

**August 28, 2008**

At 9:00 a.m. the Gallia County Board of Commissioners met on this date for the purpose of approving the minutes of the previous meeting and approving the current bills. Commissioners present: Mr. Justin L. Fallon, President; Mr. David K. Smith, Vice-President and Mr. Howard J. "Joe" Foster, Member.

Justin Fallon entertained a motion for approval of the August 21, 2008 minutes. David Smith made and Joe Foster seconded a motion of approval as written. Roll call: Mr. Smith, yea; Mr. Foster, yea; Mr. Fallon, yea.

<b>TRAVEL REQUESTS</b>				
<b>DEPARTMENT</b>	<b>NAME</b>	<b>DATE</b>	<b>TO</b>	<b>RE:</b>
Commissioners	Karen Sprague	8/27	Pomeroy	GMCAA Board Mtg
		9/19	Waverly	Issue I apps to OVRDC
		9/25	Jackson	OVRDC banquet & Mtg
		9/29	London, OH	RHISCO grant summit
		10/21	Athens	Public Records Training
		10/22	Columbus	FY 2009 Fair Housing
	Terry Hemby	10/21	Athens	Public Records Training
	Joe Foster	9/4	Athens	ACEnet Tour
David Smith	8/27	Pomeroy	GMCAA Board Mtg	
JFS	Cynde Kuhn Jamie Payne Ernie Meadows	9/10	Athens	quarterly fraud control meeting
	Judy Lyall Tande Rose Belinda Jones	10/16	Columbus	DDU site visit

Justin Fallon entertained a motion to approve travel requests as submitted. David Smith made and Joe Foster seconded the motion. Roll call votes: Mr. Smith, yea; Mr. Foster, yea; Mr. Fallon, yea.

**ANIMAL SHELTER REPORT**

<b>Week Ending</b>	<b>Adopted</b>	<b>Reclaimed</b>	<b>Euthanized</b>	<b>Died of natural causes</b>	<b>Rescued</b>	<b>Destroyed in field</b>	<b>Total Month</b>
8/24	1	0	9	0	1	0	11

**COURTHOUSE ANNEX PORCH REPAIR**

County Administrator Karen Sprague advised the Commission of continuing problems with the courthouse annex porch leaking after repairs were made by All-Seal Coatings Inc. in 2006. The sealing project contract included a life of the structure warranty for all Sani-Tred coated areas. Per courthouse maintenance staff during the rain storms this week the whole lobby area of the jail flooded due to the cracks in the surface that was installed by All-Seal Coatings Inc. Ms. Sprague advised the Commission the letter recently sent to All-Seal Coatings Inc. required repair of the cracks no later than 8/29/08. Ms. Sprague further advised that Mr. Emerick of All-Seal Coatings Inc. had called on Wednesday to request the dollar amount of the contract, stating his company may offer to refund the entire amount of the \$17,955.00 contract to the county instead of fixing the cracks as requested. Commissioner Foster said he would not be in favor of this, stating the company would have to double the refund or honor the lifetime warranty. Shortly after this discussion Mr. Paul LaPrise of Ameresco stopped in the Commissioners Office to have someone show him the areas that needed repair. Asst. County Building Supt. Tom Halfhill escorted Mr. LaPrise to show him the problems. Mr. Halfhill reported back that Mr. LaPrise agreed the areas needed repaired and would have a crew here next week to perform the work.

**STATUS REPORT****FY 2007 CDBG FORMULA GRANT (B-F-07-025-1)**

County Administrator Karen Sprague presented the Commission with the Status Report for the period March 2, 2008 thru August 31, 2008 for the County's FY 2007 CDBG Formula Grant (B-F-07-025-1) which must be submitted to the Ohio Department of Development. Justin Fallon entertained a motion that the Status Report be approved and signed as presented. Joe Foster made and David Smith seconded that motion. Upon roll call votes were as follows: Justin Fallon, yea; David Smith, yea; Joe Foster, yea. The form is on file in the County's CDBG grant files.

**FY 2007 CHIP TECHNICAL ASSISTANCE REPORT**

County Administrator Karen Sprague presented the Commission with a technical assistance report from ODOD-OHCP for Gallia County's FY 2007 CHIP (housing) grant program that is administered by Gallia-Meigs Community Action Agency. The report reflected the files reviewed were found to be neat, in order, and to contain all required documentation. The progress of the program seemed to be in line for completing all outcomes by the project completion date. Ms. Sprague advised the GMCAA housing staff does an excellent job administering the county's CHIP grant and are to be commended; the Commissioners were in agreement. Commissioner Foster encouraged maximizing the program because it is very needed in our community. Ms. Sprague and Commissioner Smith confirmed that the County is maximizing the CHIP program, pursuant to information from the GMCAA Board meeting they attended on 8/27/08 and, they are applying for all other housing programs that Community Action Agencies are eligible for as follows:

1. CHIP Program
  - a. There have been 61 applications accepted for the program thus far.
  - b. Home Repair – four projects have been completed to date
  - c. Home Repair Septic – two projects have been completed to date
  - d. Private Owner Rehab – there is one project in progress, one project which has been bid and the third project's specifications are being prepared for bid.

## 43

- e. Homeownership – One project has been completed and there is one eligible applicant who GMCAA is working with currently.
2. Housing Development Assistance Program (HDAP) – all sites already have homeowners to occupy them.
  - a. Construction of two units on Neighborhood Road property is nearing completion.
  - b. Development of the Third Avenue property has begun.
3. Housing Assistance Grant Program
  - a. There have been 40 applications accepted for the program thus far. Five projects have been completed while projects are in progress.

EMPLOYEE RETIREMENT FINANCIAL DATA

County Administrator Karen Sprague reviewed the following budget figures with the Commission regarding the current salary and benefits for Custodial Worker Violet Parsons who is retiring effective 8/29/08 and County Building Superintendent David Clagg who is retiring effective 8/29/08 and returning to work as a re-employed retiree part-time temporary effective 11/1/08:

- Parsons current Salary & Benefits total \$30,062.96 annually
- Clagg current Salary & Benefits total \$53,623.32 annually
- Clagg new part-time Salary & Benefits will be \$22,106.37
- This results in a net savings of \$61,579.91 annually
- Commission approved on 8/21/08 solicitation of applicants for one full-time custodial worker for the day shift to be hired after January 1, 2009 – one minimum wage employee with benefits would cost \$22,479.94
- Annual savings after this position is filled would be \$39,099.97

EXECUTIVE SESSION

At 9:47 a.m. Justin Fallon entertained a motion to enter into executive session with County Administrator Karen Sprague for personnel issues. David Smith made and Joe Foster seconded the motion. Returned to regular session at 10:34 p.m.; no action taken.

DEPARTMENT OF JOBS & FAMILY SERVICES

Director Dana Glassburn presented the following contracts for approval:

- **Daycare Provider Contract** with Tracy LaBello for the period of 8/21/08 thru 6/30/09. Joe Foster moved and David Smith seconded the motion to approve as presented. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Mr. Smith, yea.
- **Non-emergency transportation contract** with Gallia Meigs CAA as the primary provider (\$1.75 per mile) for the period of 9/1/08 thru 6/30/09 not to exceed \$30,000. David Smith moved and Joe Foster seconded the motion to approve as presented. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Mr. Smith, yea.
- **Non-emergency transportation contract** with Woodland Centers as the secondary provider (\$1.86 per mile) for the period of 9/1/08 thru 6/30/09 not to exceed \$29,962.62. David Smith moved and Joe Foster seconded the motion to approve as presented. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Mr. Smith, yea.
- **Gallia Metropolitan Estates Adult Basic Education Center contract** for computer room – 64 students in 2007/2008 year and 38 students in 2006/2007 year, currently has 15 students in the first two months of 2008-2009 year. Director Glassburn recommended continuing this contract and giving him permission to sign the contract. Joe Foster made and David Smith seconded the motion. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Mr. Smith, yea.
- Director Glassburn requested the **CSEA transfer** from the general fund for the 2009 budget be increased from \$15,000 to \$30,000. This increase will allow CSEA to increase the indirect costs back to the County General Fund. Mr. Glassburn is to bring financial data in this regard during a future meeting. Commission suggested he put the increased amount in his CSEA budget request and they consider it later this year when they begin work on budgets for 2009.

HEIFER DEVELOPMENT PROGRAM

OSU Extension Agent Richard Stephens advised they have funding for a heifer development program and have hired Jacob Bodimer as the Heifer Development Program Assistant for that program.

Mr. Stephens also advised that interviews for the program assistant position would be held this afternoon.

EMA DONATION - HMC

EMA Director Mike Null met with the Commission advising them of a donation of a spool of wire for networking the emergency bus from Holzer Medical Center. Joe Foster made and David Smith seconded a motion to accept the donation. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Mr. Smith, yea.

NIMS CAST

EMA Director Mike Null gave the Commission a NIMS Cast update: There are two levels – one at the county level and one township being Green Township is above the 5,000 population limit. Gallia County is certified and Green Township is currently not. OEMA is opening this back up to see if Green Township would want to be certified and the Green Township Clerk has been notified of this option. Mr. Null advised this will eventually effect the funding available to Green Township if they do not obtain certification.

CITIZEN CORP GRANT

EMA Director Mike Null requested an Executive Session with the Commission and Prosecutor Jeff Adkins to discuss legal matters pertaining to the Citizen Corps Grant program for the RSVP program. At 11:05 a.m. Justin Fallon entertained a motion to enter into executive session; David Smith made and Joe Foster seconded the motion. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Mr. Smith, yea. Returned to regular session at 11:30 a.m.; no action taken.

**\*11:30 a.m. – The Commissioners recessed to attend the retirement party for County Employees David Clagg and Violet Parsons in the 2<sup>nd</sup> floor meeting room of the Courthouse. The meeting was resumed at Noon.**

**EMPLOYEE PROMOTION**

Based on the employee financial data provided earlier, Ms. Sprague recommended that the Commission take action to approve the following:

1. Promote Tom Halfhill from his current position as Assistant County Building Superintendent to the position of County Building Superintendent. This position will include the following stipulations:
  - a. Full time 40 hours per week minimum salaried position, with no overtime or comp time accrual
  - b. Rate of pay will increase by \$1.00 per hour to \$16.587 per hour
  - c. Effective date of this change is 9/1/08
  - d. Total cost for \$1.00 per hour raise plus benefits = \$2,446.56
2. Promote Tommy Dillon from his current position as Custodial Worker to the position of Assistant County Building Superintendent. This position will include the following stipulations:
  - a. Full time 40 hours per week minimum
  - b. Rate of pay will increase by \$0.50 per hour to \$10.60 per hour
  - c. Effective date of this change is 9/1/08
  - d. Total cost for \$0.50 per hour raise plus benefits = \$1,223.28
3. Begin solicitation of applicants November 1, 2008 for a second full-time custodial worker position for the night shift to be hired after January 1, 2009 - one minimum wage employee with benefits would cost \$22,479.94
4. Items 1 thru 3 above equal a total cost of \$26,149.78

Ms. Sprague advised this action would save the county \$12,950.19 per year in the general fund for salary & benefits and give the county 2.5 employees versus 2 employees. Ms. Sprague further noted the county maintenance department has been severely understaffed for several years and it has been discussed previously to wait to resolve the staffing issues upon retirement of existing employees in order to save money.

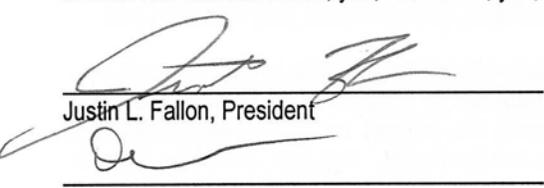
David Smith moved and Joe Foster seconded a motion to approve the above action as recommended by Ms. Sprague. Roll call votes: Mr. Fallon, yea; Mr. Smith, yea; Mr. Foster, yea.

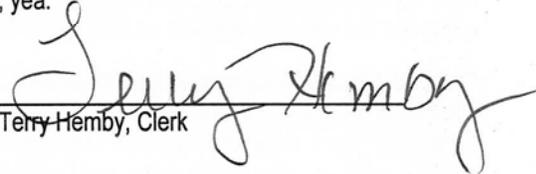
**\*12:15 p.m. - Commissioner Smith left the building to attend an Ariel Board meeting and to later join the other Commissioners to participate in the interview of candidates for the program assistant position at the Extension Office.**

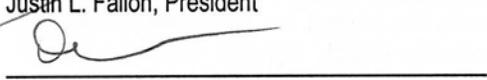
**\*12:30 p.m. - Commissioners Fallon & Foster left the building to participate in the interview of candidates for the program assistant position at the Extension Office.**

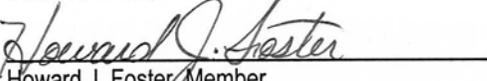
**ADJOURN**

At 2:00 p.m. Justin Fallon entertained a motion for adjournment. David Smith made and Joe Foster seconded the motion. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Mr. Smith, yea.

  
Justin L. Fallon, President

  
Terry Hemby, Clerk

  
David K. Smith, Vice-President

  
Howard J. Foster, Member