

**Commissioners' Journal**  
**October 27, 2009**

*The Geauga County Board of Commissioners met in session on October 27, 2009 at 10:00 a.m. in the Commissioners' Chambers located at 470 Center Street in Chardon, Ohio.*

*It is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.*

*The Vice President of the Board, Mary E. Samide opened the meeting at 10:04 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.*

*\*Commissioner Young was absent from this session.*

**APPROVE MINUTES**

*Motion: by Commissioner Jemison, seconded by Commissioner Samide to approve and execute the minutes for the meeting of October 22, 2009.*

<i>Roll Call Vote:</i>	<i>Commissioner Jemison</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>
	<i>Commissioner Young</i>	<i>Absent</i>

**APPROVE FINANCIALS**

*Fiscal Specialist Heidi Delaney explained the financials as including a Revenue Certification for the Job and Family Services Family First Council Fund; an appropriation transfer for the Building Department to enable the purchase of four laptops for use in departmental vehicles; cash transfers for September unemployment charges; and two travel requests.*

*Motion: by Commissioner Jemison, seconded by Commissioner Samide to approve and execute Resolution 09-194 itemizing the financials for the meeting of October 27, 2009.*

<i>Roll Call Vote:</i>	<i>Commissioner Jemison</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>
	<i>Commissioner Young</i>	<i>Absent</i>

**JOB AND FAMILY SERVICES – MOTION TABLED - ADVANCE PLACEMENT – NEW HIRE DONETTA MILLER**

*Director Tim Taylor explained that there is a provision in their compensation policy that states when they bring on a new person based on the experience and qualifications above step 3, they must come before the Commissioners for approval. Ms. Miller would be helping with HEAP program through a special grant. They are expecting a large, record turnout for this program. Mr. Taylor added that Ms. Miller retired in August from the department and one of her programs she worked on was HEAP. They would like to bring her back for a short term to help with this program; her previous position was filled after she retired. The question arose if she could be rehired in her same position. County Administrator Dave Lair stated he believed they would have to do an advertisement on her being retired, although he is not sure if it affects part-time. Mr. Taylor stated that she would be coming back as an intermittent or temporary position. Mr. Taylor stated he would get answers to the Board's question and let them know as soon as he gets answers.*

*Motion: by Commissioner Jemison, seconded by Commissioner Samide to table the following motion awaiting further information requested by the Board, "approve and authorize the Job and Family Services Executive Director to offer an advance placement of a new hire Eligibility Referral Specialist I, Donetta Miller, to Step 5 of Pay Grade 6 of the Classification and Compensation Plan of Geauga County Job and Family Services.*

<i>Roll Call Vote:</i>	<i>Commissioner Jemison</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>
	<i>Commissioner Young</i>	<i>Absent</i>

**Commissioners' Journal**  
**October 27, 2009**

TRANSIT DEPARTMENT – OHIO MOTOR FUEL TAX REFUND CLAIM

*Motion:* by Commissioner Jemison, seconded by Commissioner Samide to approve and authorize the Vice President of the Board to execute the Ohio Motor Fuel Tax Refund Claim for Transit Buses for the period July 1, 2009 through September 30, 2009, in the amount of \$2,680.72.

<i>Roll Call Vote:</i>	<i>Commissioner Jemison</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>
	<i>Commissioner Young</i>	<i>Absent</i>

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – NOTICE OF AWARD –  
DEMOLITION OF PROPERTY 14411 WOODLAWN DRIVE

*Motion:* by Commissioner Jemison, seconded by Commissioner Samide to approve and authorize the Vice President of the Board to execute the Notice of Award for Earth Excavating for demolition of property located at 14411 Woodlawn Drive, Newbury, under the Neighborhood Stabilization Program (NSP) Grant, as they represented the lowest and best proposal amount.

<i>Roll Call Vote:</i>	<i>Commissioner Jemison</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>
	<i>Commissioner Young</i>	<i>Absent</i>

AUDITOR – EMAILS RECORD RETENTION

County Auditor Frank Gliha was present to discuss new laws regarding email record retention. Mr. Gliha stated that several months ago they purchased the Exchange product that will allow them to work on email record retention and it is now in the testing environment. There have been some preliminary conversations with the Sheriff's Office, ADP Board and a representative of the Courts to discuss the different requirements for each entity. The Auditor's Office will meet with each elected official to discuss their current retention policy and how to integrate it into what the Auditor's Office is looking at. Preliminary paperwork will be forwarded before they meet. Currently they are discussing a 12 week retention on email and at the end of twelve weeks a decision would have to be made to move, delete or keep for a five year retention. Nothing could be deleted in this five year retention file. The Auditor's Office will come up with a "hybrid" of the twelve weeks, five years and permanent retention to create something everyone can live and work with. Mr. Gliha added that the email retention schedule is critical, but it is email which is important and they want to make sure they keep the right items. They are trying to figure the best approach to maintaining the email in the best timely fashion. This could be a mammoth task but they want to make sure the email is done correctly. Mr. Gliha added that Archives Director, Linda Burhenne has agreed to help, as the records person, to get the email under control. Mr. Gliha explained that he would like to have one, two or three environments (retention file categories) and that's it. Once the plan is put in place there is no going back. Ms. Burhenne would handle the email disposal documentation with the use of a Certificate of Records Disposal. Mr. Gliha added that she will not physically look at everyone's email she just needs to know that we are following the retention policy. Ms. Burhenne handed out the current retention policy to the Board. Mr. Gliha is working on the idea of giving everyone 16 weeks to review their email, on the twelfth week he will send out an alarm stating that everyone has four weeks to review their email to decide on what retention they want for their email. In the 17<sup>th</sup> week everything older than 12 weeks will be gone. This is still in the discussion stage.

OTHER

The Board reviewed calendars and events.

ACKNOWLEDGEMENTS

- a) A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the week ending October 21, 2009 as required by O.R.C. 955.12.
- b) The 2009 Third Quarter Report "Economic State of Geauga" filed by the County Auditor.

Commissioners' Journal  
October 27, 2009

MEETINGS

Tue., 10/27 Budget Hearing for Common Pleas and Court Technology at 10:45 a.m.

Thu., 10/29 The Commissioners will hold regular session.

Tue., 11/3 **The Regularly scheduled Commissioners' meeting is cancelled.**

Thu., 11/5 The Commissioners will hold regular session.

Thu., 11/5 Investment Advisory Board meeting directly after session.

Tue., 11/10 The Commissioners will hold regular session.

Wed., 11/11 **County offices will be closed for general business in honor of Veterans Day.**

Thu., 11/12 **The Regularly scheduled Commissioners' meeting is cancelled.**

Fri., 11/13 NOACA

Mon., 11/16 Family First meeting at JFS

**BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, COMMISSIONER  
SAMIDE ADJOURNED THE MEETING AT 10:36 A.M.**

Geauga County Board of Commissioners

---

Tracy A. Jemison

---

Mary E. Samide

---

William S. Young

---

Claudine Kozenko, Commissioners' Clerk