



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

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***TOM ARISS
PAT ARNOLD SOUTH
DAVID G. YOUNG***

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

MINUTES: Regular Session – July 8, 2014

The Board met in regular session pursuant to adjournment of the July 1, 2014, meeting.

Pat Arnold South - present

Tom Ariss - present

David G. Young - present

Tina Osborne, Clerk - present

Minutes of the July 1, 2014 meeting were read and approved.

- 14-1052 A resolution was adopted to approve end of 180-day Probationary Period and approve a Pay Increase for Matthew Schnipke, Economic Development Specialist within the Warren County Economic Development Administration. Vote: Unanimous
- 14-1053 A resolution was adopted to approve end of 240-day Probationary Period and approve a Pay Increase for Ashley Scott, Protective Services Caseworker II, within the Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 14-1054 A resolution was adopted to hire Jacqueline S. Pettis as an Unit Support Worker II, within the Warren County Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 14-1055 A resolution was adopted to hire Ashley N. Zamora as an Eligibility Referral Specialist II, within the Warren County Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 14-1056 A resolution was adopted to hire Scott M. McAninch as an Eligibility Referral Specialist II, within the Warren County Department of Job and Family Services, Human Services Division. Vote: Unanimous

- 14-1057 A resolution was adopted to enter into an Exclusive and Permanent Drainage Easement with Trails of Shaker Run Owners' Association, Inc. for the Greentree Road Roadway Improvements Project, Phase II. Vote: Unanimous
- 14-1058 A resolution was adopted to approve and authorize the President of the Board to enter into Classroom Training Agreements on behalf of OhioMeansJobs Warren County. Vote: Unanimous
- 14-1059 A resolution was adopted to approve and enter into an amendment to Extend Existing Agreement with Human Services Research Institute on behalf of the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 14-1060 A resolution was adopted to temporarily Terminate Bi-Monthly Sewer Billing to 5982 Socialville Foster Road, Mason, Ohio 45040. Vote: Unanimous
- 14-1061 A resolution was adopted to authorize a Maintenance and Support Contract Renewal Agreement and Addendum between Warren County Board of Commissioners and Century Link on behalf of Warren County Telecommunications. Vote: Unanimous
- 14-1062 A resolution was adopted to authorize the President and/or Vice President of this Board to sign the Satisfaction of Mortgage for Stephanie Santel. Vote: Unanimous
- 14-1063 A resolution was adopted to acknowledge receipt of June 2014 Financial Statement. Vote: Unanimous
- 14-1064 A resolution was adopted to acknowledge payment of Bills. Vote: Unanimous
- 14-1065 A resolution was adopted to approve various Refunds. Vote: Unanimous
- 14-1066 A resolution was adopted to enter into Erosion Control Bond Agreement with M/I Homes of Cincinnati, LLC for improvements in Regency Park, Section 11 situated in Hamilton Township. Vote: Unanimous
- 14-1067 A resolution was adopted to enter into Erosion Control Bond Agreement with Coppage Construction Co., Inc. for improvements in the Grand situated in Deerfield Township. Vote: Unanimous
- 14-1068 A resolution was adopted to approve a Cash Advance and Operational Transfer from General Fund #101 into Fund #479 Airport Construction and approve a Supplemental Appropriation into Fund #479 Airport Construction. Vote: Unanimous

- 14-1069 A resolution was adopted to approve a Cash Advance from County Motor Vehicle Fund #202 into the Bethany Road Widening Project Fund #490 and approve a Supplemental Appropriation into Fund #490. Vote: Unanimous
- 14-1070 A resolution was adopted to approve Operational Transfer from Commissioners Fund #101-1112 into Children Services Fund #273. Vote: Unanimous
- 14-1071 A resolution was adopted to approve Appropriation Adjustment from Commissioners General Fund #101-1110 into Tax Map Department Fund #101-1750. Vote: Unanimous
- 14-1072 A resolution was adopted to approve Appropriation Adjustment within Common Pleas Court – ISP/ILC/PSI/DIV Grant Fund #289. Vote: Unanimous
- 14-1073 A resolution was adopted to approve an Appropriation Adjustment within Prosecutor Fund #101-1150. Vote: Unanimous
- 14-1074 A resolution was adopted to approve Appropriation Adjustment within Probation Supervision ORC 2951.021 – Common Pleas Court Fund #227. Vote: Unanimous
- 14-1075 A resolution was adopted to approve Appropriation Adjustment within the Workforce Investment Act Fund #258. Vote: Unanimous
- 14-1076 A resolution was adopted to authorize payment of Bills. Vote: Unanimous
- 14-1077 A resolution was adopted to establish the Irwin-Simpson Road Sewer Improvement Area, Warren County Sewer District. Vote: Unanimous
- 14-1078 A resolution was adopted to declare official intent with respect to reimbursement of temporary advances made for capital expenditures to be made from subsequent borrowings for the Irwin-Simpson Road Sewer Improvement Area. Vote: Unanimous
- 14-1079 A resolution was adopted to authorize and direct the Clerk to publish Notice of hearing on necessity for the construction of improvements to the Sewer System in the Irwin-Simpson Road Sewer Improvements Area, Warren County Sewer District. Vote: Unanimous
- 14-1080 A resolution was adopted to approve and authorize the President and/or Vice President of this Board to sign Change Order #1 relative to the Design Build Contract with Ferguson Construction for the New Justice Drive Office Building Project. Vote: Unanimous

- 14-1081 A resolution was adopted to continue Public Hearing for Rezoning Application of Otterbein Homes Inc. (Union Village) (Case #2014-02), to rezone approximately 1,430 acres in Turtlecreek Township from "PDP" Planned Development Project, "R3" PUD Multi-Family Residential Planned Unit Development, "R-1" Rural Residential, "B-1" Neighborhood Commercial Business Zone, "B2" Community Commercial Business Zone to "PUD" Planned Unit Development.
Vote: Mr. Young- yea; Mrs. South – yea; Mr. Ariss - abstain

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

Jim Spaeth, Clerk of Courts, was present along with Judge Oda, Common Pleas Court and Jennifer Burnside, Court Administrator, to present the recommendation from the Request for Proposals received for the purchase of a new case management system for the General and Domestic Relations Division of the Warren County Common Pleas Court.

Mr. Spaeth stated that they received seven (7) proposals and that the review committee is recommending Pioneer Technology Group, Sanford, Florida as the recommended company.

Mr. Spaeth presented the letter of recommendation (attached) and stated that he proposes to fund the purchase of the program through a transfer of funds from the Clerk of Courts – Titles excess funds into General Fund.

Mr. Spaeth stated that his option that the system they are not recommending the current system they are utilizing in County Court and surrounding counties due to the excess fees they are being charged and the feeling of being "nickel and dimed" on several occasions. He also stated the option to purchase the new system for County Court at a discounted price should they determine that it would be cost effective.

There was discussion relative to the ability to eliminate paper files with the new system.

Judge Oda explained that the Supreme Court requires the original filed document to be retained. He clarified that, if the document is filed electronically and local rules require electronic filing, there would be no paper file. He also stated that the current files within the court that were originally filed as a piece of paper would not be able to be destroyed.

Upon further discussion, the Board stated their concurrence with the recommendation and authorized Mr. Spaeth to being the contract process.

Mike Bunner, Emergency Services Director, was present along with staff and Ken Haydu, National Weather Service, to recognize Warren County for obtaining Storm Ready Recognition.

Mr. Haydu and Helen Norris, Logan County EMA Director, stated the following :

The StormReady program encourages communities to take a proactive approach in improving local hazardous weather operations.

A few of the benefits include:

- Improving the timeliness and effectiveness of hazardous weather warnings for the Public
- Providing detailed and clear recommendations which will help local emergency managers establish and improve effective hazardous weather operations
- It can also help justify costs and purchases needed to support hazardous mitigation and emergency response plans

The goals that Warren County Emergency Management worked toward include the following:

- Incorporate your community's severe weather threats into your community's hazard mitigation and emergency response plans
- Establish multiple ways to receive severe weather warnings and forecast and to alert the public
- Create a system that monitors weather conditions locally
- Promote the importance of public readiness through community seminars, severe weather spotter training and by conducting emergency exercises

In addition, StormReady is a cooperative effort between Warren County and the National Weather Service. The program emphasizes the necessary flow of information between Warren County and the National Weather Service in the form of severe weather reports and warnings. An improved flow of information results in an improved warning system.

As of today Warren County is one of only 25 counties in Ohio and one of only 3144 Counties or County equivalents Nationwide that are StormReady. This is quite an accomplishment!

Upon discussion, the Board commended the Emergency Services staff for their achievement.

REZONING APPLICATION OF OTTERBEIN HOMES INC. (UNION VILLAGE) (CASE # 2014-02), TO REZONE APPROXIMATELY 1,430 ACRES IN TURTLECREEK TOWNSHIP FROM "PDP" PLANNED DEVELOPMENT PROJECT, "R3" PUD MULTI-FAMILY RESIDENTIAL PLANNED UNIT DEVELOPMENT, "R1" RURAL RESIDENTIAL, "B1" NEIGHBORHOOD COMMERCIAL BUSINESSES ZONE, "B2" COMMUNITY COMMERCIAL BUSINESSES ZONE TO "PUD" PLANNED UNIT DEVELOPMENT

The continuation of the public hearing to consider the rezoning application of Otterbein Homes Inc. (Case # 2014-02), to rezone approximately 1,430 acres (parcel numbers: 12-23-100-014-0; 08-19-400-005-0; 12-24-200-010-2; 12-18-100-001-0; 12-24-200-010-1; 12-24-200-011-1; 12-30-200-011-2; 12-24-200-010-3; 08-13-300-003-0; 12-30-200-003-2; 12-30-200-003-1; 12-30-200-003-3; 12-30-200-003-4; 12-30-200-003-5) located at 580 North State Route 741 in Turtlecreek Township, from "PDP" Planned Development Project, "R3" PUD Multi-Family Residential Planned Unit Development, "R1" Rural Residential, "B1" Neighborhood Commercial Businesses Zone, "B2" Community Commercial Businesses Zone to "PUD" Planned Unit Development was convened this 8th day of July 2014, in the County Commissioners Meeting Room.

Commissioner South opened the public hearing and stated that the Board is in receipt of a request from Otterbein Home, Inc. to continue this public hearing until September 23, 2014.

Ron Neunam, Otterbein Home, Inc., questioned the ability to schedule the public hearing sooner if they are ready to proceed prior to the September 23, 2014, date.

Upon discussion, the Board determined the need to continue to August 12, 2014, and if they are not ready to proceed by that date, the applicant can request an additional continuance.

Upon further discussion, the Board resolved (Resolution #14-1081) to continue the public hearing to August 12, 2014, at 10:30 a.m. in the Commissioners' Meeting Room.

Sheriff Sims was present along with Barry Riley, Jail Administration, to present the recommendation relative to the Request for Proposals issued for the purchase of a new Video Visitation Program within the Warren County Jail.

Sheriff Sims stated that they received four (4) proposals ranging from \$37,400 to \$148,680. He stated that the highest proposal included many extras that are not necessary for Warren County.

Sheriff Sims informed the Board that the lowest proposal allows for the inmates to have the minimum required visits at no cost but any extra would be at a rate of \$.50 per minute paid by the inmate and/or family member.

He presented the attached review and recommendation letter and stated his recommendation of HomeWave as the vendor for the Video Visitation System at a cost of \$37,400 for installation and a revenue share of 40% to Warren County.


Upon discussion the Board stated their concurrence with the recommendation and authorized Sheriff Sims to being the contract process.

On motion, upon unanimous call of the roll, the Board entered into executive session at 10:36 a.m. to discuss acquisition of property pursuant to Ohio Revised Code Section 121.22 (G)(2) and exited at 11:43 a.m.


Upon motion the meeting was adjourned.



Pat Arnold South, President




David G. Young



Tom Ariss

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on July 8, 2014, in compliance with Section 121.22 O.R.C.



Tina Osborne, Clerk
Board of County Commissioners
Warren County, Ohio



JAMES L. SPAETH
CLERK OF COURTS
WARREN COUNTY
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LEBANON, OHIO 45036

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Mason, Ohio 45040
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The public is not dependent on us, but rather we on them. The pledge of the Clerk of Courts is to provide quality service with efficiency and courtesy.

Date: July 8, 2014

To: Board of County Commissioners

From: Jim Spaeth, Clerk of Courts, on behalf of the Court of Common Pleas General and Domestic Relations Divisions

Subject: Warren County Case Management RFP Project 2014-1

CONCLUSION:

It has been apparent the Warren County Common Pleas General and Domestic Relations Divisions, along with the Clerk of Courts Office need new software to manage the daily requirements of the judicial process. Our in-house system has served us well for 23 years, but with fewer programmers available, it is time to migrate to newer technology.

RECOMMENDATION:

Purchase the Benchmark product from Pioneer Technology Group for use in the General and Domestic Relations Divisions of the Warren County Common Pleas Court and in the Clerk of Courts Office, at a one-time cost of \$700,750 (plus travel expenses associated with installation, conversion and training) and an annual fee of \$72,500. The one-time funding source can be through a declaration of surplus funds in the Certificate of Title Administration Fund with annual maintenance fees covered by the Clerk's Computerization Fund.

DISCUSSION:

• **ANNUAL MAINTENANCE FEES**

Pioneer Technology Group (PTG) offers Life-Cycle Maintenance for the Benchmark product. This means upgrades and requested modifications are included in any annual maintenance fee. That quoted annual fee is \$72,500. The other vendor we looked at seriously was CourtView Justice Solutions (CJS) since that product is in use in the Warren County Court. CJS quoted an annual maintenance fee for General/Domestic Relations/Clerk's Office of \$92,565. It has been the experience in County Court, that any extra features requested of CJS come with what can be significant programming costs. With the CJS case management software quoted at \$528,961, we will see a comparable expenditure of funds in approximately 5 years. For this comparison, I estimated the travel expenses for PTG at \$62,400 – 3 times the amount quoted for CJS. After six years, our ongoing costs would be lower using the PTG Benchmark software.

DISCUSSION (cont'd.)

- **COUNTY COURT OPTION**

County Court is still considering what to do with the options provided by bidders in the RFP process. Should County Court opt to purchase the PTG Benchmark product by April 2015, a 10% discount will be offered on the Common Pleas portion of their bid. This would amount to a savings of \$22,500 in the Common Pleas project in addition to a separate discount for the County Court costs of \$11,000.

- **ELECTRONIC DOCUMENT MANAGEMENT**

The Common Pleas Case Management System currently is using the Hyland Software product OnBase to manage the document imaging system. The county has historically taken a centralized approach to document management and uses this product throughout the county departments. Court systems drive a lot of this technology and it is incumbent on us to keep abreast of innovations. The county is currently using OnBase Version 9.1 but Version 13.1 is already available and where we, ideally, should be to have an efficiency level to meet our needs. The PTG Benchmark product has an Electronic Document Management system built into it, so there is no need to also secure licenses from a third party source such as Hyland. Upgrades to the system will be part of the Life-Cycle Maintenance discussed earlier. The CJS product does not use its own EDM system.

- **PAPERLESS PROCESS – ELECTRONIC FILING**

The Clerk's Office has been gearing up for this eventuality for a time now. It is a testament to our current in-house system and the programmers that we have been able to implement various aspects of imaging, electronic submissions of data, etc. PTG's Benchmark product will be the best system to "jump in with both feet" and reap the benefits of this technology in the quickest time possible and without worrying as much about future costs. In March 2014, the Wayne County, Ohio Courts (General, Domestic Relations and Probate/Juvenile Divisions of the Common Pleas Court and the county-wide Municipal Court) implemented the Benchmark system. No electronic case filing was available prior to that time. Within 90 days of activation, over 50% of all cases are now being filed using the E-filing portal. Instant access to secure electronic judges' signatures should help enhance the efficiency of our courts. Should a judge wish not to be a part of a paperless process, Benchmark has been able to handle paperless and traditional means of accomplishing the same things.

- **ONLINE ACCESS**

Warren County has done a good job of providing online access to public information. We have been providing online documents for attorneys since October 2012. There is some concern whether the public should have access to these records as well. We have been gearing up for that eventuality. With the PTG Benchmark product, we should be able to efficiently use a system of redaction tools to make this a reality for the general public at costs inclusive to the system quoted, lessening the county's liability to legal action for not making documents available to all equally.

- **UPDATING TECHNOLOGY TO MAXIMIZE PROBATION CASE MANAGEMENT**

The Warren County Common Pleas Court currently has approximately \$1.8 million of grant funding from the Ohio Department of Rehabilitation and Corrections (ODRC) and Ohio Mental

DISCUSSION (cont'd.)

Health and Addiction Services. This crucial funding is outcome based and requires many different forms of performance-based outcome reporting quarterly. Many times ODRC will call for stats we cannot provide right away. A staff member would have to pull offender files, pull one of many Excel spreadsheets, and tally the results. Almost all new funding requires baseline data before an application can be submitted for consideration.

Warren County Court of Common Pleas is in need of a sophisticated program that would fully meet and exceed the needs of the court and would also enable staff to better supervise clients. We are looking for a program that offers the ability to create forms, develop service plans, link the client to appropriate services, monitor client progress, track rewards/sanctions, establish GPS mapping, provide fluidity in data entry, and allow for statistical data retrieval. Creating such a program would be nothing less than appropriate and exceptional for this Court.

With the proper tool in place, the Court and its programming will far exceed what is presently available. A new case management program would significantly reduce duplication in supervision services from department to department. A new program would be expected to warehouse information in one entity which would benefit all involved, and increase the staff's efficiency.

The provider would work with us to develop off-site kiosks located in three different locations in the county. Probationers that are deemed low-risk based on their ORAS, CSST, or CST will be handled administratively via kiosk, call-in system, or web-based program. The kiosk, call-in, or web-based program can also be used by any other offenders for status updates. This department has a subset of the population who score low to medium risk, and who could benefit from a less intrusive method of supervision. In theory, if low risk probationers are handled administratively, officers will have more time to focus on the needs of the higher risk population. Efficient and effective supervision has a tremendous impact on recidivism and jail overcrowding. These tools will support the targeting and tracking of criminogenic needs as associated with risk principles and the ORAS scoring system.

A suitable level of supervision that meets the needs of the clients and the court is a key indicator that the services provided are appropriate. Tracking of such progress, statistics, and client feedback is terribly important in determining an individual's level of need. What works best for that individual should ultimately be the goal of each department. With thorough record keeping and case management from one department to the next, those goals can be achieved.

As a court, it is imperative that we ensure our funding levels. This will allow us to provide the best continuity of care of our offenders, provide alternative sentencing programs and ensure the highest level of supervision in order to protect the community.

- **JURY MANAGEMENT**

Jury Management system supports the operations, reporting, and other services required for the successful management of jurors. A few of the features includes manage / maintain juror source files, form juror panels and sub-panels, send questionnaires and summonses, produces jury management reports and notes, computes case juror costs, and facilitates juror payment.

This system will provide an alternative way to respond to their summons or make a request to the assigned jury staff. This will dramatically reduce the number of routine calls that jury staff has to deal with, while giving them the time they need for the citizens who most need their attention. We will be able help our jurors 24 hours a day, 7 days a week.

LARRY L. SIMS
SHERIFF



JOHN D. NEWSOM
CHIEF DEPUTY

WARREN COUNTY SHERIFF'S OFFICE

June 27, 2014

Board of Warren County Commissioners
406 Justice Drive
Lebanon, Ohio 45036

Warren County Board of Commissioners,

On May 12, 2014, the Warren County Sheriff's Office received formal proposals for video visitation systems specific to the needs of the Warren County Jail. Over the course of several weeks, we evaluated these proposals, received formal product demonstrations from all vendors, and independently scored the proposals. This correspondence will document our recommendation for the vendor we best feel meets our needs.

The purpose of video visitation was specific; enhance the security of the Jail. Our current system requires mass movement of inmates from secure pods to a visitation room which allows for cross classification of our population. Video visitation eliminates this movement as inmates would be able to complete their required opportunity to visit with approved persons from the security of their pod. These systems also provide investigators with the additional tool of recorded visits, which we currently do not have.

While video visitation has been around for many years, the concept of remote visitation is relatively new. This gives approved persons the ability to purchase a video visit from any suitable device. Ultimately, this could and should decrease the amount of on-site visits thereby reducing human traffic at the Jail. This is an integral component of our request for proposal and is in addition to our required free on-site visits given weekly.

Remote visits generate revenue which would go directly to Warren County. While rates can vary, fifty cents per minute is the accepted trend. While we cannot guarantee anything, with proper advertising and the unique design of the system we are recommending, we do expect revenue to pay for the system within several years of implementation.

Again, from our perspective, video visitation is about security of our staff and the inmate population.

Each proposal contained reports on company history, financial records, references, and options for installation. The four proposals varied greatly in presentation quality, product concept and content.

Four vendors' submitted proposals which were evaluated; below is a cost summary for your review:

<i>2014 Video Visitation Proposals</i>		
<i>Name of vendor</i>	<i>Revenue Share</i>	<i>Cost for installation</i>
HomeWave	40%	\$37,400.00
ICSolutions	75%	\$134,725.00
iWebVisit	30% est.	\$71,481.00
Securus	40%	\$148,680.00

The proposal submitted by HomeWav detailed a patented system which we feel best suites the needs of our operations. While all other proposals require a scheduling program, the HomeWav system does not. It is much like our current phone system whereas the call is initiated by the inmate from the confines of their housing unit. This system all but eliminates staff involvement for remote visits.

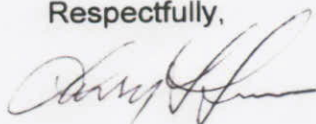
The simplicity in design and function demonstrated by HomeWav also dramatically reduced costs as compared to other proposals.

Based on submissions, we are recommending HomeWav as the vendor we select for video visitation installation in the Warren County Jail

If accepted, there is an upfront cost of **\$37,400.00**. This requires a contract for three years and would encompass installation and hardware. The revenue share will sustain software updates and video storage; advertising, 365 days per year customer service, and the processing of all monies associated with remote visits

I look forward to any questions you may have.

Respectfully,



Larry L. Sims
Sheriff