

MORGAN COUNTY COMMISSIONERS
RIECKER BUILDING

The Board of the Morgan County Commissioners met in their offices on Monday, December 3, 2007 with the following members present:

Rick Shriver, President
Dean Cain, Vice-President
Don Reynolds, Member

The meeting was called to order at 8:30 am with the pledge of allegiance to the flag.
The minutes of the November 26, 2007 meeting were read and approved.

07-1075 Motion by Mr. Dean Cain and seconded by Mr. Don Reynolds to approve the minutes from November 26, 2007.

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

Commissioners Dean Cain and Don Reynolds left the Commissioner's meeting at 12 p.m. to attend a meeting on House Bill 9 training at Washington State.

Commissioners reported on their activities for the week November 26, 2007.

On Tuesday, Commissioner Don Reynolds attended the Area Agency on Aging Council Meeting.

Jeff Shaner, OSU Extension Office, noted that he would be traveling to Columbus today to attend a Job Creation Tax Credit (JCTC) meeting at Ohio Department of Development.

Tom Jenkins Sr., Sheriff, projected budget shortfalls pending staff retirements. Tom Jenkins and Commissioner Dean Cain will be attending the Jail Meeting on December 19, 2007.

Commissioners are in receipt of a statement concerning the Morgan County Jail usage for November 2007. A total of 133 prisoners were kept in the Morgan County Jail to lower costs at the Southeastern Ohio Regional Joint Jail. This count is prisoners held here for at least one day each. Other prisoners who were brought for court and returned to the Regional Jail are included in these figures.

Vicki Quesinberry, Director, Job and Family Services, submitted meeting requests for Kari Krause to "Training on Adopting the Hurt Child" on December 7th in Athens, Dee-Ann Vandine, Steve Kinney, Angie Westfall to "Training on upcoming changes in assistance for domestic violence" on December 11th in Zanesville, Heidi Burns to "Fiscal WIA quarterly reporting" on December 13th in Caldwell, Steve Kinney to "Quarterly Fraud Control Meeting" on December 4th in Athens, Cheryl Bailey, Jody Murray to "PCSA Financial Funding" on December 11th in Marietta.

Commissioners are in receipt of Department of Job and Family Services, Child Support Enforcement Agency and Public Children Services Agency County Closeout Audit Report.

07-1076 Motion by Mr. Dean Cain and seconded by Mr. Don Reynolds to approve a Then and Now Resolution in the amount of \$299.00 to cover an invoice under 004-0004-330.01 (k-26) Bridge Account, as requested by Steve Hook, Engineer.

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

07-1077 Motion by Mr. Don Reynolds and seconded by Mr. Dean Cain to establish a Law Enforcement Officer Training Fund contingent upon approval of the Auditor of State. The source of funding will be the Office of the Ohio Attorney General. The use of the funds will be for supplies, equipment, contracts, and travel necessary for law enforcement officer training.

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

07-1078 Motion by Mr. Dean Cain and seconded by Mr. Don Reynolds to approve a supplemental appropriation in the amount of \$856.84 from the escrow interest fund. Supplemental appropriation of \$844.42 will be in the deputy salary fund 313-0313-102.00 and \$12.42 in the Medicare fund 313-0313.368, as requested by Rebecca Foster, Treasurer.

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

07-1079 Motion by Mr. Don Reynolds and seconded by Mr. Dean Cain to approve a transfer of funds in the amount of \$563.80 from 030-0030-5303.00 Detac Supplies into 030-0030-102.00 Deputy Salary Fund and \$8.30 from 030-0030-5303-00 Detac Supplies into 030-0030.368 Medicare Fund, as requested by Rebecca Foster, Treasurer.

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

Shannon Wells, Morgan County Commissioners Development Office, discussed Policy and Procedure documents for the Revolving Loan Fund. The office has asked for a six month extension on the restroom facility in Marion Township, which is funded by CDBG 06.

07-1080 Motion by Mr. Dean Cain and seconded by Mr. Don Reynolds to approve a supplemental appropriation in the amount of \$10,000.00 into Salary 049-2007-5102-00, requested by Shannon Wells, Development Office. The supplemental will be for the 049 TANF Fund.

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

07-1081 Motion by Mr. Don Reynolds and seconded by Mr. Rick Shriver to table the bid received for Marion Township Restroom from T&M Contractors, LLC in the amount of \$23, 550, for further review by Pat Kelly, Kelly Architectures.

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

07-1082 Motion by Mr. Don Reynolds and seconded by Mr. Dean Cain to adopt a Citizen Participation Plan, which is recommended by Community Development Block Grant.

Citizens Participation Plan

Morgan County has developed this written Citizen Participation Plan, to assure that Morgan County residents have an opportunity to participate in the planning, implementation, and assessment of the community's CDBG programs which include but are not limited to federally funded housing and community development programs, including the Community Development Block Grant (CDBG) Program. With the Citizen Participation Plan, Morgan County will establish procedures for seeking and considering citizen input to address the needs of those whom it is primarily intended to benefit, namely, low and moderate income (LMI) persons. The plan also establishes procedures for handling citizen complaints.

Advisory Committee: An advisory committee will be established in order to provide advice relating to neighborhood housing and community development issues. The Housing Advisory Committee shall be appointed by the Board of County Commissioners and shall consist of three members of which at least one will be low-moderate income residents. All members shall serve at the pleasure of the Board of County Commissioners. The Board of County Commissioners shall from time to time, increase the size of the Housing Advisory Committee in order to meet the needs of a given target area.

THE NAMES OF THE MEMBERS OF THE ADVISORY COMMITTEE WILL BE MAINTAINED IN THE CITIZENS PARTICIPATION FILE.

This advisory committee shall meet at least once per year to discuss neighborhood needs, concerns, and current programming. The Community Development staff shall facilitate the meeting dates, agendas, notifications to members, response to input, and summary of minutes of each meeting. Copies of the agendas, minutes and committee recommendations shall be forwarded to the Board of County Commissioners. Suggestions and recommendations will be evaluated for project selection by utilizing the following criteria:

- (1) What is the need for this particular project?
- (2) Is the project feasible?
- (3) If it meets the need of the community and is feasible, what is the status of project readiness?

ALL SOURCE DOCUMENTATION WILL BE MAINTAINED IN THE PERTINENT FILE.

Open Records Policy: All community development files are available for public review, except private financial files of individual housing rehabilitation clients, staff/consultant personnel files, and files involving financial negotiating. (Any citizen wishing to see said files will be asked to make an appointment). The staff must attempt to schedule such a request within a week. Citizens who wish to make copies of plans, reports, or memos, shall pay \$.10 per 8 ½" by 11" page.

Technical Assistance: If a citizens group or individual wishes to submit a project idea, that would primarily benefit low and moderate income residents and that could potentially be funded with federal housing or community development funding, then the Community Development staff shall provide technical assistance to the group or individual. Specifically, the staff shall listen to the project idea and help residents explore and evaluate options and ways that the project might be developed and implemented, to better meet the federal guidelines and local needs. Thereafter the resident can submit the project idea at a public hearing to be considered for funding.

Public Hearing: Morgan County shall hold two public hearings. Public notices will be published at least 10 days in advance in the non legal section of the Morgan County Herald. The first public hearing shall be general in nature. ADEQUATE PUBLIC NOTICE FOR PUBLIC HEARING #1 MUST INCLUDE THE DOLLAR

AMOUNT OF FUNDS AVAILABLE. It shall provide general information about each program (one or more types) that Morgan County may submit during the calendar year. At this public hearing residents shall be invited to identify neighborhood needs and or submit project ideas. Even though the first public hearing may identify more than one CDBG program administered by the state, the second public hearing shall provide the public an opportunity to comment on proposed activities or specific projects proposed for the grant.

In order to inform residents of upcoming public hearings, Morgan County shall publish a display ad in the non legal section of the Morgan County Herald ten days prior to the public hearing date. The first public hearing shall be of general information meeting. The development office will describe one or more grants for which Morgan County is eligible to apply. The public notice shall include the following:

- (a.) Notification what federal funding Morgan County may apply for during the calendar year, including the maximum funding amount available through each grant.
- (b.) Notification of the specific time, date and location of the public hearing.
- (c.) Notification of the types of information that will be discussed and the input sought from citizens (ie. identification of needs or projects).
- (d.) A sample of eligible activities and definition of target beneficiaries.
- (e.) An invitation to attend the meeting or submit written comments prior to the application submission date.
- (f.) Notification that special arrangements can be made for deaf or non-English speaking residents and also for the physically handicapped residents.
- (g.) Minutes of both Public Hearings #1 and #2 must be maintained in the participation file. The minutes must be accompanied by a list of attendees for each hearing.

The second public hearing allows the citizens to review specific details of the proposed activity. The Morgan County Herald published display ad shall include the following:

- (a.) A statement defining the activity or activities to be undertaken, when and what federal funds Morgan County proposes to seek.
- (b.) A list of projects and the amount of CDBG and other funds allocated for each activity, and the national objective to be met.
- (c.) Notification of the time, date, and location of the public hearing, and where individuals can view the draft application document prior to the meetings.
- (d.) An invitation to attend the meeting or submit written comments by the meeting date.
- (e.) Notification that special arrangements can be made for the deaf, non-English speaking, or physically handicapped, by phoning the Board of County Commissioners' office for information 48 hours in advance of the public hearings.

Amendment Process: Citizens Participation/public hearing is also a part of the program Amendment process. If OHCP determines that a program change constitutes an amendment, ONE public hearing will be required at that time. The primary purpose of an Amendment Public Hearing is to provide citizens with an opportunity to review and comment on a “substantial change” in a CDBG program. The format for an Amendment Public Hearing should be similar to Public Hearing #2.

Written Complaints and Housing Grievances: Any time a citizen complains about the community development program in writing, a written response shall be mailed within 15 working days. In the Development Office, a separate file shall be established for complaints and response. Non-written citizen complaints, either generated by phone or personal contact, will be written down in note form and then responded to within 15 days. All correspondence, including source documentation will be kept in file.

Non-English Speaking Residents: The non-English speaking population of Morgan County is unknown, but estimated to be less than 0.1% of the total population, using as a high number. If Non-English speaking Morgan County residents wish to attend a public hearing, then arrangements will be made for an interpreter to be at the Public Hearing. In order for this to happen, one member of the group must contact the County Commissioners’ Office at least 48 hours before the Public Hearing and submit a list of four or more non-English or deaf adults, who will attend the Public Hearing and the type of interpreter requested. Smaller groups or individuals may also be invited to set up an appointment to meet with community development staff, accompanied by one of their bilingual friends OR they can also request that other arrangements be made.

Public Hearing display ad in the Morgan County Herald will remind the general public that arrangements can be made to meet the needs of deaf and non-English speaking residents as well as the needs of handicap persons.

Until special population needs are identified, all notices of public meetings will be in English only. The provision for bilingual notices and transactions of program documents must first be requested by a significant number of Morgan County residents.

Performance Evaluation: From time to time an informational press release will be prepared and submitted to the Morgan County Herald, describing the current year’s program performance and progress. The newspaper staff may choose to embellish the story with quotations or photos. The press release will include the name and phone number of the Development Office staff, which may be contacted if more information is desired.

Board of Morgan County Commissioners

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

Jeff Driggs, Dog Warden, submitted mileage sheets for the previous week, which showed him traveling 175.10 miles responding to dog calls.

07-1083 Motion by Mr. Dean Cain and seconded by Mr. Don Reynolds to approve a transfer of funds in the amount of \$125.00 from Travel Line Item into Medicare Line Item, \$1,450.00 from Other Line Item into PERS Line Item, \$1,356.00 from Insurance Line Item into Salary Line Item, requested by Linda Sheets, Morgan County Office On Aging.

07-1084 Motion by Mr. Rick Shriver and seconded by Mr. Dean Cain to approve the following invoices:

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

VENDOR NAME	DEPARTMENT	CODE	FUND
Family Dollar	Morgan County Health Dept.	077	Homemaker Supplies
Brenda Armstrong	Job and Family Services	006	324-53, 321-53
Ohio Division of Real Estate	Morgan County Health Dept.	E12D	063-0063-5309-04
Morgan County Sheriff	Job and Family Services	006	020-20
Morgan County Sheriff	Job and Family Services	090	209-87
Morgan County Sheriff	Job and Family Services	090	209-87
Morgan County Sheriff	Job and Family Services	090	209-87
Morgan County Sheriff	Job and Family Services	090	209-87
Gordon Flesch Company Inc.	Job and Family Services	006	020-20
Morgan County DJFS	Insurance	275	Insurancy Return Payroll Deduction
Peggy Reynolds	Job and Family Services	349	480-90
Galls, Inc.	Morgan County Sheriffs Office	001	Equipment-Uniforms
Matheny Service	Job and Family Services	006	850-53
Xerox	Morgan County Sheriffs Office	001	Other Expenses
Xerox	Morgan County Sheriffs Office	001	Contracts-Services
Ohio Elections Commission	Election Commission	277	O.E.C. 2007 Filing
Cardiology Assoc. of Zanesville	Job and Family Services	006	020-20
Twila Mayle	Morgan County Health Dept.	073	Help Me Grow
R. Bruce Henthorn, M.D.	Job and Family Services	006	020-20
McConnelsville, Village	Courthouse Maintenance & Operations	001	General
Columbus Equipment	Morgan County Engineer	004	K 16
Nancy L. Robison	Morgan County Board of Elections	001	Travel
Portersville E. Branch Water	Job and Family Services	006	899-30
Poggemeyer	Morgan County Commissioners	110	CDBG-Distress DD#286
Lisa King	Morgan County Health Dept.	073	Help Me Grow
Ernest Hipsher	Veterans Service Office	001	General
Greuey's Fuel and Farm Supply	Morgan Co. Office of Prob. & Court	414	General
Quick 60	Morgan County Transit	113	113
First Communications	Morgan County Commissioners	001	General
First Communications	Morgan Co. Senior Citizens	028	Senior Citizens
Xerox	Morgan Co. Records Office	038	Equipment
Xerox	Morgan Co. Office of Aging	028	Senior Citizens
Cen Tec Cast Metal Products	Veterans Service Office	001	General
Susan Alderman	Morgan Co. Senior Citizens	028	Senior Citizens
American Electric Power	Job and Family Services	006	899-30
Lisa Croston	Job and Family Services	006	321-53
Goody's	Job and Family Services	050	845-53
Lexis Nexis	County Court	001	General
Lexis Nexis	Morgan Co. Common Pleas Court	001	Probate
Beth Cain	Morgan County Health Dept.	073	Help Me Grow
Radiology Associates Inc.	Job and Family Services	006	010-20
OJFSDA	Job and Family Services	006	010-20, 020-20
Janet Kincaid	Job and Family Services	006	312-53
Judy Hall	Morgan Co. Senior Citizens	028	Senior Citizens
Shelly Sands	Morgan County Engineer	004	K 16
Shelly Sands	Morgan County Commissioners	110	CDBG-Distress DD#286
Jason Huck	Morgan County Juvenile Court	023	Felony Care & Custody
Andrea Troiano	Job and Family Services	006	321-53
Morgan Co. Office on Aging	Insurance	275	Insurancy Return Payroll Deduction

Kinball Midwest	Morgan County Engineer	004	K 16
Miranda Mullen	Morgan Co. Board of Election	001	Travel
Karen Moody	Job and Family Services	006	322-53, 321-53
Child Development Center	Job and Family Services	006	322-53
Mary Miller	Job and Family Services	006	322-53, 321-53
Laura Viney	Job and Family Services	006	322-53, 321-53
Cassie Jackson	Job and Family Services	006	321-53
Timmy V's	Job and Family Services	006	850-53
Timmy V's	Job and Family Services	006	850-53, 531-30
Doug McGrath	Morgan County Sheriffs Office	001	Equipment& Uniforms
Postal Privilege/ Purchase Power	Morgan Co. MRDD	017	017
Teresa Lemon	Morgan Co. Senior Citizens	028	Senior Citizens
Heartland Petroleum	Morgan County Engineer	004	k37
Evergreen Child Dev. Center	Job and Family Services	006	321-53
Patrick Cochran	Veterans Service Office	001	General
Nina Mayle	Job and Family Services	006	322-53, 321-53
D.D.T.I.	Morgan County Engineer	010	911
Circle of Friends	Job and Family Services	006	321-53, 322-53
Bob Barker	Morgan County Health Dept.	075	Lice Supplies
Michele Tompkins	Morgan County Health Dept.	075	Lice-Travel
Katie's Duds& Suds	Morgan County Health Dept.	075	Lice- Other
Joni Mayle	Morgan County Health Dept.	077	Homemaker-Travel
Red Diamond Uniform & Police Supply	Morgan County Sheriffs Office	001	Equipment & Uniforms
Alissa Dillaha	Job and Family Services	006	321-53
Rose Mary Welsh	Job and Family Services	006	321-53
Leslie Miller	Veterans Service Office	001	General
April Welch	Job and Family Services	349	480-90
Kari Krause	Job and Family Services	006	030-20
Treasure of State	Morgan County Health Dept.	063	Family Violence
B & R Used Furniture	Job and Family Services	006	254-53
Tina McMillin	Job and Family Services	349	480-90
Christine Rexroad	Job and Family Services	006	321-53
JoAnne White	Veterans Service Office	001	General
UMA Inc.	Job and Family Services	006	020-20
Morgan County Transit	Job and Family Services	006	850-53, 214-53, 395-30
AT & T	Job and Family Services	006	010-20
Nextel	Morgan County Health Dept.	068	Bio - Other
Phyllis Cain	Job and Family Services	006	321-53
Imagination Station	Job and Family Services	006	321-53, 322-53
Charista Long	Job and Family Services	349	480-90
Brittany Gardner	Job and Family Services	349	480-90
Stericycle	Morgan County Health Dept.	063	E12
Cellular One	Morgan Co. Office of Prob. & Court	414	General
Annette Kittle	Job and Family Services	349	485-90
Joseph Williams	Job and Family Services	349	485-90
Athens Church of Christ Presch	Job and Family Services	006	321-53
Jay F. Vinsel	Morgan County Court	001	General
Jay F. Vinsel	Morgan County Court	001	General
Merck	Morgan County Health Dept.	063	Vaccines
Brenda Balderson	Job and Family Services	006	321-53

Amy Clouse	Job and Family Services	349	480-90
Amanda Massie	Job and Family Services	349	480-90
David W Stanton	Job and Family Services	006	010-20
Heather Burga	Job and Family Services	006	321-53
Creative Product Sourcing, Inc - DARE	Morgan County Sheriffs Office	095	DARE -Supplies
Delores "Jean" Graham	Job and Family Services	006	321-53
Megan Carper	Job and Family Services	349	480-90
Amber Sue Herron	Job and Family Services	006	322-53
Warren's IGA Express	Job and Family Services	006	850-53, 531-30, 530-30
Warren's IGA Express	Job and Family Services	050	420-53
Kristi Kennard	Board of Elections	001	Other Expenses
Misty Milstead	Job and Family Services	050	506-53
Trinia Green	Job and Family Services	050	550-53
Susan Jackson	Job and Family Services	006	322-53
Amanda Kennedy	Job and Family Services	006	321-53
Joanie Norman	Job and Family Services	006	321-53
Jane Fluharty	Morgan County Health Dept.	063	E-7
James Edward Smith	Veterans Service Office	001	General
William Clemens	Veterans Service Office	001	General
Elliott Lumber	Morgan County Engineer	004	k37
Jeff Driggs	Dog & Kennel	005	D & K
Six County Inc.	Job and Family Services	006	020-20
Six County Inc.	Job and Family Services	006	020-20
Treasure of State	Morgan County Health Dept.	064	G-1 Food
Morgan Co. Health Dept	Morgan County Health Dept.	073	Help Me Grow
Treasure of State	Morgan County Health Dept.	063	E12C
Morgan County Commissioners	Insurance	275	Insurancy Return Payroll Deduction
Morgan County Commissioners	Morgan County Engineer	004	K 24
Morgan County Commissioners	Job and Family Services	006	010-20
American Legion	Courthouse Maintenance & Operations	001	General
American Legion	Soil Conservation	015	SC
Wayne Manufacturing	Morgan County Engineer	004	K 26
Bruce Dye	Morgan County Health Dept.	063	E12
Kroger Co.	Veterans Service Office	001	General
Barrett Brother	Probate	001	Probate
Staley Communication	Morgan County Sheriffs Office	001	Contracts-Repair
MOM	Morgan County Engineer	004	K 3
John Kitts	Veterans Service Office	001	General
Quill	Morgan County Prosectrs Office	345	Ohio Crime Victims
Ohio AFSCME Care Plan	Job and Family Services	006	030-01
Ohio AFSCME Care Plan	Job and Family Services	090	020-01
Ohio AFSCME Care Plan	Job and Family Services	006	020-01, 010-01
Ohio AFSCME Care Plan	Morgan County Engineer	004	K37
Career Development Center	Job and Family Services	006	020-20
Candi L Drake	Job and Family Services	006	020-20
Steven Schnittke	Morgan County Court	001	General
TCCI	Morgan County Health Dept.	066	NN3
Mid East Child Learning Center	Job and Family Services	006	322-53, 321-53
Staples Office Supplies	Job and Family Services	006	020-20, 010-20
Staples Office Supplies	Job and Family Services	090	020-20
W.M.C.A.P.	Morgan County Commissioners	110	CHIP/HOME

Staples Office Supplies	Morgan Co. Office of Prob. & Court	414	General
Morgan County Chrysler-Dodge -Jeep, Inc	Morgan County Sheriffs Office	001	Contracts-Repair
Muskingum Valley Grocery	Job and Family Services	006	010-20
Muskingum Valley Grocery	Morgan County Sheriffs Office	001	Supplies
Morris Harware	Morgan County Sheriffs Office	001	Supplies
TYLER-CLT	Morgan County Auditor	014	REA
M & M Fire Dept.	Ambulance	327	AMB
Morgan County Herald	Morgan County Auditor	001	General
Shrivers Pharmacy	Job and Family Services	349	480-90
Shrivers Pharmacy	Morgan County Sheriffs Office	001	Supplies
Shrivers Pharmacy	Morgan County Health Dept.	063	Vaccines
Gutberlet Chevrolet, Inc	Morgan County Sheriffs Office	001	Contracts-Repair
Gutberlet Chevrolet, Inc	Morgan County Engineer	004	k12b
Morgan Veterinary Services A.E.P.	Dog & Kennel	005	D & K
Embarq	Courthouse Maintenance & Operations	001	General
Embarq	Morgan Co Senior Citizens	028	Senior Citizens
Embarq	Courthouse Maintenance & Operations	001	General
Embarq	Dog & Kennel	005	D & K
Sprint/Embarq	Morgan County MRDD	017	017 Utilities
Embarq	Soil Conservation	015	SC
Embarq	Morgan County Health Dept.	073	Help Me Grow
M. Tom	Morgan County Prosectrs Office	345	Ohio Crime Victims
BA Disposal	Job and Family Services	006	010-20
BA Disposal	Courthouse Maintenance & Operations	001	General
Southeastern Equipment	Morgan County Engineer	004	k 12b
Barbara Murrell M.D.	Job and Family Services	006	010-20
Barbara Murrell M.D.	Job and Family Services	006	020-20
Braggs Furniture & Appliance	Morgan County Sheriffs Office	001	Equipment & Uniforms
Morgan County Engineer	Insurance	275	Insurancy Return Payroll Deduction
McConnelsville Postmaster	Morgan County MRDD	017	017 Supplies
Ohio Dept of Job and Family	Morgan County Auditor	017, 274	MRDD, Reicker

07-1085 Motion by Mr. Dean Cain and seconded by Mr. Rick Shriver to adjourn the meeting at 12:00 PM

Vote Don Reynolds- yea, Rick Shriver- yea, Dean Cain- yea. Motion Carried

Commissioners,

Rick Shriver, President

Dean Cain, Vice-President

Don Reynolds, Member

Traci Kidd, Development Office