

St. Clairsville, Ohio

June 21, 2023

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

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

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

Motion made by Mr. Echemann, seconded by Mr. Meyer 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 her warrant on the County Treasurer in payment of the bills allowed:

IN THE TOTAL AMOUNT OF \$1,567,598.26

Upon roll call the vote was as follows:

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

IN THE MATTER OF TRANSFERS WITHIN FUND

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

A00 GENERAL FUND

FROM	TO	AMOUNT
E-0131-A006-A02.002 Admin-Salaries	E-0131-A006-A07.000 Training	\$10,000.00

S30 OAKVIEW JUVENILE REHABILITATION

FROM	TO	AMOUNT
E-8010-S030-S59.000 Fuel/Utilities	E-8010-S030-S58.000 Communications	\$10,000.00
E-8010-S030-S62.000 Printing	E-8010-S030-S56.000 Motor Vehicles	\$100.00

Y91 EMPLOYERS SHARE HOLDING ACCOUNT

FROM	TO	AMOUNT
E-9891-Y091-Y01.006 Hospitalization	E-9891-Y091-Y12.500 HSA Fund	\$62.90

Upon roll call the vote was as follows:

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

IN THE MATTER OF ADDITIONAL APPROPRIATIONS

Motion made by Mr. Echemann, seconded by Mr. Meyer to make the following additional appropriations, in accordance with the Official Certificate of Estimated Resources as approved by the Budget Commission, under the June 21, 2023, meeting:

E10 911 FUND

E-2200-E010-E07.000	Other Expenses	\$2,174.70
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E11 9-1-1 WIRELESS

E-2301-E011-E01.011	Contract Services	\$11,725.45
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Y01 UND. AUTO TAX

E-9801-Y001-Y01.000	Und. Auto Tax	\$207,567.17
E-9801-Y001-Y03.000	Township-Permissive Tax	\$74,779.50
E-9801-Y001-Y05.000	Pease Township	\$3,772.00
E-9801-Y001-Y06.000	Goshen Township	\$1,276.00
E-9801-Y001-Y07.000	Warren Township	\$4,290.00
E-9801-Y001-Y08.000	Pultney Township	\$3,864.00
E-9801-Y001-Y09.000	Flushing Township	\$712.00
E-9801-Y001-Y10.000	Colerain Township	\$1,554.00
E-9801-Y001-Y11.000	Kirkwood Township	\$136.50
E-9801-Y001-Y12.000	Mead Township	\$825.00
E-9801-Y001-Y13.000	Richland Township	\$2,316.00
E-9801-Y001-Y14.000	Smith Township	\$582.00
E-9801-Y001-Y15.000	Somerset Township	\$360.00
E-9801-Y001-Y16.000	Union Township	\$637.50
E-9801-Y001-Y17.000	Washington Township	\$202.50
E-9801-Y001-Y18.000	Wayne Township	\$396.00
E-9801-Y001-Y19.000	Wheeling Township	\$675.00
E-9801-Y001-Y20.000	York Township	\$447.00

Y41 INDIGENT APPLICATION FEES/AUDITORS

E-9841-Y041-Y01.000	Remit to State	\$264.70
E-9841-Y041-Y02.000	Remit to County	\$1,058.80

Upon roll call the vote was as follows:

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

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

Motion made by Mr. Echemann, seconded by Mr. Meyer to execute payment of Then and Now Certification dated June 21, 2023, 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. Echemann	Yes
Mr. Meyer	Yes
Mr. Dutton	Absent

IN THE MATTER OF TRANSFER OF FUNDS FOR THE

WAIVED HOSPITALIZATION CHARGEBACKS FOR

THE MONTHS OF APRIL, MAY AND JUNE 2023

Motion made by Mr. Echemann, seconded by Mr. Meyer to make the following transfer of funds for Waived Hospitalization Chargebacks for the months of April, May and June 2023.

FROM		TO	
E-0256-A014-A08.006	GENERAL	R-9891-Y091-Y03.500	7,916.66
E-1600-B000-B13.006	DOG & KENNEL FUND	R-9891-Y091-Y03.500	1,166.66
County Health			
E-2210-E001-E15.006	COUNTY HEALTH	R-9891-Y091-Y03.500	64.75
E-2211-F069-F04.000	TRAILER PARKS	R-9891-Y091-Y03.500	59.74
E-2227-F074-F06.000	HOME SEWAGE TREATMENT	R-9891-Y091-Y03.500	160.74
E-2215-F077-F01.002	REPRODUCTIVE HEALTH	R-9891-Y091-Y03.500	250.00
E-2231-F083-F01.002	PHEP	R-9891-Y091-Y03.500	7.14
E-2238-F090-F01.002	WORK FORCE	R-9891-Y091-Y03.500	250.00
E-2218-G000-G06.003	FOOD SERVICE	R-9891-Y091-Y03.500	171.93
E-2219-N050-N05.000	WATER SYSTEMS	R-9891-Y091-Y03.500	35.70
E-2510-H000-H16.006	PUBLIC ASSISTANCE	R-9891-Y091-Y03.500	3,416.65
E-2760-H010-H12.006	PUBLIC ASSISTANCE/CS	R-9891-Y091-Y03.500	750.00
E-1310-J000-J06.000	REAL ESTATE ASSESSMENT	R-9891-Y091-Y03.500	250.00
E-2812-K000-K20.006	MVGT-K11 ENGINEERS	R-9891-Y091-Y03.500	500.00
E-1810-L001-L14.000	SOIL AND WATER	R-9891-Y091-Y03.500	500.00
E-3702-P005-P31.000	WATER & SEWER WWS#3	R-9891-Y091-Y03.500	1,349.97
E-3705-P053-P15.000	WATER & SEWER SSD #2	R-9891-Y091-Y03.500	150.03
E-9799-S012-S02.006	PORT AUTHORITY	R-9891-Y091-Y03.500	250.00
E-8010-S030-S68.006	OAKVIEW JUVENILE REHAB	R-9891-Y091-Y03.500	583.33
E-0910-S033-S47.006	DISTRICT DETENTION	R-9891-Y091-Y03.500	1,000.00
E-2410-S066.S80.000	DEVELOPMENTAL DISABILITIES	R-9891-Y091-Y03.500	1,500.00
E-5005-S070-S06.006	SENIOR PROGRAM	R-9891-Y091-Y03.500	2,416.66
E-6010-S079-S07.006	CERT OF TITLE/CLK OF COURTS	R-9891-Y091-Y03.500	250.00
E-4110-T075-T52.008	WIC FRINGES	R-9891-Y091-Y03.500	250.00
TOTAL			23,249.96

Upon roll call the vote was as follows:

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

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

Motion made by Mr. Echemann, seconded by Mr. Meyer to approve the minutes of the Belmont County Board of Commissioners regular meeting of June 14, 2023.

Upon roll call the vote was as follows:

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

IN THE MATTER OF GRANTING PERMISSION FOR COUNTY EMPLOYEES TO TRAVEL

Motion made by Mr. Echemann, seconded by Mr. Meyer granting permission for county employees to travel as follows:

ANIMAL SHELTER-Lisa Duvall to Wheeling, WV, on June 12, 2023, to pick up two kittens. A county vehicle was used for travel.

DJFS-Jennifer Sechrest, Kim Rico and Michelle Mobley to Columbus, OH, on June 15, 2023, to attend the Child Support-Case Worker Round Table. Estimated expenses: \$60.00.

SSOBC-Kay Driscoll and Tish Kinney to Washington, PA, on July 5, 2023, for a senior outing to a Wild Things baseball game. Donna Steadman to Woodsfield, OH, on July 11, 2023, for a senior outing to Westwood Place. Lori Parsons to Washington and Canonsburg, PA, for a senior outing to Tanger Outlets and Sarris Candies. Dorothy Burkhart to Washington, PA, for a senior outing to Tanger Outlets. Maxine Jurovcik to Cadiz, OH, on July 25, 2023, for a senior outing to the Boss Bison Ranch. Donna Steadman to Wheeling, WV, on July 27, 2023, for a senior outing to Abbey's Restaurant. County vehicles will be used for travel.

Upon roll call the vote was as follows:

Mr. Echemann	Yes
Mr. Meyer	Yes

Mr. Dutton Absent

Mr. Echemann made the following announcements:

The Belmont County Board of Commissioners is accepting applications to fill positions on the following boards:

- Belmont County Public Defender Commission. Applications will be accepted through July 7, 2023.
- Belmont County Community Action Commission Governing Board. Applications will be accepted through July 14, 2023.
- Belmont County District Library Board. Applications will be accepted through July 14, 2023.

Interested parties may stop in or contact the Commissioners' office at [\(740-699-2155\)](tel:740-699-2155) to request an application.

IN THE MATTER OF ACCEPTING THE RETIREMENT OF CHRISTINE PARKER, FULL-TIME CHILDREN SERVICES PROGRAM ADMINISTRATOR/BCDJFS

Motion made by Mr. Echemann, seconded by Mr. Meyer to accept the retirement of Christine Parker, full-time Children Services Program Administrator at the Belmont County Department of Job and Family Services, effective June 24, 2023.

Upon roll call the vote was as follows:

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

IN THE MATTER OF AUTHORIZING THE CLERK TO ESTABLISH DATE AND TIME AND GIVE NOTICE OF PUBLIC HEARING FOR BELMONT COUNTY BUDGET FOR FY2024

Motion made by Mr. Echemann, seconded by Mr. Meyer to authorize the Clerk of the Board to establish the date and time and give Notice of Public Hearing on the Belmont County Budget for fiscal year ending December 31, 2024, pursuant to O.R.C. 5705.28.

NOTICE OF PUBLIC HEARING ON THE BELMONT COUNTY BUDGET

Notice is hereby given that on the 11th day of July, 2023 at 10:15 o'clock A.M., a public hearing will be held on the Budget prepared by the County Commissioners of Belmont County, Ohio for the next succeeding fiscal year ending December 31, 2024.

Such hearing will be held at the office of the **Belmont County Commissioners, Belmont County Courthouse, 101 West Main Street, St. Clairsville, Ohio 43950.**

Bonnie Zuzak /s/

 Bonnie Zuzak, Clerk
 Belmont County Board of Commissioners

ADVERTISE TIMES LEADER, JUNE 26th, 2023. (ONE MONDAY)

Upon roll call the vote was as follows:

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

IN THE MATTER OF APPROVING QUOTE NUMBER 1391 FROM DIGITAL DATA COMMUNICATIONS, INC/COURTHOUSE

Motion to approve Quote Number 1391 from Digital Data Communications, Inc., in the amount of \$4,832.05 for two Smart-UPS SMX 1500 VA Servers, one Smart-UPS SMX 750 VA Network and three horizontal PDU (12 outlet surge) for the Courthouse.

Upon roll call the vote was as follows:

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

IN THE MATTER OF APPROVING QUOTE FROM DELIVERY CONCEPTS, INC. FOR FOOD BOX FOR 2022 RAM 1500 QUAD PICKUP/SSOBC

Motion made by Mr. Echemann, seconded by Mr. Meyer to approve the quote from Delivery Concepts, Inc., in the amount of \$28,580.00, for one food box, including installation, to outfit the 2022 Ram 1500 Quad Pickup that will be used for nutrition delivery, based upon the recommendation of Senior Services of Belmont County Executive Director Lisa Kazmirski.

Upon roll call the vote was as follows:

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

IN THE MATTER OF APPROVING VEHICLE PURCHASE FOR BELMONT COUNTY AUDITOR'S WEIGHTS AND MEASURES

Motion made by Mr. Echemann, seconded by Mr. Meyer to award the bid for the One-Ton Full Crew Cab Pickup Truck for the Belmont County Auditor's Weights and Measures to Whitesides of St. Clairsville, in the amount of \$70,882.80, based upon the recommendation of Belmont County Auditor Cindi Henry.

Note: A Ford Transit Van will be traded in which reduces the cost by \$31,000.00.

Upon roll call the vote was as follows:

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

IN THE MATTER OF APPROVING CHANGE ORDER NO. 1 FROM OHIO-WEST VIRGINIA EXCAVATING COMPANY FOR ENGINEER'S PROJECT 23-3 BEL-CR2-4.09 AND BEL-CR5-28.11/28.61 SLIDE REPAIR

Motion to approve Change Order No. 1 from Ohio-West Virginia Excavating Company for Engineer's Project 23-3 BEL-CR2-4.09 (Deep Run Road) and BEL-CR5-28.11/28.61 (Crescent-Pleasant Grove Road) Slide Repair, for a net change of \$65,139.33, for a new contract total of \$452,340.33.

Note: The change is due to an additional 47.5 LF of retaining wall on CR5 & culvert/catch basin on CR2 and non-performed quantities.

CHANGE ORDER NO. 1
SUPPLEMENTAL CONTRACT WITH BELMONT COUNTY COMMISSIONERS
BELMONT COUNTY ENGINEER'S
PROJECT #23-3: BEL-CR2-4.09 (PW#130) & BEL-CR5-28.11/28.61 (PW#235) SLIDE REPAIR

Auditor's Office, Belmont County, Ohio

This contract made and entered into this 21st day of June, 2023 between **OHIO - WEST VIRGINIA EXCAVATING COMPANY**, P.O. Box 128, Powhatan Point, Ohio 43942, and Jerry Echemann, Josh Meyer and J.P. Dutton, Commissioners of Belmont County, WITNESSETH that said **OHIO - WEST VIRGINIA EXCAVATING COMPANY** hereby agrees to furnish all labor, materials, equipment, tools, transportation, supplies, and other incidentals and all tasks necessary to repair roadway embankment failures and pavement damage areas along CR2 (Deep Run Road) and CR5 (Crescent – Pleasant Grove Road) and all related Work described by the Contract Documents.

CHANGE ORDER
* **ADDITIONAL QUANTITIES** *

ROAD NO.	APPROXIMATE QUANTITY	ITEM	UNIT PRICE	TOTAL AMOUNT
CR5	0.244 LS	CLEARING AND GRUBBING, AS PER PLAN	\$3,300.00	+ \$805.20
CR5	55 SY	PAVEMENT REMOVED, ASPHALT	\$5.90	+ \$324.50
CR5	25 CY	EXCAVATION	\$46.00	+ \$1,150.00
CR5	9 CY	EMBANKMENT	\$47.50	+ \$427.50
CR5	84 SY	SUBGRADE COMPACTION	\$1.50	+ \$126.00
CR5	50 FT	GUARDRAIL, TYPE MGS, AS PER PLAN	\$29.20	+ \$1,460.00
CR5	7 CY	ASPHALT CONCRETE BASE, PG64-22 (301)	\$300.00	+ \$2,100.00
CR5	25 CY	AGGREGATE BASE	\$165.00	+ \$4,125.00
CR5	9 GAL	TACK COAT (407)	\$4.50	+ \$40.50
CR5	5 CY	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, PG64-22	\$380.00	+ \$1,900.00
CR5	0.01 MILE	EDGE LINE, 4" (642)	\$6,500.00	+ \$65.00
CR5	0.01 MILE	CENTER LINE (642)	\$13,200.00	+ \$132.00
CR5	0.385 LS	UNCLASSIFIED EXCAVATION, INCLUDING ROCK AND/OR SHALE, APP	\$5,725.00	+ \$2,204.13
CR5	250 FT	STEEL PILES, MISC.: HP12X53, FURNISHED, AS PER PLAN	\$46.50	+ \$10,800.00
CR5	7 CY	CLASS QC1 CONCRETE, FOOTING, AS PER PLAN	\$565.00	+ \$3,955.00
CR5	50 EACH	CONCRETE, MISC.: PRECAST CONCRETE LAGGING	\$258.00	+ \$12,900.00
CR5	42 CY	POROUS BACKFILL WITH GEOTEXTILE FABRIC	\$104.00	+ \$4,368.00
CR5	140 FT	DRILLED SHAFTS, MISC.: D.S. 30" DIAMETER INTO & ABOVE BEDROCK, APP	\$85.00	+ \$10,710.00
CR5	50 FT	DRILLED SHAFTS, MISC.: PLUG PILE, 30" DIAMETER, UNREINFORCED	\$108.00	+ \$3,925.00
CR2	30 FT	12" CONDUIT, TYPE A, 707.33	\$125.00	\$3,750.00
CR2	1 EACH	CATCH BASIN, NO. 2-2B, AS PER PLAN	\$2,500.00	\$2,500.00
		TOTAL ADDITIONS		+ \$67,767.83

* **NON-PREFORMED QUANTITIES** *

ROAD NO.	APPROXIMATE QUANTITY	ITEM	UNIT PRICE	TOTAL AMOUNT
CR5	59 SY	SUBGRADE COMPACTION	\$1.50	- \$88.50
CR5	20 CY	EXCAVATION OF SUBGRADE	\$33.00	- \$660.00
CR5	10 CY	GRANULAR MATERIAL, TYPE B	\$85.00	- \$850.00
CR5	10 CY	GRANULAR MATERIAL, TYPE E	\$103.00	- \$1,030.00
		TOTAL DEDUCTIONS		- \$2,628.50

TOTAL AMOUNT OF CHANGE ORDER	+ \$65,139.33
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Reason for contract – Added 47.5 LF retaining wall on CR5-28.11 & culvert / catch basin on CR2-4.09, improved project.

SUMMARY

ORIGINAL CONTRACT	\$387,201.00
ADDITIONS - CHANGE ORDER NO. 1	+ \$67,767.83
DEDUCTIONS - CHANGE ORDER NO. 1	- \$2,628.50
NET CHANGE	+ \$65,139.33
TOTAL WORK PERFORMED	\$452,340.33

TOTAL AMOUNT OF SUPPLEMENTAL CONTRACT PERFORMED	\$65,139.33
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BELMONT COUNTY COMMISSIONERS

Jerry Echemann /s/

Josh Meyer /s/

OHIO - WEST VIRGINIA EXCAVATING COMPANY

By: Shawn Starr /s/

Shawn Starr

Print/Type Signature

VP of Operations

Title

RECOMMENDED BY:

Terry Lively /s/

TERRY D. LIVELY, P.S., P.E.

BELMONT COUNTY ENGINEER

Upon roll call the vote was as follows:

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

IN THE MATTER OF ENTERING INTO AN AGREEMENT WITH DR. RUSSELL S. LEE-WOOD, MD/MEDICAL DIRECTOR

Motion made by Mr. Echemann, seconded by Mr. Meyer to enter into an agreement with Dr. Russell S. Lee-wood, M.D., Medical Director for the Belmont County Jail, in the amount of \$30,000.00 per year effective June 21, 2023 through June 20, 2024.

Note: This contract will auto renew for an additional year unless a 60 day written notice is given by either party.

**AGREEMENT
MEDICAL DIRECTOR OF THE
BELMONT COUNTY JAIL**

WHEREAS, the Belmont County Board of Commissioners, hereinafter referred to as Commissioners, are desirous of contracting services for the services of Medical Director of the Belmont County Jail; and

WHEREAS, Dr. Russell S. Lee-wood, M.D., hereinafter referred to as Medical Director and individually as Dr. Lee-wood, is desirous of providing said services:

NOW, THEREFORE IT IS HEREIN AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS,

- 1) Dr. Lee-wood will provide professional services to Belmont County, Ohio, as Medical Director of the Belmont County Jail. In such capacity, Dr. Lee-wood will be an independent contractor and not an employee of Belmont County, for all purposes, including, without limitation, workers compensation, unemployment compensation, PERS, medical benefits, vacation, sick leave, and any and all other programs which are part of the benefit package of employees of Belmont County.
- 2) Medical Director shall abide by the rules set forth by the Sheriff, which shall be mutually agreed upon before the effective date of this agreement.
- 3) Commissioners shall pay the Medical Director the sum of \$30,000.00 per annum. Payments will be made monthly, in an amount totaling \$2,500.00 per month, upon receipt of a bill. Any increase shall be negotiated at the end of each twelve (12) month period during the life of the contract.
- 4) The term of this agreement shall be one year commencing June 21, 2023. This agreement will automatically renew for an additional one year unless either party gives a written notice by certified mail sixty days in advance.
- 5) Belmont County shall be responsible for providing malpractice insurance with a minimum occurrence limit of one million dollars (1,000,000.00) for the Medical Director's service within the jail facility.
- 6) The Medical Director shall be available to perform medical services at the Belmont County Jail two (2) days per week at a time mutually agreeable between the Medical Director and the Sheriff, or as otherwise directed by Ohio Jail Standards, or when needed by the Belmont County Jail Nursing Staff.
- 7) The Medical Director agrees to be available on a twenty-four (24) hour basis.
- 8) The Sheriff will provide a full-time guard on duty and with the Medical Director while medical services are being performed at the Belmont County Jail.
- 9) It is understood and agreed that the Medical Director is the attending physician for all inmates. Should an inmate desire their own private physician, the Medical Director must deem the requested care necessary and advisable, and the inmate must pay their private physician's bill. A Medical Waiver Form shall be completed for such treatment.
- 10) Inmates who require hospitalization shall be admitted to the hospital designated by the Medical Director, Sheriff, or Jail Administrator and only Dr. Lee-wood or his designee shall be designated as the attending physician. In the event the Medical Director determines that consultation or medical services need be rendered by a physician other than the Medical Director, said consultation or services shall be at the Medical Director's sole discretion and the expense thereof shall be borne by Belmont County.
- 11) In the event that Dr. Lee-wood cannot perform the services of Medical Director, he may appoint a temporary jail physician from a list of physicians mutually agreeable to the Sheriff, Jail Administrator and the Medical Director. The Medical Director will ensure such substitute will perform contractual responsibilities at no additional cost to Belmont County.
- 12) The Medical Director will further provide a review of medical care procedures as follows:
 - a. Description of any health environmental factor(s), which are substandard.
 - b. Changes implemented since the last reporting period.
 - c. Recommended changes.
- 13) The Medical Director will review all reports submitted from the State Department of Human Resources and Institutional Health Units, and will assist the Sheriff's office in making any corrections deemed necessary to medical care.
- 14) Health appraisals will be scheduled on the regular weekly visits to the jail by responsible Medical Director. These appraisals shall be completed for each inmate whose stay exceeds ten (10) days on or before the fourteenth (14) day.
- 15) The Medical Director or nursing staff will review the completed receiving, screening and health history records, take BP's, perform the standardized physical examinations, etc. Lab tests to detect communicable diseases will be performed only if deemed appropriate by medical staff.
- 16) The Medical Director will respond to requests for medical care made by the Sheriff's office via telephone or other various telecommunications and will instruct the on duty nurse to refer the inmate as follows:
 - a. To the doctor's office for treatment.
 - b. To the designated hospital emergency room for immediate treatment.
 - c. To the regularly scheduled sick call visit by the respective physician.
 - d. Any other instructions by the responsible physician.
- 17) The Medical Director will assist the Sheriff's office in meeting its duties to inmates as stated in the National Commission on Correctional Health Care "Standards for Health Services in Jail." The Medical Director will also assist in meeting such duties imposed by federal and state laws and regulations.
- 18) The Medical Director will assist the Sheriff's office in developing and implementing policies that will assure high quality medical and nursing care. The Medical Director will also prepare specific policies and procedures concerning the following:
 - a. Emergency treatment of inmates.
 - b. Prescriptive medicine.
 - c. Special Diets.
- 19) The Medical Director shall establish and supervise the maintenance of a listing of both prescription and non-prescription medications and supplies which are permitted for use in the facility. Any limitations on their use must be specified.
- 20) Either party may cancel this agreement by giving written notice by certified mail sixty (60) days in advance of said cancellation.

21) The Medical Director acknowledges and agrees that he has read and received this contract and that the medical policy contained herein is in compliance with the medical standards for full-service jails found in the Minimum Standards for all Ohio Jails. This agreement signed and executed at St. Clairsville, Belmont County, Ohio, this 21st day of June, 2023.

Belmont County Commissioners:

Russell S. Lee-wood, M.D. /s/
Russell S. Lee-wood, M.D.
Medical Director

J. P. Dutton, President

Jerry Echemann /s/
Jerry Echemann, Vice-President

Approved as to form:

Jacob Manning /s/
Belmont County Assistant Prosecutor

Josh Meyer

APPROVED AND ACKNOWLEDGED

I do hereby acknowledge and approve the contents hereof.

David M. Lucas /s/
David Lucas, Sheriff of Belmont County, Ohio
Upon roll call the vote was as follows:

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

Mr. Echemann said Dr. Lee-wood has been the interim Medical Director for the past month or so.

RECESS

9:30 Subdivision Hearing-Vacation/Dedication of Low Gap Rd. (Private)

Present: Belmont County Engineer Terry Lively. Mr. Lively said the vacation is at the end of Low Gap Road. There will be a dedication of a new cul-de-sac.

**IN THE MATTER OF FINAL PLAT APPROVAL
FOR THE VACATION/DEDICATION OF
LOW GAP ROAD (PRIVATE)
YORK TOWNSHIP, SEC. 9, T-4, R-3**

**“FINAL PLAT APPROVAL”
O.R.C. 711.05**

Motion made by Mr. Echemann to grant the final plat for the following:

RESOLUTION

WHEREAS, this day there was presented to the Board for approval of the Final Plat for the Vacation/Dedication of Low Gap Road (Private), York Township, Sec. 9, T-4, R-3, which appears to be regular in form and approved by the proper parties;

THEREFORE, said plat is hereby approved, upon recommendation of the County Engineer and with concurrence of the Township Trustees.

Mr. Meyer seconded the motion and upon roll call the vote was as follows:

Mr. Echemann	<u>Yes</u>
Mr. Meyer	<u>Yes</u>
Mr. Dutton	<u>Absent</u>

I do hereby certify the foregoing to be a true and correct copy of Journal Entry of June 21, 2023, as recorded in Volume 107 of the County Commissioners’ Journal.

Bonnie Zuzak /s/
Bonnie Zuzak, Clerk

cc: Engineer
Township F.O.
Township Trustees
Health Dept.

RECESS

10:00 Bid Opening-Engineer’s Project 23-8 BEL-CR42-1.14/1.55 (Fulton Hill Road) Slide Repair

**IN THE MATTER OF BID OPENING FOR ENGINEER’S
PROJECT 23-8 BEL-CR42-1.14/1.55 SLIDE REPAIR**

This being the day and 10:00 a.m. being the hour that bids were to be on file in the Commissioners’ Office for the Engineers Project 23-8 BEL-CR42-1.14/1.55 Slide Repair; they proceeded to open the following bids:

NAME	BID BOND	BID AMOUNT
Craig Edward Susany 13535 Market Street N. Lima, OH 44452	X	\$495,738.00
OH-WV Excavating P.O. Box 128 Powhatan Point, OH 43942	X	\$418,309.00
Litman Excavating 836 1st Street New Martinsville, WV 26155	X	\$549,725.00
Shelly & Sands P.O. Box 66 Rayland, OH 43943	X	\$483,236.00

Engineers Estimate: \$499,750.00

Present: Belmont County Engineer Terry Lively and Sam Haverty, Shelly & Sands.

Motion made by Mr. Echemann, seconded by Mr. Meyer to turn over all bids received for the Belmont County Engineer’s **Project 23-8 BEL-CR42-1.14/1.55 Slide Repair** to Belmont County Engineer Terry Lively for review and recommendation.

Upon roll call the vote was as follows:

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

RECESS

IN THE MATTER OF ENTERING EXECUTIVE SESSION AT 10:21 A.M

Motion made by Mr. Echemann, seconded by Mr. Meyer 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. Echemann	Yes
Mr. Meyer	Yes
Mr. Dutton	Absent

IN THE MATTER OF ADJOURNING EXECUTIVE SESSION AT 11:32 A.M.

Motion made by Mr. Echemann, seconded by Mr. Meyer to exit executive session at 11:32 a.m.

Upon roll call the vote was as follows:

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

Mr. Echemann said as a result of executive session there are several motions to be considered at this time.

IN THE MATTER OF APPROVING TO ADOPT THE CHANGE OF POSITION TITLE OF SSOBC CENTER AND HOME CARE SERVICES ADMINISTRATOR TO SSOBC SENIOR CENTER OUTREACH ADMINISTRATOR

Motion made by Mr. Echemann, seconded by Mr. Meyer to adopt the change of the position title of SSOBC Center and Home Care Services Administrator to SSOBC Senior Center Outreach Administrator, and move the position from pay grade 7 to pay grade 8, effective June 18, 2023.

Upon roll call the vote was as follows:

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

IN THE MATTER OF APPROVING TO MOVE SSOBC FISCAL ADMINISTRATOR POSITION FROM PAY GRADE 7 TO PAY GRADE 8

Motion made by Mr. Echemann, seconded by Mr. Meyer to move the SSOBC Fiscal Administrator position from pay grade 7 to pay grade 8, effective June 18, 2023.

Upon roll call the vote was as follows:

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

IN THE MATTER OF ADOPTING JOB DESCRIPTIONS FOR SSOBC QUALITY ASSURANCE ADMINISTRATOR

Motion made by Mr. Echemann, seconded by Mr. Meyer to adopt the job description for the new position of SSOBC Quality Assurance Administrator, at pay grade 8, effective June 18, 2023.

Senior Services of Belmont County

Job Title: Quality Assurance Administrator
Department: Administration
Supervised By: Director
Classification: Unclassified
Exemption Status: FLSA Exempt
Hourly Base Rate: Salaried Position

Essential duties, skills, responsibilities:

- Acts as a member of the administrative team at SSOBC responsible for budgeting, strategic planning, compliance, development of best practices, management, and supervision.
- Develops and manages policies and procedures for the agency by interpreting, implementing, and complying with Ohio Administrative Code, rules, regulations, and contracts. Trains and monitors staff as appropriate to assure compliance with all policies and procedures.
- Acts as office manager. Provides direct supervision to office staff assigned to varying departments and functions within the agency.
- Develops and monitors efficient internal systems, plans for and implements improvements to existing internal processes, and ensures positive and efficient external communications.
- Performs all other administrative functions required by the position.

Minimum Work Characteristics & Expectations:

- Leadership and management skills that promote a positive culture.
- Ability to manage information technology.
- Knowledge of programs and issues affecting and related to seniors.
- Ability to promote teamwork among employees, and to encourage cooperation among departments.
- Ability to utilize conflict-resolution when needed.
- Demonstration of tact and professionalism when dealing with others (within or outside the agency).
- Ability to multi-task and communicate effectively, both verbally and in writing.
- Demonstration of attention to detail, organizational skills, and timeliness.
- Flexibility as related to availability and work schedule.
- Ability to lift 50 pounds.
- **Minimum Qualifications:**
- Bachelor's degree in related field, five (5) years of experience in a managerial role, or combination of education and managerial experience equating to the same.
- Proficient computer skills. Proficiency in Microsoft 365, Google applications, and Publisher.
- Ability to obtain and retain all necessary certifications required of the position.
- Valid driver's license, insurability, safe driving record.
- Successful background check, drug screening.

Upon roll call the vote was as follows:

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

IN THE MATTER OF APPROVING MOVING AMANDA MURRAY, SSOBC FISCAL ADMINISTRATOR

FROM PAY GRADE 7, MAX STEP TO PAY GRADE 8, STEP 4

Motion made by Mr. Echemann, seconded by Mr. Meyer to move Amanda Murray, SSOBC Fiscal Administrator at Senior Services of Belmont County, from pay grade 7, max step to pay grade 8, step 4, effective June 18, 2023.

Upon roll call the vote was as follows:

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

IN THE MATTER OF APPROVING CHRISTINA SCHMITT, FULL-TIME DRIVER (NUTRITION) AT SSOBC, TO EXTEND AUTHORIZED UNPAID FAMILY MEDICAL LEAVE

Motion made by Mr. Echemann, seconded by Mr. Meyer to approve Christina Schmitt, full-time Driver (Nutrition) at Senior Services of Belmont County, to extend authorized unpaid Family Medical Leave, effective June 28, 2023 and not to exceed July 12, 2023.

Upon roll call the vote was as follows:

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

IN THE MATTER OF APPROVING MOVING LESLIE THOMPSON, SSOBC SENIOR CENTER OUTREACH ADMINISTRATOR FROM PAY GRADE 7, STEP 2 TO PAY GRADE 8, STEP 2

Motion made by Mr. Echemann, seconded by Mr. Meyer to move Leslie Thompson, SSOBC Senior Center Outreach Administrator at Senior Services of Belmont County, from pay grade 7, step 2 to pay grade 8, step 2, effective June 18, 2023.

Upon roll call the vote was as follows:

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

IN THE MATTER OF ADJOURNING COMMISSIONERS MEETING AT 11:36 A.M.

Motion made by Mr. Echemann, seconded by Mr. Meyer to adjourn the meeting at 11:36 a.m.

Upon roll call the vote was as follows:

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

Read, approved and signed this 28th day of June, 2023.

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