

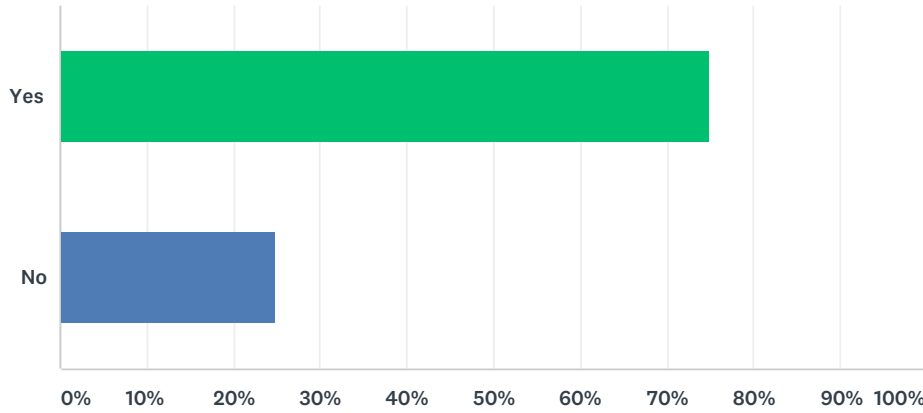
## Q1 What is your name and jurisdiction?

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	Jesse Lightle, Washington Township	6/14/2019 11:45 AM
2	Suzanne Parker - Anderson Township	6/13/2019 1:15 PM
3	Scot Lahrmer Amberley Village	6/13/2019 11:11 AM
4	Joan Germann West Chester Township	6/12/2019 8:55 AM
5	Larry Mullins - Springfield Township	6/12/2019 8:44 AM
6	Moeller/Madeira	6/12/2019 7:49 AM
7	Lori Thompson, Madeira	6/11/2019 4:32 PM
8	Noah Powers, City of Sharonville	6/11/2019 3:58 PM
9	Julie Owsley, City of Middletown	6/11/2019 3:52 PM

### Q2 For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act?

Answered: 8 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	75.00%	6
No	25.00%	2
TOTAL		8

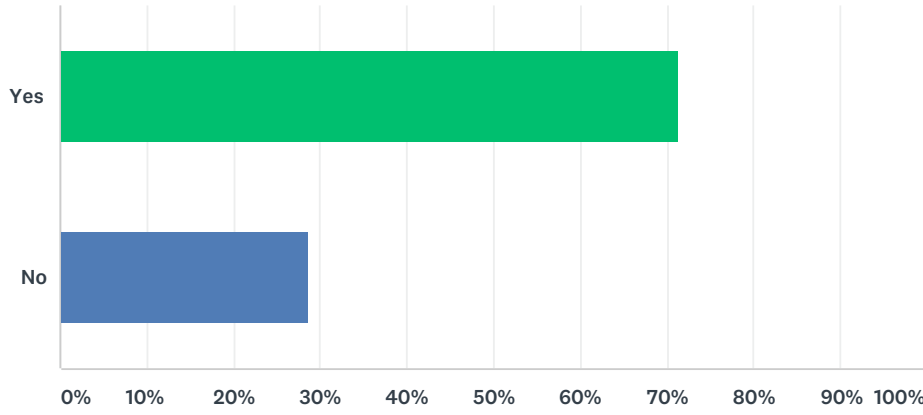
### Q3 If so, how are they administered (PowerPoint, video, online, etc.) ?

Answered: 8 Skipped: 1

#	RESPONSES	DATE
1	In person or online	6/14/2019 11:45 AM
2	These are presented during an employee meeting. Handouts are distributed and sometimes we use a PowerPoint presentation.	6/13/2019 1:15 PM
3	We do a variety of trainings but for items that require police officers to be trained, it might be reviewed with them during the year.	6/13/2019 11:11 AM
4	PowerPoint	6/12/2019 8:44 AM
5	NA	6/12/2019 7:49 AM
6	Online via Target Solutions for sexual harassment, drugs/alcohol, bullying, etc. Public Records reqmt usually done with EE's attending an in-person seminar	6/11/2019 4:32 PM
7	In-person or by video.	6/11/2019 3:58 PM
8	We typically record the in-person session and do make-up sessions with the recording.	6/11/2019 3:52 PM

### Q4 If so, are they required?

Answered: 7 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	71.43%	5
No	28.57%	2
TOTAL		7

**Q5 Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?**

Answered: 8 Skipped: 1

#	RESPONSES	DATE
1	No	6/14/2019 11:45 AM
2	No	6/13/2019 1:15 PM
3	No	6/13/2019 11:11 AM
4	Yes, it is provided to everyone	6/12/2019 8:44 AM
5	No	6/12/2019 7:49 AM
6	no. not annually.	6/11/2019 4:32 PM
7	No	6/11/2019 3:58 PM
8	We are in the process of updating our social media policy. We did have a mandatory social media/communications training this year.	6/11/2019 3:52 PM

## Q6 Does your entity conduct any other annual training? (Please explain)

Answered: 8 Skipped: 1

#	RESPONSES	DATE
1	Every few years, we offer customer service training and CPR; First Aid.	6/14/2019 11:45 AM
2	State of Ohio ethics and fraud reporting.	6/13/2019 1:15 PM
3	We just did Implicit Bias training for all employees. We participated in the CLG Sexual Harrassment training in October.	6/13/2019 11:11 AM
4	FMLA FLSA GINA Ethics	6/12/2019 8:44 AM
5	Safety Training	6/12/2019 7:49 AM
6	yes. typically department specific.	6/11/2019 4:32 PM
7	Public records training is periodic. Harassment training is in writing annually, unless an in-person training is provided (in-person will be provided this year).	6/11/2019 3:58 PM
8	We rotate annual mandatory training between public records, diversity, ethics and harassment. If we feel an additional topic needs to be covered, we do that as well.	6/11/2019 3:52 PM

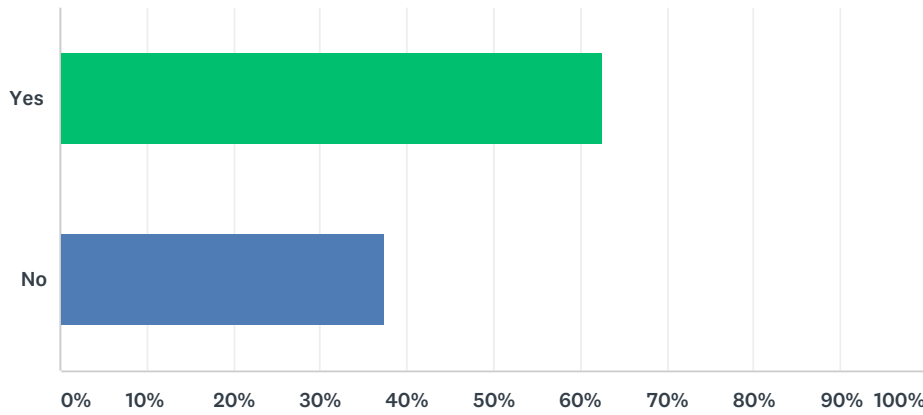
## Q7 How does your entity track attendance to the trainings provided?

Answered: 8 Skipped: 1

#	RESPONSES	DATE
1	We track attendance; sign-in is required.	6/14/2019 11:45 AM
2	By sign-in sheets.	6/13/2019 1:15 PM
3	Sign in sheets	6/13/2019 11:11 AM
4	Sign in sheet	6/12/2019 8:44 AM
5	yes	6/12/2019 7:49 AM
6	For most of the annual training we use Target Solutions, which is an online training provider. Modules can be assigned (with a deadline) and completion is tracked.	6/11/2019 4:32 PM
7	Sign-in sheets.	6/11/2019 3:58 PM
8	We use sign-in sheets at the session. Attendance is checked by HR.	6/11/2019 3:52 PM

### Q8 Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups?

Answered: 8 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	62.50%	5
No	37.50%	3
TOTAL		8



**Q9 If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc).**

Answered: 5 Skipped: 4

#	RESPONSES	DATE
1	Recreation - depending on position can have specific training.	6/14/2019 11:45 AM
2	We are revamping our training program from the ground up so it's difficult to answer questions since we are still developing it.	6/12/2019 8:55 AM
3	Public Works has safety training outlined in our Safety Manual. Training modules assigned in Target Solutions program.	6/11/2019 4:32 PM
4	Varies by department.	6/11/2019 3:58 PM
5	Departments may provide some in-house training as needed, but I'm unsure what that is. City-wide, we offer a Leadership & Supervision program for newer managers and department heads, and a Administrative/Clerical program for other employees.	6/11/2019 3:52 PM

**Q10 If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities.**

Answered: 6 Skipped: 3

#	RESPONSES	DATE
1	We've used Frost Brown and Todd for sexual harassment training.	6/14/2019 11:45 AM
2	TriHealth EAP - We would recommend.	6/13/2019 1:15 PM
3	N/A, done in house	6/12/2019 8:44 AM
4	NA	6/12/2019 7:49 AM
5	Target Solutions was selected by our insurance pool (MVRMA); I have not researched vendors beyond that. There are probably other vendors that offer a similar product/tool	6/11/2019 4:32 PM
6	We occasionally use outside consultants for training, but generally we use staff to complete training.	6/11/2019 3:52 PM

# #1

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Tuesday, June 11, 2019 3:42:42 PM  
**Last Modified:** Tuesday, June 11, 2019 3:51:57 PM  
**Time Spent:** 00:09:15  
**First Name:** Julie  
**Last Name:** Owsley  
**Email:** julieo@cityofmiddletown.org  
**Custom Data:** Middletown  
**IP Address:** 216.48.130.194

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**Q1** What is your name and jurisdiction?

Julie Owsley, City of Middletown

**Q2** For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act? **Yes**

**Q3** If so, how are they administered (PowerPoint, video, online, etc.) ?

We typically record the in-person session and do make-up sessions with the recording.

**Q4** If so, are they required? **Yes**

**Q5** Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?

We are in the process of updating our social media policy. We did have a mandatory social media/communications training this year.

**Q6** Does your entity conduct any other annual training? (Please explain)

We rotate annual mandatory training between public records, diversity, ethics and harassment. If we feel an additional topic needs to be covered, we do that as well.

**Q7** How does your entity track attendance to the trainings provided?

We use sign-in sheets at the session. Attendance is checked by HR.

**Q8** Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups? **Yes**

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**Q9** If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc).

Departments may provide some in-house training as needed, but I'm unsure what that is. City-wide, we offer a Leadership & Supervision program for newer managers and department heads, and a Administrative/Clerical program for other employees.

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**Q10** If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities.

We occasionally use outside consultants for training, but generally we use staff to complete training.

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# #2

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Tuesday, June 11, 2019 3:55:39 PM  
**Last Modified:** Tuesday, June 11, 2019 3:57:41 PM  
**Time Spent:** 00:02:02  
**First Name:** Jim  
**Last Name:** Lukas  
**Email:** jlukas@cityofsharonville.com  
**Custom Data:** Sharonville  
**IP Address:** 70.62.243.130

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**Q1** What is your name and jurisdiction?

Noah Powers, City of Sharonville

**Q2** For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act? **Yes**

**Q3** If so, how are they administered (PowerPoint, video, online, etc.) ?

In-person or by video.

**Q4** If so, are they required? **Yes**

**Q5** Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?

No

**Q6** Does your entity conduct any other annual training? (Please explain)

Public records training is periodic. Harassment training is in writing annually, unless an in-person training is provided (in-person will be provided this year).

**Q7** How does your entity track attendance to the trainings provided?

Sign-in sheets.

**Q8** Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups? **Yes**

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**Q9** If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc).

Varies by department.

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**Q10** If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities.

**Respondent skipped this question**

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# #3

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Tuesday, June 11, 2019 4:19:55 PM  
**Last Modified:** Tuesday, June 11, 2019 4:31:41 PM  
**Time Spent:** 00:11:46  
**First Name:** Lori  
**Last Name:** Thompson  
**Email:** lthompson@madeiracity.com  
**Custom Data:** Madeira  
**IP Address:** 76.190.87.50

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**Q1** What is your name and jurisdiction?

Lori Thompson, Madeira

**Q2** For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act? **Yes**

**Q3** If so, how are they administered (PowerPoint, video, online, etc.) ?

Online via Target Solutions for sexual harassment, drugs/alcohol, bullying, etc. Public Records reqmt usually done with EE's attending an in-person seminar

**Q4** If so, are they required? **Yes**

**Q5** Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?

no. not annually.

**Q6** Does your entity conduct any other annual training? (Please explain)

yes. typically department specific.

**Q7** How does your entity track attendance to the trainings provided?

For most of the annual training we use Target Solutions, which is an online training provider. Modules can be assigned (with a deadline) and completion is tracked.

**Q8** Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups? **Yes**

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**Q9** If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc).

Public Works has safety training outlined in our Safety Manual. Training modules assigned in Target Solutions program.

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**Q10** If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities.

Target Solutions was selected by our insurance pool (MVRMA); I have not researched vendors beyond that. There are probably other vendors that offer a similar product/tool

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# #4

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, June 12, 2019 7:47:57 AM  
**Last Modified:** Wednesday, June 12, 2019 7:49:15 AM  
**Time Spent:** 00:01:18  
**First Name:** Tom  
**Last Name:** Moeller  
**Email:** tmoeller@madeiracity.com  
**Custom Data:** Madeira  
**IP Address:** 76.190.87.50

Page 1

**Q1** What is your name and jurisdiction?

Moeller/Madeira

**Q2** For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act? **No**

**Q3** If so, how are they administered (PowerPoint, video, online, etc.) ?

NA

**Q4** If so, are they required? **Respondent skipped this question**

**Q5** Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?

No

**Q6** Does your entity conduct any other annual training? (Please explain)

Safety Training

**Q7** How does your entity track attendance to the trainings provided?

yes

**Q8** Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups? **Yes**

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**Q9** If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc). **Respondent skipped this question**

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**Q10** If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities.

NA

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# #5

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, June 12, 2019 8:41:52 AM  
**Last Modified:** Wednesday, June 12, 2019 8:43:56 AM  
**Time Spent:** 00:02:04  
**First Name:** Sandy  
**Last Name:** Haner  
**Email:** shaner@springfieldtwp.org  
**Custom Data:** Springfield Twp  
**IP Address:** 70.61.148.147

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**Q1** What is your name and jurisdiction?

Larry Mullins - Springfield Township

**Q2** For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act? **Yes**

**Q3** If so, how are they administered (PowerPoint, video, online, etc.) ?

PowerPoint

**Q4** If so, are they required? **Yes**

**Q5** Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?

Yes, it is provided to everyone

**Q6** Does your entity conduct any other annual training? (Please explain)

FMLA  
 FLSA  
 GINA  
 Ethics

**Q7** How does your entity track attendance to the trainings provided?

Sign in sheet

**Q8** Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups? **No**

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**Q9** If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc). **Respondent skipped this question**

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**Q10** If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities.

N/A, done in house

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# #6

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, June 12, 2019 8:53:21 AM  
**Last Modified:** Wednesday, June 12, 2019 8:55:26 AM  
**Time Spent:** 00:02:05  
**First Name:** Jenna  
**Last Name:** Whitaker  
**Email:** jwhittaker@westchesteroh.org  
**Custom Data:** West Chester  
**IP Address:** 216.68.226.226

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**Q1** What is your name and jurisdiction?

Joan Germann West Chester Township

**Q2** For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act?

Respondent skipped this question

**Q3** If so, how are they administered (PowerPoint, video, online, etc.) ?

Respondent skipped this question

**Q4** If so, are they required?

Respondent skipped this question

**Q5** Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?

Respondent skipped this question

**Q6** Does your entity conduct any other annual training? (Please explain)

Respondent skipped this question

**Q7** How does your entity track attendance to the trainings provided?

Respondent skipped this question

**Q8** Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups?

Respondent skipped this question

**Q9** If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc).

We are revamping our training program from the ground up so it's difficult to answers questions since we are still developing it.

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**Q10** If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities.

**Respondent skipped this question**

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# #7

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Thursday, June 13, 2019 7:20:23 AM  
**Last Modified:** Thursday, June 13, 2019 11:10:53 AM  
**Time Spent:** 03:50:30  
**First Name:** Scot  
**Last Name:** Lahrmer  
**Email:** slahrmer@amberleyvillage.org  
**Custom Data:** Amberley Village  
**IP Address:** 69.61.243.170

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**Q1** What is your name and jurisdiction?

Scot Lahrmer Amberley Village

**Q2** For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act? **No**

**Q3** If so, how are they administered (PowerPoint, video, online, etc.) ?

We do a variety of trainings but for items that require police officers to be trained, it might be reviewed with them during the year.

**Q4** If so, are they required? **No**

**Q5** Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?

No

**Q6** Does your entity conduct any other annual training? (Please explain)

We just did Implicit Bias training for all employees. We participated in the CLG Sexual Harrassment training in October.

**Q7** How does your entity track attendance to the trainings provided?

Sign in sheets

**Q8** Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups? **No**

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**Q9** If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc). **Respondent skipped this question**

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**Q10** If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities. **Respondent skipped this question**

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# #8

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Thursday, June 13, 2019 1:11:10 PM  
**Last Modified:** Thursday, June 13, 2019 1:15:00 PM  
**Time Spent:** 00:03:50  
**First Name:** Steve  
**Last Name:** Sievers  
**Email:** ssievers@andersontownship.org  
**Custom Data:** Anderson Twp  
**IP Address:** 74.219.232.36

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**Q1** What is your name and jurisdiction?

Suzanne Parker - Anderson Township

**Q2** For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act? **Yes**

**Q3** If so, how are they administered (PowerPoint, video, online, etc.) ?

These are presented during an employee meeting. Handouts are distributed and sometimes we use a PowerPoint presentation.

**Q4** If so, are they required? **No**

**Q5** Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?

No

**Q6** Does your entity conduct any other annual training? (Please explain)

State of Ohio ethics and fraud reporting.

**Q7** How does your entity track attendance to the trainings provided?

By sign-in sheets.

**Q8** Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups? **No**

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**Q9** If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc). **Respondent skipped this question**

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**Q10** If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities.

TriHealth EAP - We would recommend.

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# #9

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Wednesday, June 12, 2019 3:35:48 PM  
**Last Modified:** Friday, June 14, 2019 11:44:46 AM  
**Time Spent:** Over a day  
**First Name:** Jesse  
**Last Name:** Lightle  
**Email:** jlightle@washingtontwp.org  
**Custom Data:** Washington Twp  
**IP Address:** 66.195.67.210

Page 1

**Q1** What is your name and jurisdiction?

Jesse Lightle, Washington Township

**Q2** For trainings required annually such as sexual harassment, does your entity also conduct annual trainings for employees on drug prevention, and the Ohio Public Records Act? **Yes**

**Q3** If so, how are they administered (PowerPoint, video, online, etc.) ?

In person or online

**Q4** If so, are they required? **Yes**

**Q5** Does your entity provide annual training on the use of social media or information dissemination? If so, what is your policy and is it provided to both classified and unclassified employees?

No

**Q6** Does your entity conduct any other annual training? (Please explain)

Every few years, we offer customer service training and CPR; First Aid.

**Q7** How does your entity track attendance to the trainings provided?

We track attendance; sign-in is required.

**Q8** Excluding Police and Fire, does your entity provide training program(s) that are position specific (whether for CEU's or not) such as public works, water, streets, engineer or other employee groups? **Yes**

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**Q9** If yes, please describe your curriculum (scheduling, tracking, attendance) and the training program (seminars, conferences, online, etc).

Recreation - depending on position can have specific training.

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**Q10** If you entity partners with a vendor for training, please let us know the vendor and if you would recommend them to other municipalities.

We've used Frost Brown and Todd for sexual harassment training.

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