

**MORGAN COUNTY COMMISSIONERS
RIECKER BUILDING**

The Board of Morgan County Commissioners met in their offices Monday, May 1, 2017.

The meeting was called to order at 8:30am with the pledge of allegiance to the flag.
The minutes of April 24, 2017 were read and approved.

Mike Reed, President
Adam Shriver, Vice-President
Tim Vanhorn, Member

17-199- Motion by Mr. Shriver and seconded by Mr. Vanhorn to approve the minutes of May 25, 2017.
Mr. Reed yea, Mr. Shriver yea Mr. Vanhorn yea Motion Carried

Al Eltringham, Riecker Maintenance

- Mr. Eltringham has been working on replacing lights. He is currently finished with the Treasurer's Office. The lights in the Recorder's Office still need finished.

-The commissioners mentioned there is exterior lighting in the Learning Center parking lot that also needs replaced. There are ten lights in total that need replaced, four are at the Health Department. The lights will cost \$5,500.00 in total (\$1,900.00 will include labor).

-Mr. Eltringham is looking to mentor an individual for summer help. He will assist with the interviewing process. Interviews begin tomorrow.

-The commissioners discussed the dog issue talked about last week concerning Rodney Vanhorn's dogs. A reporter spoke with the commissioners over the weekend and they noted that they trust and rely on Morgan County's Dog Warden, Becky Thompson and Humane Agent, Kelly Caldwell to assess this situation. As of now, the Dog Warden and Humane Agent have investigated and do not see any danger to the dogs.

-Dennis Ponchak observed the commissioners meeting from 9:30am-11:00am.

Heidi Burns, Job and Family Services

*Submitted bills

TRAVEL REQUESTS

Vicki Quesinberry and Ginger Bowen to Noble County on May 3, 2017 for REP Bidders Meeting.

John Wilt, EMA

- Continuing Review and Revision of County EOP (Emergency Operations Plan) continues.
- Continuing to work on inventory of grant purchases.
- Working on compliance with State monitoring visit. The action items which we have 30 days (from April 6th) to comply with are:
 1. Equipment Accountability

- a. Complete new Master Asset Listing
- b. Submit Certification Letter
- 2. Ownership and Transfer of Equipment
 - a. Revise Issue Slip/Hand Receipt to comply with OMB A-133
 - b. Conduct physical inventory of assets at least once every two years
- 3. Labeling of Equipment
 - a. Affix proper labeling to assets purchased with SHSP funds.
 - i. Label to read, "Purchased with funds provided by the U.S. Department of Homeland Security."
 - ii. Should not be intrusive and bulk items may be labeled on storage container.
 - b. Provide letter to State assuring this has been done.
- 4. Competition with Procurement Transactions
 - a. Adopt policy and procedures to ensure compliance with local, state and federal procurement rules and regulations.
 - b. Utilize a "checklist" to insure compliance and maintain a record.
- 5. Sub-awards to Debarred and Suspended Parties
 - a. Utilize State Auditor's "Findings for Recovery Database", <http://ohioauditor.gov/findings/Certified/>, and the "Excluded Parties List System", www.sam.gov, to insure compliance with 44 CFR Part 13.35.
 - b. Documentation of these checks to be filed and submitted with procurement documentation.
- 6. Internal Controls
 - a. All invoices for grant expenditures or outlays must be marked, "Okay to Pay", with Director's signature and date.
 - b. Utilize a stamp of contrasting color to insure compliance.
- 7. Reconciliations
 - a. Actual expenditures and outlays of grant funds must be compared with the budgeted amounts.
 - i. Monthly Audit Trail as well as income/expense reports for each grant fund shall be obtained from Auditor each month.
 - ii. These reports shall be reviewed and reconciled and signed and dated by the Director.
- 8. Retention and Access Requirements for Records
 - a. Grant files must be retained in an organized manner. File template to be developed to insure proper documentation is included in files.
 - b. Files that have reached or exceeded their retention dates shall be properly destroyed in accordance with the retention dates as listed in the "Grants Toolkit", www.ema.ohio.gov.
- LEPC exercise is June 11th. I submitted the required 60-day notice, but I have been having issues getting the LEPC members to engage in developing the exercise. I sent an email to ALL LEPC members (excluding Commissioners) requesting that they step up. I gave them multiple ways to contact me and

asked that they do so by Wednesday, April 26th. David Bradley from the Red Cross did so and Ch. Woodward from M&M Fire did so. That was it. At this point I am exploring options with the State.

- Submitted Quarterly report for HMEP (Hazardous Materials Emergency Preparedness) grant.
- Submitted Quarterly Cash Request of \$7888 for EMPG (Emergency Management Preparedness Grant)
- Directors Conference was somewhat informative.
- Had Region 8 Directors meeting to finalize grant request for Homeland Security Grant (SHSP). We are going to bid for 24 P-25 MARCS radios, 3 portable repeaters, and management software. We are working with private partners to obtain sustainment funding for costs that extend past grant performance period.
- Morgan County Firefighters used the EOC for LP gas training on April 30, from 0800-1200 hours. I was present to unlock the building and secure it when they were done. I worked on procurement guidelines while they held class.

Gary Woodward, Auditor ; Katy Chapin, Deputy Auditor

-Wanted to discuss one of the transit employees. This particular individual is receiving her \$100.00 OPT OUT insurance although her divorce had already been finalized. According to them, she needs to be on a single plan (insurance) instead of receiving the \$100.00 OPT OUT insurance. The transit employee is very unhappy about no longer receiving the \$100.00. The commissioners agreed to speak with Mr. Howdyshell. It was decided that beginning in May this individual would lose the \$100.00 pay. Starting in June, the individual will have single coverage insurance.

Shannon Wells, Development Office

-Putting the final touches on the Community Housing Improvement Program (CHIP) Grant. CHIP Grant will be submitted on Friday May 5, 2017.

-Transportation Alternative Program (TAP) Grant due May 15, 2017. (\$1,349.50) This grant is funded through Ohio Department of Transportation (ODOT) and will fund a new walking path that will go between McConnellsville/Malta bridges.

-Due to the tire recycling grant not getting funded through Joint Solid Waste District, the commissioners plan to request \$5,000.00 from them, for tire collection in 2017.

-Transportation Improvement District (TID) grant application is due May 31, 2017 (\$250,000). This grant will be used for the roundabouts--however it is scored on road improvements and economic impact.

-Contact made with Rod Portman's Office, Steve Stivers and Troy Balderson for support on grants for roundabouts.

-Roundabout comment period ending May 4, 2017.

-Mrs. Wells wanted permission to put a septic on a on property. The commissioners are in favor.

Mark Howdyshell, Prosecutor

-The commissioners discussed the insurance issue. Mr. Howdyshell suggested to keep paying the \$100.00 until May 31, 2017. Commencing June 1, 2017 the individual will start receiving single coverage.

-Discussed the Buckeye Trail and how to preserve it.

Jim Greer, Jeff Fleming, Steve Fate, Randy Aires, Medical Mutual

-Went over second quarter claims

-Showed the commissioners for the second quarter month by month

-An individual was discussed that is being denied medical insurance care.

Jeff Babcock, Network Administrator

-No report given

TRANSFERS & SUPPLEMENTAL APPROPRIATIONS

17-200- Motion by Mr. Shriver and seconded by Mr. Vanhorn to request a supplemental appropriation in the amount of \$7960.00 to be put into the van maintenance line item #02800285305 to pay for our share of a 2017 minivan for the purpose of providing transportation to senior citizens in Morgan County.

Mr. Reed yea, Mr. Shriver yea Mr. Vanhorn yea, Motion Carried

17-201- Motion by Mr. Vanhorn and seconded by Mr. Shriver to request a supplemental appropriation in the amount of \$2546.67 in Sheriffs vehicle & equipment 001-0601-5304--01. This money came from an insurance claim for a wrecked cruiser and was deposited into sheriffs claims 001--601-4002.00.

Mr. Reed yea, Mr. Shriver yea Mr. Vanhorn yea, Motion Carried

17-202- Motion by Mr. Vanhorn and seconded by Mr. Shriver to approve a supplemental appropriation in the amount of \$2500.00 for other expenses 030-0030-5309.00.

Mr. Reed yea, Mr. Shriver yea Mr. Vanhorn yea, Motion Carried

17-203- Motion by Mr. Vanhorn and seconded by Mr. Shriver to approve payment of bills. *See attached*

Mr. Reed yea, Mr. Shriver yea Mr. Vanhorn yea, Motion Carried

17-204- Motion by Mr. Vanhorn and seconded by Mr. Shriver to adjourn the commissioners meeting at 4:00pm.

Mr. Reed yea, Mr. Shriver yea Mr. Vanhorn yea, Motion Carried

Mike Reed, President

Adam Shriver, Vice-President

Tim Vanhorn , Member

Sheila Welch, Clerk
