

EXHIBIT A

“115.01 ADMINISTRATIVE ORGANIZATION.

The Administrative Services organization of Summit County shall be organized under the authority of the County Executive as follows:

- (a) Executive Department.
 - (1) Chief of Staff
 - (2) Assistant Chief of Staff
 - (3) Assistants to the Executive.
- (b) Director, Department of Law and Risk Management.
 - (1) Assistant Law Directors.
 - ~~(2) Deputy Director, Division of Public Safety~~
 - ~~(3) (2) Deputy Director, Office of Consumer Affairs~~
 - ~~(4) (3) Administrative Services.~~
 - A. Legal Counsel.
 - ~~B. Criminal Justice Affairs.~~
 - ~~C. Emergency Operations.~~
 - ~~D. B. Legislative~~
- (c) Director, Department of Communications.
 - (1) Administrative Services.
 - A. Media Relations.
 - B. Public Information.
- (d) Director, Department of Finance and Budget.
 - (1) Deputy Director.
 - (2) Deputy Director, Purchasing.
 - (3) Deputy Director, Bureau of Office Services.
 - (4) Administrative Services.
 - A. Budget Management.
 - B. Purchasing.
 - C. Office Services.
- (e) Director, Department of Community and Economic Development.
 - (1) Assistant Director, Development.
 - (2) Deputy Director, Planning and Geographic Information Systems.
 - (3) Administrative Services.
 - A. Community Development.
 - B. Economic Development.
 - C. Housing Resources Management.
 - D. Physical Planning.
 - E. Comprehensive Planning.
 - F. Geographic Information Systems.
- (f) Director, Department of Human Resources.
 - (1) Deputy Director, Personnel.
 - (2) Deputy Director, Labor Relations.
 - (3) Deputy Director, Employee Benefits.
 - (4) Administrative Services.
 - A. Personnel Management.
 - B. Labor Relations.
 - C. Equal Employment Opportunity Compliance.

EXHIBIT A

- D. Employee Benefits.
- (g) Director, Department of Administrative Services.
 - (1) Deputy Director, Facilities.
 - (2) Deputy Director, Capital Projects.
 - (3) Deputy Director, Community Services.
 - (4) Administrative Services.
 - A. Physical Plants/Facilities.
 - B. Capital Improvements/Construction.
 - C. Animal Control.
- (h) Director, Department of Job and Family Services
 - (1) Deputy Director.
 - (2) Deputy Director.
 - (3) Deputy Director.
 - (4) Administrative Services.
 - A. Fiscal Affairs.
 - B. Personnel.
 - C. IV-D Support.
 - D. Investigation.
 - E. Building Operations.
 - F. Supportive Services.
 - G. Training.
 - (5) Public Assistance.
 - A. Medicaid and Medical Assistance.
 - B. Primary Assistance.
 - C. Aid to Dependent Children Intake.
 - D. Aid to Dependent Children Ongoing.
 - E. Food Stamp Program.
 - F. Hearing Procedures.
 - (6) Social Services.
 - A. Service Management.
 - B. Direct Services.
 - C. Title XX Contracted Services.
- (i) Medical Examiner.
 - (1) Deputy Medical Examiner.
- (j) Director, Department of Sanitary Sewer Services.
 - (1) Assistant Director, Building Standards
 - (2) Deputy Director, Engineering.
 - (3) Deputy Director, Operations.
 - (4) Administrative Services.
 - A. Design and Construction.
 - 1. Design.
 - 2. Planning.
 - 3. Drafting.
 - 4. Inspection.
 - B. Maintenance Operations.
 - 1. Sewer Maintenance.

EXHIBIT A

- 2. Water Maintenance.
 - 3. Garage.
 - C. Wastewater Operations.
 - 1. Plant Operations.
 - 2. Pump Station Operations.
 - 3. Quality Assurance Group.
 - D. Administration.
 - 1. Finance.
 - 2. Customer Services.
 - 3. General Administration.
 - 4. Building Standards.
- (k) Director, Department of Public Safety.
- A. Administration.
 - (1) Emergency Management Agency.
 - (2) Public Safety Communications.
 - (3) Criminal Justice Affairs.

163A.02 CREATION OF PIPELINE EMERGENCY RESPONSE FUND.

The County Fiscal Officer is hereby authorized and directed to establish a Pipeline Emergency Response Fund, which shall be administered by the Executive's ~~Division~~ Department of Public Safety - Emergency Management Agency ~~under the direction of the Executive's Director of Law and Risk Management,~~ pursuant to all laws, rules and regulations established for funds established in the County's Codified Ordinances and/or by general law.

169.03 ETHICS OF PUBLIC EMPLOYMENT.

(a) Ohio Revised Code. The ethical requirements for elected officials and public employees are set forth in Chapter 102 of the Ohio Revised Code.

(b) Filing of Disclosure Statements.

(1) "Compensation" means money, thing of value, or financial benefit.

(2) Duty to File Disclosure Statement with Human Resource Commission. All unclassified employees and any other employee as designated by the Human Resource Commission ("HRC") and recommended to Council shall file an annual financial disclosure statement with the HRC on a form prescribed by the HRC.

(3) Contents of Disclosure Statement. The annual financial disclosure statement shall contain:

A. The name of the person filing the statement and the name of members of the reporting party's immediate family and all names under which such persons or members of his/her family conduct business.

B. Identification of every source of income received by the reporting person during the preceding calendar year and a description of the nature of the services rendered. Such statement shall disclose the identity of any person and/or firm from whom the reporting person received income. This section is not intended to cause the disclosure of information made confidential by a recognized code of ethics applicable to the profession of the reporting party or the reporting party's spouse.

EXHIBIT A

C. The names of all persons residing or transacting business in the State to whom the reporting party owes more than ten thousand dollars (\$10,000), excluding debts relating to personal residence, vehicles, student loans, VISA, Master Card, American Express, Discover or major retail store credit.

D. The source of each gift of more than two hundred dollars (\$200.00) in value received during the preceding calendar year, excluding gifts from a spouse, parent, grandparent, child, grandchild, sibling, niece, nephew, aunt, uncle or in-law.

(4) Filing.

A. The disclosure statements required under this section shall be filed by April 15 of each calendar year, beginning April 15, 2000.

B. No person required to file a disclosure statement shall purposely fail to file a statement or purposely fail to disclose information required to be disclosed.

(5) Penalties.

A. If a financial disclosure statement required under this section is not timely filed, the Human Resource Commission may, following notice and a hearing, assess a late fee as follows:

1. For employees who are in substantial compliance with this section and/or the Rules of the Human Resource Commission, up to five dollars (\$5.00) per day for each calendar day on which the report was not timely filed.

2. For employees who are not in substantial compliance with this section and/or the Rules of the Human Resource Commission, up to twenty-five dollars (\$25.00) per day for each calendar day on which the report was not timely filed.

B. Violation of this section shall subject the official or employee to disciplinary action up to and including termination as determined by the Human Resource Commission.

(6) A. The Human Resource Commission shall examine each disclosure statement to determine whether a potential conflict of interest exists for the person who filed the disclosure statement. A potential conflict of interest exists if the private interest of the person, as indicated by the disclosure statement, interferes with the public interest the person is required to service in the exercise of the person's office or position with the County. If the Human Resource Commission determines that a potential conflict of interest exists, it shall notify the person who filed the disclosure statement and shall arrange for a formal hearing at the next scheduled Human Resource Commission meeting unless that meeting has been scheduled to occur less than two weeks from the date of notice. If the notice is provided less than two weeks prior to the scheduled meeting, then the hearing will take place at the following scheduled Human Resource Commission meeting. If it is determined at the hearing that a conflict of interest exists, the Human Resource Commission shall notify the appointing authority and refer the matter to the Ohio Ethics Commission.

B. The officials or employees filing a Disclosure Statement shall provide any additional information and/or clarification on their Disclosure Statement to any reasonable request made by the Human Resource Commission. Failure to submit the required information within ten calendar days shall subject

EXHIBIT A

the official or employee to a fine of five dollars (\$5.00) per day for each calendar day that the information is not submitted to the Human Resource Commission.

C. The disclosure of financial disclosure statements to the public shall be governed by Section 149.43 of the Ohio Revised Code, as amended.

(7) Rules.

A. The Human Resource Commission shall deposit all funds collected pursuant to this section into the General Fund of the County.

B. The Human Resource Commission shall make all rules necessary to carry out this section.

(c) Prohibition of Outside Employment for Certain Officials/Employees.

(1) Definitions.

A. "Outside employment" means work outside an official's or employee's employment with the County of Summit government, whether it be as an employee, independent contractor, consultant or owner, for which compensation is paid.

B. "Compensation" means money, thing of value or financial benefit. Compensation does not include reimbursement for the actual or necessary expenses incurred as a volunteer.

C. "Designated County official or employee", as used in this section shall refer to the following positions with the County:

1. Chief of Staff, Executive.
2. Assistant Chief of Staff, Executive.
3. Director, Department of Law and Risk Management.
4. Director, Department of Sanitary Sewer Services.
5. Director, Department of Finance and Budget.
6. Director, Department of Job and Family Services.
7. Assistant Director, Department of Job and Family Services.
8. Director, Department of Communications.
9. Medical Examiner.
10. Director, Department of Community and Economic Development.
11. Director, Department of Human Resources.
12. Director, Department of Administrative Services.
13. Director, Department of Public Safety.
- ~~13.~~ 14. Director, Human Resource Commission.
- ~~14.~~ 15. Chief of Staff, Council.
- ~~15.~~ 16. Chief of Staff, Fiscal Office.
- ~~16.~~ 17. Deputy Fiscal Officer, Finance.
- ~~17.~~ 18. Software Engineering Administrator.
- ~~18.~~ 19. Chief of Staff, Clerk of Courts.
- ~~19.~~ 20. Chief Deputies, Clerk of Courts.
- ~~20.~~ 21. Chief Counsel, Civil Division, Prosecutor's Office.
- ~~21.~~ 22. Chief Counsel, Criminal Division, Prosecutor's Office.
- ~~22.~~ 23. Director of the Child Support Enforcement Agency.
- ~~23.~~ 24. Assistant Sheriffs.
- ~~24.~~ 25. Chief Deputy Fiscal Officer, Fiscal Office.

EXHIBIT A

~~25.~~ 26. Chief Deputies, Engineer.

~~26.~~ 27. General Counsel for Engineer.

~~27.~~ 28. Director of Internal Auditing.

~~28.~~ 29. Assistant Director of the Department of Internal Auditing

~~29.~~ 30. Deputy Director of the Department of Internal Auditing.

~~30.~~ 31. HRC Administrator.

31. ~~32.~~ Chief Information Officer.

(d) Prohibition Against Outside Employment. No designated County official or employee as defined in this section may hold outside employment if either of the following applies:

(1) The employment is with or for a person or entity which has a contract with or does Business with the County; or

(2) The employment is with or for a person or entity that is funded in whole or in part with County funds.

(e) Penalties. Violation of this section shall subject the official or employee to disciplinary action up to and including termination, as determined by the Human Resource Commission.

198.03 EXPENSES.

(a) Permitted expenses. Cardholders may use procurement cards to procure the following necessary goods and services for the Program Participant:

(1) subscriptions, publications and bulletins;

(2) office supplies;

(3) computer supplies, software, hardware;

(4) materials and supplies;

(5) equipment purchase and rental;

(6) licenses, permits and fees;

(7) memberships for work purposes;

(8) shipping, freight and postage;

(9) airline tickets for approved travel;

(10) hotel reservations for approved travel;

(11) training expenses for approved training;

(12) conference and seminar fees;

(13) utilities

(14) fuel purchases under the Fiscal Office's Fuel Testing Program;

(15) hospitality items as defined under Section 177.24 of the Codified Ordinances of the County of Summit;

(16) contract and professional services.

(17) food purchases made by the Executive's Department of ~~Law and Risk Management, Division of Public Safety~~-Emergency Management Agency solely during an activation of the Emergency Management Agency for an emergency event or the Court of Common Pleas solely for food for sequestered jurors or the Executive's Department of Human Resources for a County-sponsored Health Fair.

(18) Gift cards, clothing, food, household items and any other expenses which are authorized as permitted expenses by the terms of the grants received by the Court of Common Pleas, Juvenile and General Divisions.

EXHIBIT A

(b) Prohibited expenses. Cardholders shall not use procurement cards to pay for any personal expenses, including those expenditures not pre-approved for county travel. Cardholders shall not use procurement cards to pay for any expenditure not listed in Section 198.03(a). Examples of prohibited expenditures include:

- (1) entertainment;
- (2) alcoholic beverages;
- (3) food, except as set forth in the subsection (a) above;
- (4) fuel;
- (5) tuition reimbursement;
- (6) personal and incidental travel expenses;
- (7) interest, late charges, debt service, judgments or settlements.”