

**THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON DECEMBER 1, 2011 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: CORA A. MARSHALL, PRESIDENT, TIMOTHY C. IRVINE, VICE PRESIDENT. MEMBER STEVEN W. WEBER WAS UNABLE TO ATTEND THE MEETING. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE PRESIDENT OF THE BOARD WITH THE PLEDGE OF ALLEGIANCE TO OUR FLAG.**

Also attending were Brad Bauer of *The Marietta Times*, Muskingum Township Trustee Gary Doan, Administrator Paul Cunningham, and Clerk Rick Peoples.

## **COMMISSIONERS AGENDA**

**December 1, 2011**

9:00 Minutes  
10:00 Eric Skomra, IT Director  
1:00 Law Library Budget Hearing  
3:00 Larry Mincks, Sheriff

### **UNFINISHED BUSINESS**

Engineer Request to Dispose of Old Tax Map Copies  
EMA Memo of Understanding  
Dental / Vision Insurance  
Wellness Coordinator Contract

### **NEW BUSINESS**

Approve Agenda  
Approval of previous meeting's minutes  
Bills from various departments  
Additional Appropriation - Sheriff  
Minus Appropriation - Prosecuting Attorney  
Transfer - Sanitary Sewer (2)  
Transfer - Board of Elections  
Transfer - Family & Children First (2)  
Then & Now  
Travel - EMA  
Travel - JFS  
Travel - Auditor  
Request for Extension - Ohio Dept. of Dev., CDBG  
CDBG Grant Agreement, B-F-11-1CY-1  
Draw Down, CDBG Funds (2)  
Appointments to Children Services Board  
Mental Health & Addiction Recovery Board - Request for Credit Cards  
JFS Contract with Maximus for Software Maintenance  
Engineer - Temporary Change to State Route 124  
Letter to Auditor Reversing Delinquent Sewer Account Notification  
Letters to Delinquent Sewer Account Holders

### **INFORMATION**

Monday, December 5 - Southeast Ohio Solid Waste Board - Caldwell  
Tuesday, December 6 - View Decatur Township Road 96  
Departmental Budget Hearings throughout week

### **RE: AGENDA**

Mr. Irvine moved and Ms. Marshall seconded a motion to accept the agenda with the following amendments:

Add: Transfer - Juvenile, Probate, and Common Pleas Court

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye.  
Motion passed.

### **RE: APPROVAL OF MINUTES**

Mr. Irvine moved and Ms. Marshall seconded a motion to dispense with the reading of the November 30, 2011 minutes, and approve them as submitted.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye.  
Motion passed.

### **RE: PAYMENT OF BILLS**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the payment of bills from various departments.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: ADDITIONAL APPROPRIATION**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the following additional appropriation:

215-0393-53000 Contract Service \$ 655.50

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: MINUS APPROPRIATION**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the following minus appropriation:

210-0335-51001 Victim - Salaries \$ ( 5,198.00)

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: TRANSFERS**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the following requests for transfer of funds:

Sewer

<u>From</u>	<u>To</u>	<u>Amount</u>
400-0113-54000	400-0113-52000	\$ 500.00
400-0113-56100	400-0113-56200	\$ 5,000.00

Board of Elections

100-0160-54000	100-0160-53000	\$ 5,406.88
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Family & Children First

602-2030-53500		\$ 70.57
	602-2030-51001	\$ 36.00
	602-2030-51104	\$ 10.14
	602-2030-55200	\$ 24.43
602-2033-51104		\$ 569.26
602-2033-53200		\$ 57.77
	602-2033-51102	\$ 280.00
	602-2033-56000	\$ 116.44
	602-5033-56001	\$ 230.59

Common Pleas Court

100-0210-51001		\$ 13,690.20
	100-0220-51001	\$ 4,216.23
	100-0220-51101	\$ 61.14
	100-0220-51102	\$ 590.27
	100-0201-51001	\$ 7,641.92
	100-0201-51101	\$ 110.80
	100-0201-51102	\$ 1,069.84

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: THEN AND NOWS**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the following Then & Now's:

<u>Dept</u>	<u>Account</u>	<u>Vendor</u>	<u>Amount</u>
Commissioners	400-0113-5-4400	Tri-State Pump Station	\$ 3,778.05
Commissioners	100-0190-5-3000	Mancan	\$ 787.50
County Home	200-0630-5-4000	Rite Aid	\$ 271.97
Children Services	200-0743-5-1104	MHM Resources	\$ 425.00

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: TRAVEL REQUESTS**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the following requests for reimbursement of expenses for training and travel pursuant to the policies and procedures and in compliance with the Annual Appropriations for Fiscal Year 2011 and any and all amendments subsequent thereto:

EMA

Jeff Lauer: One-day trip to Columbus to attend Ohio EMA Meeting; December 12, 2011.

JFS

Anita Vaughan: One-day trip to Monroe County to attend a guardianship hearing; December 14, 2011.

Auditor

Pam Sullivan, Trena Brooker, Cindy Martin: Two-day trip to Canton to attend year-end software training; December 7,8, 2011.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: REQUEST FOR CDBG EXTENSION**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve sending a request to the Ohio Department of Development for an extension for B-R-09-1CY-1 Community Development Block Grant (CDBG) American Recovery and Reinvestment Act (ARRA) Water and Sanitary Sewer Program beyond the December 31 completion date due to the lengthy environmental review and bidding processes, and to allow Ms. Marshall to sign the letter, as requested by Michelle Hyer, Buckeye Hills-Hocking Valley Regional Development District.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: CDBG GRANT AGREEMENT**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the Small Cities Community Development Block Grant (CDBG) Program Grant Agreement B-F-11-1CY-1, for the period September 1, 2011 through February 28, 2013, in the amount of \$184,000.00, and to allow Ms. Marshall to sign the Agreements, as requested by Michelle Hyer, Buckeye Hills-Hocking Valley Regional Development District.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: CDBG DRAWDOWN REQUESTS**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the following drawdown requests for Community Development Block Grant (CDBG) funds, as requested by Michelle Hyer, Buckeye Hills-Hocking Valley Regional Development District:

B-F-09-1CY-1	\$10,475.00
B-F-10-1CY-1	\$ 7,929.00

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: APPOINTMENTS TO CHILDREN SERVICES BOARD**

Mr. Irvine moved and Ms. Marshall seconded a motion to re-appoint the following citizens, whose terms expire December 31, 2011, to the Children Services Board of Directors for the four-year term beginning January 1, 2012:

Gregg Emrick  
Caroline Fouss  
Dottie Erb

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: REQUEST FOR CREDIT CARDS FOR MENTAL HEALTH AND ADDICTION RECOVERY BOARD**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the Washington County Mental Health and Addiction Recovery Board to have credit cards and to manage them in accordance with their Credit Card Policy, as requested by David Browne.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye.

Motion passed.

**RE: CONTRACT WITH MAXIMUS, INC., FOR SOFTWARE MAINTENANCE**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve the Software Maintenance Agreement with Maximus, Inc., to maintain the Program Expenditure Tracking (PET) Computer Software System for the Department of Job and Family Services, during the period January 1, 2012 through December 31, 2012, for the amount of \$2,150.00, and to allow Ms. Marshall to sign the Agreement, as requested by Tom Ballengee, Department of Jobs and Family Services.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye.  
Motion passed.

**RE: STATE ROUTE 124, NEWBURY ROAD**

The Commissioners acknowledged receipt of notification from the Ohio Department of Transportation (ODOT) that abandonment action for State Route 124 in Washington County, certified on October 14, 2011, has been rescinded, in cooperation with the Washington County Engineer and the Belpre Township Trustees, until ODOT completes improvements and corrective measures on a portion of that road. Specifically, this rescission of abandonment begins at Milepoint 1.65, being 1.65 miles northeast of the Athens County line, continuing northward a distance of approximately 2.72 miles to SLM 4.37, said point being the at-grade intersection with U.S. Route 50, and there terminates. The rescinded portion is restored to State Highway status under the jurisdiction of the Ohio Department of Transportation. The 1.65 mile-long abandoned portion remains a part of the Washington County Highway System.

Mr. Irvine moved and Ms. Marshall seconded a motion to transfer (turn over) jurisdiction of that portion of State Route 124 that was abandoned by the Ohio Department of Transportation, from Belpre Township Road 461 southward 1.65 miles to the Athens County line, from Washington County to the Belpre Township Trustees, and to make that portion of the transferred road Belpre Township Road 1513, effective December 1, 2011.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye.  
Motion passed.

**RE: LETTER TO AUDITOR REVERSING DELINQUENT SEWER ACCOUNT**

Mr. Irvine moved and Ms. Marshall seconded a motion to send a letter to County Auditor Bill McFarland requesting him to reverse the certification of Jerry Cornell as a delinquent sewer account, since his account has been paid.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye.  
Motion passed.

**RE: DELINQUENT SEWER ACCOUNTS**

Mr. Irvine moved and Ms. Marshall seconded a motion to approve sending letters to the following sewer account holders, notifying them that their accounts are delinquent and that payment must immediately be made: Anthony & Melinda Hapney, Julie Maze, Timothy Vaughn, Darren Cox, Harold Bolen, William Hendricks, Fred & Savannah Newlon, Jack Lane, Terry Wick, John Tate, Diana Funk, Federal Home Loan Mortgage (127 Pine Drive), Jeremy Kidder, Tammy Gearhart, Ralph Ollom, Clifton Spencer II, Dan Turner, Shayne Schwendeman, Dan Turner, Mike Higgins, Sarah Carpenter, Hazel & Robert Way, Susan McCoy, Shelly Hughes, Rick & Brandi Koscho, Cheryl Latham Makey, Melissa Treadway, Carolyn Douglas.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye.  
Motion passed.

**RE: COMMENTS FROM VISITOR**

Muskingum Township Trustee Gary Doan presented several comments/questions to the Commissioners:

Arrow Drive: Mr. Doan asked for an update on drainage issues on Arrow Drive in the Oak Grove neighborhood of his township. Ms. Marshall indicated that she, County Engineer Bob Badger, and Trustee John Karas are on a committee to determine how to best handle the situation on Arrow Drive. She noted that the township's bond with the insurance company will not provide any compensation as it does not cover drainage issues.

Devola Sewer Project: Gary expressed his belief that communication on the project was lacking, as impacted residents were unaware of what, when, where, and why this is being done. He noted some problems residents have experienced during the construction:

- Basements flooded
- Heavy equipment left in one place too long
- Street work done without proper permits

Ms. Marshall commented that neighborhood meetings were held, notifications were sent in

monthly sewer statements, and the contractor was asked to notify homeowners about the project. She believes most issues have been resolved, but a portion of the contracted amount is being withheld until satisfactory completion of the project.

Mr. Doan believes many residents in his township are likely to be impacted by upcoming sewer projects are not aware of costs involved, and requirements to tap-in. Ms. Marshall said the County is awaiting such information from the Ohio EPA, and that it will be passed along when available. Loans and grants have been, and will be, applied for.

IT: Mr. Doan noted that a recent newspaper article indicated that \$275,000 to \$350,000 of County funds will be invested in computer technology upgrades throughout the Courthouse, but the current actual investment is at \$336,000+ and the projects are not yet completed. He believes there have been air conditioning units and a roof to cover them installed for the computer equipment, and that there are now four people in the IT department. He asked why it now takes four people to do the job once done by one, and if this is appropriate use of County funds. He noted that several departments have expressed dissatisfaction with IT service they receive.

Ms. Marshall commented that there was a recent incident which resulted in a server being down for a day and a half. Without the new server in place, though, and the staff to work on the problem, that down-time would likely have been up to two weeks. One of the goals of this current investment in computer-related technology, including air conditioning units, server room and servers, wiring, and staffing, is to minimize down-time, and that has already been demonstrated. The County was 20 years behind in technology. Ms. Marshall said this investment of County funds was not only appropriate, but necessary. It provides security, back-up, speed, and data recovery that the County has never had. Many departments are very satisfied with the improvements, and thousands of dollars have been saved as a result of them. Ms. Marshall indicated that Juvenile Court continues to use an outside IT servicer, but IT Director Eric Skomra and Judge Williams are discussing if and how the County can integrate their system into the County's. She suggested that much of the investment in IT is "invisible" to the public; i.e., improving speed and communication for employees, and implementing security, back-up, and data retrieval. She suggested it would be of value for Mr. Doan to be provided a tour of the new server room and to learn more about the IT functions from Eric Skomra.

Compensation issues: Mr. Doan commented that a year ago he and others discussed with the Commissioners the low rate of pay for employees in the Clerk of Courts office, and that rate of pay continues to be low even with a recent increase. He asked if the County is "wasting" money by (1) using a nearby church lot for parking of County vehicles, (2) not using a riding mower the County purchased, and (3) proceeding with painting of rooms in the annex for an estimated \$4,340. He also expressed concern that County employees continue to park on Putnam Street during their workdays. Mr. Doan asked how the judges can exert authority over the Commissioners by ordering them to award pay increases to their employees, when the Commissioners are supposed to be responsible for the County's budget, and when others in the courthouse are still being paid less than \$10.00 per hour. The court order, according to Mr. Doan, requires the Commissioners to transfer funds to allow an increase for the court's employees by December 2, 2012. Mr. Doan asked why the Commissioners would consider making such transfer in 2011, if the order requires it be made a year from now.

Ms. Marshall noted that:

- The Commissioners have no control over where County employees and officials park their personal and leased vehicles. She recommended Mr. Doan talk with the County Auditor about his use of the church lot, and with the City of Marietta about employees parking on Putnam Street.
- The mower is regularly and routinely used by the custodial and maintenance staff, but often not during the regular work hours of County employees. The mower has an attached blade that is used to clean the sidewalks during the winter, and is used for mowing during the summer.
- The proposal for painting the annex rooms is for more than just painting. The proposal includes removal of existing peeling paint and preparation of walls, and removal and replacement of worn carpet.
- The Clerk of Courts and other officials were asked not to award increases this year, but did. They were also asked to notify the Commissioners of personnel and salary changes, but didn't. The Commissioners agree that it is challenging to manage the County's budget when state law allows officials to "order" them to allocate funds.
- The Commissioners advised the Clerk of Courts of options relating to staffing and compensation when she assumed office. She chose an option that resulted in her staff continuing to be paid at a low hourly rate. The Commissioners reconsidered the possibility of a cost-of-living increase for the Clerk's staff, but determined that no action should be taken at that time.
- There apparently was a typographical error in the Court Order, which does indicate the Commissioners must transfer appropriate funds by December 2, 2012. While action has been taken today to affect the transfer, the judges should issue a correction to the order to have on record.

Communication: Mr. Doan expressed concern that decisions are sometimes made without allowing opportunity for discussion and question. He asked why departments are being forced to “contribute” from their departmental budgets toward the cost of a new financial system for the County Auditor.

Mr. Irvine and Ms. Marshall noted that the agendas for their meetings are published in advance on the Commissioners’ web site, the meetings are always open to the public, and the minutes are public documents available for review in the Commissioner’s office.

IT Director Eric Skomra commented that the County is required to maintain a level of service that is dependent upon technology. That technology must be periodically and regularly updated. The County has not updated it for a very long time, and so the expense to bring it up -to-date is very high. Much of that expense, though, is “one-time” and not recurring.

**RE: ERIC SKOMRA, IT DIRECTOR**

IT Director Eric Skomra updated the Commissioners on projects:

1. Telephone service/system replacement: Eric continues to gather and assemble proposals from companies. As he isn’t certain how long it will be until the County is ready to proceed, he is receiving proposals for 12, 24, and 36-months of service. Eric said his recommendation might even be to remain with the current system if it isn’t cost-effective to make a transition.

Eric was asked to proceed with a 24-month proposal from AT & T for telephone service.

2. Data back-up is now in place, and data is being stored off-site and can be accessed within about an hour if need be. This is a great enhancement to the County’s system of accountability, allowing for business continuity in times of disaster.

**RE: RETIREMENT OF GREG STURM**

Mr. Irvine moved and Ms. Marshall seconded a motion to acknowledge and accept the retirement of Greg Sturm, Dog Warden, effective November 28, 2011.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

**RE: APPOINTMENT OF DOG WARDEN**

Sheriff Larry Mincks introduced Deputy Kelly Schubert, who has been providing Dog Warden services in the recent absence of the Dog Warden. She shared with the Commissioners a report of her daily activity.

Mr. Irvine moved and Ms. Marshall seconded a motion to appoint Kelly Schubert as Dog Warden for Washington County, effective December 5, 2011, with a six-month probationary period, at her current rate of pay, reporting directly to the County Sheriff, with compensation to be paid from the Dog & Kennel Fund while performing the duties of the Dog Warden and from the Sheriff’s funds when performing Sheriff’s office duties.

A calling of the roll resulted in the following vote: Cora Marshall aye, Timothy Irvine aye. Motion passed.

The Commissioners and Sheriff agreed to this change in Dog Warden reporting structure, from the Commissioners to the Sheriff, on a six-month trial basis. They asked Deputy Schubert to provide regular reports of her activities throughout the trial period.

Deputy Schubert commented on her intent to enhance the image of the Dog Warden function in the community by:

- Promoting in the schools that dog tags are “tickets home” for lost dogs .
- Selling tags at a variety of locations throughout the County.
- Working in conjunction and cooperation with local veterinarians.
- Working closely with the Humane Society.
- Creating an attractive, functional web site.
- Setting up a Facebook site.
- Consulting with other County Dog Wardens to learn best practices.

**RE: COURTHOUSE SECURITY**

Sheriff Larry Mincks and Sergeant Dana Spencer updated the Commissioners on their review of courthouse security enhancements. They are currently looking into ways of improving security of the rear entries of the courthouse and annex. They proposed either card readers or new locks and keys for the five entries.

The Commissioners requested the information be reviewed by IT Director Eric Skomra to determine if the card swipe systems will be compatible with the County’s IT system.

**RE: ADJOURNMENT**

Ms. Marshall moved and Mr. Irvine seconded a motion to adjourn.

A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 4:07 p.m.

\_\_\_\_\_, President

\_\_\_\_\_, Vice President

\_\_\_\_\_, Member

\_\_\_\_\_, Clerk