

The Board of County Commissioners, Brown County, Ohio, met in regular session this 19<sup>th</sup> day of March 2018 with the following members present: Barry L. Woodruff, President Tony Applegate, Member Daryll R. Gray, Member

**IN THE MATTER OF PREVIOUS MINUTES**

Motion moved by Mr. Applegate to approve the minutes of the previous regular meeting and dispense with the oral reading. Second: Mr. Gray.

ROLL CALL VOTE: Mr. Gray, yea Mr. Applegate, yea Mr. Woodruff, yea

**IN THE MATTER TO ACCEPT ANNUAL REPORT – BROWN COUNTY JOB AND FAMILY SERVICES**

Motion moved by Mr. Gray upon the request of David M. Sharp, Director, JFS, to accept the 2017 Annual Report as stated. Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Gray, yea Mr. Applegate, yea Mr. Woodruff, yea

**TABLE OF ORGANIZATION OF THE BROWN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**

(As of 12/31/17)

Ohio Department of Job and Family Services

Brown County Board of Commissioners

David M. Sharp

County Department of Job and Family Services Administrator  
10000.0

CHILDREN'S SERVICES		ADMINISTRATION	INCOME MAINTENANCE		
Social Services Super 1 VACANT 11006.0	Social Services Super 1 Sheri Tabor 30000.0	Fiscal Officer Brandy Duncan 11000.0	Elig/Referral Super 1 Marilyn Vogel 20000.1	Elig/Referral Super 1 VACANT 20000.3	Elig/Referral Super 1 Tammy Dempsey 22032.0
Program Specialist Kelli Doss 30002.0	Case Mgr/Investigator Supv 1 Vacant 30144.0	Fiscal Specialist Dylan Fain 11002.0	Program Specialist Mary Ann Beasley 30003.0	Program Specialist Christie DeClaire 30001.0	Program Specialist Kristi Ring 30004.0
Program Specialist Amy Haltz-Thomas 31014.0	Criminal Investigator Andy Baughey 31021.0	Fiscal Assistant VACANT 11010.0	Administrative Asst VACANT 11004.0	Elig/Referral Spec 2 Jody Helbling 21002.0	Elig/Referral Spec 2 Brooke Lahmer 21004.0
Program Specialist VACANT 31024.0	Social Services Wkr 2 Ashley Roy 31001.0	Clerical Specialist 3 Kristi Scott 11001.1	Investigator 2 VACANT 11000.1	Elig/Referral Spec 2 Sara Lewis 22002.0	Elig/Referral Spec 2 Betty Page 22006.0
Program Specialist VACANT 31015.0	Social Services Wkr 2 VACANT 31006.0	Clerical Specialist 2 Cynthia James 21006.0	Investigator 1 Virglnina Crawford 11004.1	Elig/Referral Spec 2 Emily Clements 22007.0	Elig/Referral Spec 2 Karri Daniels 22008.0
Social Services Wkr 2 VACANT 31010.0	Social Services Wkr 2 Kelsey Eitel 31008.0		I.M. Phone Worker Samone Kuttler 11005.0	Elig/Referral Spec 2 VACANT 22009.0	Elig/Referral Spec 2 Emily L Fite 22011.0
Social Services Wkr 2 Jamee Boyd 31017.0	Social Services Wkr 2 Kristlin Ogden 31016.0		I.M. Phone Worker Pam Fawley 22003.0	Elig/Referral Spec 2 Allison Slinger 22014.0	Elig/Referral Spec 2 Maria Johnson 22026.0
Social Services Wkr 2 Charity Stephenson 31022.0	Social Services Wkr 2 Erik Riley 31020.0			Elig/Referral Spec 2 Rebecca Utter 22027.0	Elig/Referral Spec 2 Olivia Williams 22028.0
Social Services Wkr 2 Holly Scott 31025.0	Social Services Wkr 2 Leeza Rickey 31023.0			Elig/Referral Spec 2 Elizabeth List 22029.0	Elig/Referral Spec 2 Amber MacQuarrie 22031.0
Social Services Wkr 2 VACANT 31027.0	Social Services Wkr 2 Leslie Reber 31026.0			Elig/Referral Spec 2 Gary Troutman 22033.0	Program Specialist Kathy Seip 31027.0
Social Services Aide Jordan Foster 11003.0					

BROWN COUNTY DEPARTMENT OF JOB & FAMILY SERVICES EMPLOYEES AS OF 12/31/

David Sharp  
Tammy Dempsey  
Marilyn Vogel  
Sheri Tabor  
Brandy Duncan  
Dylan Fain

Kristi Scott  
Cynthia James

Mary Ann Beasley  
Emily Clements  
Karri Daniels  
Kelli Doss  
Pam Fawley  
Emily Fite  
Jody Helbling

**Supervisory**

County Job & Family Services Administra  
Eligibility/Referral Specialist Supervisor I  
Eligibility/Referral Specialist Supervisor I  
Children Services Supervisor  
Fiscal Officer  
Fiscal Specialist

**CLERICAL**

Clerical Specialist 3  
Clerical Specialist 2

**INCOME MAINTENANCE**

Program Specialist  
Eligibility Referral Specialist 2  
Eligibility Referral Specialist 2  
Program Specialist  
IM Phone Specialist  
Eligibility Referral Specialist 2  
Eligibility Referral Specialist 2

March 19, 2018

Samone Kuttler  
 Brooke Lahmer  
 Sara Lewis  
 Elizabeth List  
 Amber Macquarrie  
 Kristi Ring  
 Kathy Seip  
 Allison Sininger  
 Gary Troutman  
 Olivia Williams

IM Phone Specialist  
 Eligibility Referral Specialist 2  
 Eligibility Referral Specialist 2  
 Eligibility Referral Specialist 2  
 Eligibility Referral Specialist 2  
 Program Specialist  
 Program Specialist  
 Eligibility Referral Specialist 2  
 Program Specialist  
 Eligibility Referral Specialist 2

Virginia Crawford  
 Betty Page  
 Christie Declaire

**FRAUD AND JOBS**  
 Investigator 1  
 Eligibility Referral Specialist 2  
 Program Specialist

Jamee Boyd  
 Kelsey Eitel  
 Emily Grooms  
 Amy Haitz-Thomas  
 Kristin Ogden  
 Leslie Reber  
 Leeza Rickey  
 Erik Riley  
 Ashley Roy  
 Charity Stephenson

**SOCIAL SERVICES**  
 Social Services Worker 2  
 Social Services Worker 2  
 Social Services Worker 2  
 Program Specialist  
 Social Services Worker 2  
 Social Services Worker 2  
 Social Services Worker 2  
 Social Services Worker 2  
 Social Services Worker 2  
 Social Services Worker 2

**Expense Report**  
 As Of: 1/1/2017 to 12/31/2017

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2550	<b>JOB &amp; FAMILY SERVICES</b>						Target Percent: 100.00%	
<b>JFS</b>								
2550-5000-51111	JFS SALARY/HOURLY	\$1,571,528.00	\$117,130.90	\$1,562,049.42	\$9,478.58	\$0.00	\$9,478.58	99.40%
2550-5000-51116	JFS WORKERS COMPENSA	\$23,573.00	\$0.00	\$20,638.18	\$2,934.82	\$0.00	\$2,934.82	87.55%
2550-5000-51118	JFS PERS	\$220,014.00	\$0.00	\$216,063.33	\$3,950.67	\$0.00	\$3,950.67	98.20%
2550-5000-51119	JFS MEDICARE	\$22,787.00	\$1,538.05	\$20,327.70	\$2,459.30	\$0.00	\$2,459.30	89.21%
2550-5000-51124	JFS HEALTH INSURANCE	\$526,403.50	\$0.00	\$482,084.15	\$44,319.35	\$0.00	\$44,319.35	91.58%
2550-5000-52110	JFS SUPPLIES	\$40,000.00	\$1,493.69	\$19,515.05	\$20,484.95	\$0.00	\$20,484.95	48.79%
2550-5000-52114	JFS TRAVEL & BONDS	\$17,298.00	\$666.36	\$7,736.23	\$9,561.77	\$0.00	\$9,561.77	44.72%
2550-5000-52116	JFS OTHER EXPENSES	\$152,332.23	\$7,332.55	\$139,230.56	\$13,101.67	\$200.00	\$12,901.67	91.53%
2550-5000-52117	JFS PUBLIC ASSISTANCE	\$96,611.00	\$5,218.85	\$85,631.67	\$10,979.33	\$0.00	\$10,979.33	88.64%
2550-5000-52118	JFS CONTRACT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2550-5000-52133	TRANSFER OUT	\$24,050.50	\$0.00	\$24,050.50	\$0.00	\$0.00	\$0.00	100.00%
2550-5000-52134	JFS ADVANCE OUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2550-5000-52191	JFS CONTRACT SERVICES/	\$800,854.50	\$61,887.17	\$751,213.94	\$49,640.56	\$0.00	\$49,640.56	93.80%
	JFS Totals:	\$3,495,451.73	\$195,267.57	\$3,328,540.73	\$166,911.00	\$200.00	\$166,711.00	95.23%
2550 Total:		\$3,495,451.73	\$195,267.57	\$3,328,540.73	\$166,911.00	\$200.00	\$166,711.00	95.23%

**Brown County**  
**Revenue Report with Transfer In and Out**

Accounts: 1000-5000-52129 to 2552-5000-52535  
 As Of: 1/1/2017 to 12/31/2017

Include Inactive Accounts: No

Account	Description	Budget	MTD Revenue	YTD Revenue	YTD Transfers	Uncollected	% Collected
2550	<b>JOB &amp; FAMILY SERVICES</b>					Target Percent: 100.00%	
<b>JFS REVENUE</b>							
2550-5000-40157	JFS SOCIAL SERVICES	\$244,403.00	\$0.00	\$0.00	\$0.00	\$244,403.00	0.00%
2550-5000-40165	JOB AND FAMILY OVERPAYS	\$134,214.00	\$895.00	\$2,360,308.33	\$0.00	(\$2,226,094.33)	1758.62%
2550-5000-40227	NON REVENUE TRANSFERS	\$86,014.00	\$0.00	\$0.00	\$0.00	\$86,014.00	0.00%
2550-5000-40229	JFS STATE GRANT REVENUE	\$3,035,484.00	\$0.00	\$231,425.05	\$0.00	\$2,804,058.95	7.62%
2550-5000-40501	JFS REFUNDS/REIMBURSEMENT	\$0.00	\$0.00	\$15,158.80	\$0.00	(\$15,158.80)	N/A
2550-5000-40547	TRANSFER IN	\$0.00	\$0.00	\$0.00	\$211,887.14	(\$211,887.14)	N/A
2550-5000-44129	HUMAN SERVICE GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
	JFS REVENUE Totals:	\$3,500,115.00	\$895.00	\$2,606,892.18	\$211,887.14	\$681,335.68	80.53%
2550 Total:		\$3,500,115.00	\$895.00	\$2,606,892.18	\$211,887.14	\$681,335.68	80.53%

**Expense Report**  
 As Of: 1/1/2017 to 12/31/2017

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2551	<b>CHILDRENS SERVICES</b>						Target Percent: 100.00%	
<b>JFS</b>								
2551-5000-52116	JFS ASSISTANCE	\$755,794.55	\$24,945.30	\$360,082.58	\$395,711.97	\$0.00	\$395,711.97	47.64%
2551-5000-52133	TRANSFER OUT JFS	\$241,852.69	\$0.00	\$241,852.69	\$0.00	\$0.00	\$0.00	100.00%
	JFS Totals:	\$997,647.24	\$24,945.30	\$601,935.27	\$395,711.97	\$0.00	\$395,711.97	60.34%
2551 Total:		\$997,647.24	\$24,945.30	\$601,935.27	\$395,711.97	\$0.00	\$395,711.97	60.34%

**Revenue Report with Transfer In and Out**  
 As Of: 1/1/2017 to 12/31/2017

Account	Description	Budget	MTD Revenue	YTD Revenue	YTD Transfers	Uncollected	% Collected
2551	<b>CHILDRENS SERVICES</b>					Target Percent: 100.00%	
<b>JFS REVENUE</b>							
2551-5000-40534	PCSA & SSI PAYMENTS	\$725,988.00	\$5,552.06	\$621,045.13	\$0.00	\$104,942.87	85.54%
	JFS REVENUE Totals:	\$725,988.00	\$5,552.06	\$621,045.13	\$0.00	\$104,942.87	85.54%
2551 Total:		\$725,988.00	\$5,552.06	\$621,045.13	\$0.00	\$104,942.87	85.54%

**Expense Report**  
As Of: 1/1/2017 to 12/31/2017

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
2552	BROWN CO FAMILY/CHILDRENS FIRST					Target Percent:	100.00%	
<b>JFS</b>								
2552-5000-51111	JFS SALARIES/HOURLY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-51114	JFS COMPENSATION/OTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-51116	JFS WORKERS COMPENSA	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	0.00%
2552-5000-51118	JFS PERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-51119	JFS MEDICARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-51124	JFS HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-51125	JFS LIFE INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-52110	JFS SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-52114	JFS TRAVEL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-52116	JFS OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-52117	JFS REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2552-5000-52118	JFS CONTRACT SERVICES	\$15,500.00	\$803.40	\$9,270.00	\$6,230.00	\$0.00	\$6,230.00	59.81%
2552-5000-52177	JFS LOCAL EXPENSES	\$43,186.00	\$0.00	\$10,897.00	\$32,289.00	\$0.00	\$32,289.00	25.23%
2552-5000-52535	JFS AUDIT FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
	JFS Totals:	\$58,936.00	\$803.40	\$20,167.00	\$38,769.00	\$0.00	\$38,769.00	34.22%
2552 Total:		\$58,936.00	\$803.40	\$20,167.00	\$38,769.00	\$0.00	\$38,769.00	34.22%

**Revenue Report with Transfer In and Out**  
As Of: 1/1/2017 to 12/31/2017

Account	Description	Budget	MTD Revenue	YTD Revenue	YTD Transfers	Uncollected	% Collected
2552	BROWN CO FAMILY/CHILDRENS FIRST					Target Percent:	100.00%
<b>JFS REVENUE</b>							
2552-5000-44182	FAMILY /CHILDREN FIRST	\$58,936.00	\$0.00	\$0.00	\$0.00	\$58,936.00	0.00%
2552-5000-44183	WELLNESS GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
	JFS REVENUE Totals:	\$58,936.00	\$0.00	\$0.00	\$0.00	\$58,936.00	0.00%
2552 Total:		\$58,936.00	\$0.00	\$0.00	\$0.00	\$58,936.00	0.00%

**IN THE MATTER TO AMEND PRC AGREEMENT – JOBS AND FAMILY SERVICES**

Motion moved by Mr. Applegate upon the recommendation of Mitch Sharp, JFS Director, to amend the PRC Plan, to include minor changes to the child welfare section and give the recipients the allowance to search for housing out of county. Second: Mr. Gray.

ROLL CALL VOTE: Mr. Gray, yea Mr. Applegate, yea Mr. Woodruff, yea

**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – CSEA**

Motion moved by Mr. Gray to approve the request of Mike Pride, Juvenile Court, for a supplemental appropriation of unappropriated funds from 2570 (CSEA) in the amount of \$5,759.00 into 2570-5001-51117 (CSEA Unemployment). Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Gray, yea Mr. Applegate, yea Mr. Woodruff, yea

**IN THE MATTER OF SUPPLEMENTAL APPROPRIATION – PROBATE JUVENILE COURT**

Motion moved by Mr. Applegate to approve the request of Mike Pride, Juvenile Court, for a supplemental appropriation of unappropriated funds from CGF 1000 in the amount of \$2,105.00 into 1000-3005-51117 (Probate Unemployment Compensation). Second: Mr. Gray.

ROLL CALL VOTE: Mr. Gray, yea Mr. Applegate, yea Mr. Woodruff, yea

**IN THE MATTER OF APPROPRIATION CHANGE – DEVELOPMENT**

Motion moved by Mr. Gray to approve the request of Kelly Cole, Development, for an appropriation change to decrease 2108-1005-51111 (Salaries) in amount of \$600.00 and increase 2108-1005-51118 (PERS) in amount of \$500.00 and 2108-1005-51119 (Medicare) in the amount of \$100.00. Second: Mr. Applegate.

ROLL CALL VOTE: Mr. Gray, yea Mr. Applegate, yea Mr. Woodruff, yea

**IN THE MATTER TO ENTER CONTRACT – MAXIMUS**

Motion moved by Mr. Applegate to enter contract with Maximus Consulting Services, Inc., 808 Moorefield Park Drive, Suite 205, Richmond, VA 23236, for annual cost allocation plans, commencing January 1, 2018 and shall remain in effect until March 31, 2021, contract cost is \$8,000.00 annually. Second: Mr. Gray.

ROLL CALL VOTE: Mr. Gray, yea Mr. Applegate, yea Mr. Woodruff, yea

Commissioner, Tony Applegate, exited the meeting at 10:15 a.m.

**IN THE MATTER TO ADJOURN**

Motion moved by Mr. Gray to adjourn this meeting with no further business before the Board this 19th day of March 2018. Second: Mr. Woodruff.

ROLL CALL VOTE: Mr. Gray, yea Mr. Applegate, absent Mr. Woodruff, yea

**March 19, 2018**

3/15/18

Commissioner, Barry Woodruff, attended the Chamber of Commerce Meeting at ABCAP.

Commissioner, Daryll Gray, attended the General Government & Tax and Finance Committee Joint Meeting, CCAO.

Approval: March 21, 2018

  
Barry Woodruff, President

  
Tony Applegate, Member

  
Daryll Gray, Member

  
Sarah Beath, Clerk

March 19, 2018