

**MORGAN COUNTY COMMISSIONERS  
RIECKER BUILDING**

The Board of Morgan County Commissioners met in their offices Monday, January 30, 2017.

The meeting was called to order at 8:30am with the pledge of allegiance to the flag.  
The minutes of January 23, 2017 were read and approved.

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

**17-069-** Motion by Mr. Shriver and seconded by Mr. Vanhorn to approve the minutes of January 23, 2017.  
**Mr. Reed yea, Mr. Shriver yea Mr. Vanhorn yea Motion Carried**

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***Gary Woodward, Auditor***

**17-070-** Motion by Mr. Vanhorn and seconded by Mr. Shriver to approve the engagement letter from the Auditor of State to complete the 2016, 2017 and 2018 audits. \*Please see letter attached\*

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***Steve Hook, Engineer***

**17-071-** Motion by Mr. Shriver and seconded by Mr. Vanhorn to purchase a used bobcat SR 240 2015 in the amount of \$29,500.

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

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***Dee Vandine, Job and Family Services***

-Council of Governments meeting is scheduled for Monday, January 30, 2017 at 12pm (noon) at Lori's Restaurant located at 17020 McConnelsville Road, Caldwell, Ohio.

Amendment to **Truancy/Mentoring Program** for the period of August 1, 2016 - June 30, 2017 in the amount of \$73,180.00.

Amendment to **Kinship Navigator Program** for the period of October, 2016 to September 30, 2017 in the amount of 30,000.

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***TRAVEL REQUESTS***

Kaci Jago to Washington County on 2/9/17 for training, "Burnout Prevention for Caseworkers".

Kaci Jago to Athens, Ohio on 2/6/17 for training, "The Hard Stuff".

Kaci Jago to Athens, Ohio on 1/30/17 for training, "Basic Drug Identification".

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***Jim Greer, Randy Ayers, Steve Fate, Jeff Fleming; Medical Mutual***

The quarterly assessment of September-November 2016 was evaluated. Expenses are up compared to first quarter 2016.

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The commissioners confirmed their intent to remain with Aspen Energy and Champion through letter format after being misled by American Power and Gas regarding changing energy supply.

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**17-072-** Motion by Mr. Reed and seconded by Mr. Shriver to support of the adaption of the Roth IRA within the CCAO DEFERRED COMENSATION PROGRAM, as was authorized into law by the passage of Senate Bill 220, which became. Ohio law on March 19, 2017. \*Please see full resolution attached\*

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

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***Shannon Wells, Development Office***

Briefed the commissioners on the Revolving Loan Fund (RLF) meeting held today. Balances were provided and information regarding outstanding accounts.

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***Becky Thompson, Dog Warden***

Submitted report-filed

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***Concerned Citizen***

Wanted to speak to the commissioners concerning dog issues. This individual was upset with his neighbors not acquiring dog tags. Commissioners agreed all dogs need to be licensed and committed to sending the dog warden to investigate.

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***Jeff Babcock, Network Administrator***

A representative from Barrett Brothers Office Supplies will be coming on 1 February 2017 to discuss the binders in which the Commissioners' meeting minutes are stored. In preparation for this meeting, the Commissioners confirmed that the vendor check registers – which are permanent records and have been stored in the same book as the Commissioners' meeting minutes – can be stored in a file cabinet. This will make the meeting minutes binders smaller and easier to view.

The IT Director attended the ZM Chamber of Commerce Safety Council meeting in Zanesville on 25 January 2017. The topic of discussion was “true-up,” which is paperwork that the Bureau of Workers' Compensation (BWC) uses to determine employers' rates. Apparently a large percentage of employers in Ohio had not submitted their true-up and the BWC reminded all attending of the importance of submitting it on time.

Spectrum (formerly Time Warner Cable) was at the Riecker Building and Sheriff's office on Monday, 30 January 2017, to install new Internet connections. Spectrum will return to finish the Internet installation at the Courthouse. The new Internet lines will replace the existing fiber line and will provide a faster Internet connection while saving the County money.

Invoices for the reimbursement of funds to the General Fund for IT support costs for the forth quarter of 2016 were created and approved by the Commissioners.

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***TRANSFERS, SUPPLIMENTAL APPROPRIATIONS & THENS & NOWS***

**17-073-** Motion by Mr. Shriver and seconded by Mr. Vanhorn to transfer \$2,000.00 from Sheriff's Concealed Handgun Other Expenses Non CCW #031-0031-5309.01 into Sheriff's Concealed Handgun Other Expenses 031-0031-5309.00 and \$8,000.00 from Sheriff's Concealed Handgun Payments to BCI & I non CCW #031-0031-5311.01 to Sheriff's Concealed Handgun Payments to BCII #001-0301-5311.00.

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

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**17--074-** 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**

**17-075-** Motion by Mr. Shriver and seconded by Vanhorn to sign and approve the expense report for the month of January.

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

**17-076-** Motion by Mr. Shriver and seconded by Mr. Reed to adjourn the commissioners meeting at 4:00pm

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

**Mike Reed, President**

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**Adam Shriver, Vice-President**

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**Tim Vanhorn , Member**

**Sheila Welch, Clerk**

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**ATTACHED DOCUMENTS:**

**0-070-**



## Dave Yost • Auditor of State

January 4, 2017

The Honorable Gary Woodward  
Morgan County Auditor  
155E. Main Street, Room 217  
McConnelsville, OH 43756

Dear Auditor Woodward:

This letter is to confirm our understanding of the terms and objectives of our engagement with Morgan County and the nature and limitations of the services we will provide.

We will provide the following services:

Using our conversion software, Local Government Services (LGS) will compile, from information you provide, the annual financial statements of Morgan County as of and for the years ended December 31, 2016, December 31, 2017 and December 31, 2018 and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services (SSARs) issued by the American Institute of Certified Public Accountants (AICPA).

The objective of our engagement is to prepare financial statements to be in conformity with another comprehensive basis of accounting and the display requirements of the Governmental Accounting Standards Board Statement No. 34 based on information provided by you. LGS will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

LGS is not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations

Local Government Services Section  
88 East Broad Street, Fourth Floor, Columbus, Ohio 43215-3506  
Phone: 614-466-4717 or 800-345-2519 Fax: 866-882-0004  
[www.ohioauditor.gov](http://www.ohioauditor.gov)

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Morgan County Auditor  
January 4, 2017  
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Our engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in conformity with another comprehensive basis of accounting and the display requirements of the Governmental Accounting Standards Board Statement No. 34. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSs: 1) The selection of the financial reporting framework to be applied in the preparation of the financial statements; 2) The prevention and detection of fraud; 3) To ensure that the entity complies with the laws and regulations applicable to its activities; 4) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements; and 5) To provide us with documentation, and other related information that is relevant to the preparation and presentation of the financial statements; additional information that may be requested for the purpose of the preparation of the financial statements; and unrestricted access to persons within Morgan County of whom we determine necessary to communicate.

As part of our engagement, LGS will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, or provide any assurance on them.

You agree to include our accountant's compilation report in any document containing financial statements that indicate that we have performed a compilation engagement on such financial statements and, prior to inclusion of the report, to ask our permission to do so.

Morgan County remains responsible for the preparation and fair presentation of the financial statements in conformity with another comprehensive basis of accounting and the display requirements of the Governmental Accounting Standards Board Statement No. 34. It is therefore the responsibility of the County to be in a position in fact and appearance to make informed judgments while reviewing, evaluating, and approving the services provided under this engagement. It is also Morgan County's responsibility to design, implement, and maintain internal controls, including monitoring ongoing activities.

To demonstrate that the County is fulfilling these responsibilities, the following safeguards will be observed. The County will designate a management level individual to be the primary contact accountable for overseeing this engagement and who will take responsibility for the appropriateness of the results of this engagement. If the County has determined that someone other than the individual with whom we worked last year will fulfill this role, the County must submit documentation to support the new designee's knowledge and capability to perform this function. We will meet with this individual bi-weekly to update our progress and to allow the individual to monitor engagement performance to ensure it meets management's objectives. This individual will perform all management functions and make all management decisions related to this conversion and compilation and will accept full responsibility for such decisions. Accordingly, this individual will review and approve all proposed adjustments before they are entered in the conversion software. Finally, this individual will evaluate the adequacy of the services performed under this engagement by the Local Government Services Section of the Office of the Auditor of State.

It is understood and agreed that the performance of this engagement by LGS will not lessen the scope and extent of the audit work to be performed by the Financial Audit Group of the Office of the Auditor of State.

The Honorable Gary Woodward  
Morgan County Auditor  
January 4, 2017  
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Management is responsible for making all financial records and related information available to LGS. The hours of service offered in this letter are based upon the following information being provided by the County:

1. Information required to confirm the appropriate fund classification and major fund status;
2. Information to allow the allocation of internal service funds to governmental and business-type activities;
3. Information regarding estimated revenues and appropriations for use in the preparation of budgetary statements including original budget amounts for all funds required to be presented in the basic financial statements and documentation to insure that financial records are in agreement with amended certificates requested and appropriations passed by the Board of County Commissioners during fiscal years 2016, 2017 and 2018;
4. A current, complete, and appropriately classified record of all cash receipts and disbursements made during the year, along with bank reconciliations of all County bank accounts as of December 31, 2016, December 31, 2017 and December 31, 2018;
5. The balances for all governmental capital assets by program and type and proprietary capital assets by fund and type as of the beginning and end of the year, including appropriate information regarding accumulated depreciation, as well as current year additions (including accounts charged for related expenditures) and deletions (including any related proceeds and accumulated depreciation on the deleted asset). In addition, information is required that presents depreciation expense by fund and type for proprietary capital assets and by program and type for general capital assets for each year;
6. Information regarding short-term debt (notes) including a schedule of changes in short-term debt that details balances at the beginning and end of the year, increases and decreases and the purpose for which the short-term debt was issued for each year;
7. Information regarding long-term debt balances as of the beginning and end of the year and information regarding additions and payments that occurred during the year. Information that details issuance costs, premiums and discounts for additions should be identified separately.
8. Copies of amortization schedules that distinguish between principal and interest for each outstanding debt issue;
9. All documentation necessary to determine reporting entity. If it is determined that the County will be required to report a component unit, financial statements for the component unit must be provided in a timely fashion for preparation of the County financial statements.
10. Information regarding transfers by fund including the amount and purpose for each transfer; and
11. Management's Discussion and Analysis.

It is important that you provide financial records that balance and documentation that is adequate to support the necessary journal entries. If we discover inadequacies in the records or documentation you provide, we will return the information to you for correction.

All documents provided to LGS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. must be redacted of any personal information before submission. Personal information is defined as social security numbers, dates of birth, drivers' license numbers or financial institution account numbers associated with an individual. The County shall redact all personal information from electronic records before they are transmitted to LGS. This information should be fully blacked out in all paper documents prior to sending

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them to LGS. If personal information cannot be redacted from any records or documents, the County must identify these records to LGS prior to their submission.

If redacting this personal information impairs the ability of LGS to provide the contracted services, the County and the Auditor of State's Office will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates hardship on the County in terms of resources, recordkeeping or other issues, the County and LGS may collaborate on alternative methods of providing the County's data to LGS without compromising the personal information on individuals served or employed by the County.

As part of the annual financial report, you may prepare a Management's Discussion and Analysis (MD&A). LGS assistance with respect to the MD&A will be limited to reviewing the MD&A to determine that all required topics have been addressed and to insure that the amounts presented in the MD&A match the amounts presented in the financial statements.

During the course of the compilation, from financial records and supporting documentation you provide, LGS will propose journal entries for the preparation of the basic financial statements; review records and other information to determine whether data is being gathered at the required level to permit the preparation of the financial statements; enter usable information from the prior fiscal year trial balances to the trial balances that will be used for the fiscal year being reported; and input approved journal entries into the trial balances. LGS will also discuss with you the requirements for budgetary presentations and assist in the identification of original budgetary information.

LGS assistance with respect to capital assets will be limited to explaining the information necessary for report preparation. If additional assistance in the review of policies or significant guidance related to the calculation of capital assets is required, this engagement will need to be amended.

All work papers prepared by the Office of the Auditor of State will remain the property of the Auditor of State. Accordingly, we are responsible for their care and custody. At the conclusion of the project, we will provide copies of any of the work papers you would like to have for your records. However, the work papers should not be regarded as a part of, or a substitute for, your accounting records.

If for any reason we are unable to complete the compilation of the Authority's financial statements, we will not issue a report on such statements as a result of this engagement.

It is estimated that 175 hours will be needed to complete this project for 2016, 2017 and 2018. Our fees for these services will be billed monthly to County at a rate of \$50 per hour, and the total cost is not anticipated to exceed \$8,750 for each year. If additional time or services should be necessary, we will notify the County regarding any amendment to this contract that may be required.

Upon a 30 day written notice, either party may terminate this Agreement for any reason. Such notice shall be sent by U.S. mail or by personal delivery to Auditor of State, Local Government Services Section, 88 East Broad Street, Fourth Floor, Columbus, Ohio 43215-3506. In the event of such termination, the Auditor of State shall be compensated at the contractually agreed-upon rate for any and all work done to the date of such notice.



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Morgan County Auditor  
January 4, 2017  
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If you are in agreement with the terms of this contract, please have this engagement letter signed and certified in the appropriate places and return it to me no later January 31, 2017. If we do not hear from you by January 31, 2017, we will assume that Morgan County does not wish to contract for the services of the Local Government Services Section of the Office of the Auditor of State. Should you have any questions concerning this letter, please do not hesitate to contact Robert Burlenski, Chief Project Manager, at 1-800-345-2519.

Sincerely,

DAVE YOST  
Auditor of State



Unice S. Smith  
Chief of Local Government Services

We desire the Auditor of State's Office to perform the services described above and agree to the terms and conditions set forth in this letter.

Date: 1-30-17  
Resolution No. 17-070


MORGAN COUNTY

By:   
President of the Board of County Commissioners

  
County Commissioner

  
County Commissioner

It is hereby certified that the amount of \$ \_\_\_\_\_ required to pay this contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of the GENERAL Fund, free from any obligation or certification now outstanding.

Date: 1-30-17  
  
Gary D. Woodward, County Auditor

cc: Robert Burlenski, Chief Project Manager  
David Shoemaker, Chief Auditor

Resolution No. 17-072

*A resolution of the Board of County Commissioners of Morgan County in support of the adoption of the Roth IRA option as an expanded portfolio choice within the CCAO DEFERRED COMPENSATION PROGRAM, as was authorized into law by the passage of Senate Bill 220, which became Ohio law on March 19, 2017.*

Commissioner Reed moved the adoption of the following resolution:

**WHEREAS**, CCAO Service Corporation ("CCAOSC"), a subsidiary of the County Commissioners' Association of Ohio ("CCAO"), operates a CCAO DEFERRED COMPENSATION PROGRAM available to employees in this county; and

**WHEREAS**, The State of Ohio passed Senate Bill 220 into law effective March 19, 2017 to allow Roth options within public employee deferred compensation programs. The Roth IRA option has been identified as an additional benefit that can assist county employees to save for retirement by expanding their portfolio options to include additional possible tax advantages.

**WHEREAS**, the adoption of the Roth option as a portfolio choice of the CCAO DEFERRED COMPENSATION PROGRAM has been duly considered, analyzed and recommended by the CCAO Deferred Compensation Committee, CCAO Service Corporation Advisory Board, and this Board is satisfied with the CCAO's Deferred Compensation Committee's recommendation to include a Roth IRA option within the portfolio option lineup; and

**WHEREAS**, in order to assist Empower Retirement with its immediate communication needs to county staff and county employees regarding the law change and the expansion of allowed plans within the CCAO Deferred Compensation Plan to include the Roth IRA option;

**NOW, THEREFORE, BE IT RESOLVED that:**

Section 1. This Board hereby authorizes and endorses by vote that this county shall expand the CCAO Deferred Compensation Plan to include the Roth IRA option pursuant to Ohio law.

Section 2. This Board directs Empower Retirement, the administrator of the CCAO Deferred Compensation Plan, to contact county staff and employees regarding the new Roth IRA plan option so employees may become fully informed as to their retirement options.

Section 3. This Resolution was adopted in a regular or special session of the Board in full compliance with Ohio's sunshine laws.