

COMMISSIONER'S JOURNAL

Wednesday

Regular

June 11, 2008

The Coshocton County Commissioners met in regular session on Wednesday, June 11, 2008 with Mr. Gary Fischer, Mr. Dane Shryock and Mr. Larry Stahl in attendance. Also present was Ms. Kathie Dickerson, The Tribune, Ms. Mary Beck, Clerk.

Approval of Minutes

Mr. Shryock made a motion, seconded by Mr. Stahl to approve the minutes as presented for Monday, June 9, 2008.

Vote:	Shryock	yea
	Fischer	yea
	Stahl	yea

Approve Bills

Mr. Stahl made a motion, seconded by Mr. Shryock to approve the bills per computer printout dated June 11, 2008.

Vote:	Shryock	yea
	Fischer	yea
	Stahl	yea

Court Square

Mr. Shryock made a motion, seconded by Mr. Stahl granting permission to Ms. Cherry Sweat the use of the Gazebo on the Court Square for a wedding on August 8, 2008 from 7 am to 12 pm.

Vote:	Shryock	yea
	Fischer	yea
	Stahl	yea

Monthly Pay-In Report

Received the Clerk of Courts Monthly Pay-In Report for the month of May 2008 from Ms. Irene Miller, Clerk of Courts.

Transfer/Additional Requests

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

FROM	Auditor – Transfer	TO	AMOUNT
040-0100-5113.00 Health Ins.	040-0100-5400.00 Other Expense		\$1,000.00
	Sheriff's Rotary – Transfer		
150-0100-5102.00 Salaries	150-0100-5210.00 Equipment		\$5,000.00
	JFS – Transfer		
001-1510-5900.06 PA Mandated Share SFY '08	030-9999-4009.00 Trans. In Mand. Share		\$84,632.00

Vote:	Shryock	yea
	Fischer	yea
	Stahl	yea

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Then and Now Certificates

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

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DEPARTMENT</u>	<u>ACCOUNT NUMBER</u>
Embassy Suites/Hotel	\$219.98	Veterans	001-0910-5300.00

Vote: Shryock yea
Fischer yea
Stahl yea

Court Square – GOBA

Mr. Shryock made a motion, seconded by Mr. Stahl granting permission to GOBA the use of the Court Square on June 18, 2008 from 2 pm to 9 pm.

Vote: Shryock yea
Fischer yea
Stahl yea

EMA Update

Mr. Jim VanHorn attended the meeting to give the Commissioners an update on the EMA Department. He stated Since January, he has completed the ICS 300 training. He should now be able to certify that Coshocton County is once again current with the NIMS/ICS requirements. He will start working on scheduling the ICS 400 classes. He hopes to offer the classes during the period October 2008 and March 2009. He has received final approval to start spending the FY07 SHSP Grant in the amount of \$52,240. HE has received final approval to start spending the FY 07 Regional HS Grant in the amount of \$42,232 also. The EMPG FY 08 Grant has been processed and will provide \$44,665 matching funds to EMA for this year. There was a supplemental appropriation for the FY 07 EMPG and we were able to get reimbursed for \$8,900 for some late 2007 expenses. He plans to conduct an "All Hazard Risk Assessment" for the county by year end. This is the first step in rewriting the All Hazard Mitigation Plan that must be completed by next year. Without this plan, the county cannot participate in Mitigation funding. For example, the CR 1A project would not have happened. He stated that he will not be requesting additional funds for 2009.

Approximately 5 years ago, there was an effort to develop an Urban Search and Rescue (USAR) Team for Homeland Security 8. Last year the team failed to pass the certifying inspection and we were close to losing the possibility of having this capability in the region. We expect to complete this process and have deployable teams by the end of the year. He is working on developing a policy to define Emergency Management Workers. He is working with the County Prosecutor and the Safety Coordinator to develop this policy. He hopes to have a draft ready by the end of July 2008. Coshocton County was declared Storm Ready. We were the 11th county in Ohio and the first in the NWS area to receive the recognition. They completed an LEPC Exercise in April and all objectives of the exercise were given a passing grade by the evaluators. The final approval is expected today when SERC meets in Columbus. He stated that he is serving as the 2008 chairperson for the Central Ohio Emergency Management Association that meets once a month. He continues to work with departments to complete a COOP Plan. The CERT Program is in need of a coordinator as theirs has resigned. At this time the program is on hold until someone takes the position. The Neighborhood Watch Program continues to expand and new neighborhoods have been added to the list. For the second half of 2008 he will be working on revising the EOP to incorporate new requirements, visiting local industry that have hazardous materials for the LEPC, revising the HazMat section for the EOP to include new hazardous materials, Start an active Citizens Corps Council, plan and conduct an EOC exercise, complete the requirements and documentation of the LEPC for the year, apply for FY08 SHSP grant, work on obtaining MARCS Radio dedicated talk group for Coshocton and start work on the 2009 LEPC exercise. The Commissioners thanked him for attending and they stated that he does a great job..

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Employees Hired – EMS

Mr. Stahl made a motion, seconded by Mr. Shryock to hires the following EMS employees effective July 1, 2008:

<u>Name</u>	<u>Job Title</u>	<u>Position</u>
Andrews, Kaye L	EMT-I	Full Time
Andrews, Mark E	EMT-I	Part Time
Beckman, Thelma S	EMT-I	Full Time
Bender, Linda L	EMT-B	Full Time
Carpenter, Donald E	EMT-I	Full Time
Carpenter, Donna F	EMT-I/PR Coordinator	Full Time
Chupp, Noah E	EMT-B	Part Time
Cichon-Shroyer, Terry S	Education Coordinator	Full Time
Cosmar, Cathy Marie	Administrative Assistant	Full Time
Cosmar, Rickard D.	QA/QI Coordinator	Part Time
Daugherty, Lisa	EMT-B,	Full Time
Deibel, Kacie	EMT-B	Full Time
Goodwin, Robert E	EMT-P	Full Time
Guthrie, Mary M	EMT-I	Full Time
Guthrie, Todd Christopher	EMT-B	Full Time
Harmon, Dixie L	EMT-P	Full Time
Hartman, Allison Sue	EMT-P,	Full Time
Hettinger, Jennifer J	EMT-P	Full Time
Huff, Edward M.	EMT-I	Full Time
Huff, Michelle Lee	EMT-I	Full Time
Johnson, Cody Michael	EMT-B	Full Time
Kenworthy, Jennifer Jodel	EMT-B	Full Time
Lawrence, Janet M	EMT-I	Full Time
Little, Mark E	EMT-P	Full Time
Luce, Sean R	EMT-I	Full Time
McMasters, Robbie A	EMT-I	Part Time
Murphy, Martin J.	EMT-P	Full Time
Norris, Ted A	EMT-P	Full Time
Parks, Brian K	EMT-I	Full Time
Phelps , Phyllis J	EMT-B	Part Time
Phelps, Richard L	EMT-B	Part Time
Reedy, Daniel	EMT-B	Part Time
Schooley, Blaine Dale	EMT-P	Full Time
Schuler, Brian Keith	EMT-P,	Full Time
Schuler, Diana	EMT-P,	Full Time
Shriver, Charles K	EMT-P	Full Time
Smith, Andrew J	EMT-B	Part Time
Smith, Danita K	EMT-B	Part Time
Tanner, Jon D	EMT-P,	Full Time
Troendly, Mary J.	EMT-P	Full Time
Udischas, Linda J	EMT-I	Part Time
Williams, Travis J.	EMT-p	Full Time
Williamson, Rick	EMT-B	Full Time
Wright, Megan	EMT-B	Part Time
Zinda, Aaron Lee	EMT-P	Full Time

Vote:	Shryock	yea
	Fischer	yea
	Stahl	yea

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Employee/Employer Relations

Mr. Steve Champagne, Mr. Ed Zinkon, and Ms. Cheryl Smailes attended the meeting. Minutes from the last meeting were read and approved. Mr. Fischer asked for corrections and Ms. Smailes stated that she had not met with Mr. Wood she had only talked with him. She has since met with him and they did a walk through. She feels things have improved, but they still need to improve more. She then stated that they are very disappointed in the response time on the alarm system. They had to call 911 themselves and that was about 10 minutes after the alarm went off. It then went off the next day and it should have been a silent alarm. She questioned what we are paying for this service and if it is worth it. Mr. Champagne stated that they have a similar situation at Juvenile Court and they purchased the system, but did not purchase the service agreement and the maintenance department does our own checking. Mr. Shryock stated that we need to talk with Mr. Tim Greer and determine what can be done to correct this issue. The other two Commissioners agreed. Mr. Fischer asked how the fire drill went when the alarm went off and Ms. Smailes stated that some employees left the building and some did not, but when it went off the next day, everyone left the building. Ms. Smailes then asked if the Commissioners are in a position to change the air conditioning in the Annex Building. Mr. Fischer stated that we have a plan to identify the age of the units and develop a strategy to replace units. He feels that even if we did this, there will still be issues about who is hot or cold. Mr. Champagne stated that an inspection of the roof was done and it has not leaked since that time. That being all, the next meeting will be held on July 9, 2008 at 10:00 a.m.

Records Commission

Mr. Andrew Jones, Mr. Steve Champagne, Ms. Christi Selders, Ms. Debbie Addy, Ms. Janet Mosier and Mr. Dave Dilly attended the meeting. Minutes from the last meeting were read and approved. Mr. Fischer then asked for records disposal requests. Mr. Russell Hammond stated that he has a new schedule for his office and some requests for disposal. He presented them to the commission. Mr. Fischer then read the schedule and the request for disposition aloud. Mr. Stahl clarified indigent burials request and Mr. Hammond clarified the question. Mr. Shryock made a motion, seconded by Mr. Stahl to accept the schedule and disposition request as presented by Mr. Hammond. Mr. Dilly has some reservations on the length of time for keeping some of the records. He also questioned if the Veterans Board had approved these requests. Mr. Hammond explained that the board had not signed the request. Mr. Shryock then rescinded his motion until it can be taken to the Veterans Board for their approval. Ms. Christi Selders presented a records retention schedule from 1987 that never was signed by the Records Commission. The County Auditor is requesting that this be signed and processed. Mr. Fischer read the retention schedule request aloud and Mr. Stahl made a motion, seconded by Mr. Dilly to approve the request as presented. All vote aye. The motion passed. Mr. Andrew Jones presented a retention schedule for the County Engineer. He stated that the schedule mirrors the state model minus some of the Tax Map retention Schedule. He stated that there are some questions as to if get a deed and return it to the attorney with corrections, do we then need to keep this document or can we just keep the final document. Mr. Shryock stated that he recalls in the last public records meeting he attended they stated that you did not need to keep draft documents, only the final document was a public record. Mr. Shryock asked if he spoke with other counties on this issue. Mr. Jones stated that no they had not since they were the first county in the area to ask this question. Mr. Dilly stated that he agrees with Mr. Shryock and we should do more research on the issue. All others concur and Mr. Jones will look into further research and get back with the Commission. Mr. Jones questioned the retention of the e-mail. He understood that Mr. LaVigne will be able to keep that. Mr. Fischer explained that we will have to look into this, but he thinks we might have this ability now. Mr. Shryock stated that without him being present, we really can't say for sure. The next meeting will be held September 17, 2008 at 10:00 a.m.

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Humane Society

Ms. Chris Sturtz, Dr. Neil Heilman, Ms. Ann Harrell, Ms. Mary Carol Ungerean, Mr. Jim McConnell, Mr. Brian Williams, and Ms. Mary Carol Bucklew attended the meeting to discuss the Humane Society Contract. Mr. Fischer stated that this is an update to discuss with the Humane Society to see how things are going and to see where we go from here. Ms. Sturtz stated that everything is fine out at the shelter. She stated that they are very busy this time of year. Mr. Fischer then asked Dr. Heilman if he implemented the plans he had in the last meeting and he stated that they had moved forward on the sanitization of the Animal Shelter and this was working well. The Board passed a protocol of bookkeeping and isolation units. He presented a copy of the protocols to the Commissioners. He feels this is a start and it will help them do things more effectively. Mr. Fischer asked if he was satisfied that things are moving in a positive manner. Dr. Heilman stated that he does. He asked if the Shelter employees are open to his suggestions. He stated that they seem to be accepting of the some changes he has suggested. He stated that he will continue to monitor this. Old habits do die hard and it will take some time to adjust, but he feels things are moving fairly well. Ms. Sturtz stated that they were doing most of the things in the list, but there are sometimes when they need to vary from the policy. Ms. Sturtz gave an example of a person bringing a dog to the shelter that is very mean and the owner relinquishes the dog she went ahead and destroyed the dog. The policy says they have to keep every dog for 3 days. Mr. Fischer asked if it is a stray dog, do they keep it 3 days or do they destroy it. She stated that they hold the dog. Mr. Fischer asked if the deposits were being made in a timely manner. Ms. Sturtz stated that she didn't know, that money ready to be deposited every day and either Steve or Ivy makes the deposit. Mr. Stahl stated that he still has received some complaints, he made some visits and things are being addressed. He would like to see more dogs on the adoption listing. He then stated that we did get some complaints that dogs in the drop box did not have water. Ms. Sturtz stated that she put water in the drop box on Sunday. Mr. Stahl stated that he also received complaints that they don't answer their phones. Ms. Sturtz explained that when she is there first thing in the morning, she is alone and it is sometimes difficult to answer the phone. She also stated that if she is on the phone, it goes right to voice mail. Mr. Shryock asked some questions about the protocols being implemented. He asked about protocol for seized dogs. He would work with the dog warden to develop a protocol for this purpose. Mr. Shryock asked if there are accurate records that can substantiate the county's monies that should be charged when the dog warden seizes the dog and brings it to the shelter. Ms. Sturtz stated that yes, they charge these dog owners a redemption fee and any other fee that may apply for this sort of thing. Mr. Shryock stated that we are very concerned about the auditing of these monies. He stated that we have been informed that the redemption fees are not being charged to all dog owners when they come and get their dog. He asked if this is possible. Ms. Sturtz stated that by any chance did they say they would come back and pay the fee later. Mr. Shryock stated that we cannot do that because this is in violation of the statute. He stated that he has checked and on one day there was 5 dogs taken to the shelter and redeemed and only \$25 paid into the Auditor's Office for that day. Ms. Sturtz asked if the Commissioners would be willing to let the Humane Society pay that fee and then give the dog back to the owner. Mr. Fischer stated that financially from the county's stand point, it is costing the county money when we have to keep sending our dog warden out and then the Humane Society doesn't collect the monies and then the dog warden has to go back out again and get the same dog again. Mr. Shryock stated the Commissioners do not care who pays the bonding fee, but does not feel it would be a very good practice to start. Mr. Fischer stated that this is the issue that seems to be the problem with having a humane shelter. Mr. Shryock stated that we feel that every dog that comes into that shelter should be documented and we should get a report showing exactly what is done with each dog. Mr. Shryock read from the contract in place that states that we should see this on a daily basis and the Humane Society is responsible for making certain that the money is paid into the County Auditor's Office. Mr. Shryock stated that he is very concerned with government monies and how they are being taken care of. He feels that a county animal shelter and a humane shelter should be run separately because of the accountability of the monies. Ms. Sturtz stated that they will make certain that they follow the ORC as the Commissioners requested. Mr. Shryock stated that it will need to be determined if the pound keeper's book can be put on the computer or if it is a permanent record and must be kept. He reiterated that the money is a very important issue. Mr. McConnell asked what needs to be done to get a long term contract. Mr. Shryock stated basically

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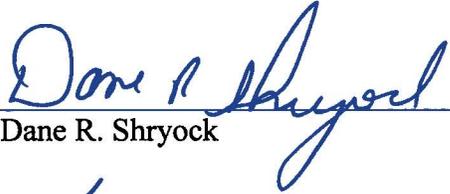
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Adjourn

At 12:30 p.m. Mr. Fischer adjourned the meeting.



Gary L. Fischer



Dane R. Shryock



Larry K. Stahl



Clerk