

COMMISSIONER'S JOURNAL

Monday

Regular

September 8, 2008

The Coshocton County Commissioners meet in regular session on Monday, September 8, 2008 with Mr. Gary Fischer and Mr. Larry Stahl in attendance. Also present was Mr. Ken Smailes, WTNS, Kathie Dickerson, The Tribune, and Ms. Mary Beck, Clerk.

Minutes

Mr. Stahl made a motion, seconded by Mr. Fischer to approve the minutes as presented for the Wednesday, September 3, 2008 meeting.

Vote: Fischer aye
 Shryock absent
 Stahl aye

Independent Contractor Agreement –JFS/Edith Harris

Mr. Fischer made a motion, seconded by Mr. Stahl to sign an Independent Contractor Agreement between JFS and Ms. Edith Harris for the period July 1, 2008 through June 30, 2009 for an amount not to exceed \$29,120.00.

Vote: Fischer aye
 Shryock absent
 Stahl aye

Then and Now Certificate

Mr. Stahl made a motion, seconded by Mr. Fischer to approve the following Then and Now Certificates which have been certified by the County Auditor.

<u>PAYEE</u> <u>NUMBER</u>	<u>AMOUNT</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>
SZD Whiteboard	\$2,500.00	Commissioners	001-0110-5400.00
CCMH – Lifeline	\$565.00	DJFS	030-0101-640.00
Megan Daugherty	\$253.31	DJFS	030-0101-300.00
Heather Hosfelt	\$140.40	DJFS	030-0101-300.00
Frase Weir Baker&McCullough	\$734.64	Juvenile CT.	015-0100-400.00
COTC 003-9-8	\$7675.00	DJFS	035-0100-260.00
High Caliber 057-9-8	\$6186.01	DJFS	030-0100-400.04

Vote: Fischer aye
 Shryock absent
 Stahl aye

Prisoner Maintenance

Received the Prisoner Maintenance Report for the month of August 2008 from the Coshocton County Sheriff's Office.

Independent Contractor Agreement – JFS/Suzanne Tupper

Mr. Fischer made a motion, seconded by Mr. Stahl to sign an Independent Contract Agreement between Suzanne Tupper and the Department of Job and Family Services from September 4, 2008 through February 28, 2008 not to exceed \$15,600, as requested by Terry Miller, director.

Vote: Fischer aye
 Shryock absent
 Stahl aye

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Additional/Transfers

Mr. Fischer made a motion, seconded by Mr. Stahl to approve the following Additional/Transfers which have been certified by the County Auditor.

Treasurer – Transfer

FROM	TO	AMOUNT
001-0130-5111.00 W. Comp	001-0310-5260.00 Contract Services	\$280.00

Commissioners – Transfers

FROM	TO	AMOUNT
001-0420-5113.00 Maint. Ins.	001-0420-5200.02 Gasoline	\$1500.00
001-0420- 5113.00 Maint. Ins	001-0420-5110.00 PERS	\$850.00
001-0420-5260.03 Copy/Microfilm	001-0420-5102.00 Salaries Maint.	\$1450.00
001-0420- 5113.00 Maint. Ins	001-0110-5113.00 Ins. CCC	\$650.00
001-0420-5103.00 Bonus	001-0110-5115.00 Medicare CCC	\$230.00
001-0420-5113.00 Maint. Ins.	001-0420-5400.00 Maint. Other exp.	\$1,300.00
001-0420-5260.03 Copy Microfilm	001-0420-5260.00 Contract Services	\$2000.00
001-0420-5113.00 Maint. Ins.	001-0110-5400.00 CCC other exp.	<u>\$3500.00</u>
	Total	\$11,480

Commissioners -Transfers

FROM	TO	AMOUNT
010-0100-5200.00 supplies	010-0100-5113.00 Health Ins.	\$392.44
010-0100-5400.00 other exp.	010-0100-5113.00 Health Ins.	\$117.74
010-0100-5111.00 WC	010-0100-5113.00 Health Ins.	\$151.58
010-0100-5111.00 WC	010-0100-5115.00 Medicare	<u>\$75.00</u>
	Total	\$736.76

Commissioners - Transfer

FROM	TO	AMOUNT
356-0100-5200.00 SUPPLIES	356-0100-5400.02 MISC.OTHER EXP.	\$700.00

EMS-Transfer

FROM	TO	AMOUNT
120-0100-5102.00 Salaries	120-0100-5200.01 Supplies Patient Care	\$5000.00

Hopewell – Transfer

FROM	TO	AMOUNT
080-0100-400.09 Insurance	080-0100-201.00 Materials	\$5000.00
080-0100-400.09 Insurance	080-00100-260.00 Contract Services	\$50,000.00
080-0100-400.09 Insurance	080-0100-300.00 Travel	\$20,000.00
080-0100-400.09 Insurance	080-0100-400.00 Other	\$20,000.00

JFS – Transfer

FROM	TO	AMOUNT
030-0100-110.00 PERS	030-0100-103.00 Ins. Bonus	\$200.00

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Transfers/Additional

FROM	Engineer –Transfer TO	AMOUNT
050-0200-511100 Workers Comp.	050-0100-526500 Consultant Services	\$10,000.00
050-0200-526506 Issue II	050-0200520206 Fuel	\$36,000.00
050-0200-526506 Issue II	050-0200-520207 Oil/Grease/Etc.	\$2,000.00
050-0200-526506 Issue II	050-0200-520203 Aggregate	\$38,000.00
050-0200-526506 Issue II	050-0200-520201 Salt	\$78,000.00
050-0200-526506 Issue II	050-0200-520204 Asphalt	\$30,000.00

FROM	Juvenile Court - Additional TO	AMOUNT
Revenue not anticipated in 2008	209-0200-5102.00 Salaries	\$3313.66
	209-0200-5110.00 PERS	\$612.52
	209-0200-5115.00 Medicare	\$23.12
Revenue not anticipated in 2008	209-0500-5102.00 Salary	\$34,060.00
209-0100-4001.03	209-0500-5110.00 OPERS	\$5105.00
	209-0500-5115.00 Medicare	\$494.00
	209-0500-5111.00 Workers Comp	\$341.00

FROM	Engineer – Additional TO	AMOUNT
050-01004009.00 Other receipts Non-revenue	050-0200-5265.06 Issue II	\$500,000.00
050-0100-4004.0 Unanticipated Revenue	050-0200-5210.00 Equipment	\$18,500.00

Vote: Fischer aye
 Shryock absent
 Stahl aye

Open Bids – Nellie Sidewalk Paving – Formula '07

At 10:00 a.m. bids for the Nellie Sidewalk Paving were opened. There were 2 bidders with the following bids: Hathaway, Inc., Coshocton, Ohio with a bid of \$16,552.50, Neff Paving, Inc., Zanesville, Ohio with a bid of \$14,137.50. Mr. Fischer made a motion, seconded by Mr. Stahl to turn over all bids for the Nellie Sidewalk Paving to Mr. Fred Wachtel, County Engineer for his recommendation.

Vote: Fischer aye
 Shryock absent
 Stahl aye

Viewing – Vacation Petition – Pike Township, West Carlisle

At 9:00 a.m. Commissioners Fischer, Stahl and Administrator/Clerk Mary Beck, Mr. James Wesley, Mr. Robert E. Dickerson, Jr. and Mr. Chris Richards attended the viewing. There were no persons present with any objections for the vacation request.

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Hippa/Title XX – MRDD

Ms. Jill Lahna attended the meeting and requested that the Commissioners sign a Hippa Agreement and a Title XX Business Associate Agreement between MRDD and Coordinated Transportation.

Mr. Stahl made a motion, seconded by Mr. Fischer to sign a Hippa Agreement and a Title XX Associate Business Agreement between MRDD and Coordinated Transportation.

Vote: Fischer	aye
Shryock	absent
Stahl	aye

Departmental Meeting – E-mail Retention

Ms. Jill Lahna, Ms. Teresa Bradford, Mr. Jeff Wherley, Ms. Chris Sycks, Mr. Ernie Galajda, Mr. Todd Shroyer, Mr. Bernie Minet, Mr. Tim Greer, Ms. Kathy Jones, Ms. Deb Laney, Mr. Mike LaVigne, Ms. Carol Remington, Ms. Cherry Sweat, Mr. Jim Crawford, Mr. Robert Batchelor, Ms. Barb Karr, Mr. Fred Wachtel, Ms. Irene Miller, Ms. Sandy Corder, Mr. Matt Lingo, Mr. John Thomas and Ms. Mindy Fehrman attended the meeting. Mr. Fischer brought the meeting to order. He stated that Mr. Mike LaVigne has been working over the last year on our capabilities to store e-mails. Our concerns are that everyone in here are on the county internet and intranet, We are concerned about the integrity of this system. We want to continue to progress and not regress. The legislature is behind technology on this issue. We want to make certain the county system continues. Mr. LaVigne then stated that we are trying to figure out a way to maintain the integrity of our emails. At this time we are leaving that up to the individual users. The next question is how we are saving it and how quickly we can get them back. We have two options, the first being to shut the e-mail off. The second would be to archive all e-mails. A lot of counties are going to an in house archiving system. This would collect every e-mail that is sent or received. He stated that he feels we need to either archive everything or shut the e-mail off. The Commissioners have determined that it would be best to archive all e-mails. The system that we are looking at would be stored off-site. This would be through a third party company. The company we are looking at is used by the military, the United Nations, and many more. After looking at the records retention policies, he determined that most things are kept for 10 years or less. He determined to have the e-mails saved for 10 years. The cost to save these e-mails is \$10.25 per year. He explained that he will have access to the e-mails and each department will have an individual responsible for their records as well. Ms. Miller asked if there is a cost for retrieval. Mr. LaVigne stated that the cost for retrieval is included. Ms. Laney asked if they are required to have one departmental e-mail or is it each individual user. Mr. LaVigne stated that it will be up to the department head to determine this. Mr. LaVigne explained that this is all part of the process that began over a year ago when the county purchased the Left Hand Sans and has completed the installation. This is the next step in the process. Mr. LaVigne stated that it will store every single e-mail. At this time, we get 60,000 e-mails per day and once percent makes it through per day. Mr. Greer asked if there is a limit to the amount of storage they will have. Mr. LaVigne stated that the company is responsible for any upgrades and costs to this archival. The facility that will be housing our e-mails is in a hardened facility. It is very protected. Ms. Fehrman asked if this company would sift through the e-mails to determine what a public record is. Mr. LaVigne stated that this is only for archival storage and they will get you the information, but each department will be responsible for determining if it is a public record or not. Mr. Galajda asked what would happen after the end of 10 years. Mr. LaVigne stated that it would depend on the records retention required for this. Mr. Fischer asked if it is up to the Records Commission to determine when we can get rid of these e-mails. Mr. Batchelor stated that there is a process to go through in order to get rid of a public record. Mr. Fischer stated that obviously we do not feel the no e-mail option is viable. What we are trying to get input on is the issue of buying the equipment or purchasing the storage. It would appear that buying the storage is the cheapest thing for this county. We are trying to determine if we are permitted to charge the departments back for the cost of this storage. Ms. Miller feels it is a great idea to do this off-site. With this surfacing, it gives us an opportunity to refresh our employees on the proper use of county

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E-Mails Continued

e-mails. Mr. LaVigne stated that we must remember that every e-mail will be retained and will be able to have access to the e-mail. This does not mean that every e-mail is a public record, but it could be. Mr. Stahl stated that we will pull what we have on the server at this time to be stored as well. Mr. Fischer asked for input, and there was none. Mr. Galajda asked how long it would take to make this happen. Mr. LaVigne stated that it can happen with a click of the mouse. Mr. Fischer stated that it would have to be an agenda item and we could possibly put that on the agenda Wednesday. Mr. LaVigne went over each department and the number of users they have. Mr. Stahl stated that there is a one time fee of \$600 and the Commissioners will take care of that. Ms. Miller asked if the \$10.25 per user would be charged back to the departments. Mr. Fischer stated that we would like to do that and have contacted Downes, Hurst and Fishel to make a formal determination. Mr. Fischer stated that we have improved this system constantly but it has gotten to the point where we need to do something more to improve this system. He asked if anyone is opposed to proceeding with this option on Wednesday. Ms. Miller stated that she feels this would be a good move legally for the public records. Mr. Batchelor stated that we are as only as good as our weakest link and their ability to determine what a public record is. Mr. Batchelor then stated that this will help us alleviate the fear that an employee will delete a public record. He feels this is a good deal. Ms. Miller requested that the Commissioners send an e-mail to all employees explaining that all e-mails will be archived even if they are not opened. The Commissioners stated that they will send an e-mail. They thanked everyone for attending.

Recess

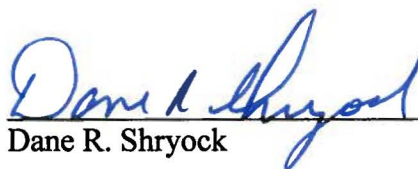
At 12:15 p.m. Mr. Fischer moved the meeting to recess. At 1:00 p.m. the meeting was returned to regular session.

Adjourn

At 2:30 p.m. Mr. Fischer adjourned the meeting.



Gary L. Fischer



Dane R. Shryock



Larry K. Stahl



Administrator/Clerk