

**SEPTEMBER 10, 2009**

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. At 9:00 a.m. the meeting was called to order by President Justin L. Fallon. Roll Call: Mr. Justin L. Fallon present; Mr. Howard J. "Joe" Foster Vice-President, present; and Ms. Lois M. Snyder, Member, present.

President Fallon entertained a motion for approval of the September 3, 2009 minutes. Lois Snyder made and Joe Foster seconded the motion. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Ms. Snyder, yea.

<b>TRAVEL REQUESTS</b>				
<b>DEPARTMENT</b>	<b>NAME</b>	<b>DATE</b>	<b>TO</b>	<b>RE:</b>
JFS	Dana Glassburn	9/16	Columbus	SPBR
		9/30	Lancaster	OJFSDA Mtg
		10/14	Columbus	OJFSDA General Session
		10/20	Canton	Fiscal Training

President Fallon entertained a motion to approve travel requests as submitted. Joe Foster made and Lois Snyder seconded the motion. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Ms. Snyder, yea.

<b>2009 Animal Shelter Canine Weekly Report</b>										
<b>Week Ending</b>	<b>Came in</b>	<b>Adopted</b>	<b>Reclaimed</b>	<b>Euthanized</b>	<b>Died (Natural Causes)</b>	<b>Rescued</b>	<b>Destroyed (in field)</b>	<b>Total Out</b>	<b>To Foster Care</b>	<b>Remaining at Shelter</b>
9-7-09	31	3	0	22	5	2	0	32	4	38

**OHIO PUBLIC WORKS GRANT – ROAD RESURFACING**

Commissioners received documentation from Ohio Public Works of the approval for financial assistance for the Road Resurfacing Project in the amount of \$270,000, Project number CO29M. Lois Snyder made and Joe Foster seconded the motion to sign the Project Agreement defining Gallia County's responsibilities in accepting the financial assistance with the following designations:

Justin Fallon, Commission President – Chief Executive Officer  
 Larry Betz, County Auditor – Chief Fiscal Officer  
 Brett Boothe, County Engineer – Project Manager

Roll call: Mr. Fallon, yea; Mr. Foster, yea; Ms. Snyder, yea. The specific locations take place along the following roads: Bulaville Pike, Georges Creek, Centenary Rd, Vanco Rd. Sections 1 & 2, White Rd, Bull Run Rd and Mercerville Rd. The project will consist of roadway resurfacing, intersection improvements and restoration of driveway pads. The project includes 3,920 tons of 448 T2 asphalt concrete, 3,765 tons of 448 T1 asphalt concrete, and 6,507 gallons of tack.

**TITLE IV-E CONTRACT – JUVENILE COURT**

Juvenile Court Administrator Greg Shrader requested the signature of President Justin Fallon for the Title IV-E Contract for Child Placement and Administration Subgrant Agreement G-1011-06-0418. Lois Snyder made and Joe Foster seconded the motion to sign the agreement as presented. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Ms. Snyder, yea.

**CRIMINAL JUSTICE SERVICES – QUARTERLY SUBGRANT REPORT**

Joe Foster made and Lois Snyder seconded the motion to sign the Criminal Justice Services Quarterly Subgrant Report as submitted by Sheriff Joe Browning. A copy is on file in the Sheriff's Office. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Ms. Snyder, yea.

**GALLIA LANDFILL SUPPLEMENTAL CONSTRUCTION RECORD REPORT**

Commissioners received the Supplemental Construction Record Documentation Report for the Gallia Landfill Phase 3A – Leachate Collection Layer Tie-in, CEC Project 082-350.0005. The report is on file in the Commissioners office.

**EXECUTIVE SESSION - DJFS**

At 10:06 a.m. Justin Fallon entertained a motion to enter into executive session with Dana Glassburn for personnel issues. Joe Foster made and Lois Snyder seconded the motion. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Ms. Snyder, yea. Returned to regular session at 10:22 a.m.; no action taken.

**JFS AGENCY UPDATE**

DJFS Director Dana Glassburn met with the Commissioners to update them on issues in the agency; no action taken.

**CHILDREN SERVICES BOARD UPDATE**

Children Services Board Chairman Kent Shawver distributed budgetary reports to the Commissioners and reviewed each report in detail. He stated that it appears the agency is currently at the bottom right now but feels that they are on target, hitting their figures and heading in the right direction.

**JFS/CHILDREN SERVICES FISCAL MEMORANDUM OF UNDERSTANDING**

Director Russ Moore distributed a Memorandum of Understanding between JFS and Children's Services for financial support. This document addresses the communication and cooperation of the operation and process of expenses. This was adopted by their board on Tuesday, 9/8/09 and they requested the signature of the County Commissioners.

Based upon the approval of other parties and recommendation of the Children Services Board, Lois Snyder made and Joe Foster seconded the motion to sign the MOU as presented. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Ms. Snyder, yea. The MOU is as follows:

**MEMORANDUM OF UNDERSTANDING**

*The purpose of this policy is to establish a Fiscal process for the Memorandum of Understanding (MOU) between Gallia County Department of Job and Family Services (GCDJFS) and Gallia County Children Services' (GCCS), to ensure timely and accurate transactions of all fiscal activities.*

**Non-payroll expenses**

Upon receipt of a bill or request for payment, the Director or GCCS Board approved designee shall review and authorize the bill for payment. Such authorization will be reflected by the statement "OK to pay" with the authorized signature and date signed. Upon this authorization the bill should be given to GCDJFS to process for payment. Typical non-payroll expenses such as foster-care payments, utility expenses, and other expected monthly expenses shall be processed with the Director or GCCS Board approved designee's authorization. Non-payroll expenses that are not typical such as purchasing equipment, supplies, vehicles, etc. must be approved by the GCCS Board before payment will be processed by GCDJFS. A report reflecting all expenditures will be provided monthly to the GCCS Director for submission to and approval of the GCCS Board.

**Payroll expenses**

GCCS employees are encouraged to punch a time card per stamp clock daily at the beginning and ending of each work day and in addition clock in and out for lunch. At no time should any employee clock in or out for another employee (such infraction may be grounds for immediate termination as per the Gallia County Employee Handbook). Time cards are a management tool and will not be submitted as part of the payroll process. Management of GCCS will utilize the time cards for internal purposes and reviews to assist in approving manual time sheet. At the end of the payroll period employees will manually complete a "Two Week" time sheet per time card and will also complete a Request for Leave when absent. Manually completed two week time sheet and request for leave forms will all be turned into GCCS Account Clerk II, to verify that the time card matches the two week time sheet. If there are any differences the employee must correct. GCCS Account Clerk II, will then provide completed manual time sheets and request for leave forms to GCDJFS for processing. Note: Manual time sheets and request for leave forms must be authorized by GCCS Director or GCCS Board approved designee indicating that it is "OK to Pay" and must sign/date the form. GCDJFS will enter information from authorized, manually prepared time sheets into their Novatime system. Once information has been entered into the GCDJFS Novatime payroll system a print-out will be provided to each GCCS employee for review and will require their signature along with their supervisor's signature to assure accuracy of posting. These signed forms will be returned to GCDJFS for filing. GCCS Account Clerk II, will then be responsible for picking up payroll every other Thursday from the Gallia County Auditor's Office (GCA). GCCS will be responsible to distribute the checks and forward the GCA payroll reports to the GCDJFS for reconciliation purposes. Please see attached flow chart.

NOTE: GCDJFS strongly encourages the GCCS Board to require the use of the time clock punch system for processing payroll and eliminate the manual payroll sheets.

**RMS Process**

Sample survey sheets will be given to the GCCS Director or GCCS Board approved designee in a two-week time frame. It will be the responsibility of the authorized GCCS alternative coordinator to distribute the survey sheets to the employee the day of the sample. Sample survey sheets that are coded as "Control Member," will be retained by the RMS Coordinator, as designated by GCDJFS Director per MOU. When a "Control Member" has a RMS hit the RMS coordinator will be onsite to monitor the survey. Due to various constraints, the RMS Coordination may work with the GCCS Director or GCCS Board approved designee to assist in the onsite monitoring when it is not feasible for the RMS Coordinator to be onsite. Completed Sample Survey Sheets along with verification/documentation will be collected every other Tuesday, beginning July 7, 2009, which will also be the date when new sample survey sheets will be given to the GCCS alternative coordinator.

NOTE:

Recommendations for the RMS process are based on information provided in the RMS Manual, Ohio Department of Job and Family Services, Bureau of County Finance and Technical Assistance. RMS stands for Random Moment Time Study, and its purpose is to sample activity throughout the year. The RMS system uses enough samples to develop statistically valid numbers to distribute costs, with 354 random moments being considered the minimum number needed to develop the percentages used to allocate costs. Children Services is a small agency and this will result in each employee getting a relatively large number of moments or hits during the quarter. A phone call was placed to Scott France, on July 1, 2009, to see if the number of random moments could be reduced due to GCCS having a staff of seven and he stated that 330 random moments is the bare minimum and that the reduction had to be requested by the GCCS Director in writing. This was completed and the number of RMS forms was reduced but will need increased if staffing levels increase.

Each county must assign a RMS coordinator and alternate coordinator(s) to administer the time studies. Workers who are included in the time study are those performing direct program functions. with the following exemptions: administrative, supervisory (unless performing an activity and or a directly related program function that is included on the RMS form), or administrative support. "At or near the time specified on the individual observation form, the coordinator/alternate approaches each worker and provides the observation form." "Prior notice should not be given to workers regarding the moment they are scheduled to complete the form."

Four percent of all RMS samples are selected as a "control group." These selected forms will have the words, "control member" in the box where the employee's name appears. "For the control member samples, the coordinator or alternate asks the individual which program and activity they are working on at the specified moment and completes the observation form personally. The "PERSONALLY INTERVIEWED BY" item located in the lower right corner of the observation form, is checked and initialed by the coordinator or alternate upon completion."

Documentation must be attached to each observation form as required by OAC 5101:9-7-22(C)(3)(B). Examples of acceptable documentation include but are not limited to:

- Screen print from State program software being used: Such as CRIS-E, SETS, SACWIS, etc.
- Appointment book or calendar showing when the participant corresponding to the case number was interviewed.
- A telephone log that documents when the call was placed and to whom
- For those employees providing transportation or home care services, a time log showing when and where they were when the moment occurred.

**Receipts/Pay-Ins**

GCCS will be responsible for receipting all cash/checks received at their agency on their behalf. Once cash/check have been receipted GCCS staff will deposit cash/check at the Gallia County Auditor's office and pay-in receipt will then be given to GCDJFS staff for documentation and filing. Receipts direct deposited into the Gallia County Treasurer's account will be receipted by the GCDJFS and posted based on that information.

Any documentation/information received by GCCS concerning fiscal issues will be forwarded to GCDJFS upon receipt to ensure appropriate fiscal operations. At no time will GCDJFS take on management responsibility of GCCS under this MOU and at no time

will GCCS request, imply or otherwise expect GCDJFS to perform fiscal functions in a manner contrary to State and Federal Law or corresponding grant requirements.

**Communication Process**

GCCS and GCDJFS will have to communicate effectively and efficiently to ensure that this agreement works properly. GCDJFS has designated a fiscal specialist position to process fiscal operations on behalf of GCCS as a vendor. If at any time the GCDJFS Fiscal Specialist feels as though information pertinent to that position is not being shared or program tasks are not being completed timely that effect fiscal operations, the fiscal specialist should notify the Director of GCDJFS and then the Director will address the Director of GCCS to resolve the issue. If no resolution can be reached, both Directors will notify the GCCS Board and the Board will then take the proper action based on the information provided. If GCCS Director or GCCS Board feels as though they are not getting the correct information or fiscal processes are not being handled effectively and efficiently, the GCCS Board will notify GCDJFS Director and proper action will be taken. Also, to ensure that fiscal operations are being handled properly and timely the fiscal specialist along with the Director of GCDJFS are required to attend the monthly GCCS Board meeting and report the financial status of GCCS. The GCCS Board designated representative will then report their financial status to the Gallia County Commissioners once a month. The presence of the Fiscal Specialist and the Director of GCDJFS has also been requested by the Gallia County Commissioners.

The following signatures indicate agreement of the overall process stated above. In signing this policy you are agreeing to the overall process stated above but are not limiting the overall control process to what is stated above. All parties involved agree that a sound control process starts with general guidelines as stated above and incorporates additional processes to provide clarity to the process as times evolves. It is agreed that such additional process will be developed between the Directors of the agencies involved and the corresponding Boards will be involved if an agreement is not reached between the Directors.

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s/Dana L. Glassburn, Director, Gallia County DJFS	9/10/09
s/Russ Moore, Interim Director, Gallia County Children Services	9/10/09
s/Kent Shawver GCCS Board	9/10/09
s/Justin Fallon, Board of Gallia County Commissioner	9/10/09

**REQUEST FOR PROPOSAL**

Children Services Executive Director Russ Moore informed the Commission that a request for proposal is currently being advertised in the local newspaper with a 9/18/09 noon deadline. The request is for the provision of in school child abuse prevention services through the agency's agreements with the County and City School Districts. The provision of the service will require innovative programs for Child Abuse Prevention Services in each school building within the County for the 09-10 school years. Once proposals are received, a committee will review and rank the proposals and use the selection process to take to the board.

**NATIONAL ASSISTED LIVING PROCLAMATION**

The following were present for the National Assisted Living Proclamation: Peggy Williams, Louis Dennis, Kate Stone and Kenneth Tomlinson all of Holzer Assisted Living. The following was proclaimed as moved by Lois Snyder and seconded by Joe Foster. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Ms. Snyder, yea.

**National Assisted Living Week® 2009  
Proclamation  
"Traditions of the Heart"**

**Whereas**, the number of elderly and disabled Americans is dramatically increasing;  
**Whereas**, assisted living is a long term care service that fosters choice, dignity, independence and autonomy in our elderly nationwide;  
**Whereas**, the National Center for Assisted Living proudly created National Assisted Living Week®;  
**Whereas**, the theme of National Assisted Living Week® 2009

**"Traditions of the Heart"**

highlights the opportunity to bestow on our residents a multitude of events and activities that show them how much we care for and love them;

**Therefore**, do we, the Gallia County Commissioners proclaim the week of **September 13-19, 2009 as National Assisted Living Week® in Gallia County.**

We urge all citizens to visit friends and loved ones who reside at these facilities and also to learn more about assisted living services and how they benefit our communities.

s/Justin L. Fallon, President  
s/Howard "Joe" Foster, Vice-President  
s/Lois M. Snyder, Member

Holzer Assisted Living Director Peggy Williams described the upcoming activities for the week of September 13<sup>th</sup> and invited the Commissioners to attend.

**EMANCIPATION PROCLAMATION**

Andy Gilmore and Glenn Miller met with the Commissioners to request the Emancipation Proclamation. This was a joint proclamation with the City of Gallipolis as City Commission President Jim Cozza was also present. The County proclaimed the following:

**Proclamation**

**Whereas**, The Emancipation Proclamation has been celebrated and honored in Gallia County since 1863, and

**Whereas**, it began on September 22, 1863, the first anniversary of President Lincoln's Proclamation on slavery, and has continued consecutively to pay tribute to this historic document, and

**Whereas**, the 146<sup>th</sup> Annual Emancipation Celebration is scheduled for Saturday, September 19 & Sunday, September 20, 2009, at the Gallia County Fairgrounds.

**THEREFORE, BE IT HEREBY RESOLVED**, that the Board of Gallia County Commissioners proclaim September 19<sup>th</sup> & 20<sup>th</sup>, 2009 as the

**2009 Annual  
Emancipation Celebration Weekend**

in Gallia County and lend our full support to the efforts of the Emancipation Celebration Committee.

s/Justin L. Fallon, President  
s/Howard Joe Foster, Vice-President

s/Lois M. Snyder, Commission Member

Joe Foster made and Lois Snyder seconded the motion to adopt the proclamation. Roll call: Mr. Fallon, yea; Mr. Foster, yea; Ms. Snyder, yea. City Commissioner Cozza also read the City Proclamation.

Mr. Gilmore stated that the theme for the year is "Change is Here" and encouraged all to attend the planned activities.

**KANAUGA-ADDISON SEWER PROJECT CONTRACTS SIGNED**

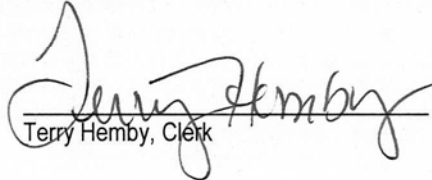
Tri-Mat Construction dropped off 5 copies of the Contract Proposal and Project Manual signed by Mat Toler. Commission President Justin Fallon signed the contracts appropriately for immediate mailing to Stantec Engineer.

\* Commissioner Foster left the meeting at 11:55 a.m.

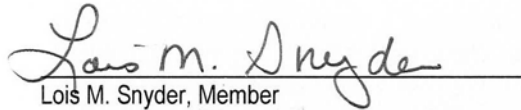
**ADJOURN**

At 12:13 p.m. President Fallon entertained a motion for adjournment. Lois Snyder made and Justin Fallon seconded the motion. Roll call: Mr. Fallon, yea; Mr. Foster, absent; Ms. Snyder, yea.

  
Justin L. Fallon, President

  
Terry Hemby, Clerk

  
Howard J. Foster, Vice-President

  
Lois M. Snyder, Member