Treasurer)
- o. County Office (Coroner)
- p. County Office (Prosecuting Attorney)
- q. County Office (Clerk of Courts)
- r. Municipality or Village
- s. Court
- t. Township
- u. Hospital
- v. College or University
- w. Joint Fire or Ambulance District
- x. Library District
- y. Metropolitan Housing Authority
- z. Park District
- aa. Regional Solid Waste Management Authority
- bb. Regional Transit Authority
- cc. Regional Water and Sewer District or Authority
- dd. Metropolitan Planning Organization
- ee. Council of Governments (COG) not listed above
- ff. Other (please specify) \_\_\_\_\_

(End of Screen 2)

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3) What is the location of the lead agency or headquarters' office for your organization?

Street Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

County \_\_\_\_\_

4) In round numbers, what was your organization's total estimated or actual annual all-funds operating expenses for your most recent fiscal year?

\$ \_\_\_\_\_

(End of Screen 3)

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## Section II: Current State of Shared Services

5) Does your organization PURCHASE or RECEIVE services from other publicly funded organizations?

Yes >>>> Skip to 5a) From WHICH TYPES of publicly funded organizations did you purchase or receive services?

No >>>> Skip to 6) Does your organization PROVIDE shared services to other public sector organizations?

I don't know >>>> Skip to 6) Does your organization PROVIDE shared services to other public sector organizations?

(End of Screen 4)

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5a) From WHICH TYPES of publicly funded organizations did you purchase or receive services?

[REPEAT ORGANIZATION LIST FROM QUESTION 2]

5b) Indicate which of the following services you PURCHASE or RECEIVE (check all that apply)

### **Technology**

Audio-visual, copier or facsimile equipment purchasing or management

Server, storage or network deployment, management, or operation

Datacenter or colocation of technology infrastructure

End-user device management and support (computers, computer labs, imaging, helpdesk, training)

Application development, database administration, application support

Application hosting



Website design, maintenance, or hosting

Telephone, VoIP and/or Internet services

Computer and software licensing and subscription fees

Data recovery, disaster recovery

Other Technology

## **Administration**

Administrative office space

General Administrative Staff

Grant Administration

Management Staff

Custodial and Maintenance Staff

Joint Purchasing

Human Resources

Staff contract negotiation

Purchasing of heating fuel

Purchasing of natural gas

Purchasing of electricity

Purchasing of alternative energy

Purchasing of gasoline and diesel fuel

Purchasing of office supplies

Purchasing of maintenance supplies

Food Service operation, hiring, purchases

Food Service RFP and contract award

Business services such as payroll, accounts payable, budgeting

Benefits management

State or federal grant administration and reporting

Insurance - general liability

Insurance - worker's compensation

Pooled Healthcare

Printing Services

Audit RFP and contract

Other Administration

### **Public Works**

Paving

Infrastructure maintenance

Capital improvements

Stormwater

Planning

Equipment or vehicle purchase

Salt purchase or storage

Snow removal

Other Public Works

### **Public Safety**

Consolidated/joint district

Joint dispatch

Communications system

Equipment purchase

Staffing

Other Public Safety

### **Education – Instructional Support**

Purchasing of educational supplies

Textbook selection and purchasing

Special education

PT, OT, speech and other therapy services

School-based Medicare Health Services Billing

Alternative Education programs

Pre-K Programs

After School Programs

Counseling services

School Nurses or other Health Services

Administrator Professional Development

Teacher Professional Development

Curriculum Development

Teacher Coaching or Mentoring

Ohio Improvement Process or other School Improvement Services

Supervision/Evaluation of Staff

Vocational education services

Music/Art/Physical Education teaching staff

Reading specialists

Library and/or media center staffing

Other Education – Instructional Support

## **Economic Development**

Staffing

Databases/technology

Marketing/advertising/Outreach

JEDD/Revenue Sharing

Land use planning

Corporate/industrial park

Tax incentives

Other Economic Development

### **Health and Human Services**

Executive/administrative staff

Client services staff

Client services equipment

Client service delivery

Other Health and Human Service

### **Fleet Management and Operations**

Transportation operation

Transportation contract RFP and contract award

Vehicle Purchase

Vehicle Maintenance

Vehicle Routing and Dispatch

Other Fleet Management and Operations

### **Facilities**

Administrative space

Client services

Public meeting space

Athletic fields, gymnasiums

Auditoriums, theatre space

Facility maintenance

Facility maintenance RFP and contract award

Capital planning

General security services

Grounds maintenance

Other Facilities

**Miscellaneous**

Other (Please Specify) \_\_\_\_\_

5c) In estimated or actual dollars, HOW MUCH did you spend or purchase through shared service arrangements provided by another governmental entity in your most recent fiscal year?

\$ \_\_\_\_\_

(End of Screen 5)

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6) Does your organization PROVIDE shared services to other public sector organizations?

Yes >>>> Skip to 6a) For WHICH TYPES of publicly funded organizations did you provide services?

No >>>> Skip to 7) Which of the following best describes the level of shared services participation in your organization?

I don't know >>>> Skip to 7) Which of the following best describes the level of shared services participation in your organization?

(End of Screen 6)

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6a) For WHICH TYPES of publicly funded organizations did you provide services?

[REPEAT ORGANIZATION LIST FROM QUESTION 2]

6b) Indicate which of the following services you PROVIDE or SELL to other publicly supported organizations (check all that apply)

[REPEAT SERVICES LIST FROM QUESTION 5B]

6c) In round numbers, how much estimated or actual revenue resulted from providing shared services and other consortia programs or services to other governmental entities in your most recent fiscal year?

\$ \_\_\_\_\_

(End of Screen 7)

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7) Which of the following best describes the level of shared services participation in your organization?

Right level of shared services

Not enough use of shared services

Too much use of shared services

No shared services

I don't know

8) Has a specific collaboration or shared service activity directly resulted in reduced personnel costs as a result of eliminating or combining positions, whether through termination or attrition?

Yes

No

I don't know

9) What is the estimated or actual amount of financial savings from use of shared services by your organization in your most recent fiscal year?

Amount \$ \_\_\_\_\_

I don't know

10) In areas where your organization is CURRENTLY sharing services, has your organization generally improved its quality of services provided to customers?

Yes

No

About the same level of service

I don't know

(End of Screen 8)

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11) In your opinion, what are the most important Conditions for Success in existing or future shared service initiatives? (Check no more than three)

Prior relationship

Resources from external sources

Willing Partners

Shared Governance

Employee Buy-in

A well-researched plan of action

Geographic Proximity

Projected Cost Savings

Privacy/Security

Quality Product/Service

Other (please specify) \_\_\_\_\_

12) What are the most significant barriers or obstacles that need to be overcome in existing or future shared services initiatives? (Check no more than three)

Organizational inertia

Legal and/or policy barriers

Existing negotiated agreements

Governance

Issues related to competition

Cost model for the particular service

General budget difficulties

Lack of public support

Geographic obstacles

Job Security and/or Lack of Employee Cooperation

Does not make financial sense

Other (please specify) \_\_\_\_\_

13) How many computing servers does your organization maintain within your organization's facilities by the following types? Please indicate the number for relevant selections. If your organization does not host any physical or virtual servers in your own environment, please type a zero into each category.

Quantity

x86 Server (Standalone, Tower, Rack or single Blade = 1 server) \_\_\_\_\_

Unix or Midrange Server \_\_\_\_\_

Mainframe \_\_\_\_\_

Vmware (ESX or ESXi) \_\_\_\_\_

MicroSoft (Hyper-V) \_\_\_\_\_

Oracle VM \_\_\_\_\_

Linux (KVM) \_\_\_\_\_

Citrix (Xen) \_\_\_\_\_

Other Virtual Machine (please specify details below) \_\_\_\_\_

Other Virtual Machine details

\_\_\_\_\_

(End of Screen 9)

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### Section III: Future State of Shared Services

14) Is your organization currently developing any shared service initiatives that you did not previously have?

Yes >>>> Skip to 14a) Please list the type of agency with which you are currently developing the most significant shared services (check no more than three):

No >>>> Skip to 15) In your view, what would be the most effective state policy levers and/or incentives to get your organization and others to move forward with a more collaborative strategy that utilizes shared services or other operational efficiency strategies?

I don't know >>>> Skip to 15) In your view, what would be the most effective state policy levers and/or incentives to get your organization and others to move forward with a more collaborative strategy that utilizes shared services or other operational efficiency strategies?

(End of Screen 10)

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14a) Please list the type of agency with which you are currently developing the most significant shared services (check no more than three):

[REPEAT ORGANIZATION LIST FROM QUESTION 2]

14b) Please list the most significant shared services you are currently developing (check no more than three):

[REPEAT SERVICES LIST FROM QUESTION 5B]

(End of Screen 11)

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Section IV: Public Policy

15) In your view, what would be the most effective state policy levers and/or incentives to get your organization and others to move forward with a more collaborative strategy that utilizes shared services or other operational efficiency strategies?

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Additional contact Information:

If we have questions or need clarification regarding your responses, which PERSON from your organization is taking primary responsibility for completing this survey?

First and Last Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

(End of Survey)

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