

MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
April 23, 2018

Chairman Barth R. Cotner called the meeting to order at 7:52 PM

Call to Order - ROLL CALL

PRESENT: Clemens, Cotner, Luzader, Spalding

ABSENT:

Approval of Agenda

Agenda stands approved.

Approval of Minutes

a. Finance and Administration Committee – Committee Meeting – April 9, 2018

RESULT:	ACCEPTED
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NEW LEGISLATION/DISCUSSION ITEMS

A DISCUSSION ON THE PERSONNEL POLICY AND PROCEDURE MANUAL UPDATE

Mr. Cotner: I had asked Mrs. Boller to look at this and I have talked with the Mayor about this and wanted to be aware of what our language was and try to make sure we had the appropriate language in our policy and procedure manual to make sure we are operating as city leaders in the correct way. So she brought, and you have a new grand baby right? We have to get that on record too. Had a couple days trying to catch up after all of the excitement. But that's why tonight we just have this as a starting point, a discussion item. We want to get this process moving so thank you, that's where we're starting tonight.

Mrs. Boller: The Personnel and Procedure manual of how we operate here in the city was initially written, the most current version, in 2003. As you all know there have been lots of changes in the laws in that time. We are in the process, it is in our outside counsel's hands to revamp all the wording to make sure we are very inclusive in our wording along with, that we are handling all of our personal matters legally. We do handle them with direction as the federal law dictates and offer benefits to our homosexual couples as well as our heterosexual couples as the law does state that we should. What we need to do is just get it all written up and correct with current language in it. We are in the process of doing that. We will have it as a repeal and replace because the entire document is outdated as it was from back in 2003. I'd be happy to answer questions.

Mr. Cotner: So again, as you say, we're working on this, but one of these things we're trying to make sure of is that we specifically clarify this language to make sure that the anti discrimination language protects the LGBT community in our personnel here we want to make sure that is spelled out and clearly defined so that there is no problems from the city's perspective of discrimination and

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unfair treatment that we make sure we are progressing and moving forward in that fashion so that was kind of that path that we're on with this particular piece then.

Mr. Spalding: You were following the federal guidelines.

Mrs. Boller: Of course.

Mr. Spalding: Right, but none the less, and I've checked with the Mayor, in the last 11 years, there has only been one filing within the city and that was an old age discrimination suit which was dropped very quickly because the person that was hired was older than the person that filed. In 11 years, I think that's pretty good that we really haven't had within the city government, we really haven't had any issues of any type. So I think we follow the guidelines pretty well with that kind of record I think. So I appreciate your hard work.

Mr. Cotner: Again, I think its obviously good that we're doing it, we're going to make sure its official and not leave.. we're continually trying to approve, so I appreciate that as well.

Mr. Baker: I just wanted to say thank you.

Ms. Bryant: I think the fact that there has been one complaint is interesting. I think a lot of people that experience discrimination if they are not within a protected class, they know they are not within that protected class so they're not going to file a complaint, but none the less, it's a good thing that there has only been one issue in 11 years. I thank you for including the LGBT protections absolutely.

Mr. Cotner: Thank you. We know there is intention to move forward, we've got support to get this cleaned up and moving forward so we'll continue to work with Mrs. Boller, the Mayor's office and City Attorney to make sure that as city leader and example, we're making sure that this is spelled out the right way that we need to. Thank you.

ORDINANCE TO AMEND ORDINANCE 94-12 PASSED DECEMBER 17, 2012 THAT WAIVES COMPETITIVE BIDDING FOR VARIOUS EXEMPTED CONTRACTS AND EXPENDITURES OVER \$10,000 \$25,000. --- Cotner. Finance and Administration Committee.

Mrs. Beggerow: Basically this is just an amendment to change the \$10,000 to \$25,000 to reflect our new bid limit and we have a couple of vendors that have changed. One of the items on there was my Council software and they got bought out, so we're changing that. Another company got bought out and we're adding Sound Communications who is a vendor that is used in the City for a lot of the sound system controls and that's it in a nut shell.

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MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

LEGISLATION FOR EMERGENCY ADOPTION

54-18

ORDINANCE AUTHORIZING CONTRACT FOR TRANSLATION SERVICES WITH VOCALINK LANGUAGE SERVICES, INC. AND DECLARING AND EMERGENCY ---
Cotner. Finance and Administration Committee.

Mr. Cicak: Chairman Cotner, members of Council, tonight I brought Stephanie Werenka from Vocalink to give you a little bit more in depth details about this program that is vitally needed so that we can reach out to our new neighbors. I don't want to ever see another 9 year old kid be pulled out of school so they can answer questions for their parents either in court or in my office and I think this is a vital service. They're on the state no bid contract, they're an MBE company and their price is right. So, we've done our due diligence. The Safety Director 2 weeks ago about a child that was missing and the parents didn't speak English and there was nowhere else to go. I called Stephanie about it and like a superhero she said give me the phone number to the person and she was going to take charge, do the right thing there but the matter was resolved. So I'm very happy with the customer service I've received so far and I want to introduce Stephanie.

Ms. Werenka: Hello, I'm Stephanie Werenka with Vocalink Services and like Mr. Cicak said, we do hold the state contract. I did put together a quick presentation to just give you an overview of the services that we do provide and that you will have available through the state contract.

(Presentation attached to full meeting minutes).

Mr. Cotner: Thank you, I think we've all gotten pretty excited and are looking forward I think its a great program a couple quick questions. There's an ap and I know I asked last meeting will this be readily available to our officers on the street. Do you, have you seen how this can be implemented on your end?

Chief Plesich: ** away from mic

Mr. Cotner: Ok. And then when we call we tell them the language that's needed. What if we don't know the language?

Ms. Werenka: The operator that answers the phone can ask some very specific questions to narrow it down for you. Then we make our best assessment based on that, you'll be connected to an interpreter, if it's not that, that interpreted should be able to, if its a specific dialect or something like that, they should be able to get you where you need to go.

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Mr. Cotner: So that's 3 in the afternoon or 3 in the morning whatever time it may be.

Ms. Werenka: 24/7, same with the onsite services, we do have an after hours phone, we do handle a lot of ** appointments so that phone is hoppin.

Mr. Cotner: One last thing, I know I heard somewhere about this, I know one of your slides said something about deaf services. Are there sign language interpreters in this as well?

Ms. Werenka: Not in the state contract. Last July it was taken out of the state contract. We do offer a supplemental contract that is available. In addition to you asking if you don't know what language they speak, we have these I speak cards, they are front and back. We do have smaller versions being made for our first responders so they're not carrying large pieces of paper around. But they are front and back, they do say I speak this language. They can simply point to it, our phone number is on the bottom.

Mr. Cotner: is that on the ap as well, the I speak card?

Ms. Werenka: The I speak card is not.

Mr. Cotner: Ok. Anyone else from Committee have any questions?

Mr. Spalding: It's very cool. Its totally incredible. I really like that. I see the paper because that's certainly they'd see the writing and know that's it. I like that a lot, its' good.

Ms. Bryant: Are the translators certified by the Ohio Supreme Court for use in Mayors Court?

Ms. Werenka: Some are. So we have 2 different types of interpreters. There are qualified and certified. Our qualified interpreters are those that pass our language assessments both written and spoken and then there are some languages that are not certifiable and I can get you a list of those because, we do work with the federal courts and US Supreme Court.

Ms. Bryant: I think predominantly for this community, I mean we've got a number of languages that the ESL teachers speak about 60 different languages in the schools if not more. But I think the big 3 for Reynoldsburg would be Spanish, Somali and Nepali. Are those certified?

Ms. Werenka: Those are certifiable yes. I would have to double check with Lisa to make sure we do have someone in the area.

Ms. Bryant: Thank you.

Mr. Cotner: As she was making that statement about the various languages, I was trying to remember the figure I had heard and I did think it was higher too. Mr. Begeny, what about is that number that the school says?

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Mr. Begeny: ** away from mic.

Mr. Cotner: I knew it was high but our brains were at the same place on that. Something like 80-90-100 different languages just in this community so. Very much overdue to get something like this for all of our residents and I hope it's a great service that will allow us to serve better. Thank you Mr. Cicak for bringing this forward to us.

Mr. Skinner: I would just like to make a comment that I appreciate the suicide awareness and prevention training that they go through. My life has been personally touched by suicide as have others in this room and I myself am certified in suicide awareness and prevention so I would just like to comment on how much I appreciate that that is built right into your company.

Ms. Werenka: Thank you.

Ms. Bryant: Is there any particular equipment that we need to have other than laptops and phones?

Ms. Werenka: No.

Mr. Baker: This is just a statement. This is very long over due. I said that last time, and I'm going to say it this time, it's a great thing that the city has and I wish they had it awhile back. Second, more for the City Auditor. I was looking at the prices and I just wanted to make sure we're getting our bang for our buck. Is this compared to any other services is this price reasonable.

Mr. Cicak: The published price, I think that you have a copy is \$1.34 a minute or is it \$.99.

Mr. Baker: It's \$.99 for phone and \$1.85 for non core language and \$1.65 for core language.

Mr. Cicak: The \$.99 is the updated.

Ms. Werenka: That's for the over the phone services and video remote.

Mr. Cicak: The next biggest company was \$.95 and they're out of California. Being that this is an MBE company and they're from Ohio I think its quite comparable.

Ms. Bryant: How did they compare in other areas as far as document translation and video.

Mr. Cicak:: I think there are some documents that we're required to translate, as far as the price they're very comparable. I'm still learning this as we go along now, I just wanted to get this started as soon as possible because seeing kids translating for their parents is just..

Ms. Bryant: unacceptable.

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Mr. Cicak: Yeah, you cant understand how hard it was for me to see a child doing this for their parents and I wish we had it 20 years ago.

Mr. Cotner: We have our City Attorney to weigh in.

Mr. Hood: Just wanted to correct the record a little bit. This was not a no bid contract, they were awarded the State Ohio contract through a competitive bid process so, we're taking advantage once again of someone else's competitive bid process in order to make sure that our tax dollars are being used as wisely as possible. Without getting into the specifics of the quotes that are provided to you, all of the ones that were provided to us have been awarded through the state bid contract whether it be for in person translation, phone services, written translation, things like that. Ok?

Mr. Cotner: Any other questions? Thank you again for coming tonight. Thank you Auditor Cicak for bringing this to us.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 4/23/2018 8:00 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

LEGISLATION FOR SECOND READING

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF \$28,000,000, FOR THE PURPOSE OF PAYING THE COSTS OF IMPROVING THE CITY'S HEALTH AND RECREATION FACILITIES BY CONSTRUCTING A MUNICIPAL RECREATION AND AQUATIC COMPLEX, AND THE ACQUISITION AND IMPROVEMENT OF RELATED INTERESTS IN REAL PROPERTY, TOGETHER WITH ALL NECESSARY AND RELATED APPURTENANCES THERETO --- Cotner. Finance and Administration Committee.

Mr. Cotner: Mr. Cicak anything to add?

Mr. Cicak: Just my complete happiness with this whole project in the way it's moving forward. Starting last year with issue 11 with Councilman Spalding and Lisa Waickman co-chaired the efforts to get this passed to do this. I'm very happy about the whole process. I've supplied you a packed with the Fiscal Officer's Certificate, a notice of Continuing Disclosure agreement, the Bond Registrar Agreement, the Bond Purchase agreement and tonight I'm asking that a TEFRA hearing be scheduled for May 7 at 7:30 pm and this is for individuals to express their views orally or in writing on the issuance of these bonds and for the nature of this project and for any other improvements.

Mr. Cotner: Questions for the auditor on this? Then next question scheduling a meeting on TEFRA?

Mr. Cicak: It stands for Tax Equity and Fiscal Responsibility. It's mandated by the IRS that we have this hearing.

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Mr. Cotner: I'm just making sure, I don't know that I remember us having one of those that I can recall.

Mr. Hood: It's because of the size of the Bonds that we're issuing, we're going to market on these. Generally in our past practice they have been much smaller than this so we have done a private like bidding process for financial institutions to bid on the best bid package they put together. Because we're going to open market we need to comply with Federal regulations. That's why we haven't done it in the past.

Mr. Cotner: Thank you for the clarity on it and making sure we're on the same page.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 4/23/2018 8:00 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Mel Clemens, Ward 4 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

LEGISLATION FOR THIRD READING

55-18

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: CHAPTER 160 EMPLOYEE COMPENSATION SECTION 160.02 "AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE" SUBSECTION (A) "ADMINISTRATIVE"; SUBSECTION (C) "DEVELOPMENT". ---
Cotner. Finance and Administration Committee.

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