

MARCH 30, 2017

The Gallia County Board of Commissioners met on this date for the purpose of approving the minutes of the previous meeting and current transfers, appropriations and bills. At 9:00 a.m. the meeting was called to order by President Harold G. Montgomery. Roll Call: President Harold G. Montgomery, present; Vice President David K. Smith, present; Commissioner Brent Saunders, present.

The President entertained a motion for approval of the March 23, 2017 minutes. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

2017 Canine Shelter Weekly Report

Week Ending	Came in	Adopted	Reclaimed	Euthanized	Out to Rescue	MIA	Died (Natural or unknown Causes)	Destroyed (in field)	Total Out	Remaining at shelter	Out to County Foster	In from County Foster	Died in Foster (Natural or Unknown Causes)	Total in Foster
3/26	32	0	1	0	15	0	0	0	16	26	0	0	0	1

EXECUTIVE SSISSION – LEGAL

At 9:30 a.m. the President entertained a motion to enter into executive session with Prosecutor Jason D. Holdren, Jimmy Wiseman and Nick Roach to discuss legal in a teleconference with Beth Miller of CORSA. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea. Returned to regular session at 10:02 a.m.; no action taken.

JFS – CONTRACT AMENDMENTS

JFS representative Kathy Campbell presented the commission with the following contract amendments:

**GALLIA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
PURCHASE OF SERVICES VENDOR CONTRACT
AMENDMENT NO. 2**

This amendment will amend the contract between the Gallia County Department of Job and Family Services (CDJFS), (Grantor) and Gallia County Council on Aging, (Sub-grantee) and will be effective from the date of approval by the Gallia County Commission for the purchase of service of Title XX Base CFDA #93.667 Social Services Block Grant, as administered by the U.S. Department of Health and Human Services.

- I. **Availability of Funds:**
The original contract (G-SFY17-0005) reflected the availability of funds in the amount of \$65,000. This amendment shall increase the availability of funds within the contract to reflect a total of up to \$75,000.

s/ Dana Glassburn, JFS Director March 27, 2017
Authorized County Representative

s/ Jason D. Holdren, Prosecuting Attorney March 17, 2017

s/ Shirley Dove March 27, 2017
Authorized Provider Representative

Gallia County Commissioners:
s/ Harold G. Montgomery, President March 30, 2017
s/ David K. Smith, Vice President
s/ Brent Saunders, Commissioner

The President entertained a motion to approve the following contract amendment as recommended by JFS Director Dana Glassburn. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, absent; Mr. Saunders, yea.

**GALLIA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
PURCHASE OF SERVICE CONTRACT
AMENDMENT NO.2**

This amendment will amend/extend the Non-Emergency Transportation contract, originally dated July 1, 2015 through June 30, 2016, between the Gallia County Department of Job and Family Services (CDJFS), and said Contractors for the purchase of service under authority of 93.778 NET Transportation.

- I. **Extension of Contract:**
The SFY17 contract is to end June 30, 2017 as per Amendment 1. This statement is to extend the current NET Transportation contracts for the second and final year, as per section "Extension" of the Request for Bid and section "I. Term" on page 1 of the purchase of Service Vendor Contract. This extension will be in effect July 1, 2017 through June 30, 2018. There will be no change in the rate per mile which will remain at \$2.60 within the medical community as defined in the NET Transportation Plan.

s/ Dana Glassburn, JFS Director March 29, 2017
Authorized County Representative

s/ Jason D. Holdren, Prosecuting Attorney March 16, 2017

s/ Karen Meek March 28, 2017
Authorized Provider Representative

Woodland Centers
Contractor name

Gallia County Commissioners:
s/ Harold G. Montgomery, President March 30, 2017
s/ David K. Smith, Vice President
s/ Brent Saunders, Commissioner

The President entertained a motion to approve the following contract amendments with R T Need A Lift Transportation LLC, On the Go Transportation Services, Woodland Center Inc. and Gallia – Meigs Community Action Agency Inc. as recommended by JFS Director Dana Glassburn. Brent Saunders made and David K. Smith seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, absent; Mr. Saunders, yea.

DJFS SUBGRANT AGREEMENT WITH GALLIA COUNTY COUNCIL ON AGING

JFS representative Kathy Campbell presented the Subgrant agreement (G-SFY17-0009) between the Gallia County Department of Job and Family Services, (hereinafter referred to as "CDJFS") located at 848 3rd Avenue, Gallipolis OH 45631 and Gallia County Council on Aging (hereinafter referred to as "Subgrantee") located at 1165 State Route 160, Gallipolis, Ohio, 45631. SUBGRANTEE hereby accepts the Subgrant and agrees to comply with all the terms and conditions set forth in this Agreement.

This Subgrant is made pursuant to the following federal award: Title XX CFDA 93.667 Social Services Block Grant, as administered by the U.S. Department of Health and Human Services. The grant amount is \$30,000.00 and will be in effect from March 24, 2017 to June 30, 2017. The President entertained a motion to approve the Subgrant amendment as recommended by JFS Director Dana Glassburn. Brent Saunders made and David K. Smith seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

OSU – AGENCY UPDATE

Director Tracy Winters and ANR Educator Jeff Moore presented the Commission with an agency update of various activities and presented a copy of their newsletter.

- February 28 – OSU Beef School
- March 6 – Makeup Private Pesticide Applicators Certification
- March 11 - Ohio Volunteer Conference, Gallia County with three State 4-H Award winners
- March 22 – Tobacco Good Agricultural Practices Certification
- April 6 – Gallia County Extension hosts Senator Bob Peterson
- April 11 – Scholarship Judging
- April 18 – Gallia County Pride in Tobacco Board Meeting 8 pm @ Extension Office
- April 22 – Quality Assurance Training @ Fairgrounds

EXECUTIVE SSSION – ECONOMIC DEVELOPMENT

At 10:46 a.m. the President entertained a motion to enter into executive session with Director Economic & Community Development Melissa Clark, Children's Services Director Russ Moore and Integrated Services Kevin Gillespie and Jeff Mohrman to discuss Economic Development. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea. Returned to regular session at 11:24 a.m.; no action taken.

AUDITOR – RECORDS STORAGE

Larry M. Betz met with the commission to discuss records being stored with Historical Society. Mr. Betz has a signed agreement releasing the records to the Historical Society. The Board noted Mr. Betz will need to seek guidance from Prosecutor Jason D. Holdren on record retention; no action taken.

COUNTY AUCTION

Local auctioneer Josh Bodimer met with the commissioners to present his proposal on the upcoming county equipment auction. Harold G. Montgomery noted they are expecting additional proposals; no action taken.

FINANCIAL REPORT REVIEW

County Administrator Karen Sprague presented the Commission with:

- 5th Amended Certificate of Estimated Resources

CONTRACT SIGNING

CDBG CD GRANT – GALLIPOLIS STREET LIGHT REPLACEMENT PROJECT

County Administrator Karen Sprague provided the Commission with the contract for the FY 2016 CDBG Gallipolis Street Light Replacement Project with West End Electric Co., Inc. of Portsmouth, Ohio in the amount of \$27,480.00. Harold Montgomery entertained a motion to approve and sign the contract as presented. Brent Saunders made and David K. Smith seconded this motion. Roll call votes: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

**GALLIA COUNTY CDBG PROGRAM
CITIZEN PARTICIPATION PLAN – UPDATE 3/30/2017**

The Community Development Block Grant Program is intended to improve communities by providing decent housing, a suitable living environment, and growing economic opportunities principally for persons with low and moderate income, minorities, the disabled, as well as people with limited English proficiency. This Citizens' Participation Plan provides for and encourages citizen participation, emphasizing involvement by those local citizens who qualify according to the CDBG guidelines as well as those citizens outside the scope of CDBG services.

I. Development biennial schedule of proposed dates for the FY Community Development Program

At the beginning of every other calendar year starting with FY 2017 Gallia County will develop a Schedule of Proposed Dates for the biennial Community Development Program

- a. This document will be posted on bulletin boards in the Commissioner's Office and located in the Citizen Participation File for that program two year period.
- b. The schedule will include the following dates and information:
 - i. Publication of first public hearing notice

- ii. Date, time and location of first public hearing
- iii. Date, time and location that CDBG applications are due to the Gallia County Commissioner's Office for consideration for funding
- iv. Publication of second public hearing notice
- v. Date, time and location of second public hearing
- vi. Date and time that final completed application is due to OHCP
- vii. The PY allocation amount for that biennial will be noted along with the number of allowed activities/projects.

II. Biennially develop a packet of documentation relative to all CDBG Programs

Gallia County will develop each year a packet of documentation relative to all CDBG Programs that are available to entities for application to include the following information:

- a. Information for completing community development application to county
- b. Community development application for townships, villages, city and county local governments and non-profit organizations to complete for their projects and file with the County
- c. List of all Ohio's CDBG Small Cities Program's proposed application and grant award cycles
- d. CDBG Small Cities Program Proposed Administration Plan (Explains all existing CDBG Programs for that specific PY)
- e. Definition of low-and-moderate income persons and instructions on income survey forms which must be used for income surveys
- f. Quick reference to activities which are eligible and ineligible as CDBG Projects
- g. Information describing the basic eligible activities for CDBG funding under all CDBG Programs
- h. Information describing the ineligible activities for CDBG funding under all CDBG programs
- i. Current low-and-moderate income chart listing all townships, villages and the cities census tracts and block group percentages
- j. County and City Maps
- k. Current Formula projects rating sheet

III. Provide timely advance public notice regarding availability of CDBG grant funding and requisite public hearings.

There shall be advance public notice prior to each grant year regarding the County's intent to apply for CDBG funds. In addition, there shall be advance public notice, in conformance with Ohio's Sunshine Law, of the requisite public hearings relating to the CDBG funds and/or planning process. All public hearings will be held at locations accessible to persons with disabilities. Upon request, special arrangements may be made to accommodate persons with disabilities and those with limited English proficiency. Such requests should be made at least 14 days prior to the scheduled public hearing.

Not less than two public hearings will be held each PY prior to the County's application for Community Development funds, including Community Housing Improvement Program, Formula Program and/or Neighborhood Revitalization funds. Notice of such hearings will be provided as follows:

a. First Public Hearing

- i. Gallia County will publish a public hearing notice at least 10 calendar days prior to the first public hearing in the local county newspaper. The notice will also be posted on the Gallia County website (<http://www.gallianet.net/index.php/public-notices>). This notice shall include all the elements as required by the CDBG Program. Gallia County will mail a copy of the notice and a cover letter to all Townships, Villages, Cities and County agencies along with non-profit entities known to be eligible for CDBG funding.
- ii. Gallia County will hold the first public hearing in a workshop setting, during evening hours, in order to provide training on the contents of the entire CDBG packet to all attendees. This meeting is open to the public. Minutes of this meeting and sign-in sheets will be taken by the CDBG Coordinator.
- iii. Gallia County's CDBG Coordinator will provide assistance to any entity wishing to apply for CDBG Formula funding and will answer questions regarding the other CDBG funding programs.
- iv. After the submission deadline, Gallia County will utilize the approved CDBG rating sheet to rate and prioritize the applications submitted for each yearly round of Community Development Program funding. Projects will be selected for inclusion in the final application to ODSA based on this rating/prioritization.

b. Second Public Hearing

- i. Gallia County will publish a second public hearing notice at least 10 calendar days prior to the second public hearing in the local county newspaper. The notice will also be posted on the Gallia County website (<http://www.gallianet.net/index.php/public-notices>). This notice shall include all the elements as required by the CDBG Program. Gallia County will mail a copy of the notice and a cover letter to all Townships, Villages, Cities and County agencies along with non-profit entities known to be eligible for CDBG funding. A list of the projects submitted for the calendar year will be included.
- ii. Gallia County will hold the second public hearing during a regular session Commissioner's meeting so that action to approve the rating of the projects and selection of the projects for the final application can be made. This meeting is open to the public. This process will be journalized as part of the regular meeting minutes and sign-in sheets will be utilized.
- iii. The final application will be developed by the County's CDBG Coordinator and submitted to the Board of Gallia County Commissioners during a regular session meeting for approval and signing prior to submittal to ODSA. This meeting is open to the public. This process will be journalized as part of the regular meeting minutes and sign-in sheets will be utilized.

c. Third/Additional Public Hearings

- i. Should changes to the grant agreement be necessary that would require citizen participation a third public hearing would be scheduled. Gallia County will publish a third public hearing notice at least 10 calendar days prior to the third public hearing in the local county newspaper. The notice will also be posted on the Gallia County website (<http://www.gallianet.net/index.php/public-notices>). This notice shall include all the elements as required by the CDBG Program. Gallia County will mail a copy of the notice and a cover letter to all Townships, Villages, Cities and County agencies along with non-profit entities known to be eligible for CDBG funding.
- ii. Gallia County will hold the third public hearing during a regular session Commissioner's meeting so that action to approve the changes to the grant agreement can be made. This meeting is open to the public. This process will be journalized as part of the regular meeting minutes and sign-in sheets will be utilized.

IV. Provide reasonable and timely access to information and records

Gallia County will provide the public with reasonable and timely access to information and records relating to CDBG programs. The public will also be given reasonable access to records about any use of these funds.

Copies of standard documents will be provided at \$0.25 per page (the county's established fee), as soon as practical without unnecessary delay. Upon request with 14 days notice, such documents may be made available in a format appropriate to the special needs of the requestor, to include enlarged font and audio. All other documents related to Gallia County's use of CDBG funds will be available to the public at the Gallia County Commissioners Office, 18 Locust Street, Room 1292, Gallipolis, Ohio 45631.

Copies and/or originals of all documentation of the Citizen Participation Process will be kept in the Citizen Participation File for the respective grant program year.

The CDBG Coordinator will keep an up to date spreadsheet documenting the past uses of the CDBG funds for the information of the public.

V. **Order of the public hearings.**

The CDBG Coordinator shall conduct the public hearings. Minutes shall be written of all public hearings and all attendees will be asked to sign-in and provide contact information. Any individuals unable to attend the public hearings may contact the CDBG coordinator and request a copy of any and all documents that were distributed at the hearings, including a copy of the minutes.

- a. This first public hearing each PY will cover all CDBG programs through which Gallia County may apply for funds. This may include, but is not limited to, the CDBG Program's Community Housing Improvement Program, Community Development Program, Neighborhood Revitalization Program, Critical Infrastructure Program and the Residential Public Infrastructure Program. See section II above for the list of documents that will be made available at the first public hearing.
- b. The second public hearing will cover the specifics of the program applications that the County intends to submit.

VI. **Other considerations.**

- a. The CDBG Coordinator is available to meet with any local governing body or community organization which would like more detailed and specific information regarding the CDBG program and application process.
- b. Citizens are welcome to contact the CDBG Coordinator at any time for updates and information about ongoing projects. The CDBG Coordinator will make weekly and monthly reports to the County Commission regarding ongoing projects, these reports will be included in the County Commission meeting minutes that are published on the County's website, <http://www.gallianet.net/index.php/gallia-county/commissioners/minutes>.
- c. Citizens are welcome to make an appointment with the County Commission to be placed on the weekly meeting agenda to make comments on projects or performance reports.

VII. **Citizen complaint process**

- a. Should a citizen complaint arise from the process stated above the County Commission will first direct it to the CDBG Coordinator/County Administrator for further explanation with regard to the public process and to inform the public that the purpose of utilizing the rating sheet is to make the process fairer to all parties eligible for this type of funding, explanation of the rating sheet and then explanation of the individual project ratings. Citizen complaints are not anticipated since Gallia County utilizes a rating process to select the projects that are funded with the Community Development Program.
- b. If this does not resolve the citizen's complaint, the citizen will be directed to reduce their complaint to writing and submit the written complaint to the County Administrator.
- c. Within 15 days of receiving a written complaint, the County Administrator will schedule the Citizen an appointment on the weekly agenda for regular commission meetings with the County Commission so that the citizen can further voice their concern and so that the County Administrator can advise the Commission regarding the explanation given to the citizen so far.
- d. After this meeting, the County Commission will review all information that is given to them and if needed obtain the advice of the County Prosecuting Attorney.
- e. After careful consideration of all the information and possible direction from the County Prosecuting Attorney, the County Commission will rule with regard to the citizen's complaint no less than 15 days after the meeting with the Citizen. This rule will be final.

President Montgomery entertained a motion that the above stated update to Gallia County's CDBG Program Citizen Participation Plan be approved and signed as submitted this 30th day of March, 2017. Mr. David K. Smith moved and Mr. Brent Saunders seconded that motion. Roll call votes: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

Gallia County Board of Commissioners

s/ Harold G. Montgomery, President

s/ David K. Smith, Vice-President

s/ Brent Saunders, Commissioner

QUOTES FOR CDBG FAIR HOUSING PROGRAM
B-F-16-1AY-1

The Commission requested and received quotes for the following items for the 2017 Gallia County Fair Housing Program:

1. Bottled Water
 - National Pen Company – 2,400 bottles of 16.9oz. water - \$1,663.95 (\$0.69 per bottle)
2. 25 Portable BBQ Cooler Bag, 300 House Shaped Jar Openers, 1500 Emery Boards
 - 4Imprint – \$1,250.25
 - National Pen Company – \$1,194.95

Karen Sprague advised that the low quotes on all the items listed above total \$2,858.90. The County's FY 2016 CD Allocation grant will cover these costs and the items will be utilized during the Fair Housing Events that are attended over the next year. Ms. Sprague recommended that the County award to the low quoting companies stated above. President Montgomery entertained a motion to award the quote as recommended. Brent Saunders moved and David K. Smith seconded the motion. Roll call votes: Harold Montgomery, yea; David Smith, yea; Brent Saunders, yea.

RESOLUTION – LIMITED ENGLISH PROFICIENCY PLAN

County Administrator Karen Sprague presented the Commission with a Limited English Proficiency Plan as required by USDA, Rural Development for the County's 3 sewer districts that have received funding federal funding from USDA. Harold Montgomery entertained a motion to approve LEP as presented. David K. Smith moved and Brent Saunders seconded this motion. Upon roll call votes were as follows: Harold Montgomery, yea; David Smith, yea; Brent Saunders, yea.

Limited English Proficiency Plan
Gallia County Commissioners – Sewer Department
3/30/2017
Civil Rights Coordinator Karen Sprague
Report Includes: All Gallia County Sewer Districts
Limited English Proficiency Plan

I. Purpose

The purpose of this Limited English Proficiency plan (plan) is to provide assurances and demonstrate that customers of Gallia County Sewer Department (County) are being provided meaningful access to program information, benefits and services although the customers may be limited in their English Language Proficiency. This plan will be updated biyearly to refresh the assurances contained in the plan, address any changes in methods and update any changes in the LEP population utilizing the county agency.

It is understood that USDA Rural Development is charged with the duty to ensure that each county agency is in compliance with all relevant federal requirements involving applicants/recipients of program information, benefits and services who have limited English Language Proficiency (LEP).

II. Authorities and Definitions

Federal Authorities

- Executive Order 13166, "Improving Access to services for Persons with Limited English Proficiency" requires the United States Department of Agriculture (USDA) Rural Development (RD) to ensure services provided by RD recipients comply with the requirements to examine the services provided, identify any need of services to those with Limited English Proficiency (LEP) and develop and implement a system to provide such services to enable persons with LEP have meaningful access to RD funded programs.
- LEP is a National Origin issue covered by Title VI of the Civil Rights Act of 1964 and is part of the requirements associated with Gallia County's RD funded programs. Specifically, the Assurance Agreement (RD 400-4) attached to our projects assures compliance with Title IV (42 U.S.D. 2000d), 7 CFR Part 15 and 7 CFR Part 1901.202.

Definitions of Terms:

- **County Agency** – The Gallia County Sewer Department.
- **Effective Communication** – In a utility provider setting; effective communication occurs when county agency staff have taken necessary steps to make sure that a person who is LEP is given adequate information in his/her language to understand the services, benefits or the requirements for services or benefits offered by the county agency. These necessary steps must allow an individual the opportunity to qualify for the benefits or services provided by that county agency without unnecessary delay due to the person's LEP. Effective communication also means that a person who is LEP is able to communicate the relevant circumstances of his/her situation to the county agency.
- **Interpretation** – Interpretation means the oral or spoken transfer of a message from one language into another language.
- **Limited English proficiency** –A person with limited English proficiency or "LEP" is not able to speak, read, write or understand the English language well enough to allow him/her to interact effectively with a county agency.
- **Meaningful access** – "Meaningful access" to benefits, programs and services is the standard of access required of the county agencies since they receive federal funding through USDA, RD. Meaningful access requires compliance by county agencies with state and federal LEP requirements as set out in relevant state and federal laws. To ensure meaningful access for people with LEP, county agencies must make available to applicants/recipients of benefits/services free language assistance that results in accurate and effective communication that does not result in undue delay or denial of benefits to which the LEP applicant/recipient is eligible.
- **Translation** – Translation means the written transfer of a message from one language into another language.
- **Vital Documents** – forms or documents *designed and utilized by the county agency* that are critical for accessing federally funded services or benefits or are required by law. Vital documents can include but are not limited to; applications for county designed programs, consent forms designed by the county agency, letters designed by the county agency requesting eligibility documentation.
- **Outreach Documents** – county agency designed documents utilized by the county agency to provide information to the general public but targeting individuals who are eligible or may be eligible for county benefits/services or programs.

III. Gallia County Sewer Department (County) Policy

It is the policy of COUNTY to provide meaningful access to all individuals applying for, participating in programs or receiving services/benefits administered by, supervised by, authorized by and/or participated in by the COUNTY. Meaningful access involves the COUNTY promoting effective communication to LEP individuals seeking or receiving services, benefits or participation in programs funded in whole or in part by federal funds. This plan specifically provides necessary assurances and identifies tools being used to effectuate this policy.

IV. LEP Population

The COUNTY has determined that the language(s) other than English that is/are most likely to be encountered by employees of the COUNTY is/are Spanish. The methodology used to make this determination is as follows: use of census data reflects Spanish as the highest LEP percentage; however, all LEP population are under 5% and less than 1,000 individuals. Any LEP language group that comprises at least 5% or 1,000 individuals whichever is less, of persons eligible for or likely to be affected by the agency's services or benefits must be included as one of the county languages. The COUNTY will periodically monitor the LEP population of those served

or those who could be served by the COUNTY. If it is determined that other LEP language groups are seeking benefits/services or are potentially eligible to receive benefits/services within the County, the COUNTY will adjust its methods and services to serve the new population accordingly. Any new LEP populations will be reflected in the next LEP plan.

V. Methods of Providing Services to LEP Population

(Check any that are applicable)

Bi-lingual Employee(s) (if checked provide employee(s) names and language(s) with brief description of method of determining competence as interpreter(s)). Information here

Staff Interpreter(s) (if checked provide name(s) and language(s) with brief description of method of determining competence as interpreter(s)). Information here

Interpreter Contract (if checked, provide name(s) of contractor(s), list service(s) provided, language(s) covered, and brief description of how vendor(s) was/were chosen. Also attach copy of agreement or contract to this plan) Information here

Volunteer Interpreters (if checked provide names, organization if applicable as well as brief description of method of determining competence as interpreter). Information here

Telephone Interpreting Services (if checked provide name of vendor with brief description of how vendor was chosen. Attach copy of contract to this plan) Collectively worked with 10 other like agencies (refer to attachment D) in surrounding counties to determine one vendor to create a common client experience. LanguageLine was selected as the vendor.

Agreement with Educational Institution (if checked provide name of institution, name(s) of interpreters, brief description of method of determining competence of interpreter. Attach copy of agreement, MOU or other written document to this plan. If nothing in writing, describe arrangement). Information here

Translation contracts (if checked provide name(s) of contractor(s), list service(s) provided, language(s) covered and brief description of how vendor was chosen. Also attach copy of agreement or contract to this plan). Information here

Other (if checked explain arrangement and attach any relevant documents explaining the arrangement to this plan). Information here

VI. Interpreter Services

The COUNTY, at no cost to the LEP individuals or families, provides interpreter services to all LEP individuals or families applying for, participating in programs or receiving services/benefits through the COUNTY by the means designated in section V. of this plan. The interpreter services are provided in an efficient and timely manner so as not to delay a determination of eligibility for an individual or family, receipt of eligible services/benefits or participation in a county run program beyond that of an English speaking individual or family. The COUNTY makes this policy known to the LEP through posters in other languages.

The COUNTY addresses LEP individuals in the following manner; by directing them to Gallia County's DJFS vendor, LanguageLine, for interpreting service. Refer to attached vendor agreement.

COUNTY addresses walk-ins to the County Sewer Offices who are LEP individuals in the following manner (refers to receptionists or point of contact) County Employee contacts translation vendor, LanguageLine, to provide interpreting services with client's assistance in selecting appropriate language.

The COUNTY does not require, suggest or encourage LEP individuals or families to use friends, family members or minor children as interpreters. If an LEP individual or family insists that a friend or family member serve as interpreter, the COUNTY will inform the customer that the family may stay but will not be able to serve as the interpreter. Only on rare occasions when there is no other strategy, such as interpretations over the phone, the COUNTY will then, on a case by case basis, consider factors such as: competence of the family or friend used as the interpreter; the appropriateness of the use in light of the circumstances and ability to provide quality and accurate information, especially if the interview could result in a negative effect on the individual or family's eligibility for benefits/services; potential or actual conflicts of interest; and confidentiality of the information being interpreted to determine whether the COUNTY should provide its own independent interpreter for itself. In no case does the COUNTY allow a minor child to act as interpreter for an LEP individual or family.

We can also use Limited English Proficiency with the phone number 1-321-283-5870.

VII. Translation of Documents

The COUNTY translates all county designed vital documents into each LEP language group that comprises at least 5% or 1,000, whichever is less, of persons eligible for or likely to be affected by the County's services. (Currently, there are no LEP language groups meeting this criterion.)

The COUNTY translates all outreach documents for each LEP group that equals 10% or 3,000, whichever is less, of persons eligible for or likely to be directly affected by the COUNTY services. (Currently, there are no LEP language groups meeting this criterion.)

For any LEP individuals applying or receiving services from the COUNTY where vital documents are not available in the LEP individual's language, the COUNTY provides a notice in the LEP individual's language that the LEP individual may bring any document into the COUNTY office and an interpreter will be provided free of charge to interpret the document for the LEP individual.

VIII. Dissemination of Information to County Agency Personnel

The COUNTY makes its personnel aware of its LEP policies, methods of providing services to LEP individuals and other information contained within this plan through the following: (explain in some detail, i.e. new employee orientation, personnel handbook, hand-outs, etc.).

Method(s) of information to personnel vary. In that, each new employee is told where to find the LEP Plan. Each employee is trained on how to utilize the LanguageLine service.

IX. (Optional)

Any other information, explanation, or assurances connected to LEP issues provided at the option of the County agency.

Attachment C contains COUNTY's agreement with Deaf Services Center for sign language interpretation as referenced in the Americans with Disabilities Act (ADA) Plan.

X. Attachments

Attachment A – US Census for Gallia County, Ohio

Attachment B – LanguageLine agreement

Attachment C – Deaf Services Center – Portsmouth

Attachment D – LanguageLine agreement participating Counties

Attachment E – Maps for Sewer District service areas

This plan shall take effect upon its approval and signing this 30th day of March, 2017.

Signatures:

s/ Harold G. Montgomery, President

s/ Anette Brown, Clerk of the Board

s/ David K. Smith, Vice-President

s/ Brent Saunders, Commissioner

EXECUTIVE SESSION - PERSONNEL – SEWER DEPT.

At 12:24 p.m. the President entertained a motion to enter into executive session with County Administrator Karen Sprague to discuss personnel of sewer department. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea. Returned to regular session at 12:35 p.m.; no action taken.

ROAD VIEWING – 2 UNNAMED ALLEYS IN VILLAGE OF PORTER

12:40 p.m. the Commissioners left the office to perform the required road viewing of 2 Unnamed Alleys in Village of Porter (Springfield Twp.) as required by the Ohio Revised Code when petitioned to vacate; returning at 1:55 p.m.

EXECUTIVE SESSION – LEGAL

At 1:57 p.m. the President entertained a motion to enter into executive session with County Administrator Karen Sprague to discuss legal in a teleconference with Attorney Doug Shevelow, county legal representative for the Green Sewer Project.. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea. Returned to regular session at 2:23 p.m.; no action taken.

EXECUTIVE SESSION – PERSONNEL

At 2:24 p.m. the President entertained a motion to enter into executive session with County Administrator Karen Sprague and Assist Clerk Connie Johnson to discuss personnel. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea. Returned to regular session at 2:32 p.m.; no action taken.

RESOLUTION – CREATE COUNTY SEWER BILLING DEPARTMENT

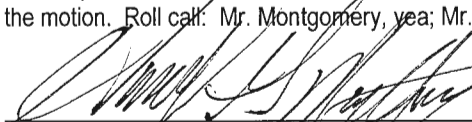
County Administrator Karen Sprague advised the Commission with the upcoming addition of the Green Phase 1 Sewer System, the County will be handling sewer billing & collection for 1,545 customers and with the future addition of the Green Phase 2 Sewer System that number will increase to 2,000 customers. The amount of employee work time and the space required to operate the County's sewer billing & collection has outgrown what our current staff can manage on a part-time basis while doing other county work. Therefore, I recommend the following:

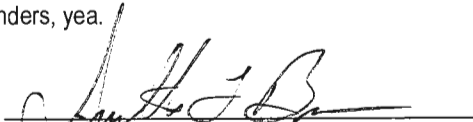
- Creation of a County Sewer Billing Department with 1 full-time and 1 part-time staff member dedicated to operating this new department.
- Relocate the sewer billing operation from the County Commissioners Office to another office space on the first floor of the courthouse to provide the space necessary for staff and storage of billing records and sewer files.
- Appoint Connie Johnson as the full-time Director of the County Sewer Billing Department at an hourly rate of \$17.50 effective the first pay of April 2017, remaining as a classified employee.
- Appoint Phyllis Montgomery as the part-time Assistant Director of the County Sewer Billing Department at an hourly rate of \$14.25 effective the first pay of April 2017, remaining as a classified employee.

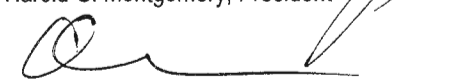
Harold Montgomery entertained a motion to approve creation of a County Sewer Billing Department as recommended by Ms. Sprague. Mr. Smith made and Mr. Saunders seconded the motion. Roll call votes: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.

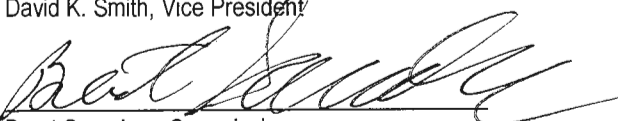
ADJOURN

At 4:00 p.m. the President entertained a motion for adjournment. David K. Smith made and Brent Saunders seconded the motion. Roll call: Mr. Montgomery, yea; Mr. Smith, yea; Mr. Saunders, yea.


Harold G. Montgomery, President


Anette L. Brown, Clerk


David K. Smith, Vice President


Brent Saunders, Commissioner

CASSTO & HARRIS, INC. — RE-ORDER NO. 14260-15