



Present: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler
Also present to observe: Nancy Schaar, Free Press Standard reporter; Lynn Fairclough, Auditor

**IN THE MATTER OF
PLEDGE OF ALLEGIANCE**

 9:01 AM

Commissioner Wirkner asked that everyone join in the reciting of the Pledge of Allegiance.

**IN THE MATTER OF
RECORDINGS OF PROCEEDINGS**


 9:01 AM

Janice E. Leggett, Clerk Supervisor, certified that the entire recording of the proceedings at the prior meetings are captured completely and accurately in the electronic record and are available at the office.


**IN THE MATTER OF
MINUTES**

Motion: to approve the summary of the minutes from the regular meeting of Monday, June 25, 2018 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 9:01 AM

**IN THE MATTER OF
BOARD MEETING ATTENDANCE**

 9:01 AM

Commissioner Wirkner questioned if everyone on the Board would be in attendance today. Everyone was present but Commissioner Wirkner needs to leave at 2:15 p.m.


**IN THE MATTER OF
EXPENSES**

Motion: to approve the following travel and membership expenses:

NAME, TITLE	DEPT.	EVENT	LOCATION	DATE	AMOUNT (not to exceed)
Lisa Smiley, SSWII	JFS	Preventing Foster & Adoption Disruptions	Warren, OH	6/28/18	\$10.00
Robert E. Wirkner, Commissioner	Commissioners	Regional Transportation Improvement Project	Minerva, OH	Retroactive to 6/15/18	\$13.95
Robert E. Wirkner, Commissioner	Commissioners	MCJAS	Canton, OH	Retroactive to 6/26/18	\$29.43
Robert E. Wirkner, Commissioner	Commissioners	Regional Transportation Improvement Project	Hanoverton, OH	6/28/18	\$9.16
Kate Offenberger, Director	JFS	PCSAO Executives	Columbus, OH	6/28/18 to 6/29/18	\$200.00
Kate Offenberger, Director Alex Logan, Trainer Sherri Lewis, Supervisor	JFS	East Central Director Meeting	Coshocton, OH	7/3/18	\$0.00
Kate Offenberger, Director Jennifer Burns, Program Admin.	JFS	Regional Children Trust Fund	Cambridge, OH	7/26/18	\$0.00

Action: Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 9:02 AM


**IN THE MATTER OF
APPROPRIATION AMENDMENT(S)**

Motion: to approve the following appropriation amendment(s):

FUND	FROM		TO		AMOUNT
	NAME	CODE	NAME	CODE	
County General	Salaries-Employees	0001-A001-A02.020	Supplies-Computer/Imaging	0001-A001-A20.030	\$2,500.00

Action: Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.


Motion carried on unanimous vote.

 9:04 AM

**IN THE MATTER OF
SPECIAL HAULING PERMIT - RELEASE BOND
AMERICAN TOWERS LLC**

Motion: to release bond #BMN1880087 filed by American Towers LLC while working over Canyon Road (CR 54), Section 23 and 24, Lee Township, as said work is completed and the County Engineer recommends the release, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.


Motion carried on unanimous vote.

 9:05 AM

**IN THE MATTER OF
RELEASE OF PERFORMANCE BOND
2017 BOX CULVERT REPLACEMENT PROJECT**

Motion: to release the performance bond of Wenger Excavating for the 2017 Box Culvert Replacement Project as said work is completed and the County Engineer recommends the release, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.


Motion carried on unanimous vote.

 9:06 AM

**IN THE MATTER OF
REVISED TRAVEL & REIMBURSEMENT POLICY
PERSONNEL POLICY MANUAL**

Motion: to adopt a revised Travel & Reimbursement Policy to reflect changes to Section E, meal reimbursements, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.


 9:07 AM

**IN THE MATTER OF
JFS – VARIOUS CONTRACTS**

Motion: to approve the following contracts for Job and Family Services as recommended by Kate Offenberger, Director:


PROVIDER	EFFECTIVE DATE	AMOUNT	SERVICE	TYPE	STATUS	DATE SIGNED
Personal & Family Counseling Services	10/1/17-9/30/18	Increase budget by \$8,000.00	Parent Mentoring	Contractor	Amendment	6/19/18

Action: Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

 9:08 AM

**IN THE MATTER OF
CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT**


Motion: to approve an updated Citizen Participation Plan for the Community Development Block Grant effective July 9, 2018, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

 9:10 AM

**IN THE MATTER OF
PROSECUTOR OPINION**

Motion: to send the Memorandum of Agreement between Jefferson County and Carroll County for the Amsterdam Sewer Project to the Prosecutor for his review, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.


Motion carried on unanimous vote.

 9:12 AM


**IN THE MATTER OF
REQUEST FOR FUNDS #1
2018 WATER POLLUTION CONTROL LOAN FUND**

Motion: to approve a request for funds in the amount of \$19,900.00 from the Environmental Protection Agency of the State of Ohio under the 2018 Water Pollution Control Loan Fund for the installation of one septic in project A, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 9:13 AM

**IN THE MATTER OF
CORSAL LOSS CONTROL INCENTIVE
PERSONNEL POLICY MANUAL**

 9:14 AM

Janice Leggett, Commissioners' Clerk Supervisor/Loss Control Coordinator, appeared before the Board to provide an update on the Loss Control Incentive Program (LCIP) through CORSA. She reminded the Board of the discussion held June 18, 2018 which included the requirements for the Personnel Policy Manual to be reviewed and updated by an employment law attorney. Ms. Leggett explained one question the Board had was whether a human resources firm could do the review. Jim Hale of CORSA advised such a person could review if they hold the title of Senior Certified Professional or Senior Professional in Human Resources. The other question the Board had was if a local attorney could handle the matter. Ms. Leggett reached out to Jennifer Thomas who said she does not handle employment law. Kathleen Stoneman and Sean Smith advised they both handle employment matters but did not feel they would be considered employment law attorneys. Ms. Leggett reviewed the quotes received:

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Tami Hannon, Mazanec, Raskin & Ryder	\$2,500 for 15 hours (\$170/hour)
Benjamin Albrecht, Fishel Hass Kim Albrecht Downey	\$3,000-\$5,000 for 20-25 hours (\$200/hour)
Jonathan Downes, Zashin & Rich	\$1,000-\$2,000 for 5-10 hours (\$200/hour)
Clayton Morris, People Resource Management	\$2,500 flat rate


Ms. Leggett recommends hiring Attorney Tami Hannon and placing a cap on the fees at \$1,500. Ms. Hannon is already familiar with the CORSA Best Practices manual and is the HR Helpline contact for Carroll County. Commissioner Wirkner advised Attorney Downes was heavily involved with the policies at one time.

Motion: to proceed with the review of the personnel policy manual with Tami Hannon of Mazanec, Raskin & Ryder with a cap on fees at \$1,700.00, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley.

Motion carried on unanimous vote.


 9:18 AM

**IN THE MATTER OF
PHONE SYSTEM**

 9:20 AM

Commissioner Wirkner advised there were interruptions to our phone/internet service recently due to the upgrades for Next Generation 911. The back-up power supply was destroyed, and a temporary replacement was installed this morning.

**IN THE MATTER OF
DOG WARDEN**


 9:25 AM

Commissioner Wirkner asked for an update on the Dog Warden's office. Commissioner Mickley advised he received information from Josh Long, Dog Warden, and he is reviewing it.

**IN THE MATTER OF
PAYMENT OF BILLS**

Motion: to approve bills submitted for payment and to authorize the County Auditor to issue her warrant on the County Treasury for payment of same, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 9:25 AM

**IN THE MATTER OF
PAYMENT OF BILLS WITHOUT PRIOR CERTIFICATION:
REVISED CODE 5705.41**


Motion: to approve payment of the following for materials or services purchased without a proper purchase order and certification and the County Auditor is authorized to issue her warrant for payment of same:

COUNTY: Tait Carter \$180.00; Tina Huggins \$304.00; Borden Dairy \$297.46; Medline Industries \$1,503.15; Ron Ruegg \$1,719.91; Fairfield Information Services \$4,938.00; Quill \$1,151.78.

DJFS: Key Bank \$6,485.00; Key Bank \$1,494.50; Key Bank \$2,594.00.

Action: Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.


Motion carried on unanimous vote.


 9:25 AM

**IN THE MATTER OF
EXECUTIVE SESSION**

Motion: to enter into Executive Session per ORC 121.22(G)(1) to consider the employment of a public employee, **Action:** Upon the call of the roll, vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.


 9:26 AM

The Board reconvened with no action taken at  9:42 AM

**IN THE MATTER OF
TEMPORARY RECESS**

Motion: to temporarily recess, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley.

Motion carried on unanimous vote.


 9:42 AM


Board members reconvened at  10:56 AM

**IN THE MATTER OF
EXECUTIVE SESSION**

Motion: to enter into Executive Session per ORC 121.22(G)(1) to consider the employment of a public employee, **Action:** Upon the call of the roll, vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.


 10:57 AM


The Board reconvened with no action taken at  11:09 AM

**IN THE MATTER OF
TEMPORARY RECESS**

Motion: to temporarily recess, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.


 11:10 AM


Board members reconvened at  12:33 PM.

**IN THE MATTER OF
EXECUTIVE SESSION**

Motion: to enter into Executive Session per ORC 121.22(G)(1) to consider the employment of a public employee, **Action:** Upon the call of the roll, vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.


 12:33 PM


The Board reconvened with no action taken at  12:59 PM

**IN THE MATTER OF
TEMPORARY RECESS**

Motion: to temporarily recess, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.


 1:00 PM


Board members reconvened at  1:32 PM

**IN THE MATTER OF
EXECUTIVE SESSION**


Motion: to enter into Executive Session per ORC 121.22(G)(1) to consider the employment of a public employee, **Action:** Upon the call of the roll, vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.

 1:32 PM

The Board reconvened with no action taken at  1:54 PM

**IN THE MATTER OF
ROBERT WIRKNER**


 1:54 PM

Commissioner Wirkner will be absent when the Board reconvenes at 3:30 p.m. Commissioner Mickley will handle the remainder of the meeting.

**IN THE MATTER OF
TEMPORARY RECESS**

Motion: to temporarily recess, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler.

Motion carried on unanimous vote.


 1:54 PM


Board members reconvened at  3:32 PM

**IN THE MATTER OF
EXECUTIVE SESSION**

Motion: to enter into Executive Session per ORC 121.22(G)(1) to consider the employment of a public employee, **Action:** Upon the call of the roll, vote was recorded as follows: YEA: Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: President Robert E Wirkner; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley.

Motion carried on unanimous vote.


 3:33 PM

The Board reconvened with no action taken at  4:03 PM

**IN THE MATTER OF
ADJOURN**

Motion: to adjourn, **Action:** Vote was recorded as follows: YEA: Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: President Robert E Wirkner; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley.

Motion carried on unanimous vote.

 4:03 PM

PREPARED BY:

/s/ Janice E. Leggett
Janice E. Leggett, Clerk Supervisor

We hereby certify the foregoing to be true and correct.
/s/ Janice E. Leggett
Janice E. Leggett, Clerk Supervisor
/s/ Robert E. Wirkner
Robert E. Wirkner, President

BOARD OF COMMISSIONERS OF CARROLL COUNTY

/s/ Robert E. Wirkner
Robert E. Wirkner, President
/s/ Lewis A. Mickley
Lewis A. Mickley, Vice President
/s/ Jeffrey L Ohler
Jeffrey L Ohler, Commissioner