

MUNICIPAL TREATMENT SOLUTIONS, LLC
699 NORTH RD SE, WARREN, OHIO 44484



MAY 4, 2018

City of Warren
Office of the Mayor
391 Mahoning Avenue, N.W.
Warren, Ohio 44483-4634

RE: Public Records Request – State Required Public Records Training

Dear Mayor Franklin:

Pursuant to Ohio Revised Code §109.43(B) and 149.43(E)(1), officials elected to office must receive three (3) hours of certified Public Records Training for each term of office.

As a Public Records Request, we are requesting proof that the City's elected officials have received training in accordance to the state's requirements for the following individuals and terms:

Name	Title	Term
William D. Franklin	Mayor	01/01/2015 – 12/31/2019
James Graham	Council President	01/01/2018 – 12/31/2019
Larry Larson	Council 1 st Ward	01/01/2018 – 12/31/2019
Alford L. Novak	Council 2 nd Ward	01/01/2018 – 12/31/2019
John Brown Jr.	Council 3 rd Ward	01/01/2018 – 12/31/2019
Mark Forte	Council 4 th Ward	01/01/2018 – 12/31/2019
Ken MacPherson	Council 5 th Ward	01/01/2018 – 12/31/2019
Cheryl Saffold	Council 6 th Ward	01/01/2018 – 12/31/2019
Eugene Mach	Council 7 th Ward	01/01/2018 – 12/31/2019
Helen L. Rucker	Council-at-Large	01/01/2018 – 12/31/2019
Daniel Sferra	Council-at-Large	01/01/2018 – 12/31/2019
Eddie Colbert	Council-at-Large	01/01/2018 – 12/31/2019
Greg Hicks	Law Director	01/01/2016 – 12/31/2019
Vince Flask	Auditor	01/01/2016 – 12/31/2019
Thomas Letson	Treasurer	01/01/2018 – 12/31/2021

Additionally, as written in Warren's Administrative Order 2008-02, Section 7:

"All Department Heads shall insure that those employees required to have understanding of this Administrative Order are fully informed of the contents and their operational requirements."

Further, Administrative Order 2008-02 Acknowledgement Sheet:

“The purpose of requiring employees to sign acknowledgement sheets is to ensure that all employees have read and are aware of policies, procedures or regulations that are in effect for City employees. Therefore, employees’ signatures on these acknowledgment sheets are not intended to express the employees personal approval or disapproval of the specific policy, procedure or regulation involved.”

Consequently, we are requesting electronic copies of Administrative Order 2008-02 Acknowledgement Sheets on file pertaining to years 2015, 2016, 2017 and 2018.

Respectfully submitted,



Thomas A. Angelo | President | TAngelo@Munitreat.com | 330.219.7883