



**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 – March 25, 2014

The Board met in regular session pursuant to adjournment of the March 20, 2014, meeting.

Pat Arnold South - present

Tom Ariss - present

David G. Young - present

Tina Osborne, Clerk - present

Minutes of the March 20, 2014 meeting were read and approved.

- 14-0442 A resolution was adopted to authorize the Posting of the “Meter Reader I” position within the Water and Sewer Department, in accordance with Warren County Personnel Policy Manual, Section 2.02(a). Vote: Unanimous
- 14-0443 A resolution was adopted to authorize the Posting for Temporary “Custodial Worker I” positions, within the Facilities Management Department, in accordance with Warren County Personnel Policy Manual, Section 2.02(a).
Vote: Unanimous
- 14-0444 A resolution was adopted to approve and authorize the President of the Board to sign Division of Surface Water – Notice of Intent for Coverage under Ohio EPA General NPDES relative to the Middletown Road Relocation Project.
Vote: Unanimous
- 14-0445 A resolution was adopted to enter into Contract with DDK Construction Inc. for the Butler-Warren Road #2-9.16 Bridge Replacement Project. Vote: Unanimous
- 14-0446 A resolution was adopted to approve and authorize the President and/or Vice President of this Board to sign Amendment #1 to the Subrecipient Agreement between Warren County and Hamilton Township relative to the Moving Ohio Forward Demolition Grant Program. Vote: Unanimous

- 14-0447 A resolution was adopted to approve and authorize the President and/or Vice President of this Board to sign Amendment #2 to the Subrecipient Agreement between Warren County and Franklin Township relative to the Moving Ohio Forward Demolition Grant Program. Vote: Unanimous
- 14-0448 A resolution was adopted to approve and authorize the President and/or Vice President of this Board to sign Amendment #2 to the Subrecipient Agreement between Warren County and Turtlecreek Township relative to the Moving Ohio Forward Demolition Grant Program. Vote: Unanimous
- 14-0449 A resolution was adopted to authorize Request for Proposals for Inmate Video Visitation for the Warren County Jail. Vote: Unanimous
- 14-0450 A resolution was adopted to approve and enter into an Agreement with Pamela Dameron, Self-Employed, on behalf of the Warren County Clerk of Court of Common Pleas to provide Cleaning Services for the Branch Title Offices located in Franklin and Mason. Vote: Unanimous
- 14-0451 A resolution was adopted to approve Appropriation Decreases within various Funds. Vote: Unanimous
- 14-0452 A resolution was adopted to approve a Cash Advance from County Motor Vehicle Fund #202 into the Butler Warren #2-9.16 Bridge Replacement Project Fund #456 and approve a Supplemental Appropriation within Fund #456. Vote: Unanimous
- 14-0453 A resolution was adopted to approve Expense Adjustments within the Workforce Act Fund #258. Vote: Unanimous
- 14-0454 A resolution was adopted to approve Supplemental Appropriation into Warren County Rehab Fund #298 and Community Development Fund #265. Vote: Unanimous
- 14-0455 A resolution was adopted to authorize payment of Bills. Vote: Unanimous
- 14-0456 A resolution was adopted to approve Appropriation Adjustments within Prosecutor Fund #101-1150. Vote: Unanimous
- 14-0457 A resolution was adopted to Terminate Agreement with Justice Benefits, Inc. as the General Partner of Unificare, Ltd on behalf of Warren County Juvenile Court and authorize Court Administrator to sign documents relative thereto. Vote: Unanimous

- 14-0458 A resolution was adopted to approve and enter into an Agreement with Justice Benefits, Inc. on behalf of Warren County Juvenile Court for Professional Services of Random Moment Time Study (“RMS Only Client”).
Vote: Unanimous
- 14-0459 A resolution was adopted to administer Disciplinary Action against Debbie Griffith, Administrative Assistant within the Warren County Telecommunications Department. Vote: Unanimous
- 14-0460 A resolution was adopted to administer Disciplinary Action against Emily Scott, Eligibility Referral Specialist II within the Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 14-0461 A resolution was adopted to administer Disciplinary Action against Robert Leak, Wastewater Treatment Plant Technician within the Warren County Department of Water and Sewer. Vote: Unanimous
- 14-0462 A resolution was adopted to approve a Lateral Transfer of Shawna Barger to the position of Alternative Response Supervisor within the Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 14-0463 A resolution was adopted to approve Appropriation Adjustment within Commissioners Fund #101-1110. Vote: Unanimous

DISCUSSIONS

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

On motion, bids were closed at 9:05 a.m. this 25th day of March and the following bids were received, opened and read aloud for the 2014 Sewage Lift Station Upgrade Project for the Warren County Water and Sewer Department:

Queen City Electric Cincinnati, Ohio	\$ 337,276.00
Sidewinder Electric Clarksville, Ohio	\$ 389,599.00

Dubra-Kuempel Cincinnati, Ohio	\$ 389,980.00
Lake Erie Electric Franklin, Ohio	\$ 335,235.00
Glenwood Electric Inc Walton, Kentucky	\$ 383,606.00
Jess Howard Electric Co Blacklick, Ohio	\$ 344,322.00

Chris Brausch, Warren County Sanitary Engineer will review bids for a recommendation at a later date.

On motion, bids were closed at 9:15 a.m. this 25th day of March and the following bids were received, opened and read aloud for the FY 2012 Village of Pleasant Plain State Route 132 Storm Sewer Project for the Warren County Office of Grants Administration:

Stauffer Site Services Mason, Ohio	\$ 58,428.00
Smith Corp Cincinnati, Ohio	\$ 62,626.01
Mt. Pleasant Blacktopping Fairfield, Ohio	\$ 82,428.20
GM Pipeline West Chester, Ohio	\$ 45,187.49
Smith & Brown Contractors Harrison, Ohio	\$ 48,796.40
Rauch Excavation Morrow, Ohio	\$ 66,447.20
Smith Construction Harrison, Ohio	\$ 63,830.00
J.K. Excavating Lebanon, Ohio	\$ 59,041.91

Susanne Mason, Project Manager, Warren County Office of Grants Administration will review bids for a recommendation at a later date.

Lauren Cavanaugh, Human Services Director, was present for a work session to discuss an opportunity to apply for TANF Summer Youth Employment funding in Warren County.

Mrs. Cavanaugh stated that she has been working with Karen Whittamore and staff from Ohio Means Jobs Warren County to develop a program similar to their summer youth program where Warren County could receive a special allocation of TANF dollars to employ youth between the ages of 14 and 24 during the summer. She stated that the size of the program would be dependent upon the amount of the allocation.

Mrs. Cavanaugh stated that the program could run from May 1st to October 31st and if the allocation is sufficient, with the approval of the Board, she would probably need to employ a temporary coordinator to ensure the program runs properly.

Mrs. Cavanaugh then stated that, if approved, the youth would be employees of the Warren County Educational Services Center, similar to the way they employ substitute teachers on behalf of local school districts.

Mrs. Cavanaugh stated that with the knowledge and employer contacts of Ohio Means Jobs Warren County, she envisions this program to help in three different ways:

1. Working with the Child Support Enforcement Agency, they could identify young parents that are not employed and not meeting their child support obligations and utilize this program to help them with employment.
2. In certain instances, the summer youth that are 18 years of age or older, are retained as permanent employees, helping them become self sufficient and removing them from the assistance rolls.
3. Helping youth to learn the value and importance of working and providing them with the confidence that comes with earning a paycheck.

Upon discussion, the Board stated their support of the program.

Linda Oda, Warren County Recorder, was present to review the Warren County Recorder 2013 Annual Report.

Mrs. Oda presented the annual report (attached) and reviewed the statistics included within the report. She then gave an update relative to the new software that is up and running and reported

that the feedback she has received from the public and title abstractors is that they are pleased with the product.

There was discussion relative to the “glitch” that Warren County uses 11 numbers in the sidwell as compared to other counties as well as the standard procedure that a sidwell only has ten numbers.

Matt Nolan, Chief Deputy Auditor, stated that the purpose of the 11th number is relative to distribution of tax revenues if the parcel is taxed in a different manner such as parcels located within a TIF area.

Mrs. Oda reported that the vendor for the new software program is working on a “patch” to the program so the 11th number is automatically dropped when searching for information utilizing a sidwell number.

Mrs. Oda and Rodney Everson, Veterans Commission Director, reported that all of the DD-214’s have been digitized and that the two offices are working together to provide Soldier Discharge Identification Cards at no charge to Warren County veterans.

Tony Brigano, Probate-Juvenile Court Administrator, was present to explain the need to terminate the current agreement with Justice Benefits, Inc. as they begin to provide the services in-house rather than through an outside vendor.

Mr. Brigano stated that they need to terminate the current agreement but are requesting the Board to approve a new agreement to provide a random moment study which is required in order to receive state and federal funds for their programs.

Upon further discussion, the Board resolved (Resolution #14-0457) to terminate the agreement with Justice Benefits, Inc. on behalf of Warren County Juvenile Court and authorize Court Administrator to sign documents relative thereto and (Resolution #14-0458) to approve and enter into an agreement with Justice Benefits, Inc. on behalf of Warren County Juvenile Court for professional services of Random Moment Time Study (“RMS Only Client”).

On motion, upon unanimous call of the roll, the Board entered into executive session at 11:10 a.m. to discuss personnel matters relative to discipline and hiring within Emergency Services, Telecommunications and the Water and Sewer Department pursuant to Ohio Revised Code Section 121.22 (G)(1) and exited at 1:00 p.m.

Upon motion the meeting was adjourned.

Pat Arnold South, President

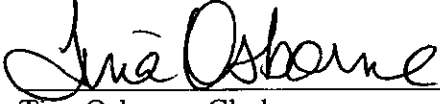


David G. Young



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 March 25, 2014, in compliance with Section 121.22 O.R.C.



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

Warren County Recorder's Office Report to the Community

Released March 1, 2014

Volume 1



*Pictured: Linda Oda
& Staci Morris*





Welcome...

Warren County Recorder's Office is pleased to present its *first* Annual Report to Warren County. It is our hope that you find the statistics and information in these pages interesting and useful.

In the book *The Mystery of Capital*, Hernando de Soto proclaims the reason for the success of the United States and capitalism is its carefully documented records and guarding of its land records to ensure personal property rights. He notes the reason many countries are not as successful as the United States of America is because:

- A lack of credible public records prevents countries, businesses and individuals from leveraging an important source of capital;
- There are countries where more than 75% of the population have no proof they own their homes or property;
- More than \$9 trillion of capital exists in undocumented homes across the world.

The lands records system, including the Sidwell numbering system adopted by Warren County in the late 1970s, keeps the knowledge of property ownership easily accessible to everyone. Every day, dozens of people use the Warren County Recorder's office to research their property lines, confirm ownership, acquire documents to prove their legal status, etc.

Linda Oda became the 24th person elected to the position of the Warren County Recorder in the past 210 years when she took office January 2, 2013. Since then, she has implemented several changes, including:

- Updated the office's software to a state-of-the art land record system from the previous in-house DOS-based system which was created in 1980;
- Introduced Property Fraud Alert (see page 6);
- Reduced staff from 13 full-time employees to 9 full-time and one part-time employee, saving taxpayers tens of thousands of dollars.
- Credit card payments now accepted.

Like any successful office, the Warren County Recorder's office will continue to evolve as it finds better, more efficient ways to complete its responsibilities to Warren County and its taxpayers. To offer suggestions or comments, please contact Recorder Linda Oda at **513-695-1382** or linda.oda@co.warren.oh.us



Warren County Recorder,
Linda Oda

Linda A. Oda

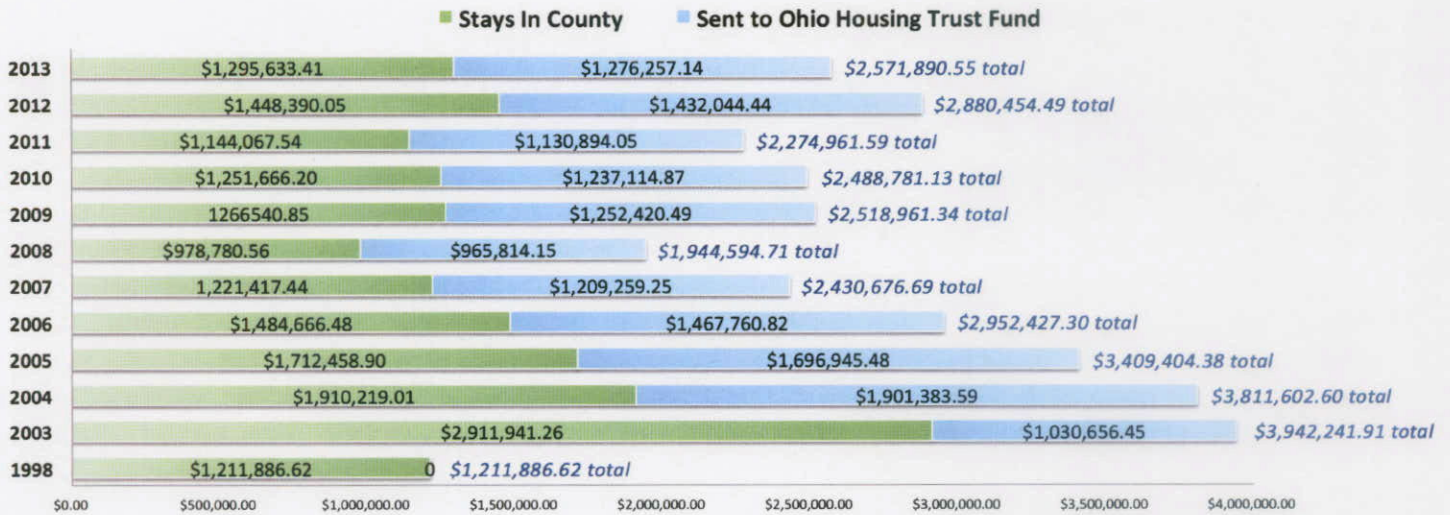
GOALS MET IN 2013

- IMPLEMENTATION OF NEW SOFTWARE. FIRST MAJOR SOFTWARE CHANGE SINCE 1980. THE OFFICE WENT FROM DOS-BASED "GREEN SCREEN" TO A STATE-OF-THE-ART LAND RECORDS SOFTWARE CALLED AVID, DEVELOPED BY FIDLAR TECHNOLOGIES. THIS HAS CUT OUR TURN AROUND TIME FROM **5-10 DAYS** TO **24 HOURS**, AND HAS ALLOWED US TO REDUCE OUR FULL TIME EMPLOYEES TO **9 (FROM 13)**. WHILE THIS HAS INCREASED THE RECORDERS' BUDGET, IT HAS REDUCED THE TIME NEEDED BY THE COUNTY'S TECHNOLOGY DEPARTMENT TO WORK ON THE COUNTY RECORDERS' SOFTWARE.
- THE WARREN COUNTY RECORDERS OFFICE NOW ACCEPTS OVER THE COUNTER CREDIT CARD PAYMENTS.
- IMPLEMENTATION OF A MERIT-BASED EVALUATION PROCESS.
- DIGITIZATION OF ALL DD-21 S (SOLDIER'S DISCHARGE PAPERS).
- UPDATED WEBSITE.
- MOVE TO DIGITIZE ALL DOCUMENTS AFTER 1979 SO THAT CUMBERSOME READERS ARE NO LONGER NEEDED.
- REDUCE STAFF THROUGH RETIREMENTS AND RESIGNATIONS TO SAVE TAXPAYER DOLLARS.
- MOVE FROM THE OUTDATED "BOOK & PAGE" SYSTEM TO A NUMERICAL ONE TO BETTER REFLECT HOW DOCUMENTS ARE FILED DIGITALLY.

2014 GOALS

- ELECTRONIC RECORDINGS FOR RELEASES AND ASSIGNMENTS OF MORTGAGES.
- SOLDIER DISCHARGE IDENTIFICATION CARDS ISSUED AT NO CHARGE TO WARREN COUNTY'S VETERANS. COMING
MARCH 24, 2014
- OFFER AT NO CHARGE TO THE PUBLIC A PROPERTY FRAUD ALERT SYSTEM. FEBRUARY 14, 2014
- FINISH DIGITIZATION OF ALL DOCUMENTS AFTER 1979.
- BEGIN MAJOR PROJECT TO DIGITIZE ALL DOCUMENTS PRIOR TO 1979.
- PUBLISH THE OFFICE'S FIRST-EVER "REPORT TO THE COMMUNITY." MARCH 1, 2014
- CONTINUE TO LOOK FOR WAYS TO REDUCE OFFICE EXPENDITURES.
- ADD SECURITY CAMERAS TO PROTECT MILLIONS OF DOCUMENTS—SOME MORE THAN 200-YEARS OLD—FROM THEFT AND DEFACING.

Revenue Data 2013



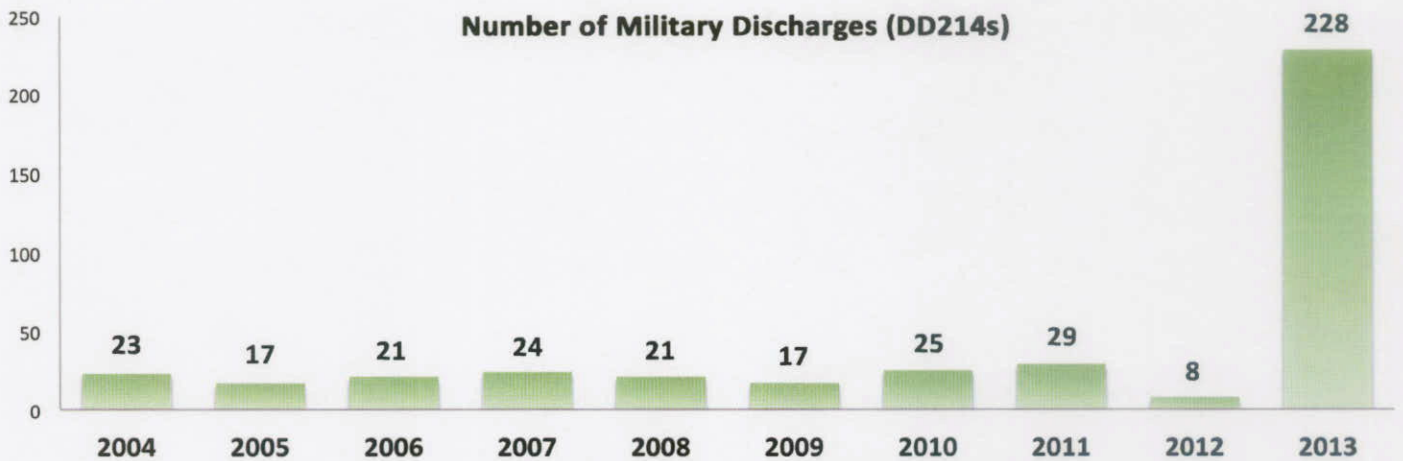
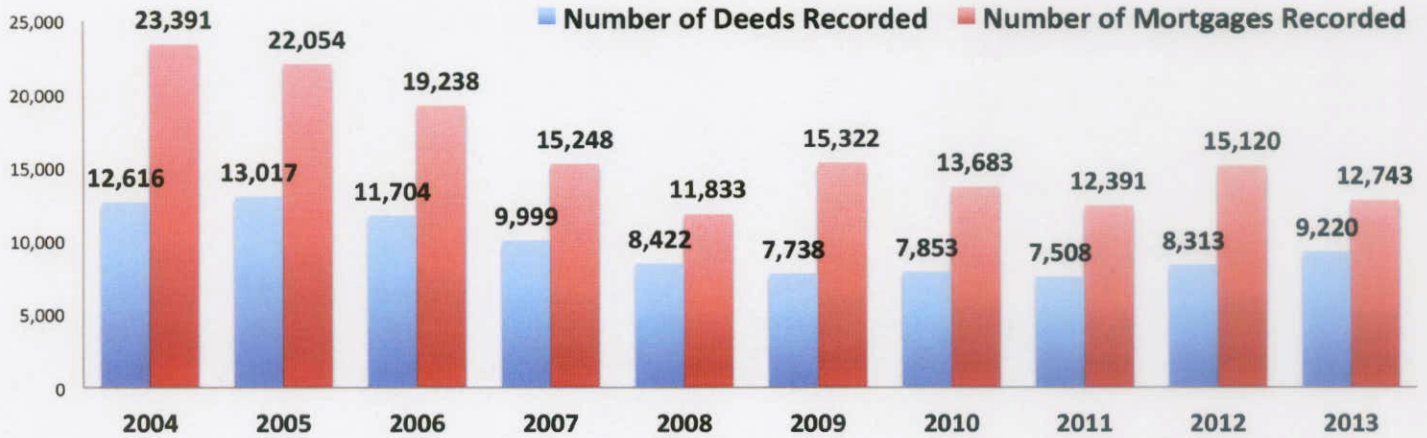
The Ohio Department of Development Services recently released information on where some of the money Warren County contributes to the Ohio Housing Trust Authority is spent. Money that has come back to Warren County includes:

- ➔ In 2011, People Working Cooperatively received an \$800,000 grant to provide emergency home repairs/handicapped accessibility modifications for homeowners with incomes at or below 35 percent of the area median income in Butler, Clermont, Hamilton and Warren Counties. The program assisted 475 households consisting of 1,045. Contact: (513) 351-7921.
- ➔ In 2010, the Council of Aging of Southwestern Ohio received a \$400,000 grant to provide emergency home repairs and handicapped accessibility modifications for homeowners, age 60 and older, with incomes at or below 35 percent of the area median income in Butler, Clermont, Clinton, Hamilton and Warren Counties. The program assisted 319 households consisting of 382 persons. Contact: (513) 721-1025.
- ➔ In 2010, New Housing Opportunities received a \$358,000 grant to operate a 14-bed emergency shelter for men and women and to provide supportive services; and provide transitional housing and supportive services to persons suffering from a mental illness or recovering from substance abuse and with incomes at or below 35 percent of the area median income. The emergency shelter program assisted 195 households consisting of 250 persons and the transitional housing program will assist 23 households consisting of 37 persons. Contact: (513) 336-8897.
- ➔ In 2010, Warren Metropolitan Housing Authority received a \$226,800 grant to provide transitional housing and supportive services to families with incomes at or below 35 percent of the area median income. The program assisted 140 households consisting of 300 persons. Contact: (513) 695-1226.

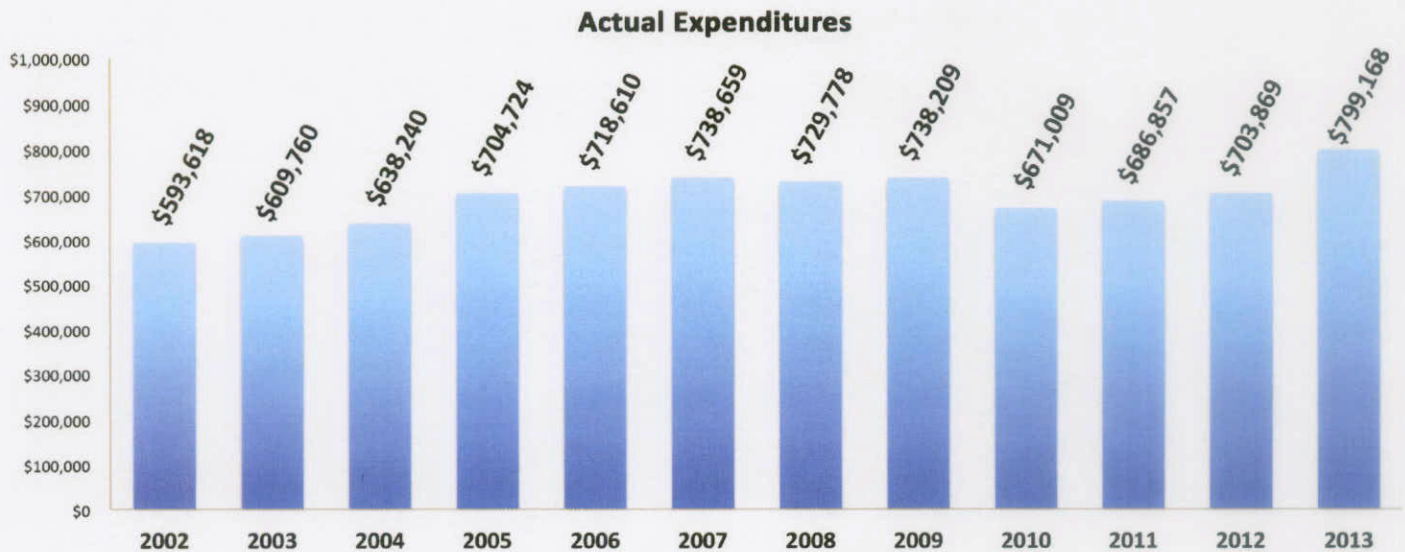


Amount in Mortgages
(Total amount borrowed in Warren County)

2013 Statistics



Increase in DD214s recordings in 2013 the result of a collaboration between the Warren County Recorders office and the Warren County Veterans Service Commission



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PROPERTY FRAUD

What is it?

WHEN SOMEONE ILLEGALLY USES YOUR PROPERTY FOR FINANCIAL GAIN.

PROPERTY FRAUD

How does it happen?

SOMEONE RECORDS A FRAUDULENT DOCUMENT IN THE COUNTY LAND RECORDS OFFICE, MAKING IT LOOK LIKE THEY OWN YOUR HOME OR PROPERTY

PROPERTY FRAUD

Should I be concerned?

YES, ACCORDING TO THE FBI PROPERTY AND MORTGAGE FRAUD IS THE FASTEST GROWING WHITE-COLLAR CRIME.

PROPERTY FRAUD

What can I do about it?

YOUR COUNTY LAND RECORDS OFFICE HAS TEAMED UP TO CREATE A NOTIFICATION SERVICE CALLED...

PROPERTY FRAUD  ALERT

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OR CALL THE PROPERTY FRAUD ALERT HOTLINE AT 1-800-728-3858.



OR FOR FURTHER DETAILS CONTACT THE WARREN COUNTY RECORDER'S OFFICE AT 513-695-1382

LINDA ODA
LINDA.ODA@CO.WARREN.OH.US
WARREN COUNTY, OHIO RECORDER
BE INFORMED...BE ALERT...BE NOTIFIED