

THE BOARD OF COUNTY COMMISSIONERS HELD A WORK SESSION ON MONDAY, JULY 11, 2005, WITH COMMISSIONERS ROBERT L. PROUD AND MARY C. WALKER, IN ATTENDANCE.

ALSO IN ATTENDANCE WERE DAVID L. SPINNEY, COUNTY ADMINISTRATOR, CYNTHIA DEWITT, ASSISTANT COUNTY ADMINISTRATOR, JUDITH KOCICA, CLERK OF THE BOARD, AND KAREN SWARTZ, CLERMONT COUNTY COMMISSIONERS' OFFICE.

THE FOLLOWING ISSUES WERE PRESENTED FOR DISCUSSION:

1. Issue – Foster Care Proposed Rate Increase

Additional Attendees - Tim McCartney, Director of the Department of Job and Family Services (DJFS), Sandy Harvey, DJFS Human Resources Administrator, Mike Pride, DJFS Assistant Director and Robert Sander Human Resources Administrator.

Discussion – Commissioner Walker inquired as to why the foster care rates for Clermont County have not been increased. She was further concerned that the rates were not realistic and not competitive with other agencies. Tim McCartney explained that the rates had not been increased after discussion last year due to funding issues. DJFS was awaiting the passage of the bi-annual state budget prior to increasing rates to assure that funds are available for the increase. With the proposed increase, the rates will be competitive with other adjacent counties. Clermont County currently has 45 homes while Child Focus has 70 homes. Mike Pride explained the reimbursement rates for foster care services and the advantages that foster families would have working for the county rather than working for Child Focus or another county. Mr. McCartney expects that the number of foster care homes with the county will increase after the rate increase is approved.

Conclusion/Follow-up Action Needed: Foster care rate increases will be on Tim McCartney's weekly report this week and will be forwarded for Board approval on July 26th.

2. Issue – Department of Job and Family Services' Table of Organization

Additional Attendees – Tim McCartney, Director of the Department of Job and Family Services, Sandy Harvey, DJFS Human Resources Administrator, Mike Pride, DJFS Assistant Director and Robert Sander Human Resources Administrator.

Discussion – Tim McCartney discussed the proposed changes to the current Table of Organization for DJFS. The proposed changes are based on current needs and usage and the future retirement of key personnel. There will be an overall reduction in staffing by eliminating six (6) vacant unfilled positions. The proposed table will also reflect the addition of the Human Resources Administrator, Sandy Harvey. The proposed table will have the addition of a Quality Assurance Division under the direction of Employment Services Connection (ESC). Quality Assurance personnel will train staff in ESC and coordinate with State Auditors during reviews. These efforts would ensure a higher percentage of federal funding for the agency. There will be a shift of two investigators from the Fraud Unit to Income Maintenance workers due to the increase in food stamp assistance since Welfare Reform was enacted. Tim explained that the remaining vacant positions are vacant due to funding constraints and that these positions will be filled if funding becomes available. Tim stated the need for these positions to remain on the table to allow flexibility to increase staffing as needed and as funding permits. Commissioner Walker expressed concerns regarding leaving vacant positions on the proposed table and decisions being made on top department positions without having to get approval from the Board prior to filling the vacant positions. Judie Kocica also expressed concerns regarding the Temporary Work Level (TWL) on the table and that the TWL has expired. Commissioner Walker requested

the Fiscal Division position of Program Administrator, that is currently vacant, be eliminated off of the proposed table. If there is a need for the position in the future, it will be have to be approved by the Board. David Spinney requested that only vacancies that are to be filled in the near future based on available funding remain on the proposed table.

Conclusion/Follow-up Action Needed: Tim McCartney will revise the proposed table to reflect changes as discussed with the Board and submit for Board approval. Commissioner Walker also recommended that the Temporary Work Level policy be discussed at the next Department Head meeting.

3. **Issue – Human Resources Table of Organization Change**

Additional Attendees – Robert Sander, Human Resources Administrator

Discussion – Cynthia DeWitt explained to the Board that currently there are two (2) Human Resources Administrators under the Board's Table of Organization. One position is under the Department of Job and Family Services (DJFS) and the other is under Human Resources (HR). The two positions are in different pay ranges and different departments, yet they have the same title. The proposed table would change the Human Resources "Administrator" to a Human Resources "Director" within the HR Department to accurately reflect the position duties and responsibilities. There will be no pay increase relative to this change.

Conclusion/Follow-up Action Needed: The Board indicated their support for the proposed changes and directed Robert Sander to forward the proposed Table of Organization for Board approval in regular session.

Adjournment

Work Session was adjourned.

**BOARD OF COUNTY COMMISSIONERS
CLERMONT COUNTY, OHIO**

ROBERT L. PROUD, PRESIDENT

MARY C. WALKER, VICE PRESIDENT

R. SCOTT CROSWELL III, MEMBER

DAVID L. SPINNEY, COUNTY ADMINISTRATOR

08/17/05
DATE APPROVED