

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON OCTOBER 20, 2016 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: RICK G. WALTERS, PRESIDENT, RONALD L. FEATHERS, VICE PRESIDENT, AND DAVID A. WHITE, MEMBER. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE PRESIDENT OF THE BOARD. MR. WALTERS LED THOSE ATTENDING IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.

Also attending were Muskingum Township Trustee Gary Doan, Karen Doan, Glen Pawloski, and Breckin Wells from *The Marietta Times*.

**Washington County Commissioners
AGENDA
9:00 a.m., October 20, 2016**

9:00 Business Meeting
9:30 Tom Ballengee, JFS – Memorandum of Understanding with Children Serves
10:00 Glen Pawloski – Reflecting on NSF 350/ANSI Standard
10:30 Chris Wilson, Building Official – Proposed Contract with City of Marietta
2:30 Randy Barengo & Ginny Shrimplin – CORSA Appraisal of County Property

UNFINISHED BUSINESS

None

NEW BUSINESS

Approve Agenda
Approval of previous meeting's minutes
Bills from various departments
Additional Appropriation – RSVP
Additional Appropriation - Sheriff
Transfer – Family & Children First (2)
Transfer – Sewer Department
Transfer – Building Department
Transfer – I.T. Department
Transfer – Sheriff (2)
Then & Now
Travel – Family & Children First
Travel – Auditor
Travel – County Home (2)
Travel – Human Resources
Bid Recommendation – Sheriff's 4th Street Porch and Ramp Project
Request for Commissioners to Pay Postage for Mailing of Jury Notices - Sheriff
Pay Adjustment for Building Department Staff Member
Pay Adjustment for Family & Children First Staff Member
Pay Adjustment for Wellness Coordinator
Applications for Local Emergency Planning Committee (2)
Consideration for Change in Holiday Schedule
Request to use Building Department Credit Card for I.T. Purchase
Update to County Disadvantaged Business Enterprise (DBE) Program

INFORMATION

Council of Governments, 12:00 p.m., **Monday**, October 24, at Lori's Family Restaurant
Putnam Howe Village Grand Re-Opening, 11:00 a.m., **Tuesday**, October 25, Belpre
Transit Program Contract Bid Opening, 10:00 a.m., **Thursday**, November 3

RE: AGENDA

Mr. White moved and Mr. Feathers seconded a motion to accept the agenda, with the following changes:

Add: Travel – RSVP
1:00 Prosecutor Kevin Rings and Assistant Prosecutors Alison Cauthorn and Nicole Coil – Pending Litigation

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: APPROVAL OF MINUTES

Mr. Feathers moved and Mr. White seconded a motion to dispense with the reading and approve the minutes of the October 13, 2016 meeting.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: BILLS FOR PAYMENT

Mr. White moved and Mr. Feathers seconded a motion to approve the list of bills from various departments for payment, as prepared by the County Auditor.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: ADDITIONAL APPROPRIATIONS

Mr. Feathers moved and Mr. White seconded a motion to approve the following requests for Additional Appropriations:

RSVP	210-0710-52004	\$ 2,500.00
Jail, County General	100-0381-53140	\$ 9,500.00

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: TRANSFERS

Mr. White moved and Mr. Feathers seconded a motion to approve the following requests for Transfers of funds:

<u>Department</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Family & Children First	602-2032-56000	602-2032-57400	\$ 100.00
Help Me Grow	602-2033-53000	602-2033-53001	\$ 5,000.00
Sewer	400-0113-54000	400-0113-53000	\$ 2,000.00
Building Department	100-0170-51001	100-0170-53000	\$ 3,388.00
I.T.	100-0101-51001	100-0190-54400	\$ 3,600.00
	100-0102-57401	100-0190-54400	\$ 12,000.00
Sheriff	100-0384-53408	100-0384-54403	\$ 2,500.00
	100-0384-52100	100-0384-54403	\$ 1,817.00
	100-0384-52200	100-0384-54403	\$ 1,817.00
Sheriff	100-0384-53401	100-0384-53130	\$ 150.00
	100-0384-51100	100-0384-53130	\$ 750.00
	100-0384-54003	100-0384-53130	\$ 2,000.00
	100-0384-51006	100-0384-53130	\$ 993.00
	100-0384-54402	100-0384-53130	\$ 3,607.00

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: THEN & NOW

Mr. White moved and Mr. Feathers seconded a motion to approve the following Then & Now:

<u>Dept</u>	<u>Account</u>	<u>Vendor</u>	<u>Amount</u>
Dept. of Job & Family Services	200-0720-57401	Workingman's Store	\$ 243.86

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: TRAVEL REQUESTS

Mr. Feathers moved and Mr. White 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 2016 and any and all amendments subsequent thereto:

Family & Children First

Elaine Corbitt: One-day trip to Athens to attend Southeast Ohio Trauma Informed Care Collaborative; October 18, 2016 (retroactive).

Elaine Corbitt: One-day trip to Columbus for HOME Choice Training; October 19, 2016 (retroactive).

Auditor

Bill McFarland: One-day trip to Coshocton to meet with appraisal vendor; October 20, 2016.

County Home

Twila Arbaugh: One-day trips to physicians, as follows:

- October 17, 2016 Cambridge
- October 18, 2016 Williamstown, WV
- October 19, 2016 Williamstown, WV
- October 20, 2016 Lancaster
- October 21, 2016 Williamstown, WV

October 24, 2016 Cambridge
October 25, 2016 Parkersburg, WV

Mary Allen, Dee Beck: One-day trip to Wilmot to attend Omnicare 2016 Fall Healthcare Symposium
October 26, 2016.

Human Resources

Kathy Thieman: One-day trip to Cambridge to attend BWC Excellence Seminar; November 1, 2016.

RSVP

Lisa Valentine: One-day trip to Columbus to attend Neighbor Works Community Leadership Institute;
October 22, 2016.

Lisa Valentine, Sonia Moore, Stacey Steed: Two-day trip to Columbus to attend Service as a Solution
Conference; October 25-26, 2016.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White
aye. Motion passed.

RE: BID RECOMMENDATION, SHERIFF'S OFFICE PORCH AND RAMP PROJECT

Mr. Feathers moved and Mr. White seconded a motion to approve the bid recommendation from David
Haught, DLH Consulting, LLC, to contract with Lepi Enterprises, Inc., for the Sheriff's Office 4th Street
Porch and Ramp Project, for the amount of \$86,500.00, and to allow Mr. Walters to sign the contract.

The Clerk noted the only other bidder for the project was Phoenix Associates, for the amount of
\$87,100.00.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White
aye. Motion passed.

RE: REQUEST FROM SHERIFF FOR COMMISSIONERS TO PAY FOR MAILING JURY CARDS

Mr. Feathers moved and Mr. White seconded a motion to approve payment of mailing costs in the
approximate amount of \$2,546.00 from County General funds for the December 8, 2016 mailing of
6,650 postcards to prospective jurors, as requested by Sheriff Larry Mincks.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White
aye. Motion passed.

RE: PAY ADJUSTMENT, BUILDING INSPECTOR

Mr. Feathers moved and Mr. White seconded a motion to approve a change in hourly rate for Building
Inspector Rick Dostal, from \$21.97 to \$22.63, effective October 9, 2016, upon his attainment of Board
of Building Standards Certificate, as agreed to at time of hire.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White
aye. Motion passed.

RE: PAY ADJUSTMENT, OFFICE ASSISTANT AT FAMILY & CHILDREN FIRST

Mr. Feathers moved and Mr. White seconded a motion to approve a change in hourly rate for part-time
Office Assistant Teresa Schilling at Washington County Family & Children First, from \$10.50 to \$12.00,
effective November 1, 2016, due to additional responsibilities, as requested by Cindy Davis, Family &
Children First.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White
aye. Motion passed.

RE: PAY ADJUSTMENT, WELLNESS COORDINATOR

Mr. White moved and Mr. Feathers seconded a motion to approve a change in hourly rate for Wellness
Coordinator Court Witschey, from \$18.00 to \$23.30, effective January 1, 2017.

President Walters said this change in hourly rate is for Mr. Witschey's coordination and administration
of the CEBCO Wellness Grant. He said Mr. Witschey began in that capacity in December of 2011, and
the hourly rate of pay has never changed from \$18.00. Mr. Walters noted the CEBCO Grant pays for
this salary, and will also pay for the increase. He noted Mr. Witschey's current hourly rate as a full-time
employee of the Health Department is \$23.30, so this change in rate of pay for the Wellness
Coordinator position aligns with it.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White
aye. Motion passed.

RE: APPLICATIONS FOR LOCAL EMERGENCY PLANNING COMMITTEE

Mr. White moved and Mr. Feathers seconded a motion to appoint Stephanie Sayre and Lori Price to the Washington County Local Emergency Planning Committee, for the term August 14, 2015 through August 15, 2017, and to allow Mr. Walters to sign the Applications.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: COLUMBUS DAY HOLIDAY

Continuing the discussion from the previous Commissioners' meeting of reverting back to the holiday schedule in place in calendar year 2015, Commissioner White said he believes the change this year to have Columbus Day a workday did not work out as anticipated. He reported most of the offices in the courthouse were closed on Columbus Day, and as a result the public was not served. He said it appears this year that many County employees will receive holiday pay for both Columbus Day and the day after Thanksgiving.

Mr. White moved and Mr. Feathers seconded a motion to observe Columbus Day as a paid holiday for Washington County employees, and the day after Thanksgiving as a workday, beginning in calendar year 2017.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: REQUEST TO USE BUILDING DEPARTMENT CREDIT CARD FOR PURCHASE OF I.T. ITEM

Mr. White moved and Mr. Feathers seconded a motion to approve use of the Building Department credit card to purchase an I.T. item for the Building Department, as requested by Building Official Chris Wilson.

The Clerk said the Building Department credit card was obtained only for the purchase of gasoline and minor maintenance services for county-owned or leased vehicles. He said the Washington County Credit Card Policy does, however, allow for use of credit card(s) to pay for "Internet Service Provider expenses". He said the I.T. Department, however, is permitted to use its credit card for I.T. purchases.

Commissioner Feathers asked the Clerk to make arrangements for the Building Department purchase to be made on the I.T. Department credit card, with the charge being made to the Building Department.

A calling of the roll resulted in the following vote: Rick Walters no, Ron Feathers no, David White no. Motion failed.

RE: UPDATE TO DBE PROGRAM

Mr. White moved and Mr. Feathers seconded a motion to approve an update to the Washington County Disadvantaged Business Enterprise (DBE) Plan.

The Clerk noted the County's original Plan was approved March 1, 2012, but it contains some outdated information. He said he has prepared revision to pages 1, 2, 5, 9, and 19 of the 24-page Plan. The Clerk said application and use of Federal Transit Administration funds requires the establishment and maintenance of a DBE Plan.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: MEMORANDUM OF UNDERSTANDING BETWEEN JFS AND CHILDREN SERVICES

Tom Ballengee from Job and Family Services (JFS), and Jamie Vuksic from Children Services, presented an agreement in which JFS would pay to Children Services \$60,000 in Title XX transfer funds, a component of TANF. Mr. Ballengee said these funds cannot be used directly for placement of child(ren), but can be used by Children Services for other legitimate purposes. Such use would allow for an additional \$120,000 match to be earned.

Mr. Feathers moved and Mr. White seconded a motion to approve a Memorandum of Understanding between Washington County Commissioners, Washington County Department of Job and Family Services, and Washington County Children Services Agency, authorizing the payment of \$60,000.00 in Title XX TANF by Job and Family Services to Children Services, for the purpose of certification of funds, during the period October 20, 2016 through June 30, 2017, and to authorize Mr. Walters to sign the accompanying Title XX County Profile.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

RE: GLEN PAWLOSKI

Devola resident Glen Pawloski talked with the Commissioners about NSF/ANSI Standard 350. He reviewed the Standard with them, pointing out the requirements and drawbacks. He said the introduction to the Standard suggests there is only "1% of water on earth to grow crops, cool power plants and supply drinking and household water" because 99% is either salty or "locked up in snow and ice".

Mr. Pawloski reminded the Commissioners the Washington County Board of Health has jurisdiction over County septic systems. He said the County has been placed in a very difficult position, to either comply with NSF Standards or install a new expensive sewer line. He said he considers the requirements of septic systems to be unreasonably high.

Mr. Pawloski said he attended the October 18 Board of Health meeting, at which he discussed the NSF regulations and other matters of interest to Devola and Oak Grove residents who currently have septic system. He noted Josh Lane at the Health Department is currently working on testing and design for effective, efficient septic systems. Mr. Pawloski said he is not aware of any recorded deaths or illnesses from failing septic tanks in Washington County during the past 200 years. He said he asked the Board of Health to return the \$270,000 grant it had received for septic tank repairs and upgrades, as he considers it to be "bad money".

Mr. Pawloski said he appreciates the comments of Commissioner Feathers, noting he is pro-active in his opposition to unnecessary transition from septic to sewer in Devola, Oak Grove and Reno communities. He distributed a draft of a letter he wrote to the Board of Health expressing his and others' concerns about septic system testing and over-regulation by the EPA.

RE: BUILDING DEPARTMENT ISSUES

Building Official Chris Wilson informed the Commissioners his employee Connie Hoblitzell has been unable to use her allotment of vacation hours this year due to work commitments. He requested she be allowed to carry over her unused balance into next year so that she wouldn't lose the time earned. He noted the extra work this year was primarily related to the installation and introduction of the new EnerGov software in the Building Department.

Mr. White moved and Mr. Feathers seconded a motion to allow Connie Hoblitzell to carry over 189.58 hours of unused vacation and 38.00 hours of comp time, due to extenuating circumstances involving time required to install and introduce a new software system in the Building Department, with the requirement that all hours carried over will be used in 2017, in addition to hours earned in 2017.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

Mr. Wilson informed the Commissioners his departmental vehicles aren't getting cleaned as they once were. He asked the Commissioners if they would allow two of his staff members to drive the vehicles home each evening, with the assurance they would keep them clean. The Commissioners noted one employee lives about 5 miles from the current vehicle storage location, while the other would keep it less than a mile from the current location. Much discussion followed, identifying not only value in this notion but also concerns about it.

Mr. White moved and Mr. Feathers seconded a motion to approve Building Department employees Rick Dostal and Russ Metz to take their assigned County-owned vehicles home on a regular basis, with the guarantee they will keep the vehicles clean, and with the understanding the vehicles will never be used for personal business or pleasure, such provision to be implemented only after an agreement on the use of County-owned vehicles is reviewed and approved by the Prosecutor's Office and signed by the employees.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

Commissioner White informed Mr. Wilson he has recently received several complaints about the lack of good customer service in the Building Department. He expressed not only his disappointment, but also his desire to see immediate improvement. He noted there are times when staff in the Building Department may feel as though they are going too far with their assistance. He assured Mr. Wilson that is acceptable, as some customers need special attention and explanation. He said the ultimate goal is to provide the best possible customer service, creating an efficient yet effective system for all customers of the Building Department.

Mr. Wilson assured him he personally assists customers so they completely understand what is necessary. He noted there are indeed complexities in rules, regulations and forms.

President Walters said the problem may lie somewhat in the "delivery" of the message, rather than the message itself.

Mr. Wilson, respectfully disagreeing there is a customer service problem in his office, said he would discuss it during his staff meeting scheduled for October 21.

RE: PENDING LITIGATION

Mr. Feathers moved and Mr. White seconded a motion to enter Executive Session to discuss legal matters, possibly resulting in litigation.

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed, and the Commissioners entered Executive Session at 1:05 p.m. President Walters invited Prosecutor Kevin Rings and Assistant Prosecutors Alison Cauthorn and Nicole Coil to attend.

The Commissioners returned to Regular Session at 1:49 p.m.

RE: CORSA APPRAISAL OF COUNTY PROPERTY

Randy Barengo from Peoples Insurance Agency, and Ginny Shrimplin and Ali Redmond from CORSA (County Risk Sharing Authority) talked with the Commissioners about a recent re-appraisal of the Washington County Courthouse, the Courthouse Annex, and the building at 225-227 Putnam Street in Marietta. Also attending was Director of Human Resources, Safety & Loss Control Kathy Thieman.

Mr. Barengo explained options available to the Commissioners include:

	<u>Cost Value</u>	<u>Additional Premium</u>
Courthouse Replacement	\$ 19,316,200	\$ (742)
Courthouse Reproduction	\$ 32,944,700	\$ 8,419
Annex Replacement	\$ 2,401,900	\$ 176
Annex Reproduction	\$ 4,110,200	\$ 1,056
225-227 Putnam Street Replacement	\$ 1,556,100	\$ 48
225-227 Putnam Street5 Reproduction	\$ 2,754,000	\$ 741

Ms. Shrimplin said CORSA entered into this major re-appraisal project several months ago, selecting an appraisal firm from four interviewed. She said the contract calls for initially re-appraising all courthouses and office buildings in CORSA's 65 counties, and then proceeding to other facilities. She noted the entire process will take approximately four years.

Mr. Feathers moved and Mr. White seconded a motion to elect the Replacement Cost valuation method for CORSA insurance coverage of the following buildings:

- Washington County Courthouse, 205 Putnam Street, Marietta
- Washington County Courthouse Annex, 215-223 Putnam Street, Marietta
- Office Building, 225-227 Putnam Street, Marietta

A calling of the roll resulted in the following vote: Rick Walters aye, Ron Feathers aye, David White aye. Motion passed.

Noting recent attacks on computer systems in two Ohio county courthouses, Ms. Shrimplin encouraged the Commissioners to review cyber security and ensure employees do not open uninvited e-mails and attachments. She said the majority of security breaches originate in e-mail attachments. She said routine, regular back-ups of systems and data are critically important as well.

Ms. Shrimplin introduced her replacement at CORSA, Ali Redmond, and announced her intent to retire at the end of 2016.

RE: ADJOURNMENT

Mr. White moved and Mr. Feathers seconded a motion to adjourn.

A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 2:55 p.m.

_____, President

_____, Vice President

_____, Member

_____, Clerk