

St. Clairsville, Ohio

December 22, 2015

The Board of Commissioners of Belmont County, Ohio, met this day in regular session. Present: Ginny Favede, Matt Coffland and Mark A. Thomas, Commissioners and Jayne Long, Clerk of the Board.

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. Thomas, seconded by Mr. Coffland 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 \$75,445.92

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

IN THE MATTER OF TRANSFERS WITHIN FUND

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

GENERAL FUND

FROM	TO	AMOUNT
E-0040-A002-G08.003 PERS	E-0051-A001-A50.000 Budget Stabilization	\$14,586.00
E-0051-A001-A25.003 PERS	E-0051-A001-A50.000 Budget Stabilization	\$9,873.85
E-0052-A001-A91.003 PERS	E-0051-A001-A50.000 Budget Stabilization	\$2,644.62
E-0055-A004-B16.003 PERS	E-0051-A001-A50.000 Budget Stabilization	\$3,451.80
E-0057-A006-F05.003 PERS	E-0051-A001-A50.000 Budget Stabilization	\$1,742.50
E-0131-A006-A02.002 Admin Salaries	E-0131-A006-A15.007 Unemployment	\$1,400.00
E-0131-A006-A13.003 PERS/SPRS	E-0051-A001-A50.000 Budget Stabilization	\$33,914.96

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

IN THE MATTER OF TRANSFERS BETWEEN
FUND/GENERAL FUND TO VARIOUS

Motion made by Mr. Thomas, seconded by Mrs. Favede to approve the following transfers from the General Fund to the various funds listed below:

M78 TITLE IV-E REIMBURSEMENT FUND AND THE C50 INDIGENT GUARDIANSHIP FUND/JUVENILE COURT

FROM	TO	AMOUNT
E-0400-M078-M05.000 Other Expenses	R-1653-C050-C07.500 Other Receipts	\$111.70

BCSSD/VARIOUS

FROM	TO	AMOUNT
E-3711-T010-T04.074 Transfers Out	R-3701-P003-P15.574 Transfers In	\$288.55
E-3711-T010-T04.074 Transfers Out	R-3702-P005-P15.574 Transfers In	\$3243.16
E-3711-T010-T04.074 Transfers Out	R-3704-P051-P08.574 Transfers In	\$273.55
E-3711-T010-T04.074 Transfers Out	R-3705-P053-P08.574 Transfers In	\$84.75
E-3711-T010-T04.074 Transfers Out	R-3706-P055-P08.574 Transfers In	\$521.21

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mrs. Favede	Yes
Mr. Coffland	Yes

IN THE MATTER OF GRANTING PERMISSION
FOR COUNTY EMPLOYEES TO TRAVEL

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

COURT OF COMMON PLEAS/PROBATE DIVISION-Judge J. Mark Costine, Court Administrator Jennifer Shunk, Truant Officer Jonell Mueller and several Probation Officers to Columbus, OH, on February 23-26, 2016, for the Juvenile Court Inter-Court Annual Conference.

DJFS-Vince Gianangeli to Cadiz, OH, on January 8, 2016, for an Executive Committee meeting. Estimated expenses: \$31.55

SENIOR SERVICES-Daisy Braun to Moundsville, WV, on January 4, 2016, for a senior outing. Sue Neavin to Wheeling Island, WV, on January 7, 2016, for a senior outing. Donna Steadman to Moundsville, WV, on January 12, 19, & 26, 2016 for a senior outing. Donna Steadman to New Martinsville, WV, on January 21, 2016, for a senior outing. County vehicles will be used for travel.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

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

Motion made by Mr. Thomas, seconded by Mr. Coffland to approve the minutes of the Belmont County Board of Commissioners regular meeting of Dec. 16, 2015.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

Reminder -The next regular meeting will be: TUESDAY, December 29, 2015 at 9:00 a.m. (due to New Year's)

IN THE MATTER OF REAPPOINTMENT
OF AMY DIAS TO THE BELMONT CO.
BOARD OF DEVELOPMENTAL DISABILITIES

Motion made by Mr. Thomas, seconded by Mr. Coffland to reappoint Ms. Amy Dias to the Belmont County Board of Developmental

Disabilities for a four (4) year term effective January 1, 2016 through December 31, 2019.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

**IN THE MATTER OF ADOPTING NEW SOCIAL MEDIA POLICY
FOR THE BELMONT COUNTY BOARD OF COMMISSIONERS PERSONNEL POLICY MANUAL**

Motion made by Mr. Thomas, seconded by Mr. Coffland to adopt the new Social Media Policy under the Conduct Section 7.37 of the Belmont County Board of Commissioners Personnel Policy Manual.

**BELMONT COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

SOCIAL MEDIA	SECTION 7.37	Page 2 of 6
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- A. **Purpose.** The purpose behind this policy is to make an employee aware of his or her privacy rights and prohibited conduct with respect to an employee’s actions and its impact on the employer when using social media sites on and off duty. This policy is also intended to ensure efficient use of employee time and to minimize any distraction from an employee’s assigned tasks and duties. It will allow the employer to ensure that employer rules are followed and all employees are treated fair and consistent. Employees shall remember they are paid by public funds and the public holds them to a high standard of professionalism. The employer has an overriding interest and expectation in deciding what is "spoken" on behalf of the employer. This policy is not meant to infringe on one’s right to free speech, rights under R.C. 4117, or any other protected activity.
- B. **Scope.** All employees, volunteers, interns or other acting on behalf of Belmont County, will be subject to and held accountable for any conduct outlined in Social Media Policy. This policy works in conjunction with other related personnel policies and procedures (e.g., harassment).
- C. Social Media refers to the use of websites such as, but not limited to, Facebook, Myspace, Twitter, Flickr, LinkedIn. For purposes of this policy, Blogs and other internet forums shall also be covered. Nothing in this policy is meant to prohibit access to any social media website or Blog which may be work-related.
- D. **Policy.**
 - 1. **On Duty Conduct:** While at work, an employee may only access social media websites, Blogs and/or other internet forums of communication during their lunch, breaks or other non-working time. This includes access from a personal device (e.g., BlackBerry device, Smartphone, iPhone, iPad, Laptop, etc.) during an employee’s compensated hours of work.
 - 2. **On and Off Duty Conduct:** An employee enjoys no expectation of privacy to information posted into cyberspace even while off duty. This includes anything posted to a social media website, Blog, or other similar internet forum of communication. Although information may be posted to a “private” webpage, the employee should be aware this information can still be accessed by the public and other sources in a number of ways. Because of this, an employee needs to use “common-sense” when posting comments, photos, opinions, or any other information related to his or her employment. Any social media activity which portrays the employer in a negative light will be evaluated and may result in disciplinary action up to and including termination. Examples of prohibited conduct include, but are not limited, to:
 - a. Posting one’s photograph while wearing the employer’s uniform (or other similar attire, which could be misidentified as the official uniform) without approval; Posting pictures, videos, or comments that are insubordinate with respect to the employee’s employment;
 - b. Posting pictures, videos, or comments that constitute or could be construed as unlawful behavior;
 - c. Knowingly or recklessly posting false information about the employer, supervisors, coworkers, public officials, or those who have a relationship with the employer. This also includes disparagement of a fictitious character or computer-generated likeness that resembles the above.
 - d. Posting, transmitting, or disseminating any pictures or videos of official training, activities, or work-related assignments without the express permission of a supervisor.
 - e. Posting pictures, videos, or comments that are sexual, obscene, violent, offensive, harassing, or pornographic in nature along with any reference to the employer or individual’s employment.
 - 3. Employees shall not imply they are speaking on behalf of the employer unless authorized to do so. Should an employee speak on matters of employment, the employee shall include a disclaimer.
 - 4. **Confidential Information:** An employee shall not disclose any work-related confidential or proprietary information on any social media website, Blog, or other internet forum of communication. This can include information that may eventually be obtained through a valid public record’s request.
 - 5. Employees are encouraged to follow the internal complaint procedure and not take to the internet to voice work-related complaints.
 - 6. Employees found to have violated any part of this policy may be subject to discipline up to and including termination.
 - 7. Any deviation from the above policy shall be approved by the employer in writing.
 - 8. Any questions regarding the policy should be directed to the employee’s immediate supervisor. Employees shall take note of the following: **DELETE DOES NOT MEAN DELETE.** Once something is posted into cyberspace it remains there.

Original Adoption Date: 12/2015 Revision Date: 12/2018

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

**IN THE MATTER OF ADOPTING NEW ACTIVE SHOOTER POLICY
FOR THE BELMONT COUNTY BOARD OF COMMISSIONERS PERSONNEL POLICY MANUAL**

Motion made by Mr. Thomas, seconded by Mr. Coffland to adopt a new Active Shooter Policy under the Safety Section 11.1 of the Belmont County Board of Commissioners Personnel Policy Manual.

**BELMONT COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL**

ACTIVE SHOOTER	SECTION 11.1	Page 2 of 6
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The purpose of this policy is to set forth guidelines for Belmont County Employees in the event of an active shooter situation. An active

shooter is defined as an individual(s) actively possessing and/or shooting a firearm or deadly weapon, in a threatening manner. This person has access to the agency and could cause injury, physical damage or death. Employees need to be familiar with the A.L.I.C.E. program in response to an active shooter. See attached document. This approach empowers staff to use the information available at the time to make informed decisions about how they will respond.

Procedure

1. Call 911
2. An all page announcement using the public address system will be made as soon as possible. This should include a description, location and actions of the active shooter should, if possible.
3. Staff should evacuate whenever it is safely possible. The decision of whether or not a safe evacuation is possible is based on the information available to staff at that time, i.e., location of shooter in relation to staff and exit path.
4. If evacuation is not possible, staff should hide and barricade themselves in whatever rooms are available. In addition to locking the door, heavy furniture should be moved in front of the door. Turn off all lights and silence cell phones.
5. The last resort is taking action against the shooter, if escape is not possible or the shooter has made entry into the lock down area. Staff should disrupt or incapacitate the shooter. The goal is to distract the shooter in order to escape. If escape is not possible, staff that is willing will take the actions necessary to disarm and immobilize the active shooter.
6. These procedures and the ALICE program are in effect until law enforcement has arrived and the building/location is safe and secured by law enforcement.

You must have your identification badge on at all times while in the building.

How to react to arriving Law Enforcement

- Law Enforcements primary goal is to take out the threat
- LISTEN to directions given by law enforcement personnel
- Immediately raise hands and show that there is nothing in them
- Follow law enforcement instructions. Do not attempt to stop them or try to explain the situation, until questioned by law enforcement
- Avoid making quick movements, screaming or yelling
- Be prepared to give last location and description of shooter, and event details to law enforcement

No information will be given to the media and no public information will be released by any staff or partners, unless authorized by the Belmont County Commissioners.

Questions regarding this policy should be directed to James G. Zusack, Chief Deputy, Belmont County Sheriff's office at (740) 695-7933.

Original Adoption Date: 12/2015 Revision Date: 12/2018

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

Mrs. Favede noted the board appreciates the assistance and expertise of Chief Zusack who has led us through the process of an active shooter policy.

IN THE MATTER OF ESTABLISHING SPECIAL REVENUE FUND/COURT OF COMMON PLEAS –PROBATE DIVISION

Motion made by Mr. Thomas, seconded by Mr. Coffland to authorize the Belmont County Auditor to establish a Special Revenue Fund for the Belmont County Court of Common Pleas – Probate Division.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

IN THE MATTER OF APPROVING QUOTE FROM CARNEY & SLOAN, INC. FOR 10 BURNER RANGE/SSOBC-COURTHOUSE ANNEX III

Motion made by Mr. Thomas, seconded by Mr. Coffland to approve the quote dated 12/16/15 from Carney & Sloan, Inc., in the amount of \$2,856.00 for the purchase of a 60” Therma-Tek TMD60-10-2, 10-burner range for the space utilized by the St. Clairsville Senior Center in the Courthouse Annex III building.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

Open Public Forum – Richard Hord questioned the motion of December 16, 2015 regarding the fiscal consultant hired for WIA. Mr. Thomas said the position has been here for years. It is a decision of a four County Board area and involves some unique work to comply with federal and state regulations. Mrs. Favede noted with adjustments that are being made by the state on behalf of the Workforce Investment Board, more responsibility will be put on that board.

BREAK

9:30 Subdivision Hearing-Ridges of Olde Cumberland “The Flats III”

Present: County Engineer Fred Bennett and Drafting Technician Ruth Graham. Mrs. Graham reviewed maps with the board and noted that seventeen new lots will be created.

IN THE MATTER OF FINAL PLAT APPROVAL FOR THE RIDGES OF OLDE CUMBERLAND “THE FLATS III” RICHLAND TOWNSHIP, SEC 15, T-7, R-4

“Hearing Had-9:30 A.M.”

“FINAL PLAT APPROVAL”

O.R.C. 711.05

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

RESOLUTION

December 22, 2015

WHEREAS, this day there was presented to the Board for approval the Final Plat for The Ridges of Olde Cumberland "The Flats" Richland Township, Section 15, T-7, R-4, 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. Coffland seconded the motion and upon roll call the vote was as follows:

Mr. Thomas	<u>Yes</u>
Mr. Coffland	<u>Yes</u>
Mrs. Favede	<u>Absent</u>

*Commissioner Thomas noted that Mrs. Favede had briefly stepped out of the meeting.

**IN THE MATTER OF ENTERING
EXECUTIVE SESSION AT 9:41 A.M.**

Motion made by Mr. Thomas, seconded by Mr. Coffland to enter executive session with Dana Meager, HR Administrator, pursuant to ORC 121.22(G)(1) Personnel Exception to consider the dismissal of a public employee.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

**IN THE MATTER OF ADJOURNING
EXECUTIVE SESSION AT 10:07 A.M.**

Motion made by Mr. Thomas, seconded by Mr. Coffland to exit executive session at 10:07 a.m.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

AS A RESULT OF EXECUTIVE SESSION THE FOLLOWING ACTION WAS TAKEN-

**IN THE MATTER OF AUTHORIZING ANIMAL
SHELTER DIRECTOR TO REMOVE AN EMPLOYEE
FROM A POSITION AT THE ANIMAL SHELTER**

Motion made by Mr. Thomas, seconded by Mr. Coffland to authorize Belmont County Animal Shelter Director Angela Hatfield to take the necessary action to remove an employee from a position at the animal shelter effective upon notice to employee.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

**IN THE MATTER OF CHANGING START DATE FOR
AUDRA BOWMAN, WESTERN DIVISION COURT DEPUTY CLERK**

Motion made by Mr. Thomas, seconded by Mr. Coffland to change the start date for Audra Bowman, Western Division Court Deputy Clerk, from December 24, 2015 to January 4, 2016.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

**10:00 Dr. John Mattox, Special Wish Foundation
Re: Presentation of a Special Wish**

Present: Dr. John Mattox, Autumn Wehr and family and Make a Wish Foundation Board members. Autumn received a Special Christmas Wish of a "Big Girl's Room" from the Make a Wish Foundation. Mrs. Wehr thanked everyone and said Autumn is still in remission.

**IN THE MATTER OF RESCINDING MOTION TO CHANGE START
DATE FOR AUDRA BOWMAN, WESTERN DIVISION COURT DEPUTY CLERK**

Motion made by Mr. Thomas, seconded by Mrs. Favede to rescind the motion to change the start date for Audra Bowman, Western Division Court Deputy Clerk, from December 24, 2015 to January 4, 2016.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mrs. Favede	Yes
Mr. Coffland	No

**IN THE MATTER OF CHANGING THE
START DATE FOR AUDRA BOWMAN, FULL-TIME
DEPUTY CLERK/WESTERN DIVISION COURT**

Motion made by Mr. Thomas, seconded by Mrs. Favede to change the start date for Audra Bowman, Western Division Court Deputy Clerk, to December 28, 2015.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mrs. Favede	Yes
Mr. Coffland	No

DISCUSSION HELD-Mr. Coffland said a lot of additional paperwork for four days work will have to be done plus paying the employee for the holiday. He said he is trying to be fiscally responsible. Mr. Thomas noted this is a unique situation in that the employee will be a Commissioners' employee, but is working for Judge Eric Costine. He said he is deferring to Judge Costine's request to allow the employee to start sooner for training purposes.

**IN THE MATTER OF BID OPENING FOR HOMEMAKER
SERVICES FOR SENIOR SERVICES**

This being the day and 10:30 a.m. being the hour that bids was to be on file in the Commissioners' Office for the SSOBC Homemaker & Personal Care Services; they proceeded to open the following bids:

NAME	BID BOND	BID AMOUNT
IC Staffing Solutions, LLC Db a IC Care PO Box 6878 1100 Main St. #215	X	\$17.50/hour

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Wheeling, WV 26003 Just Right Homecare, Inc 2197 National Road Wheeling, WV 26003	X	\$17.00/hour
Advanced Home Health, Inc 280 East Main St. St. Clairsville, OH	X	\$17.50/hour
Addus HealthCare, Inc 2300 Warrenville Road Downers Grove, IL	X	\$15.25/hour

Motion made by Mr. Thomas, seconded by Mr. Coffland to turn over all bids for Homemaker Services for Senior Services of Belmont County to Gary Armitage, Executive Director, for review and recommendation.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mr. Coffland	Yes
Mrs. Favede	Yes

**IN THE MATTER OF ADJOURNING
COMMISSIONERS MEETING**

Motion made by Mrs. Favede, seconded by Mr. Coffland to adjourn the meeting.
Upon roll call the vote was as follows:

Mrs. Favede	Yes
Mr. Coffland	Yes
Mr. Thomas	Yes

Read, approved and signed this 29th day of December 2015.

Mark A. Thomas /s/_____

Ginny Favede /s/_____ COUNTY COMMISSIONERS

Matt Coffland /s/_____

We, Mark Thomas and Jayne Long, 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.

Mark A. Thomas /s/_____ PRESIDENT

Jayne Long /s/_____ CLERK