

**MORGAN COUNTY COMMISSIONERS
RIECKER BUILDING**

The Board of Morgan County Commissioners met in their offices Monday, May 22, 2017.

The meeting was called to order at 8:30am with the pledge of allegiance to the flag.
The minutes of May 15, 2017 were read and approved.

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

17-221- Motion by Mr. Shriver and seconded by Mr. Vanhorn to approve the minutes of May 15, 2017.
Mr. Reed yea, Mr. Shriver yea Mr. Vanhorn yea Motion Carried

Tracie Wagoner, Board of Elections (BOE)

-The State of Ohio would like the Morgan County Board of Elections to begin thinking about getting new voting machines. This would take place within the next two to three years. A paper ballot machine is being considered because it would be less expensive. The information would be saved on USB flash drives. This will cost around \$110,000, with 80/20 reimbursement.

Al Eltringham, Maintenance

-Mr. Eltringham noted to the commissioners a three trees at the grove need to come down. Two ash and a maple.
-The shelter house at the grove was cleaned as well.
-Hot water tank in Reicker Building basement split a pipe-Apperson's was called.
-Goodwill representative coming this week to evaluate the individuals that are currently involved in the Goodwill Program.

Vicki Quesinberry, Job and Family Services

-Submitted bills
-Public Records Policy for Commissioners to sign.

17-222- Motion by Mr. Vanhorn and seconded to enter executive session with Vicki Quesinberry at 8:55am pursuant to ORC 121.22 section (G)(1) Employment, Personnel.

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

17-223-Motion by Mr. Shriver and seconded by Mr. Vanhorn to exit executive session with Vicki Quesinberry at 9:00am pursuant to ORC 121.22 section (G)(1) Employment, Personnel.

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

TRAVEL REQUESTS

-Dale Childester, Kari Schaad, Carrie DeWinter to Marietta, Ohio on 5-31-2017-6-2-2017 for training,
"Investigative Interviewing and Positive Persuasion for Child Abuse Investigations."

Doug McGrath, Sheriff

-Sheriff McGrath wanted to make the commissioners aware that only three beds are available at the regional jail for females. This is not enough for the amount of inmates. A local jail evaluation will take place on May 30th. Sheriff McGrath would like Mr. Vanhorn as regional jail representative to lobby for more female beds. The commissioners feel this would be a difficult issue to bring up because this problem exists in almost every county. Mr. Vanhorn and Sheriff McGrath are considering reaching out to the warden to see if they can potentially get some of these problems solved.

-Sheriff McGrath noted the litter pick-up program started out well but as of now Sheriff McGrath has not been receiving nearly as many individuals for the program.

**Judge Favreau was present in the meeting and added to the conversation. He explained to the commissioners that he cannot send people to prison for a 5th degree felony--due to a change in the law. However, individuals can be sent to the regional jail for a second offense or if they fit into the "sex offender category." Most of the issues are drug related, especially females. Drug related cases are most common.*

Shannon Wells, Development Office

-First Community Development Block Grant (CDBG) audit concerning invoices will take place on Wednesday.

-The commissioners and Mrs. Wells discussed different avenues they could take to still hold the free tire collection. The commissioners plan to speak to Joint Solid Waste District for possible solutions.

-Mrs. Wells discussed with the commissioners that she will be distributing income surveys in certain townships that aren't LMI eligible. Mrs. Wells and the commissioners discussed which agencies in Chesterhill would be best to hand out to.

-Currently the sidewalk project that was completed last year is being monitored.

17-224- Motion by Mr. Vanhorn and seconded by Mr. Shriver to adopt the Citizen Participation Plan. **See attached**

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

Steve Hook, Engineer

-Discussed the roundabout project that was voted on last Thursday at Malta Council, this should be the last hurdle. Now we can proceed. The project has passed and will move forward in 2018.

-Mr. Hook has been working on the Transportation Improvement District application. The application is due to be submitted by May 31, 2017.

17-225- Motion by Mr. Shriver and seconded by Mr. Vanhorn to grant permission to Village of Chesterhill from Morgan County Commissioners to bore under County Road 7, located in the township of Marion, Morgan County, Ohio.

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

Becky Aber, Health Department

Projects in Place

- Website has been created and we are getting information on it.
- Will be attending the Quarterly Township Meeting 7/17/17 to give updates to Trustees/Clerks
- Would like to hold a "Town Hall" meeting 7/24/17 for the Public to be updated and discuss a Levy being placed on the November ballot.
- Attending as many workshops as I can to "catch up" on what needs done for the Accreditation
- Have joined OPHA as a member to be able to "network" with other Health Departments for comradery and advice.
- Creating staff meetings and promoting a united front
- Getting staff out there in the public to promote the Health Department
- Building relationships between Board and staff-Having a staff member do a brief presentation on what they are responsible for in the daily work environment
- Preparing for Fair Booth-Promote the possible Levy-show public what we have to offer
- Appearance of the building and lobby still needs improved-Mr. Eltringham (maintenance) with help with this:
 - ❖ Mold on the air vents needs cleaned
 - ❖ "Help Me Grow" sign needs taken down
 - ❖ Soffit on building needs fixed
 - ❖ Water stains on ceiling a walls
 - ❖ Railing on steps needs fixed before a accident happens
 - ❖ Would like to increase the hours of our "cleaning"

ACCREDITATION UPDATE

The Work Plan (requirement for the accreditation process) was submitted Friday April 28th. She verified that it was received and we are now starting on the next step, which is the Self-Assessment phase.

There is a Community Health Assessment that was found that took place in 2014. She has have been informed that they can use it and build our Community Health Improvement Plan off of that.

They will begin work on our Strategic Plan soon.

They are on a VERY tight timeline for what needs to be done. There is total and complete assurance from our staff that they are on board and willing to do what it takes to complete this. WE WILL NOT GIVE UP!!!

The creation of a countdown calendar is being created to keep us aware of what goals need to be conquered in what time frame.

She has been in touch with Adam Rapien from Congressman Steve Stivers' office and am working closely with him in regards to possible help with monetary needs for the initial application fee.

Shannon Wells, Development Office

-Tiger Grant meeting is scheduled today at 1:30pm in the conference room.

***Gary Woodward (Morgan County Auditor) Treva Huffman, Rick Carpenter, David Shoemaker, State Auditor-
Pre Audit Meeting***

-The State Auditors gave their pre-audit meeting. They have been here since Feb of this year. The commissioners are able to respond in letter format at the end of the report as to any questions or concerns they may have.

Mark Howdysshell, Prosecutor

-Mr. Howdysshell is going to write an easement form concerning County Road 46, and try and get Jeff Lowers to sign.

-No new business with the Blue Bell. The commissioners plan to give it a week before they take action.

17-226- Motion by Mr. Shriver and second by Mr. Vanhorn to designate Mr. Mike Reed as voting member of the CCAO.

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

17-227- Motion by Mr. Reed and second by Mr. Vanhorn. to designate Mr. Shriver as alternate voting member of the CCAO.

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

Becky Thompson,

-Submitted report-filed

Jeff Babcock, Network Administrator

New cable was run for the phone on the second floor and all lines were moved off of the old, degraded cable. Functionality for all phones and fax machines has been restored to the Auditor's, Commissioners', and Engineer's offices, save a few phones that need to reprogram speed dial buttons.

The spare computer used to rebuild the Engineer's firewall on 15 May 2017 failed after only 24 hours of use. As with the previous computer, the failure appears to be related to temperature inside the small form-factor machine. The IT Director's PXE server was removed from operation and its hardware reconfigured to serve as a firewall. The IT Director had been planning to virtualize the PXE server, so it will not impact operations. Since its case is bigger, airflow is improved and it will be less susceptible to the same temperature related hardware failures that affected the smaller PCs.

Due to the above hardware failures, a new source of spare PCs will needed to be found.

The two factor authentication (2FA) method implemented by the IT Director for his PC and the County servers has been running for two weeks. The trial run was to measure the adverse impact of 2FA on daily operations. The impact on the desktop is negligible, only requiring the user to obtain a six digit code from an application on their smartphone when they login to or unlock the computer. The IT Director will start looking for a pilot office for deployment of 2FA on Windows desktops.

In the wake of recent malware outbreaks, cybersecurity forums started talking about the inherent vulnerability of the Windows operating system and questioned the viability of switching to another operating system on the desktop (Linux). The IT Director has made use of Linux as a cost saving and security measure on servers and computers throughout the County, as long as the machines did not need access to specialized applications. As the ransomware industry grows, cybersecurity incidents are going to become more and more frequent. The IT Director will look into the possibility of switching some more offices or users to Linux if their work processes can accommodate.

On 22 May 2017, the IT Director attended a meeting by the Ohio Department of Transportation (ODOT) to discuss parts of a federal grant designed to increase mobile broadband in rural areas. ODOT's project is currently at a point where they are looking for locations for mobile carriers to install antennas throughout the County to fill in the coverage gaps. They are asking for the County's help in identifying such locations so they can take them to the mobile carriers.

17-228- 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

17-229- 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

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

Reviewed and Approved by Michael Reed 5-22-17
Date

Reviewed and Approved by Adam Shurin 5-22-17
Date

Reviewed and Approved by Tim VanHorn 5-22-17
Date