

The Board of Commissioners of Belmont County, Ohio, met this day in regular session. Present: J. P. Dutton, Jerry Echemann and Josh Meyer, Commissioners and Bonnie Zuzak, Clerk of the Board.

MEETINGS ARE NOW BEING RECORDED
ALL DISCUSSIONS ARE SUMMARIZED. FOR COMPLETE PROCEEDINGS
PLEASE SEE CORRESPONDING CD FOR THIS MEETING DAY.

“There are some changes in the courthouse from a COVID standpoint. We’re requiring the use of face masks by employees in the courthouse,” said Mr. Dutton. He added they are requesting the public wear face masks when entering the courthouse, but it is not required.

IN THE MATTER OF COVID-19 UPDATE- Rob Sproul, Deputy Health Commissioner, said there are 191 positive cases in the county, fifty-five of those are out of quarantine and more will be out today. There are eight deaths and eight hospitalized. Mr. Sproul said retail will be opening up tomorrow and they are waiting to hear about salons, restaurants, etc. “The public is getting frustrated with people enforcing they have to wear masks. It’s not trying to cause problems for people; we’re trying to get this open. We’re trying to get businesses open, trying to get things moving again. This is one of the tools to make that happen and stop the spread,” said Mr. Sproul. He said you can call the Health Department with any questions. They have been receiving test kits and are sending them to area nursing homes. They are also getting more PPE in and sending those to first responders. Mr. Sproul said there are still adequate beds available in the hospitals. He added people need to be smart when going out, wear masks and gloves, use hand sanitizer and continue to wash your hands often. Mr. Sproul said they were told health departments will be receiving additional funding from the state.

IN THE MATTER OF APPROVING RECAPITULATION OF VOUCHERS FOR THE VARIOUS FUNDS

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve and sign all bills that have been certified in the Auditor's office and considered by the Board. It is hereby ordered that the County Auditor issue his warrant on the County Treasurer in payment of the bills allowed:

IN THE TOTAL AMOUNT OF \$706,596.30

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

IN THE MATTER OF TRANSFERS WITHIN FUND

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve the following transfers within fund for the following funds:

S77 COMM BASED CORRECTIONS ACT GRANT/ADULT PROBATION

FROM	TO	AMOUNT
E-1520-S077-S01.002 Salaries	E-1520-S077-S04.006 Hospitalization	\$1,784.39

Y91 EMPLOYERS SHARE HOLDING ACCOUNT/AUDITORS

FROM	TO	AMOUNT
E-9891-Y091-Y01.006 Hospitalization	E-9891-Y091-Y12.500 HSA Fund	\$164.92

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

IN THE MATTER OF TRANSFERS BETWEEN FUND

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve the following transfers between funds as follows:

P05 WATER WORKS FUND AND THE O09 BOND RET-WATERLINE EXT PROJ/BCSSD

FROM	TO	AMOUNT
E-3702-P005-P34.074 Transfers Out	R-9206-O009-O08.574 Transfers In	\$45,000.00

P05 WATER WORKS FUND AND THE O51 BOND RET-2014 REFUNDING 97 BOND/BCSSD

FROM	TO	AMOUNT
E-3702-P005-P34.074 Transfers Out	R-9251-O051-O10.574 Transfers In	\$25,000.00

P53 SSD FUNDS AND THE O03 USDA-SSD BOND PAYMENT/BCSSD

FROM	TO	AMOUNT
E-3705-P053-P16.074 Transfers Out	R-9200-O003-O08.574 Transfers In	\$228,561.44

P53 SSD FUNDS AND THE O04 USDA-SSD BOND PAYMENT RESERVE/BCSSD

FROM	TO	AMOUNT
E-3705-P053-P16.074 Transfers Out	R-9201-O004-O06.574 Transfers In	\$34,974.12

T71 FEMA FUNDS AND THE N03 FEMA PROJECTS/ENGINEER

FROM	TO	AMOUNT
E-9713-T071-T09.074 Transfers Out	R-9003-N003-N07.574 Transfers In	\$111,970.50

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

IN THE MATTER OF ADDITIONAL APPROPRIATIONS

Motion made by Mr. Dutton, seconded by Mr. Echemann to make the following additional appropriations, in accordance with the Official Certificate of Estimated Resources as approved by the Budget Commission, under the May 6, 2020 meeting:

UND AUTO TAX APPROPRIATIONS

E-9801-Y001-Y01.000	UND AUTO TAX	
E-9801-Y001-Y03.000	TOWNSHIP-PERMISSIVE TAX	
E-9801-Y001-Y05.000	PEASE TOWNSHIP	
E-9801-Y001-Y06.000	GOSHEN TOWNSHIP	
E-9801-Y001-Y07.000	WARREN TOWNSHIP	
E-9801-Y001-Y08.000	PULTNEY TOWNSHIP	
E-9801-Y001-Y09.000	FLUSHING TOWNSHIP	
E-9801-Y001-Y10.000	COLERAIN TOWNSHIP	

E-9801-Y001-Y11.000	KIRKWOOD TOWNSHIP	
E-9801-Y001-Y12.000	MEAD TOWNSHIP	
E-9801-Y001-Y13.000	RICHLAND TOWNSHIP	
E-9801-Y001-Y14.000	SMITH TOWNSHIP	
E-9801-Y001-Y15.000	SOMERSET TOWNSHIP	
E-9801-Y001-Y16.000	UNION TOWNSHIP	
E-9801-Y001-Y17.000	WASHINGTON TOWNSHIP	
E-9801-Y001-Y18.000	WAYNE TOWNSHIP	
E-9801-Y001-Y19.000	WHEELING TOWNSHIP	
E-9801-Y001-Y20.000	YORK TOWNSHIP	
	Total Auto Tax	0.00
	MUNICIPAL AUTO LICENSE	
E-9802-Y002-Y08.000	MARTINS FERRY	
	COUNTY AUTO LICENSE	
E-9803-Y003-Y01.000	COUNTY AUTO LICENSE	
	GASOLINE TAX	
E-9804-Y004-Y01.000	COUNTY GASOLINE TAX	
	INDIGENT APPLICATION FEES	
E-9841-Y041-Y01.000	REMIT TO STATE	301.82
E-9841-Y041-Y02.000	REMIT TO COUNTY	1,207.28
	Total Indigent Application Fees	1,509.10

Upon roll call the vote was as follows:

Mr. Dutton Yes
 Mr. Echemann Yes
 Mr. Meyer Yes

IN THE MATTER OF ADDITIONAL APPROPRIATIONS

Motion made by Mr. Dutton, seconded by Mr. Echemann to make the following additional appropriations, in accordance with the Official Certificate of Estimated Resources as approved by the Budget Commission, under the following meeting dates:

****JANUARY 2, 2020****

S49 MENTAL HEALTH/MHRB

E-2310-S049-S58.000 Advertising & Printing \$30,000.00

****MAY 06, 2020****

A00 GENERAL FUND

E-0051-A001-A51.000 Oil and Gas \$3,962.97

E-0057-A006-F08.000 Other Expenses \$3,760.38

E10 911 FUND

E-2200-E010-E07.000 Other Expenses \$2,174.70

E11 9-1-1 WIRELESS

E-2301-E011-E01.011 Contract Services \$10,205.12

H05 WORKFORCE DEVELOPMENT FUND/BCDJFS

E-2600-H005-H11.000 WIA-Flood Expenses \$205,021.00

H08 WIA AREA 16 FUND/BCDJFS

E-2610-H008-H01.000 Belmont Co DJFS/WIOA \$34,579.79

E-2610-H008-H02.000 Carroll Co DJFS/WIOA \$19,651.78

E-2610-H008-H04.000 Jefferson Co DJFS/CAC \$56,175.02

E-2610-H008-H05.000 Belmont Co. DJFS/Flood \$205,021.00

E-2610-H008-H06.000 Jefferson CAC/Flood \$205,021.00

E-2610-H008-H20.000 WIOA Area 16 Exp/Adm \$2,572.00

N03 FEMA PROJECTS/ENGINEER

E-9003-N003-N03.055 FEMA Eng. Services \$111,970.50

O03 USDA-SSD BOND PAYMENT/BCSSD

E-9200-O003-O03.050 Bond Payment \$228,561.44

O09 BOND RET-WATERLINE EXT PROJECT/BCSSD

E-9206-O009-O02.051 Interest Payment \$45,000.00

O51 BOND RET-2014 REFUNDING 97 BOND/BCSSD

E-9251-O051-O02.051 Interest Payment \$25,000.00

S30 OAKVIEW JUVENILE REHABILITATION

E-8010-S030-S54.000 Food \$2,351.44

E-8010-S030-S64.012 Equipment \$1,664.00

E-8010-S030-S67.004 Workers Comp \$9,889.58

S32 OAKVIEW JUVENILE-ACTIVITY FUND

E-8012-S032-S00.000 Activity Fund \$522.40

T71 FEMA FUNDS/ENGINEER

E-9713-T071-T09.074 Transfers Out \$111,970.50

W80 PROSECUTORS/VICTIM ASSISTANCE

E-1511-W080-P01.002 Salary \$218.41

SHERIFF/VARIOUS FUNDS

E-0131-A006-A09.000 Medical \$1,047.56

May 6, 2020

E-0131-A006-A23.000	Background	\$10.00
E-0131-A006-A26.000	K-9	\$100.00
E-0131-A006-A32.000	Warrant Fee	\$1,460.00
E-1652-B016-B02.000	DUI	\$50.00
E-5100-S000-S01.010	Commissary	\$49,116.42
E-5101-S001-S06.000	CCW License	\$882.00
E-5101-S001-S07.012	CCW Equipment	\$1,115.00
E-9710-U010-U06.000	Reserve	\$1,560.91

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

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	FROM	TO	TOTAL
GENERAL	E-0256-A014-A11.006	R-9891-Y091-Y06.500	5,455.98
PUBLIC DEFENDER	E-0170-A006-G10.000	R-9891-Y091-Y06.500	107.28
BD OF ELECTIONS	E-0181-A003-A11.000	R-9891-Y091-Y06.500	115.74
GRANTS/JUVENILE COURT			
CARE & CUSTODY (C-CAP) JUV.CT	E-0400-M060-M29.008	R-9891-Y091-Y06.500	55.44
CARE & CUSTODY	E-0400-M060-M84.008	R-9891-Y091-Y06.500	27.72
ALTERNATIVE SCHOOL/JUV. CT	E-0400-M067-M05.008	R-9891-Y091-Y06.500	55.44
TITLE IV-E/RANDOM MOMENTS	E-0400-M078-M02.008	R-9891-Y091-Y06.500	83.16
DIST DETENTION HOME	E-0910-S033-S47.006	R-9891-Y091-Y06.500	496.62
COUNTY RECORDER	E-1210-S078-S14.006	R-9891-Y091-Y06.500	0.00
REAL ESTATE ASSESSMENT	E-1310-J000-J06.000	R-9891-Y091-Y06.500	147.06
DRETAC-TREAS	E-1410-W082-T07.006	R-9891-Y091-Y06.500	0.00

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MHAS SUBSIDY GRANT	E-1518-S075-S03.002	R-9891-Y091-Y06.500	27.72
CORRECTIONS ACT GRANT	E-1520-S077-S04.006	R-9891-Y091-Y06.500	27.72
PROS-VICTIM	E-1511-W080-P07.006	R-9891-Y091-Y06.500	27.72
COMMON PLEAS/GEN. SP/MED	E-1544-S054-S05.000	R-9891-Y091-Y06.500	0.00
TARGETED COMM ALTERN TO PR	E-1545-S055-S02.002	R-9891-Y091-Y06.500	27.72
PROBATION SERV. GRANT	E-1546-S056-S04.001	R-9891-Y091-Y06.500	12.06
WESTERN-SPEC. PROJ.	E-1551-S088-S03.006	R-9891-Y091-Y06.500	27.72
NORTHERN-SPEC. PROJ.	E-1561-S086-S03.006	R-9891-Y091-Y06.500	27.72
EASTERN SPEC. PROJ.	E-1571-S097-S03.006	R-9891-Y091-Y06.500	27.72
DOG & KENNEL	E-1600-B000-B13.006	R-9891-Y091-Y06.500	75.96
AUDITORS CLERK HIRE & SUPP	E-1611-B000-B01.002	R-9891-Y091-Y06.500	0.00
MEDIATION GRANT	E-1573-S074-S05.006	R-9891-Y091-Y06.500	0.00
SOIL CONSERVATION	E-1810-L001-L14.000	R-9891-Y091-Y06.500	33.75
WATERSHED COORD.	E-1815-L005-L15.006	R-9891-Y091-Y06.500	12.06
COUNTY HEALTH DEPT			
County Health	E-2210-E001-E15.006	R-9891-Y091-Y06.500	131.62
Trailer Parks	E-2211-F069-F04.000	R-9891-Y091-Y06.500	3.6
PREP	E-2230-F082-F01.002	R-9891-Y091-Y06.500	0.00
Get Vaccinated	E-2236-F088-F01.002	R-9891-Y091-Y06.500	2.78
Integrated Naloxone Access	E-2237-F089-F01.002	R-9891-Y091-Y06.500	13.86
Public Health Emerg. Prep.	E-2231-F083-F01.002	R-9891-Y091-Y06.500	7.48
Reproductive Health & Wellness	E-2215-F077-F01.002	R-9891-Y091-Y06.500	33.46
Home Sewage Treatment System	E-2227-F074-F06.000	R-9891-Y091-Y06.500	40.2
Nursing Fund	E-2232-F084-F02.008	R-9891-Y091-Y06.500	41.42
Child & Family Health Services	E-2233-F085-F01.002	R-9891-Y091-Y06.500	44.36
Vital Statistics	E-2213-F075-F02.003	R-9891-Y091-Y06.500	25.78
Food Service	E-2218-G000-G06.003	R-9891-Y091-Y06.500	78.18
Water Systems	E-2219-N050-N05.000	R-9891-Y091-Y06.500	3.32
Pools/Spas	E-2220-P070-P01.002	R-9891-Y091-Y06.500	1.80
MENTAL HEALTH	E-2310-S049-S63.000	R-9891-Y091-Y06.500	95.22
HUMAN SERVICES	E-2510-H000-H16.006	R-9891-Y091-Y06.500	443.52
CSEA	E-2760-H010-H12.006	R-9891-Y091-Y06.500	0.00
K-1	E-2811-K200-K10.006	R-9891-Y091-Y06.500	27.72
K-2	E-2811-K200-K10.006	R-9891-Y091-Y06.500	0.00
K-11	E-2812-K000-K20.006	R-9891-Y091-Y06.500	586.98
K-25	E-2813-K000-K39.006	R-9891-Y091-Y06.500	221.76
WATER/SEWER DEPT			
W.W.S. #3	E-3702-P005-P31.000	R-9891-Y091-Y06.500	752.36
S.S.D. #2	E-3705-P053-P15.000	R-9891-Y091-Y06.500	199.84
WIC	E-4110-T075-T52.008	R-9891-Y091-Y06.500	110.88
SENIOR SERVICES PROGRAM	E-5005-S070-S06.006	R-9891-Y091-Y06.500	1,048.05
CLERK OF COURTS	E-6010-S079-S07.006	R-9891-Y091-Y06.500	119.34
OAKVIEW JUVENILE	E-8010-S030-S68.006	R-9891-Y091-Y06.500	377.28
DRETAC-PROS ATTY	E-1510-W081-P07.006	R-9891-Y091-Y06.500	0.00
PORT AUTHORITY	E-9799-S012-S02.006	R-9891-Y091-Y06.500	12.06
TOTAL			11,295.18

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Mr. Echemann Yes
Mr. Meyer Yes
Mr. Dutton Yes

**IN THE MATTER OF TRANSFER OF FUNDS
FOR HSA CHARGEBACKS/MAY 2020**

Motion made by Mr. Dutton, seconded by Mr. Echemann to make the following transfer of funds for HSA Chargebacks for May 2020.

HSA CHARGEBACKS		MONTHLY CHARGEBACKS	
From:		To:	
NUMBER	ACCOUNT	NUMBER	AMOUNT
E-1810-L001-L14.000	SOIL CONSERVATION	R-9891-Y081-Y12.500	60.70
E-1815-L005-L15.006	WATERSHED COORD.	R-9891-Y091-Y12.500	60.70
E-2510-H000-H16.006	HUMAN SERVICES	R-9891-Y091-Y12.500	60.70
E-3702-P005-P31.000	WWS #3 Revenue	R-9891-Y091-Y12.500	60.70
TOTALS			242.80

Upon roll call the vote was as follows:

Mr. Dutton Yes
Mr. Echemann Yes
Mr. Meyer Yes

**IN THE MATTER OF REQUEST FOR CERTIFICATION
OF MONIES BY THE BUDGET COMMISSION**

Motion made by Mr. Dutton, seconded by Mr. Echemann to request the Belmont County Budget Commission certify the following monies.
GENERAL FUND/ANIMAL SHELTER-\$2,420.35 deposited into R-0057-A006-A01.500 balance available as of 03/31/2020.

(General donations paid in on various dates in February and March 2020)

\$1,340.00 deposited into R-0057-A006-A03.500 balance available as of 03/31/2020.

(Adoption fees paid in on various dates in February and March 2020)

OIL & GAS RECEIPTS APRIL/GENERAL FUND-\$3,962.97 deposited into R-0050-A000-A02.500 on dates below-

04/03/2020 \$234.50
04/03/2020 \$922.54
04/06/2020 \$1,390.01
04/08/2020 \$51.85
04/20/2020 \$23.57
04/20/2020 \$974.70
04/27/2020 \$365.80

Upon roll call the vote was as follows:

Mr. Dutton Yes
Mr. Echemann Yes
Mr. Meyer Yes

**IN THE MATTER OF APPROVING
THEN AND NOW CERTIFICATE/AUDITOR'S**

Motion made by Mr. Dutton, seconded by Mr. Echemann to execute payment of Then and Now Certification dated May 6, 2020,

May 6, 2020

presented by the County Auditor pursuant to O.R.C. 5705.41(d) 1, and authorizing the drawing of warrant(s) in payment of amounts due upon contract to order.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

IN THE MATTER OF APPROVING MINUTES OF REGULAR BOARD OF COMMISSIONERS MEETING

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve the minutes of the Belmont County Board of Commissioners regular meeting of April 22, 2020.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

IN THE MATTER OF EXTENDING THE CURRENT MEMORANDUM OF UNDERSTANDING WITH BELMONT COUNTY ANIMAL RESCUE LEAGUE

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve extending the current Memorandum of Understanding between the Board of Belmont County Commissioners and the Belmont County Animal Rescue League regarding the provision of Humane Officer duties until May 22, 2020.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

Mr. Dutton said this MOU was signed last year and it expires at the end of this week. We are in discussions with BCARL and are extending the current MOU to continue discussions.

RECESS

IN THE MATTER OF ADOPTING THE PROCLAMATION IN HONOR OF OLDER AMERICANS MONTH

Motion made by Mr. Dutton, seconded by Mr. Echemann to adopt the proclamation in honor of Older Americans Month.

***PROCLAMATION
IN HONOR OF
OLDER AMERICANS MONTH 2020***

Whereas, Belmont County has more than 17,000 citizens ages 60 and older who enrich and strengthen our communities through their diverse life experience; and

Whereas, Belmont County is committed to assisting, supporting and engaging older residents with essential programs and services to make their lives as productive as possible; and

Whereas, Belmont County recognizes the importance, today more than ever before, with keeping our older adults safe and healthy; and

Whereas, Belmont County recognizes and appreciates the value and importance of bringing together all generations and engaging in activities that promote physical, mental and emotional well-being for the benefit of all; and

Whereas, Belmont County can enrich the lives of individuals of every age by:

- Promoting home- and community-based service that support independent living;
- Involving older adults in community planning, events, and other activities; and,
- Providing opportunities for older adults to work, volunteer, learn, lead and mentor.

Now therefore, be it resolved, the Board of Commissioners of Belmont County, Ohio does hereby proclaim May 2020 to be Older Americans Month. We urge every resident to take time during this month to recognize older adults and the people who serve and support them as vital members of our communities.

Adopted this 6th day of May, 2020.

BELMONT COUNTY COMMISSIONERS

J. P. Dutton /s/

Jerry Echemann /s/

Josh Meyer /s/

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

OPEN PUBLIC FORUM-Mr. Hord inquired how the 2020 Census was coming with the coronavirus situation. Mr. Dutton said Ohio's response rate was at 51%, Belmont County's is around 48%. He said the committee still remains active.

Discussion re: Older Americans Month

Present: Dwayne Pielech, Senior Services of Belmont County Executive Director, Mary Beth Tennant, Powhatan Point Senior Center Coordinator and Donna Steadman, Centerville Senior Center Coordinator.

Mr. Pielech said they are continuing to work providing services during this time and in the future they plan to expand services to the almost 17,000 residents aged 60 and over. He said more than 200,000 meals are served yearly and they drive more than 250,000 miles a year. "Everything has been turned upside-down for this population. More than ever we need to take care of this population," said Mr. Pielech. He added Belmont County's ten senior centers have been closed and may not reopen until fall. Ms. Tennant said they have been regularly contacting seniors to check in on them. "We get in contact once, twice a week. Some really want the calls whenever they can get it, we've got some good seniors in Belmont County, and they appreciate hearing our voice. We've become their family," said Ms. Tennant. She added employees are also making masks and giving them to people in need. Ms. Steadman gave an update on the food commodity program. It has

been done since 2005, the food is supplied by Mid-Ohio Food Bank. The Centerville center receives the food and distributes it to other centers for seniors to pick up. She said, "Belmont County is all about taking care of each other." Mr. Dutton commended Mr. Pielech and the staff for doing everything possible to help Belmont County seniors, especially in this trying time. Mr. Echemann said Belmont County has always done a good job of taking care of their seniors and the voters always pass the levies. Mr. Meyer said, "When it comes to extraordinary times you see the best come out in people. You're willing to step up and provide services that are so necessary and vital." Mr. Dutton said many times Belmont County has a program that is a "Crown Jewel" in the state that the rest of the state looks at and it is due to the staff who goes above and beyond.

RECESS

**Clay Bethel, Bethel Agency, Inc. and Katie Bayness, Belmont County Loss Control Coordinator
Re: Annual County Risk Sharing Authority (CORSA) Renewal Update**

Mr. Bethel reviewed the CORSA renewal for the 2020-2021 program year. He said there was a slight increase of 1.26%, primarily due to twenty-five more jail detainees. The loss control that Ms. Bayness and the county as a whole has done has earned over \$15,000 towards the bottom line of the premium which is a tremendous job. There is a difference of \$4,300 for the term from last year. He added the Commissioners could add the Land Bank to the CORSA policy with no extra cost.

RECESS

IN THE MATTER OF ENTERING EXECUTIVE SESSION AT 10:13 A.M

Motion made by Mr. Dutton, seconded by Mr. Echemann to enter executive session with Katie Bayness, HR Administrator, pursuant to ORC 121.22(G)(1) Personnel Exception to consider the employment and compensation of public employees.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

IN THE MATTER OF ADJOURNING EXECUTIVE SESSION AT 11:24 A.M.

Motion made by Mr. Dutton, seconded by Mr. Echemann to exit executive session at 11:24 a.m.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

Mr. Dutton said as a result of executive session there are two motions for the board to consider at this time.

**IN THE MATTER OF ADOPTING JOB DESCRIPTION
FOR KENNEL RECEPTIONIST FOR ANIMAL SHELTER**

Motion made by Mr. Dutton, seconded by Mr. Echemann to adopt the job description for Kennel Receptionist for the Belmont County Animal Shelter effective May 6, 2020.

Belmont County Animal Shelter

Job Title: Kennel Receptionist

Supervised By: Dog Warden

Classification: Classified

Hourly Base Rate:

Position Summary:

The Receptionist for the Belmont County Animal Shelter (BCAS) is an employee of the Belmont County Commission and, as such, shall comply with all rules, regulations, and directives of the Commission. The Receptionist shall report directly to the Dog Warden.

General Conduct:

- Follow all directives of the Dog Warden in a timely manner.
- Maintain confidentiality of records and activities at the shelter.
- Represent the interests of the BCAS in dealing with the public.
- Exhibit professional conduct, speech, and dress.

Essential duties and responsibilities:

A. General Office

- Answer phone calls.
- Check and respond to all emails daily.
- Disseminate messages promptly.
- Keep a log of calls with questions/complaints and refer them to the proper authority.
- Greet patrons and show animals.
- Maintain records, files, and office equipment.
- Keep the office space and equipment organized and clean.
- Prepare schedules.
- Prepare reports and/or other documents as directed by the Dog Warden.
- Market animals via Facebook, Petfinder, and other means as directed by the Dog Warden.
- Maintain a log of equipment and materials in Shelter Manager.

B. Fiscal Responsibilities

- Provide a receipt for all monies received for the day in the receipt book and enter into Shelter Manager.
- Provide the Dog Warden with a daily audit of money spent and received.
- Assure that all money collected for the day is counted and entered on the accounts receivable page and locked.
- Maintain a record of in-kind donations and their donor. Send thank you cards.

C. Maintain Shelter Manager Program

- The Receptionist is responsible for assuring that the Shelter Manager program is kept up to date and print documents as needed.
- Assure that any animal admitted to the shelter is photographed and entered into the system on the day of their arrival at the shelter.
- Print cage cards and update as needed.
- Maintain fiscal records.
- Maintain records of animal adoptions.
- Maintain records of persons who apply to and/or adopt animals.
- Maintain records of equipment and supplies in shelter.

Skills and Knowledge:

- Strong organizational, interpersonal and communication skills.
- Must be able to work well with others
- Must achieve or maintain office and computer skills.
- Computers skills with proficiency in data entry required. Shelter Manager a plus.

Unusual Work Conditions:

- Exposure to unpleasant odors and noises.

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- Exposure to bites, scratches and animal wastes.
- Possible exposure to contagious diseases.

Education:

- High school education.

Required Qualifications:

- Must possess a valid driver's license and must have dependable transportation.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

IN THE MATTER OF APPROVING EXTENDING THE RESOLUTION PLACING EMPLOYEES OF THE BELMONT COUNTY COMMISSIONERS ON PAID ADMINISTRATIVE LEAVE DURING THE COVID-19 PANDEMIC

Motion made by Mr. Dutton, seconded by Mr. Echemann to approve extending the resolution approving to place employees of the Board of Belmont County Commissioners on paid administrative leave during the COVID-19 pandemic until May 29, 2020, in concurrence with Governor DeWine's current stay-at-home order.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

Mr. Dutton said the county will continue to monitor current work situations and the paid administrative leave could end prior to that date.

Mr. Dutton said we will stand in recess until Monday. There is no further business expected to come before the board.

Reconvened Monday, May 11, 2020. Present: Commissioners Dutton, Echemann and Meyer.

Mr. Dutton said this is no further business for the board to consider.

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**IN THE MATTER OF ADJOURNING
COMMISSIONERS MEETING AT 9:06 A.M.**

Motion made by Mr. Dutton, seconded by Mr. Echemann to adjourn the meeting at 9:06 a.m.

Upon roll call the vote was as follows:

Mr. Dutton	Yes
Mr. Echemann	Yes
Mr. Meyer	Yes

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Read, approved and signed this 20th day of May, 2020.

J. P. Dutton /s/_____

Jerry Echemann /s/_____ COUNTY COMMISSIONERS

Josh Meyer /s/_____

We, J. P. Dutton and Bonnie Zuzak, President and Clerk respectively of the Board of Commissioners of Belmont County, Ohio, do hereby certify the foregoing minutes of the proceedings of said Board have been read, approved and signed as provided for by Sec. 305.11 of the Revised Code of Ohio.

J. P. Dutton /s/_____ PRESIDENT

Bonnie Zuzak /s/_____ CLERK