

DEVELOPMENT FINANCE AUTHORITY OF SUMMIT COUNTY
 UNCLASSIFIED SALARY SCHEDULE
 PROFESSIONAL/MANAGERIAL SCALE

DRAFT

2012

<u>Class Code</u>	<u>Table</u>	<u>Pay Grade</u>	<u>Title</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
26501	DF	1	ACCOUNTS ASSISTANT	Annual	\$26,811.20	\$32,177.60	\$37,544.00
				Bi-Week	1,031.20	1,237.60	1,444.00
				Hourly	12.89	15.47	18.05
26502	DF	2	EXECUTIVE ASSISTANT	Annual	\$35,900.80	\$43,076.80	\$50,232.00
				Bi-Week	1,380.80	1,656.80	1,932.00
				Hourly	17.26	20.71	24.15
26503	DF	3	PROJECT COORDINATOR	Annual	\$38,625.60	\$47,278.40	\$55,952.00
				Bi-Week	1,485.60	1,818.40	2,152.00
				Hourly	18.57	22.73	26.90
26504	DF	4	FINANCE MANAGER	Annual	\$50,668.80	\$63,336.00	\$75,940.80
				Bi-Week	1,948.80	2,436.00	2,920.80
				Hourly	24.36	30.45	36.51
26505	DF	4	DEVELOPMENT MANAGER	Annual	\$50,668.80	\$63,336.00	\$75,940.80
				Bi-Week	1,948.80	2,436.00	2,920.80
				Hourly	24.36	30.45	36.51



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Accounts Assistant

CODE: 26501

IMMEDIATE SUPERVISOR (TITLE): Finance Manager

POSITIONS SUPERVISED (TITLE): None

Pay Table: DF

Pay Grade: 01

Classified Unclassified

Date Revised: 04/2012

Full-time Part-time Seasonal

FLSA Status:

Hourly Salary

Non-Exempt Exempt

Bargaining Non-bargaining

Critical features of this job are described below. They may be subject to change at any time due to reasonable accommodation, compliance mandates, and/or operational management decisions.

JOB RESPONSIBILITIES:

Under general supervision, processes a variety of financial transactions for receipt and disbursement of funds. Posts, updates, and balances transactions to record keeping systems. Resolves problems or discrepancies. Gathers, compiles information and prepares financial reports. Performs variety of related clerical tasks. Assists other areas of the Authority as directed. Provides quality customer services to government officials, partners, community leaders, professionals, vendors, businesses and the general public. Performs other duties as requested, directed, or assigned.

QUALIFICATIONS OR EQUIVALENT COMBINATIONS OF TRAINING AND/OR EXPERIENCE:

Completion of secondary education supplemented by courses in bookkeeping, typing, and business courses plus six (6) months accounting experience or equivalent combination of training and/or experience.

OTHER REQUIREMENTS: Required certification, license and special requirements of position (e.g., physical demands and work environment, safety hazards, ability to access the various work sites, lifting, etc.)

Licenses:

- Possession of valid driver's license.

Bonding:

- Meet and maintain eligibility requirements for bonding.

Physical Demands: The physical demands described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee may be required to travel to and access the various assigned work sites.
- Job is physically comfortable. Typically requires sitting, walking, standing, bending, keying, talking, hearing, seeing and repetitive motions; use hands to finger, handle, or feel..



COUNTY OF SUMMIT, OHIO POSITION DESCRIPTION

An Equal Opportunity Employer

- May occasionally be required to reach with hands and arms and climb or balance. The employee must regularly lift up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close visions, distance vision, color vision and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment and employee will regularly be exposed to normal hazards associated with an office environment.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position) * Denotes essential functions of the job.

Percent of Time	Duties
85-90%	<p>In all functions of this position the Employee must maintain confidentiality of applicable department data, information and records.</p> <p>Accounts Payable Functions: *Receives, reviews, analyzes, codes, and processes administrative fiscal documentation (e.g. expense reports, invoices, vouchers) or other related materials; *verifies documentation to ensure validity, completeness and accuracy; *prepares forms necessary for disbursement of funds; *prepares and processes vendor payments in Banner; *enters transactions into a computerized system; *maintains purchase order accounts; balances, adjusts and closes purchase orders; *processes account transfers as needed; *performs Banner accounts payable procedures in accordance with Summit County Fiscal Office policies and procedures; notifies appropriate staff when purchase orders are low.</p> <p>Accounts Receivable Functions: *Receives money from payment of fees and other financial transactions; * receives payments (e.g. cash or checks), prepares and reconciles receipts or other forms necessary for receipt of funds;*prepares deposits; *assigns revenue codes and allocates payments to proper accounts utilizing computerized systems; re-caps fiscal documentation from receipts, account balances and submits in report format.</p>
10-15%	<p>Other Functions: *Assists other employees as directed; *Answers all incoming calls and greets visitors, serving as an information source, referring calls to appropriate staff members or their voicemail (Back-up to Executive Assistant); *provides quality customer service by assisting Authority President and staff, government officials, partners, community leaders, vendors, businesses, and the general public in resolving questions or problems; *presents self in a professional, ethical and culturally sensitive manner to co-workers, , government officials, partners, community leaders, vendors, businesses and the public; *adheres to all policies and procedures (e.g. division, agency, county, federal and state); attends meetings, conferences, workshops, seminars and training to remain current and knowledgeable on policies, regulations, procedures as directed; assists with special projects as needed; *demonstrates regular and predictable attendance.</p>

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS (* Indicates developed after employment)

Knowledge of accounting, auditing, bookkeeping; government structure and process*; purchasing; computerized inventory control; materials, supplies and equipment utilized by the authority*; county, state and federal rules and regulations; County and authority automated systems and office application programs



COUNTY OF SUMMIT, OHIO POSITION DESCRIPTION

An Equal Opportunity Employer

(e.g. Microsoft Office, Banner, etc.); government structure and process*; public relations; department goals and objectives*; department policies and procedures*; records management; office practices and procedures*; product research methods and evaluation. Ability to prepare accurate specifications; understand, interpret and apply rules and/or regulations to specific situations; deal with many variables and determine specific action; read technical information; communicate effectively verbally and in writing; define problems, gather and analyze data, establish facts and draw valid conclusions; research and retrieve data from the Internet; calculate statistics, fractions, decimals and percentages; prepare concise and accurate documentation; maintain accurate records; work alone or as part of a team; resolves complaints related to work product. Ability to show respect for the opinions of others and work to ensure an atmosphere free of interruptions, difficulty, and/or discrimination; demonstrate regular and predictable attendance; be punctual and timely in meeting all requirements of performance, beginning and ending assignments on time; develop and maintain courteous and effective working relationships with authority and other County staff, partners, vendors, and/or any other representatives of external organizations. Advanced skill in data entry; research methods; computer operation, County and authority automated systems and office application programs (e.g. Microsoft Office, Banner); other office equipment operation. Apply analytical skills, demonstrate problem-solving skills, and exercise good judgment.

Acknowledged:

Development Finance Authority of Summit County Supervisor

Date

Supervisor Name (Printed)

Disclaimer The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the discretion of the Authority. The Development Finance Authority of Summit County reserves the right to revise or change job duties, job hours, and responsibilities.

I have read and understand the duties and responsibilities listed in this position description. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. I understand that this position description is not an employment contract and that the Development Finance Authority of Summit County reserves the right to alter the position description at any time.

Employee Signature

Date

Employee Name (Printed)

26501 – Accounts Assistant
Revised: 04/26/2012

EXHIBIT B



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Accounts Assistant

CODE: 26501

Approved:

Patricia McKay
Chair, Development Finance Authority of Summit County Board of Directors

Date

Approved:

Christopher Burnham
President

Date



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Executive Assistant

CODE: 26502

IMMEDIATE SUPERVISOR (TITLE): President

POSITIONS SUPERVISED (TITLE):

Pay Table: DF

Pay Grade: 02

Classified Unclassified

Date Revised: 04/2012

Full-time Part-time Seasonal

FLSA Status:

Hourly Salary

Non-Exempt Exempt

Bargaining Non-bargaining

Critical features of this job are described below. They may be subject to change at any time due to reasonable accommodation, compliance mandates, and/or operational management decisions.

JOB RESPONSIBILITIES:

Under general direction, performs a variety of administrative, clerical and management support duties necessary for the organization to run efficiently. Act as a liaison between Authority President and staff, government officials, partners, community leaders, professionals, vendors, businesses, and the general public. Plans and schedules meetings and appointments; organizes and maintains paper and electronic files; plans, directs and coordinates special events, marketing materials, and public relations activities. Trains and supervises Account Assistant. Assists other areas of the Authority as directed. Provides quality customer services to government officials, partners, community leaders, professionals, vendors, businesses and the general public. Performs other duties as requested, directed, or assigned.

QUALIFICATIONS OR EQUIVALENT COMBINATIONS OF TRAINING AND/OR EXPERIENCE:

Completion of secondary education with course work in business, marketing and/or secretarial sciences, plus three (3) to five (5) years clerical, marketing, or administrative services experience, or equivalent combination of training, education, and experience that would provide the required knowledge and abilities to perform the duties of the position. Associate's degree in business or marketing and Notary is preferred.

OTHER REQUIREMENTS: Required certification, license and special requirements of position (e.g., physical demands and work environment, safety hazards, ability to access the various work sites, lifting, etc.)

Licenses:

- Possession of valid driver's license.

Bonding:

- Meet and maintain eligibility requirements for bonding.



COUNTY OF SUMMIT, OHIO POSITION DESCRIPTION

An Equal Opportunity Employer

Physical Demands: The physical demands described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee may be required to travel to and access the various assigned work sites.
- Job is physically comfortable. Typically requires sitting, walking, standing, bending, keying, talking, hearing, seeing and repetitive motions; use hands to finger, handle, or feel..
- May occasionally be required to reach with hands and arms and climb or balance. The employee must regularly lift up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close visions, distance vision, color vision and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment and employee will regularly be exposed to normal hazards associated with an office environment.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position) * Denotes essential functions of the job.

Percent of Time	Duties
	In all functions of this position the Employee must maintain confidentiality of applicable department data, information and records.
20-25%	Administrative Functions: *Acts as a liaison between Authority President and staff, board members, government officials, partners, community leaders, professionals, vendors, businesses, and the general public; *researches and responds to inquiries via e-mail or telephone. *Implements office procedures as approved by the President and/or Board. Coordinates Board and special committee meetings including set up and tear down, preparing and distributing agenda, public notices and meeting materials; *records, transcribes, prepares and maintains board records including attendance (board members and guests), board and committee minutes and resolutions. Plans and carries out work assignments provided by the President.
30-40%	Support Functions: *Answers all incoming calls and greets visitors, serving as an information source, referring calls to appropriate staff members or their voicemail; *plans and schedules meetings and appointments for the President and/or assigned staff and partners, including meetings, lunches, speaking, engagements/appearances, conferences, trade shows etc. and notifies all involved parties by phone and/or e-mail. *Screens and distributes all departmental mail; *collect and distribute mail, prepare packages for shipment, function as a messenger as needed; *responsible for the timely delivery of deposits and receipt of disbursements from Fiscal Office; *updates postage log and prints monthly reports to maintain accurate mailing system. *Compiles, prepares, maintains, and processes documents, spreadsheets, databases, correspondence, forms, directives, and reports; *maintains filing system of fiscal data and contracts, sets up new files and rotates annually; researches, evaluates, recommends and requisitions materials, services, supplies and equipment based on price, service, quality and warranty to meet the needs of the Authority and maintain optimal performance. May coordinate travel and guest arrangements (i.e., hotel and airline reservations), RSVP and pay fees by purchase order or credit card, and complete expense forms for staff attendance at events. *Coordinates technical support for the service, repair, and purchase of computers, software/hardware, office equipment, phone system, copier, cell phones and internet service. Scans, faxes, and copies.



COUNTY OF SUMMIT, OHIO

POSITION DESCRIPTION

An Equal Opportunity Employer

- 20-30% **Community Outreach Functions:** *Plans, directs and coordinates special events and marketing activities. *Maintains and expands current mailing lists. *Reviews, edits and formats content for brochures, advertising, annual reports and website; *review, edits and formats statements, press releases, guest columns, speeches, or other material; Research, select and direct graphic designer and printer for Authority materials; *implements media strategies developed by the President to inform the public about key issues of the Authority; *reviews newspaper, magazine, and professional journal articles and checks television, radio and news blogs for stories that relate to the Authority;
- 05-15% **Other Functions:** Provide quality customer service by answering inquiries from staff, government officials, partners, community leaders, professionals, vendors, businesses, and the general public; presents self in a professional, ethical and culturally sensitive manner to co-workers, staff, partners, and the public; adheres to all policies and procedures (e.g. division, Authority, county, federal and state); attends meetings, conferences, workshops, seminars and training to remain current and knowledgeable on policies, regulations, procedures as directed; demonstrates regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS (* Indicates developed after employment)

Knowledge of business administration; government structure and process*; Authority policies, procedures, goals and objectives*; records management and administrative processes; human and public relations; office practices and procedures; clerical and record-keeping operations, and the use of office machines; operation of computer and business applications (e.g. MS Office, MS Publisher, MS Project, desktop publishing, contact manager software, etc.); rules of English grammar, spelling, and composition; research methods; customer service principles and techniques. Ability to analyze and interpret data to arrive at valid conclusions, recommendations and plans of action; perform assigned duties with a minimum of supervision; identify problems and implement or recommend solutions; interpret and apply federal, state, and local mandates, rules*, County,* Authority,* and Authority* policies and procedures; maintain accurate records; communicate diplomatically with the public and provide quality customer services; take responsibility and use good judgment within scope of authority; deal with many variables, prioritize multiple tasks and determine specific action; develop and maintain effective working relationships, handle routine and sensitive inquiries from and contacts with government officials, employees and general public; communicate effectively in written or spoken English, possess strong writing skills, listen well; clearly and effectively communicate information in written or spoken English; Use a computer to draft documents, perform research, and communicate with other staff members, and customers and follow instructions from supervisor(s); effectively and efficiently execute detailed written or oral instructions; define problems, add, subtract, multiply, and divide whole numbers; proofread and copy material accurately and recognize grammatical and spelling errors; prepare accurate documentation; maintain accurate records according to established procedures; work efficiently within time constraints and deadlines, and handle stressful situations, ask relevant questions, and be able to give clear and understandable instructions. Ability to show respect for the opinions of others and work to ensure an atmosphere free of interruptions, difficulty, and/or discrimination; demonstrate regular and predictable attendance as specified in the Policies and Procedures Manual; be punctual and timely in meeting all requirements of performance; beginning and ending assignments on time; develop and maintain courteous and effective working relationships with staff, customers, partners, community leaders, vendors, and/or any other representatives of external organizations. Demonstrate excellent customer service, communication, and interpersonal skills. Advanced skill in typing, data entry; computer operation, systems, and application programs (e.g. Microsoft Office, desktop publishing, etc.); office equipment operation (e.g. computers, copy machines, fax machines, multi line phone system and postage meter.)



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

Acknowledged:

Development Finance Authority of Summit County Supervisor

Date

Supervisor Name (Printed)

Disclaimer The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the discretion of the Authority. The Development Finance Authority of Summit County reserves the right to revise or change job duties, job hours, and responsibilities.

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Employee Signature

Date

Employee Name (Printed)



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Executive Assistant

CODE: 26502

Approved:

Patricia McKay
Chair, Development Finance Authority of Summit County Board of Directors

Date

Approved:

Christopher Burnham
President

Date



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Project Coordinator

CODE: 26503

IMMEDIATE SUPERVISOR (TITLE): President

POSITIONS SUPERVISED (TITLE): None

Pay Table: DF

Pay Grade: 03

Classified Unclassified

Date Revised: 04/2012

Full-time Part-time Seasonal

FLSA Status:

Hourly Salary

Non-Exempt Exempt

Bargaining Non-bargaining

Critical features of this job are described below. They may be subject to change at any time due to reasonable accommodation, compliance mandates, and/or operational management decisions.

JOB RESPONSIBILITIES:

Under general direction, manages and directs Authority property management operations. Serves as a liaison between funding sources, business representatives, prospective lessees/purchasers, vendors and the Authority. Develops and maintains records, reports, and other documentation as required by local, state and federal laws and funding regulations. Assists other areas of the Authority as directed. Provides quality customer services to government officials, partners, community leaders, professionals, vendors, businesses and the general public. Performs other duties as requested, directed, or assigned.

QUALIFICATIONS OR EQUIVALENT COMBINATIONS OF TRAINING AND/OR EXPERIENCE:

Completion of bachelor's degree in business, finance, public administration, construction management or related field, plus three (3) years experience in property management, economic development, or finance or a combination of related course work and experience.

OTHER REQUIREMENTS: Required certification, license and special requirements of position (e.g., physical demands and work environment, safety hazards, ability to access the various work sites, lifting, etc.)

Licenses:

- Possession of valid driver's license.
- Must maintain all required licenses, training and certification, plus any security clearances

Bonding:

- Meet and maintain eligibility requirements for bonding.

Physical Demands: The physical demands described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is required to travel to and access the various assigned work sites, other offices and agencies.



COUNTY OF SUMMIT, OHIO

POSITION DESCRIPTION

An Equal Opportunity Employer

- Regularly required to lift up to 75 lbs; to move limbs and fingers easily to perform manual functions repeatedly; standing, talking, hearing, seeing, standing, walking, sitting, climbing, balancing, stooping, kneeling, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist, bending at the waist, climbing ladders, entering crawl spaces, exertion of force; move body in continuous labor.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Subject to twenty-four (24) on-call status.
- May be exposed to dirt, dust, fumes, chemicals, high and low temperatures, water, and adverse weather conditions.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position) * Denotes essential functions of the job.

Percent of Time	Duties
50-60%	<p>In all functions of this position the Employee must maintain confidentiality of applicable department data, information and records.</p> <p><u>Property Management Functions:</u> * Acts as Authority Property Manager for Authority owned properties; *inspects facilities, grounds and equipment routinely to determine necessary repairs or maintenance; recommends priorities for preventative maintenance and upgrades for facilities and equipment to Authority President; solicits and analyze bids from contractors for repairs, renovations and/or maintenance; plans, schedules and coordinates general maintenance, major repairs and remodeling or construction for facilities; performs maintenance and repair work as needed. *Maintains records related to Authority owned facilities (repairs, inspections, etc); maintains contact with insurance carriers, fire and police departments and other agencies to ensure protection and compliance with codes and regulations. *Manages inventory control and liquidation of unnecessary furniture and equipment. *Markets Authority properties through agents, advertising or other methods; meets with prospective lessees and/or purchasers to show properties and explain terms of lease/sale; negotiates the sale, lease or development of property and complete or review appropriate documents and forms.</p>
20-30%	<p><u>Compliance/Finance Functions:</u> *Attends meeting with potential clients to discuss financing options available through the Authority; serves as liaison between funding sources and clients; conducts regular meetings with owner's representatives; *verifies all project requirements are met and notifies the President that the necessary documents can be signed and delivered to the Trustees for funding. *Monitors the utilization of the sales tax exemption privilege on tangible real property; *monitors terms agreed upon in bond and related documents; *monitors project disbursement requests and expenditures; confirms allocations from the Authority are authorized only for eligible project expenses; *maintains record of payments, ensure compliance with payment and follow up on delinquent accounts, when necessary; collects income certifications for Tax Increment Financing projects; requests and collects required quarterly financial data; files and maintains all trust statements in accordance with record retention policy. *Serves as prevailing wage coordinator and verifies project compliance with all related local, state and federal regulations.</p>



COUNTY OF SUMMIT, OHIO POSITION DESCRIPTION

An Equal Opportunity Employer

10-15% **Other Functions:** *Adheres to all policies and procedures (e.g. Authority, county, federal and state); *provides quality customer service by assisting staff, government officials, partners, community leaders, professionals, vendors and businesses in resolving inquiries, complaints, or problems; *contributes to Authority marketing materials including writing, visual aids and power point presentations; *presents self in a professional, ethical and culturally sensitive manner to co-workers, partners, and the public; *attends meetings, conferences, workshops, seminars and training to remain current and knowledgeable on policies, regulations and procedures; *demonstrates regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS (* Indicates developed after employment)

Knowledge of business administration; government structure and process*; Authority policies, procedures, goals and objectives*; records management and administrative processes; office practices and procedures; clerical and record-keeping operations; the use of office machines; operation of computer and business applications (e.g. MS Office etc.); rules of English grammar, spelling, and composition; research methods; customer service principles and techniques. Ability to analyze and interpret data to arrive at valid conclusions, recommendations and plans of action; perform assigned duties with a minimum of supervision; identify problems and implement or recommend solutions; interpret and apply federal, state, and local mandates, rules and Authority policies and procedures*; maintain accurate records; communicate diplomatically with the public and provide quality customer services; take responsibility and use good judgment within scope of authority; deal with many variables, prioritize multiple tasks and determine specific action; develop and maintain effective working relationships, handle routine and sensitive inquiries from and contacts with government officials, employees and general public; communicate effectively in written or spoken English, possess strong writing skills, listen well; clearly and effectively communicate information in written or spoken English; Use a computer to draft documents, perform research, and communicate with other staff members, and customers and follow instructions from supervisor(s); effectively and efficiently execute detailed written or oral instructions; define problems, add, subtract, multiply, and divide whole numbers; proofread and copy material accurately and recognize grammatical and spelling errors; prepare accurate documentation; maintain accurate records according to established procedures; work efficiently within time constraints and deadlines, and handle stressful situations, ask relevant questions, and be able to give clear and understandable instructions. Ability to show respect for the opinions of others and work to ensure an atmosphere free of interruptions, difficulty, and/or discrimination; demonstrate regular and predictable attendance; be punctual and timely in meeting all requirements of performance; beginning and ending assignments on time; develop and maintain courteous and effective working relationships with staff, customers, partners, community leaders, vendors, and/or any other representatives of external organizations. Demonstrate excellent customer service, communication, and interpersonal skills. Advanced skill in typing, data entry; computer operation, systems, and application programs (e.g. Microsoft Office, etc.); office equipment operation (e.g. computers, copy machines, fax machines, etc.)

Acknowledged:

Development Finance Authority of Summit County Supervisor

Date

Supervisor Name (Printed)



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

Disclaimer The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the discretion of the Authority. The Development Finance Authority of Summit County reserves the right to revise or change job duties, job hours, and responsibilities.

I have read and understand the duties and responsibilities listed in this position description. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. I understand that this position description is not an employment contract and that the Development Finance Authority of Summit County reserves the right to alter the position description at any time.

Employee Signature

Date

Employee Name (Printed)



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Project Coordinator

CODE: 26503

Approved:

Patricia McKay
Chair, Development Finance Authority of Summit County Board of Directors

Date

Approved:

Christopher Burnham
President

Date



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Finance Manager

CODE: 26504

IMMEDIATE SUPERVISOR (TITLE): President

POSITIONS SUPERVISED (TITLE): Account Assistant

Pay Table: DF

Pay Grade: 04

Classified Unclassified

Date Revised: 04/2012

Full-time Part-time Seasonal

FLSA Status:

Hourly Salary

Non-Exempt Exempt

Bargaining Non-bargaining

Critical features of this job are described below. They may be subject to change at any time due to reasonable accommodation, compliance mandates, and/or operational management decisions.

JOB RESPONSIBILITIES:

Under general direction, directs and manages financial initiatives and develops financial, budget and business plans. Administers Authority's daily, monthly, quarterly and annual audit and financial processes. Manages human resource functions (including payroll, hiring, personnel records, etc.) Reviews and interprets policies, procedures, and regulations to provide technical assistance, training and guidance to staff, officials, business leaders, and general public and to respond to inquiries. Participates in strategic planning initiatives to further support the vision, mission, services and products of the Authority and to ensure effective and efficient operations. Serves as Assistant Secretary to the Board of Directors. Represents Authority in various contacts with governmental, business, and community agencies and facilities, partners, and the general public. Prepares and disseminates information and training to communities and businesses; attends various community meetings and trade shows; communicates new developments in available financing/programs. Assists other areas of the Authority as directed. Provides quality customer services to government officials, partners, community leaders, vendors, businesses and the general public. Performs other duties as requested, directed, or assigned.

QUALIFICATIONS OR EQUIVALENT COMBINATIONS OF TRAINING AND/OR EXPERIENCE:

Completion of bachelor's degree in accounting, finance, or business administration or closely related discipline, plus five (5) years accounting experience or equivalent combination of training, education, and experience that would provide the required knowledge and abilities to perform the duties of the position. Advanced degree, public sector experience and CPA certification is preferred.

OTHER REQUIREMENTS: Required certification, license and special requirements of position (e.g., physical demands and work environment, safety hazards, ability to access the various work sites, lifting, etc.)

Licenses:

- Possession of valid driver's license.
- Must maintain all required licenses, training and certification, plus any security clearances



COUNTY OF SUMMIT, OHIO

POSITION DESCRIPTION

An Equal Opportunity Employer

Bonding:

- Meet and maintain eligibility requirements for bonding.

Physical Demands:

- While performing the duties of this position, the employee may be required to travel to and access the various assigned work sites, other offices and agencies.
- Job is physically comfortable. Typically requires sitting, walking, standing, bending, keying, talking, hearing, seeing and repetitive motions; use hands to finger, handle, or feel..
- May occasionally be required to reach with hands and arms and climb or balance. The employee must regularly lift up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Work Environment: The Work Environment characteristics described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment and employee will regularly be exposed to normal hazards associated with an office environment.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position) * Denotes essential functions of the job.

Percent Duties

of In all functions of this position the Employee must maintain confidentiality of applicable department data, information and records.

20-30% Operational Functions: * Performs human resource functions (including payroll, hiring, personnel records, etc.). Participates in strategic planning initiatives to further support the vision, mission, services and products of the Authority and to ensure effective and efficient operations. *Prepares and monitors Authority compliance with records retention schedule and destruction. Participates in the development and implementation of Authority policy and procedures to ensure compliance with federal, state, and local mandates, in addition to the actions/policies of the Board of Directors. *Manages project planning or development as assigned.

60-75% Finance Functions: * Directs and manages financial initiatives and develops financial and business plans including agency budget; *lead in the renewal and ongoing functioning of Authority financing programs by minimizing risk and maximize opportunities; researches and recommends additional sources of investment into the bond fund to increase revenue. Recommends approval, administers and reports on Authority's daily, monthly, quarterly and annual financial processes to the Board of Directors; maintains accounting records, files, documents and necessary detail schedules to ensure control of assets; ensures that receipts and expenditures are fully compliant with local, state and federal laws and actions/policies of the Board of Directors; establish and manages multiple funds/allocations. Coordinates the recruitment and selection of an accounting firm to conduct Authority Audits; serves as lead contact for auditors. Acts as Authority representative on assigned finance projects. Identifies opportunities for operational revenue for Authority as well as when working with developers/property owners/lessees, construct appropriate reimbursement agreements to compensate the Authority for out of pocket cost and staff costs; researches and recommends vendors for various required reports, letters of credit; oversees and directs the preparation and issuance of the Authority's Annual Audited Financial Auditing Statements; develops systems for reconciling and monitoring on-going compliance with contractual obligations within project documents including those required by rating agencies, bondholders, other governmental lenders, etc.; determines



COUNTY OF SUMMIT, OHIO POSITION DESCRIPTION

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appropriate funds for payment of property tax, debt service and utility payments, records transactions. Participates in bond rating process.

- 10-20% **Other Functions:** * Serves as Assistant Secretary to the Board. *Adheres to all policies and procedures (e.g. Authority, county, federal and state); *provides quality customer service by assisting staff, government officials, partners, community leaders, professionals, vendors and businesses in resolving inquiries, complaints, or problems; *contributes to Authority marketing materials including writing, visual aids and power point presentations.*presents self in a professional, ethical and culturally sensitive manner to co-workers, partners, and the public; *attends meetings, conferences, workshops, seminars and training to maintain level of knowledge required policies, regulations and procedures; *demonstrates regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS (* Indicates developed after employment)

Comprehensive knowledge of governmental and general accounting, auditing, and budgeting structure and processes; fiscal analysis and data processing techniques; operation of computer and business applications (e.g. MS Office, Banner, QuickBooks etc.); project management principles; government structure and process*; leadership principles and practices; administrative/supervisory/ management principles and practices; budgeting techniques; federal, state, and local laws, rules and regulations; interviewing; EEO regulations; employee planning, training and development; office practices and procedures*; Authority policies, procedures, goals and objectives*; government contracting*; human and public relations; technical or business writing; effective oral communication. Ability to understand, interpret and analyze financial, budget and other data to arrive at valid conclusions for strategic management; facilitate and coordinate teamwork among staff, and partners; apply laws, rules, regulations; adherence to professional and ethical standards, recommendations, and plans of action; prepare and/or edit annual budgets, reports and policies; manage many variables and determine specific effective action; develop and maintain effective working relationships; calculate statistics, fractions, decimals and percentages; handle routine and sensitive inquiries from and contacts with government officials, employees, vendors, businesses, and general public; prepare meaningful, accurate and concise reports and standard forms; maintain accurate records; apply analytical skills, demonstrate problem-solving skills, and exercise good judgment; prioritize multiple tasks, work efficiently within time constraints and deadlines; prepare and deliver speeches and presentations; resolve complaints; clearly and effectively communicate information (sometimes of a complex nature) in written or spoken English, listen well, ask relevant questions, resolve complaints; use a computer to draft documents, perform research, monitor compliance matters. Ability to show respect for the opinions of others and work to ensure an atmosphere free of interruptions, difficulty, and/or discrimination; demonstrate regular and predictable attendance; be punctual and timely in meeting all requirements of performance; beginning and ending assignments on time; develop and maintain courteous and effective working relationships with employees, government officials, clients, vendors, partners, and/or any other representatives of external organizations. Skill in County and Authority automated systems (e.g., Banner, etc.) computer operation and applications (e.g. MS Office, QuickBooks,) and office equipment.

Acknowledged:

Development Finance Authority of Summit County Supervisor

Date

26504 – Finance Manager
Revised: 04/26/2012

EXHIBIT E



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

Supervisor Name (Printed)

Disclaimer The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the discretion of the Authority. The Development Finance Authority of Summit County reserves the right to revise or change job duties, job hours, and responsibilities.

I have read and understand the duties and responsibilities listed in this position description. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. I understand that this position description is not an employment contract and that the Development Finance Authority of Summit County reserves the right to alter the position description at any time.

Employee Signature

Date

Employee Name (Printed)



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Finance Manager

CODE: 26504

Approved:

Patricia McKay
Chair, Development Finance Authority of Summit County Board of Directors

Date

Approved:

Christopher Burnham
President

Date



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Development Manager

CODE: 26505

IMMEDIATE SUPERVISOR (TITLE): President

POSITIONS SUPERVISED (TITLE): None

Pay Table: DF

Pay Grade: 04

Classified Unclassified

Date Revised: 04/2012

Full-time Part-time Seasonal

FLSA Status:

Hourly Salary

Non-Exempt Exempt

Bargaining Non-bargaining

Critical features of this job are described below. They may be subject to change at any time due to reasonable accommodation, compliance mandates, and/or operational management decisions.

JOB RESPONSIBILITIES:

Under general direction, plans, develops, coordinates implementation, ensures compliance, and monitors functions and activities of assigned federal, state, and/or local program(s) cooperation with state and local governments, and private and non-profit industry. Monitors compliance within funding terms, fiscal compliance and conditions of application. Reviews and interprets policies, procedures, and regulations to provide technical assistance, training and guidance to staff, officials, business leaders, and general public and to respond to inquiries. Participates in strategic planning initiatives to further support the vision, mission, services products of the Authority and to ensure effective and efficient operations. Represents department in various contacts with governmental, business, and community agencies and facilities, partners, and the general public. Prepares and disseminates information and training to communities and businesses; attends various community meetings; communicates new developments in available financing/programs. Assists other areas of the Authority as directed. Provides quality customer services to government officials, partners, community leaders, vendors, businesses and the general public. Performs other duties as requested, directed, or assigned.

QUALIFICATIONS OR EQUIVALENT COMBINATIONS OF TRAINING AND/OR EXPERIENCE:

Completion of bachelor's degree in finance or business administration or closely related discipline, plus five (5) years finance experience or equivalent combination of training, education, and experience that would provide the required knowledge and abilities to perform the duties of the position. Advanced degree, public sector experience and certification from International Economic Development Council, Council of Development Finance Agencies or similar certification is preferred.

OTHER REQUIREMENTS: Required certification, license and special requirements of position (e.g., physical demands and work environment, safety hazards, ability to access the various work sites, lifting, etc.)

Licenses:

- Possession of valid driver's license, if utilization of a motor vehicle to perform the essential functions is required.
- Must maintain all required licenses, training and certification, plus any security clearances



COUNTY OF SUMMIT, OHIO

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Bonding:

- Meet and maintain eligibility requirements for bonding.

Physical Demands:

- While performing the duties of this position, the employee may be required to travel to and access the various assigned work sites, other offices and agencies.
- Job is physically comfortable. Typically requires sitting, walking, standing, bending, keying, talking, hearing, seeing and repetitive motions; use hands to finger, handle, or feel..
- May occasionally be required to reach with hands and arms and climb or balance. The employee must regularly lift up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Work Environment: The Work Environment characteristics described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment and employee will regularly be exposed to normal hazards associated with an office environment.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position) * Denotes essential functions of the job.

Percent of Time	Duties
60-75%	<p>In all functions of this position the Employee must maintain confidentiality of applicable department data, information and records.</p> <p><u>Development Functions:</u> *Represents the Authority at various meetings, conferences, seminars, trade shows and public forums and makes presentations to business and community groups to encourage participation in programs; *research, evaluate and recommend applicants and projects to the President and the Board of Directors for approval; *analyze each project to determine its validity, developer commitment, community benefit, eligibility for grants and/or loans and the capacity of the applicant to adequately demonstrate project readiness and financial soundness; *identify risks associated with each proposed transaction for presentation to the President and Board of Directors; review and revise related legal and financial documents prepared by counsel(s) and underwriter; verify borrowers meeting funding requirements for bond and loan closing; establish, monitor and record fees and payment deadlines, ensure invoices are issued accurately and timely; assist and/or prepare project applications for state and federal funding; continue to monitor agreement compliance; review all disbursements prior to submission to funding source, track payments and conduct follow up with partners through project completion. *Research, analyze and recommend new programs and financing options to broaden Authority's mission; manages and coordinates the research and analysis of funding and program opportunities, prepares applications, and locates and secures funding for projects. Serves as liaison between underwriters, bond counsel, Authority counsel, underwriter counsel, trustees, regulators and applicants.</p>
20-30%	<p><u>Administrative Functions:</u> *Serves on various committees and boards representing the Development Finance Authority of Summit County; *serves as liaison to neighboring communities with Cooperative Agreements to facilitate community and economic development financing utilizing Authority programs; develops and presents presentations to local, state and national conference regarding economic development, the Authority and its programs. Participates in the development and implementation of Authority policy and procedures to ensure compliance with federal, state, and local mandates, in additional</p>



COUNTY OF SUMMIT, OHIO POSITION DESCRIPTION

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to the actions/policies of the Board of Directors.

10-20% **Other Functions:** *Adheres to all policies and procedures (e.g. Authority, county, federal and state); *provides quality customer service by assisting staff, government officials, professionals, vendors, grantors, clients and businesses in resolving inquiries, complaints, or problems; *contributes to Authority marketing materials including writing, visual aids and power point presentations.*presents self in a professional, ethical and culturally sensitive manner to co-workers, partners and the public; *attends meetings, conferences, workshops, seminars and training to remain current and knowledgeable on policies, regulations and procedures; *demonstrates regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS (* Indicates developed after employment)

Comprehensive knowledge of governmental and general accounting; fiscal analysis; economic development; operation of computer and business applications (e.g. MS Office, etc.); project management principles; government structure and process*; leadership principles and practices; administrative/supervisory/management principles and practices; Authority policies, procedures, goals and objectives*; government contracting*; human and public relations; technical or business writing; effective oral communication. Ability to understand, interpret and analyze financial data to arrive at valid conclusions for strategic management; oversee contract administration and compliance; facilitate and coordinate teamwork among staff and partners; apply laws, rules, regulations; adherence to professional and ethical standards, recommendations, and plans of action; develop and/or edit funding programs, reports and policies; manage many variables and determine specific effective action; develop and maintain effective working relationships; calculate statistics, fractions, decimals and percentages; handle routine and sensitive inquiries from and contacts with government officials, employees, vendors, businesses, and general public; prepare meaningful, accurate and concise reports and standard forms; maintain accurate records; apply analytical skills, demonstrate problem-solving skills, and exercise good judgment; prioritize multiple tasks, work efficiently within time constraints and deadlines; prepare and deliver speeches and presentations; resolve complaints; clearly and effectively communicate information (sometimes of a complex nature) in written or spoken English, listen well, ask relevant questions, resolve complaints; use a computer to draft documents, perform research, monitor compliance matters. Ability to show respect for the opinions of others and work to ensure an atmosphere free of interruptions, difficulty, and/or discrimination; demonstrate regular and predictable attendance; be punctual and timely in meeting all requirements of performance; beginning and ending assignments on time; develop and maintain courteous and effective working relationships with employees, government officials, clients, vendors, partners, and/or any other representatives of external organizations. Skill in computer operation, applications (e.g. MS Office) and office equipment.

Acknowledged:

Development Finance Authority of Summit County Supervisor

Date

Supervisor Name (Printed)



COUNTY OF SUMMIT, OHIO POSITION DESCRIPTION

An Equal Opportunity Employer

Disclaimer The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the discretion of the Authority. The Development Finance Authority of Summit County reserves the right to revise or change job duties, job hours, and responsibilities.

I have read and understand the duties and responsibilities listed in this position description. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. I understand that this position description is not an employment contract and that the Development Finance Authority of Summit County reserves the right to alter the position description at any time.

Employee Signature

Date

Employee Name (Printed)



COUNTY OF SUMMIT, OHIO
POSITION DESCRIPTION
An Equal Opportunity Employer

OFFICE: Development Finance Authority of Summit County

CLASSIFICATION: Development Manager

CODE: 26505

Approved:

Patricia McKay
Chair, Development Finance Authority of Summit County Board of Directors

Date

Approved:

Christopher Burnham
President

Date

COUNTY OF SUMMIT
HUMAN RESOURCE COMMISSION
MEETING
WEDNESDAY MAY 24, 2012
11:00 A.M.
MINUTES

MEMBERS PRESENT:

Joel Bailey, Chair
Mike Callahan, Member

I. **Call to Order**

Joel Bailey convened the meeting at 11:00 a.m. with all members present except for Nancy Wilson who was absent due to illness. Joel Bailey introduced Michael Callahan, newly appointed member of the Human Resource Commission. Mr. Callahan replaced Peter Kostoff.

II. **Approval of Minutes-December, 15 2011**

Approval of minutes from the March 15, 2012 meeting was put on hold until the next meeting. Mr. Callahan was not present at the last meeting therefore could not approve.

III. **Correspondence**

1. The Commissioners were given a copy of Mr. Kostoff's resignation letter
2. The Commissioners were given a copy of the employer/employee agreement between an employee and the Clerk of Courts. The agreement also contained a letter from employee's attorney withdrawing his appeal with the HRC.

IV. **Old Business-Informational Items**

No Old Business

V. **New Business**
Informational Item

1. **New Class Spec/Position with Engineer's Office**

Christine Higham addressed the Commission. This is a new classification that was not created with the Human Resource Dept. The Engineer's office created the class spec and salary scale and took directly to Council, where it was passed. Ms. Higham indicated she has talked with the Engineer's office to ensure proper channels will be followed next time.

Action Items

1. **Law Clerk classification from classified to unclassified**

Christine Higham addressed the Commission. The Prosecutor has asked that this position become unclassified. This will allow the prosecutor to go directly to the Akron U Law School for example to find candidates for the position, without the need to go through posting process to public. An employee in this position, a lot of times, is hired into a Prosecutor position (unclassified), after completion of law school and passage of the bar.

Mike Callahan moved to place the law clerk classification into an unclassified position for the Prosecutor; seconded by J. Bailey.

Bailey	AYE
Callahan	AYE

Motion carried. (See attached Order # 12-01)

2. Proposed unclassified position titles and salary ranges for five positions with the Development Finance Authority (DFA) (fka Summit County Port Authority).

Christine Higham addressed the Commission
The Executive HR Dept has worked with the Director and staff of the Development Finance Authority to create 5 unclassified positions. Accounts Assistant, Executive Assistant, Project Coordinator, Finance Manager and Development Manager along with the unclassified salary schedule

Chris Burnham, Director of the DFA also addressed the Commission and answered questions from the HRC. The question was raised as to other personnel issues with DFA and whether they should be under the umbrella of the HRC (i.e. FMLA, Ethics etc). The FMLA has not been an issue with the DFA and the 2012 Ethic Statements will be sent to all employees of the DFA that are now in unclassified positions

Mike Callahan moved to place the above mentioned positions and the salary scale into the Development Finance Authority's Unclassified Classification Plan , seconded by J Bailey

Bailey	AYE
Callahan	AYE

Motion carried. (See attached Order # 12-02)

VI. Human Resource Department Report

Christine Higham of the Human Resource Department addressed the Commission. Ms Higham informed the Commissioners that after legislation passed Council to exempt several classifications from the hiring freeze requirements all parties are pleased. Officeholders are now able to post and hire for certain positions in a much quicker fashion.

The Summit County Human Resource Department is meeting with and corroborating with other Summit County entities to see where some of the services can be meshed (i.e. training etc)

Cynda Williams, long time employee of the Human Resource Department is retiring with today being her last day

VII. Human Resource Commission- Administrator Report

All Ethic Statements have been returned and approved. There were four employees out on FMLA that will return the statements upon their return.

The Commissioners were given an update on YTD FMLA figures (180 requests) along with Leave Donation figures (20 requests and 3,030 hours have been donated).

VIII. Public Comment

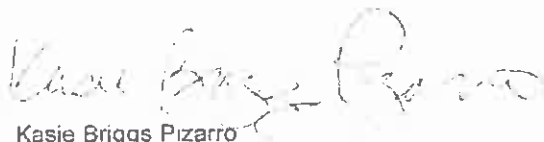
No public comment

IX. Adjourn

With no other public business to be conducted by the Commission,

Joel Bailey moved to adjourn the meeting at 11:30 a.m., seconded by Mike Callahan

Respectfully,



Kasie Briggs Pizarro

Administrator, Human Resource Commission

jlc

SUMMIT COUNTY, OHIO

HUMAN RESOURCE COMMISSION

HRC ORDER

Date: May 24, 2012

Order # : 12-02

Whereas the Human Resource Commission met in a public meeting at 11:00 a.m. on Wednesday May 24, 2012 to address the proposed creation of five(5) unclassified positions (account asst., exec asst., project coord., finance manager and development manager and the unclassified salary schedule for the Development Finance Authority (fka Summit County Port Authority).

Whereas the Human Resource Commission has reviewed the proposed positions along with the HRC Administrator, and Executive Human Resources Department and recommended the following action to the Human Resource Commission;

Approve the above mentioned unclassified positions for the Development Finance Authority along with the unclassified salary schedule

Whereas the Human Resource Commission conducted a full discussion of the proposed recommendation and heard testimony from Christine Higham and Chris Burnham ;

Whereupon a motion was entered by Mike Callahan and seconded by Joel Bailey to approve the above mentioned action for the Human Resource Commission.

A roll call vote was taken as follows:

J. Bailey Aye
M. Callahan Aye

The motion carried.



Kasie Briggs Pizarro, Administrator HRC

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EXHIBIT G

