

St. Clairsville, Ohio

February 5, 2014

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 ALLOWANCE OF BILLS
AS CERTIFIED IN THE AUDITOR'S OFFICE

"BILLS ALLOWED"

The following bills having been certified in the Auditor's office, on motion by Mr. Thomas, seconded by Mrs. Favede, all members present voting YES, each bill was considered and it is hereby ordered that the County Auditor issue his warrant on the County Treasurer in payment of bills allowed.

Claim of	Purposes	Amount
A-A-1 Service	Battery for Coroner's van/General Fund	179.31
A-AT&T	Services-Public Defender/General Fund	152.07
A-BP	Gasoline-Coroner/General Fund	274.00
A-John Morgan	Reimburse gasoline expenses-Coroner/General Fund	232.10
A-Licking County Coroner	Autopsy-Coroner/General Fund	1,075.00
K-Ohio-WV Excavating Co.	Town Hill Bridge Replacement/Engineer MVGT Fund	34,348.86
S-AT&T Communications	Office phones/Port Authority Fund	129.22
S-Glynis Valenti	Professional Services/Port Authority Fund	600.00
S-MOS	Toners/Northern Ct. General Special Projects Fund	1,898.50
S-Sam's Club	Food/Oakview Juvenile Residential Center Fund	693.77
S-Staples Credit Plan	Supplies & Materials/Oakview Juvenile Residential Center Fund	344.99
S-Thomas Creative Apparel, Inc.	Robe/Northern Ct. General Special Projects Fund	488.00
S-TMMS	Mail machine ribbons/Eastern Div. Ct. Computer Fund	524.75
S-TSG	Block time/Northern Div. Ct. Computer Fund	240.00
S-Wright Express FSC	Gasoline/District Detention Home Fund	325.64
W-Consortium of County Law Library Resources Bds.	Statutorily-required 2% pay-in/Law Library Fund	2,567.19

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

Motion made by Mr. Thomas, seconded by Mrs. Favede to approve the Recapitulation of Vouchers dated for February 5, 2014 as follow:

FUND	AMOUNT
A-GENERAL	\$2,209.97; \$4,000.00; \$6,277.80; \$7,497.92
A-GENERAL/AUDITOR	\$4,844.60
A-GENERAL/CLERK OF COURTS	\$514.84
A-GENERAL/JUVENILE COURT	\$805.88
A-GENERAL/PROBATE COURT	\$87.00
A-GENERAL/RECORDER	\$1,979.50
A-GENERAL/SHERIFF	\$3,412.72
A-GENERAL/TREASURER	\$6,312.42
B-Dog Kennel	\$598.58
C-Indigent Guardianship Fund	\$300.00
H-Job & Family, CSEA	\$1,597.92; \$266.83
H-Job & Family, Public Assistance	\$12,010.63
H-Job & Family, WIA	\$46,215.32; \$13,135.10; \$1,768.51
J-Real Estate Assessment	\$425.98
K-Engineer MVGT	\$3,653.47; \$42,822.73
M-Juvenile Ct. - Placement II	\$98.85
M-Juvenile Ct. - Title IV-E Reimb.	\$239.15
P-Oakview Admin Bldg.	\$122.16
S-Certificate of Title Adm Fund	\$799.20
S-District Detention Home	\$1,926.20
S-Job & Family, Children Services	\$3,279.20; \$22,705.19
S-Juvenile Ct. Computer Fund	\$119.90
S-Oakview Juvenile Residential Center	\$3,264.13
S-Senior Program	\$10,575.16
S-Sheriff Commissary	\$902.35
T-CDBG	\$19,131.00

Upon roll call the vote was as follows:	Mr. Thomas	Yes
	Mrs. Favede	Yes
	Mr. Coffland	Yes

IN THE MATTER OF TRANSFERS WITHIN FUND

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

GENERAL FUND

FROM	TO	AMOUNT
E-0051-A001-A50.000 Budget Stabilization	E-0257-A015-A15.074 Transfers Out	\$500,000.00

BCDJFS/ WIA AREA 16 FUND/H08

FROM	TO	AMOUNT
E-2610-H008-H08.000 Har Co. DJFS-WIA-Wind	E-2610-H008-H07.000 Bel Co. DJFS-WIA-Wind	\$16,000.00

PROSECUTOR VICTIM ASSISTANCE PROGRAM FUND/W80

FROM	TO	AMOUNT
E-1511-W080-P01.002 Salary Expense	E-1511-W080-P08.005 Medicare Expense	\$50.00

Upon roll call the vote was as follows:	Mr. Coffland	Yes
	Mr. Thomas	Yes
	Mrs. Favede	Yes

**IN THE MATTER OF TRANSFER BETWEEN
FUND FOR THE GENRAL FUND/D00 FUND**

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

FROM	TO	AMOUNT
<i>General Fund</i>	<i>D00-Road and Bridges Fund</i>	
E-0257-A015-A15.074 Transfers Out	R-1655-D000-D05.574 Transfers In	\$500,000.00

Upon roll call the vote was as follows:

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

IN THE MATTER OF ADDITIONAL APPROPRIATIONS

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

****JANUARY 2, 2014****

CAPITAL PROJECTS-FACILITIES FUND/N29

E-9029-N029-N02.055	Court House Building Repair	\$10,273.00
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Needed for a new heater in the women's restroom at the Court House and a new heat pump for the Clerk of Courts Office.

BCSSD/VARIOUS

E-9200-O003-O12.000	Transfer Out	\$51,084.42
E-9201-O004-O02.051	Interest Payment	\$27,594.70
E-9202-O005-O01.050	Principal	\$136,335.60
E-9203-O006-O04.051	Interest Payment	\$551.34
E-9205-O008-O01.050	Principal	\$316,228.00
E-9206-O009-O02.051	Interest Payment	\$798.06
E-9207-O010-O02.051	Interest Payment	\$0.01
E-9311-O011-O02.051	Interest Payment	\$45,073.36

****FEBRUARY 5, 2014****

GENERAL FUND/RECORDER/SHERIFF

E-0256-A014-A05.000	Official Bonds	\$78.00
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Appropriation of reimbursement check for Charles Probst's bond cancellation.

E-0121-A006-B02.002	Salaries-Employees	\$9,000.00
E-0131-A006-A04.002	Salaries-Road Deputies	\$1710.78
E-0131-A006-A02.002	Salaries-Admin	\$5,802.86
E-0131-A006-A13.003	PERS	\$1,050.32
E-0256-A014-A06.006	Group & Liability Insurance	\$3,514.05
E-0256-A014-A14.004	Workers Comp	\$290.14
E-0131-A006-A23.000	Background	\$1,707.00
E-0131-A006-A24.000	E-SORN	\$575.00
E-0131-A006-A09.000	Medical	\$533.93
E-0131-A006-A21.000	Sheriffs Towing	\$390.00
E-0131-A006-A28.000	Shop With A Cop	\$770.00
E-0131-A006-A32.000	Warrant Fee	\$640.00
E-0131-A006-A30.000	Lifesaver	\$10.00
E-5100-S000-S01.010	Commissary	\$7,237.42
E-8101-S001-S07.012	CCW Equipment	\$4,046.00
E-5101-S001-S06.000	CCW License	\$1,860.00
E-9710-U010-U06.000	Reserve	\$8,682.55

BCDJFS/WORKFORCE DEVELOPMENT FUND/H05

E-2600-H005-H12.000	Windstorm NEG OH26	\$32,000.00
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BCDJFS/WIA AREA 16 FUND/H08

E-2610-H008-H07.000	BCDJFS-WIA-WIND	\$9,607.82
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BSWCD/SOIL CONVERSATION FUND/L01

E-1810-L001-L01.002	Salaries	\$1,000.00
E-1810-L001-L09.00	Travel & Expenses	\$420.00

PLACEMENT SERVICES/JUVENILE COURT TITLE IV-E/M64

E-0400-M064-M05.00	Placement Costs	\$29,713.00
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OAKVIEW JUVENILE/VARIOUS

S30- OAKVIEW JUVENILE REHABILITATION FUND

E-8010-S030-S40.000	Grant Holding Account	\$43,626.20
E-8010-S030-S51.002	Salaries	\$120,000.00
E-8010-S030-S53.000	Medical	\$2,000.00
E-8010-S030-S55.010	Supplies	\$1,107.30
E-8010-S030-S58.000	Communications	\$4,000.00
E-8010-S030-S59.000	Fuel/Utilities	\$20,000.00
E-8010-S030-S60.000	Maintenance Repairs	\$128.80
E-8010-S030-S66.003	PERS	\$20,000.00
E-8010-S030-S67.004	Workers Comp	\$2,940.25
E-8010-S030-S68.006	Hospitalization	\$30,000.00
E-8010-S030-S70.005	Medicare	\$1,500.00

S31-N.S.L.A OAKVIEW JUVENILE FUND

E-8011-S031-S02.000	Food Expense	\$90.00
E-8011-S031-S02.000	Food Expense (NSLA)	\$6,623.40

S32-OAKVIEW JUVENILE ACTIVITY FUND

E-8012-S032-S00.000	Activity Fund	\$28.94
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COMMISSIONERS' CDBG FUND/T11

E-9702-T011-T01.000	Grants	\$13,768.00
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(Draw # 171, Grant # B-W-11-1AG-1)

PROSECUTOR VICTIM ASSISTANCE PROGRAM FUND/W80

E-1511-W080-P01.002	Salary Expense	\$1,720.00
E-1511-W080-P07.006	Hospitalization	\$2,255.00

E-1511-W080-P05.003	PERS	\$379.00
<u>TAX CERTIFICATE ADMIN FUND/Y29</u>		
E-9829-Y029-Y05.000	Postage	\$500.00
E-9829-Y029-Y06.000	Recording Fee	\$5,000.00
E-9829-Y029-Y07.000	Refunds	\$1,000.00

Upon roll call the vote was as follows:

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

IN THE MATTER OF ADDITIONAL APPROPRIATIONS FOR THE GENERAL FUND

Motion made by Mr. Coffland, seconded by Mr. Thomas to make the following additional appropriation, in accordance with the Amended Official Certificate of Estimated Resources as revised by the Budget Commission, under the date of February 5, 2014:

CARRYOVER PO'S THAT HAVE BEEN CLOSED AND REQUIRE REAPPROPRIATION

A00 General Fund

Commissioners

E-0051-A001-A50.000	Budget Stabilization Reserve	584,114.93
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Upon roll call the vote was as follows:

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

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

Motion made by Mrs. Favede, seconded by Mr. Coffland to execute payment of Then and Now Certification dated February 5, 2014, 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 or order.

Upon roll call the vote was as follows:

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

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

Motion made by Mrs. Favede, seconded by Mr. Coffland to request the Belmont Co. Budget Commission certify the following monies. **GENERAL FUND - \$584,114.93** Closed 2013 PO from E-0051-A001-A50.000/PO520892

Upon roll call the vote was as follows:

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

IN THE MATTER OF GRANTING PERMISSION FOR COUNTY EMPLOYEES TO TRAVEL

Motion made by Mrs. Favede, seconded by Mr. Coffland granting permission for county employees to travel as follows: **SENIOR SERVICES** – Shirley Jo Case to travel to Wheeling, WV, on Feb. 20, 2014, to facilitate a senior outing for Dine-Out For Seniors. David Hacker, Barb Ballint, Linda Wells, Tish Kinney, Sue Hines, Donna Steadman, Shirley Jo Case, Valerie Forst, Linda Sadosky, Mike McBride and Daisy Braun to travel to Worthington, OH, on March 23, 24, & 25, 2014 to attend the Ohio Assoc. of Senior Centers' Conference. A county vehicle will be used.

Upon roll call the vote was as follows:

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

OPEN PUBLIC FORUM – None.

IN THE MATTER OF AUTHORIZING COMMISSION PRESIDENT TO SIGN THE MORTGAGE RELEASE FOR ELIZABETH D. GREAR/BELOMAR

Motion made by Mr. Thomas, seconded by Mrs. Favede to approve and authorize Commission President Matt Coffland to sign the **Mortgage Release** for Elizabeth D. Grear in the amount of \$5,000 for the mortgage dated January 2, 2002, and recorded February 1, 2002, in Volume 831, Page 210, of the Mortgage Records of Belmont County, Ohio, based upon the recommendation of A.C. Wiethe, Belomar Regional Council. The terms of the loan have been fully satisfied.

MORTGAGE RELEASE

For valuable consideration paid, receipt of which is hereby acknowledged, the **Belmont County Commissioners**, hereby release and discharge that certain mortgage from **Elizabeth D. Grear**, to **Belmont County Commissioners** in the amount of \$5,000.00, dated January 31, 2002, and recorded February 1, 2002 in Volume 831, Page 210, of the Mortgage Records of Belmont County, Ohio.

The conditions of said mortgage having been fully complied with, the same is hereby discharged and released from record.

Executed this 5th day of February, 2014.

Belmont County Commissioners

By: Matt Coffland /s/

President

Upon roll call the vote was as follows:

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

**IN THE MATTER OF APPROVING AND SIGNING THE
ENGAGEMENT LETTER WITH THE AUDITOR OF
STATE – AUDIT FOR THE YEAR ENDED DEC. 31, 2013**

Motion made by Mr. Thomas, seconded by Mrs. Favede to approve and sign the Engagement Letter between Belmont County and the Auditor of State for services to be provided in regards to the audit of the basic financial statements of Belmont County as of the period ending December 31, 2013; estimated fees are \$97,990.00.

Note: Report delivery date is expected on or about June 30, 2014.

ENGAGEMENT LETTER

January 27, 2014
Board of County Commissioners
Andy Satak, Belmont County Auditor
Belmont County
101 West Main Street
St. Clairsville, Ohio 43950

This letter of arrangement between Belmont County (the Government) and the Auditor of State describes the objective and scope of the services we will provide, the Government's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services satisfy the Government's audit requirements.

Summary of Services

We will audit the Government's basic financial statements as of and for the year ended December 31, 2013. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. The objective of an audit is to express our opinion concerning whether the basic financial statements present fairly, in all material respects, the Government's financial position, changes in financial position, required budgetary comparisons, and cash flows (where applicable), in conformity with U.S. generally accepted accounting principles.

We expect to deliver our report on or about June 30, 2014.

We will audit to form an opinion on the basic financial statements. We will also opine on whether supplementary information is fairly presented, in all material respects, in relation to the basic financial statements taken as a whole.

We will apply certain limited procedures to required supplementary information. However, we will not opine or provide any assurance on this information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any other assurance.

We also will read the other information included in the introductory and statistical sections of the Comprehensive Annual Financial Report (CAFR) and consider whether this information, including the manner of its presentation, is materially consistent with information appearing in the financial section. However, we will not express an opinion or any other assurance on the introductory or statistical sections of the CAFR.

Engagement Team

The engagement will be led by:

- * Charles F. Barga, CPA, Chief Auditor, who will be responsible for assuring the overall quality, value, and timeliness of our services to you;
- * Rick L. Carpenter, CGFM, Senior Audit Manager, who will be responsible for managing the delivery of our services to you; and
- * R. Joe Holdren, CPA, Audit Manager, who will be responsible for on-site administration of our services to you.

The Auditing Process

Our Responsibilities:

The *Summary of Services* above describes our responsibilities for the Government's basic statements and other financial information.

We will conduct our audit in accordance with U.S. generally accepted auditing standards (GAAS) and the Comptroller General of the United States' standards for financial audits included in *Government Auditing Standards*, and the Single Audit Act Amendments of 1996, and the provisions of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards require that we plan and perform the audit to reasonably assure that the financial statements are free of material misstatement. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatement may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We may limit certain procedures to selective testing of data. Therefore we might not detect material error and fraud if it exists. It is not cost-efficient to design procedures to detect immaterial error or immaterial fraud. Also, because of the characteristics of fraud, including attempts at concealment through collusion and forgery, a properly designed and executed audit may not detect a material fraud.

We will communicate all instances where we believe fraud *may* exist to you. These would include instances where we:

- Have persuasive evidence that fraud occurred.
- Determined fraud risks exist and were unable to obtain convincing evidence to determine that fraud was unlikely.

Similarly, illegal acts may have occurred. However, our audit provides no assurance that illegal acts generally will be detected and only reasonable assurance that we will detect illegal acts directly and materially affecting the determination of financial statement amounts. We will inform you regarding material error or illegal acts that come to our attention.

If we find indications of abuse, we will expand our tests to determine its financial statement effect. *Government Auditing Standards* defines *abuse* as behavior which while not necessarily a legal violation, is behavior a prudent person would deem improper or deficient. Because this determination is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

If for any reason we are unable to complete the audit or are unable to form an opinion, we may disclaim an opinion on your financial statements. In this unlikely event, we will communicate the reason for disclaiming an opinion to you, and to those charged with governance, in writing.

Your Responsibilities and Identification of the Applicable Reporting Framework:

We will audit assuming that management and those charged with governance acknowledge and understand they are responsible for:

1. Preparing the financial statements and other financial information, including related disclosures and selecting and applying accounting principles in accordance with accounting principles generally accepted in the United States of America.
2. Providing us with:
 - a. Access to all information of which management is aware that is relevant to preparing and fairly presenting the financial statements such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
3. Inform us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.
4. Preparing supplementary information (including the Federal Awards Expenditure Schedule) in accordance with the applicable criteria.
 - a. Include our report on the supplementary information in any document that includes the supplementary information and that indicates that the auditor has reported on this supplementary information.
 - b. Present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.
5. Coordinating the completion of the component unit audit to meet the Government's reporting deadlines.
6. Reporting fraud and illegal acts of which you are aware to us.
7. Making available to the auditor draft financial statements and any accompanying other information in time to allow the auditor to

- complete the audit in accordance with the proposed timeline.
8. Reviewing drafts of the audited financial statements, footnotes, any supplemental information, auditor's reports and any findings; and informing us of any edits you believe may be necessary.
 9. Designing and implementing programs and controls to prevent and detect fraud.

You should not rely on our audit as your primary means of detecting fraud.

Compliance with Laws and Regulations

Our Responsibilities

As part of reasonably assuring whether the financial statements are free of material misstatement, we will test the Government's compliance with certain provisions of laws, regulations, contracts, and grants if noncompliance might reasonably directly and materially affect the financial statements. However, except for major federal financial assistance programs, our objective is not to opine on overall compliance with these provisions.

Your Responsibilities:

Management and those charged with governance are responsible for:

1. Being knowledgeable of, and complying with, laws, regulations, contracts, and grants applicable to the Government.
2. Identifying for us other financial audits, attestation engagements, performance audits, internal audits, reports from regulators or other studies related to the Organization (if any), and the corrective actions taken to address these audits' significant findings and recommendations.
3. Tracking the status of prior audit findings.
4. Taking timely and appropriate steps to remedy fraud, illegal acts, violations of provisions of laws, regulations, contracts or grant agreements, or abuse we may report.
5. Providing your views and planned corrective action on audit findings we may report.

Internal Control

Our Responsibilities:

As a part of our audit, we will obtain an understanding of your Government and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies.

In assessing risk, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of opining on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Your Responsibilities:

Design, implement and maintain internal control relevant to compliance and the preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error. Appropriate supervisory reviews are necessary to reasonably assure that adopted policies and prescribed procedures are followed.

Your Responsibility for Service Organizations:

Service organizations are entities to which you have outsourced accounting functions. Service organizations process transactions reflected in your Government's financial statements, and therefore fall within the scope of our audit. While service organizations are responsible for establishing and maintaining their internal control, you are responsible for being aware of the service organizations your Government uses, and for establishing controls to monitor the service organization's performance. Because the complexity of service organization transaction processing can vary considerably, your monitoring activities can vary accordingly.

When transaction processing is complex and the volume of transactions is relatively high, obtaining and reviewing a service organization auditor's *Independent Service Auditor's Report on Management's Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls* Report (Type 2 Service Organization Control Report (SOC 1)) may be the most effective method of meeting your responsibility to monitor a service organization, and may also be the only efficient means by which we can obtain sufficient evidence regarding their internal controls. AT Section 801, *Reporting on Controls at a Service Organization* (SSAE No. 16) discusses the aforementioned report. (In some circumstances, we can accept a suitably-designed agreed-upon procedures report (AUP) in lieu of a SSAE No. 16.) Our staff can discuss SSAE No. 16 and possible monitoring controls you might use with you.

You are responsible for informing our staff of the service organizations your government uses, and for monitoring these service organizations' performance.

Service organizations of which we are aware are:

- Healthcare Billing Systems, Inc., which processes Board of Developmental Disabilities Medicaid claims.

Please confirm to us that, to the best of your knowledge, the above listing is complete.

Additional Responsibilities and Reporting Under Circular A-133

Our Responsibilities:

As OMB Circular A-133 requires, we will consider and test the Government's internal control policies and procedures used in administering the federal award programs we determine to be major programs, using criteria from A-133. Based on this consideration and these tests, we will assess risk and determine the nature, timing, and extent of tests of compliance with requirements that, if not complied with, could materially affect a major federal financial assistance program's compliance.

In accordance with A-133, we will prepare the following report:

Independent Auditor's Report on Compliance With Requirements Applicable To Each Major Federal Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133

Our report on compliance will include our opinion on compliance with major federal financial assistance programs and also describe instances of noncompliance with Federal requirements we detect that require reporting per Circular A-133. This report will also describe any significant deficiencies and/or material weaknesses we identify relating to controls used to administer Federal award programs.

However, this report will not opine on internal control used to administer Federal award programs.

We are also responsible for completing certain parts of OMB Form SF-SAC (the Data Collection Form).

Your Responsibilities:

You are responsible for identifying laws and regulations relating to Federal award programs, and for complying with them. You are responsible for compiling the Federal Awards Expenditure Schedule and accompanying notes. You are also responsible for establishing and maintaining internal control sufficient to reasonably assure compliance with laws and regulations relating to Federal award programs and controls related to preparing the Federal Awards Expenditure Schedule.

You are responsible for following up and taking corrective action on audit findings. You are also responsible for informing us of significant subrecipient relationships and vendor relationships, when a vendor is responsible for complying with Federal program requirements.

You are responsible for completing your government's Data Collection Form and assuring the reporting package (including the Data Collection Form) is filed in accordance with the revised electronic submission requirements effective for audit periods ending in 2008.

Representations from Management

Your Responsibilities

Upon concluding our engagement, management and, when appropriate, those charged with governance will provide to us written representations about the audit that, among other things, will confirm, to the best of their knowledge and belief:

- Management's responsibility for preparing the financial statements in conformity with generally accepted accounting principles, and the Federal Awards Expenditure Schedule in conformity with the applicable accounting basis;
- The availability of original financial records and related data, the completeness and availability of all minutes of the legislative or other bodies and committee meetings;
- Management's responsibility for the entity's compliance with laws and regulations;
- The identification and disclosure to the auditor of all laws, regulations, and provisions of contracts and grant agreements directly and materially affecting the determination of financial statement amounts and;
- The absence of fraud involving management or employees with significant roles in internal control.

Additionally, we will request representations, as applicable, regarding:

- The inclusion of all component units, and the disclosure of all joint ventures and other related organizations;
- The proper classification of funds, net position and fund balances;
- The proper approval of reserves of fund equity;
- Compliance with laws, regulations, and provisions of contracts and grant agreements, including budget laws or ordinances; compliance with any tax or debt limits, and any debt covenants;
- Representations relative to GASB-required supplementary information;
- The identification of all federal assistance programs, and compliance with grant requirements.
- Events occurring subsequent to the fiscal year end requiring adjustment to or disclosure in the financial statements or Federal Awards Expenditure Schedule.

Management is responsible for adjusting the financial statements to correct misstatements we may detect during our audit and for affirming to us in the representation letter that the effects of any uncorrected misstatements we aggregate during our engagement and pertaining to the latest period the statements present are immaterial, both individually and in the aggregate, to the opinion units. (*Financial statements* include the related footnotes and required and other supplemental information).

Communication

Our Responsibilities

As part of this engagement the Auditor of State will communicate certain additional matters (if applicable) to the appropriate members of management and to those charged with governance. These matters include:

- The initial selection of and changes in significant accounting policies and their application;
- The process management uses to formulate particularly sensitive accounting estimates and the basis for their conclusions regarding the reasonableness of those estimates;
- Audit adjustments, whether posted or waived;
- Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our opinion;
- Our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- Major issues that were discussed with management related to retaining our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- Serious difficulties we encountered in dealing with management during the audit.

We will present those charged with governance our Summary of Unadjusted Differences (if any) at the conclusion of our audit.

Terms and Conditions Supporting Fee

As a result of our planning process, the Government and the Auditor of State have agreed to an approach designed to meet the Government's objectives for an agreed-upon fee, subject to the following conditions.

Our Responsibilities:

In providing our services, we will consult with the Government regarding matters of accounting, financial reporting or other significant business issues. Accordingly, our fee includes estimated time necessary for this consultation. However, should a matter require research, consultation or audit work beyond this estimate, the Auditor of State and the Government will agree to an appropriate revision in services and fee. These revisions will also be set forth in the form of the attached *Amendment to Letter of Arrangement*.

Your Responsibilities:

The Government will provide in a timely manner all financial records and related information to us, an initial list of which will be furnished to you, including timely communication of all significant accounting and financial reporting matters, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the Government is unable to provide these schedules, information and assistance, the Auditor of State and the Government will mutually revise the fee to reflect additional services, if any, we require to achieve these objectives. These revisions will be set forth in the form of the attached *Amendment to Letter of Arrangement*.

Confidential Information:

You should make every attempt to minimize or eliminate the transmission of personal information to the Auditor of State (AOS). All documents you provide to the AOS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. should be redacted of any personal information. Personal information includes social security numbers, date of birth, drivers' license numbers or financial institution account numbers associated with an individual. The public office should redact all personal information from electronic records before they are transmitted to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If personal information cannot be redacted from any records or documents; the public office must identify these records to the AOS.

If redacting this personal information compromises the audit or the ability to prepare financial statements, the public office and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on the public office in terms of resources, recordkeeping or other issues, the public office and the AOS may collaborate on alternative methods of providing the public office's data to the AOS without compromising the personal information of individuals served by the public office. The AOS is willing to work with the public office and it is our intent to greatly reduce the amount of personal information submitted to the AOS for audit or financial statement preparation purposes. It is important that the public office review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

Fee

Except for any changes in fees and expenses which may result from the circumstances described above, we expect our fees and expenses for our audit services will not exceed **\$97,990**.

Pursuant to Ohio Rev. Code Section 117.13, you may charge all of this audit's cost to the general fund or you may allocate the cost among the general fund and other eligible funds in accordance with Auditor of State Bulletin 2009-011.

Reporting

We will issue a written report upon completing our audit of your financial statements. We will address our report to those charged with governance. We cannot assure you that we will issue an unmodified opinion. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter paragraph(s), or withdraw from the engagement.

Upon completing our audit, we will also issue a written report in accordance with *Government Auditing Standards* on internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

Access to Our Reports and Working Papers

AU-C 905—*Alert That Restricts the Use of the Auditor's Written Communication* requires our reports to disclose the following: *Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards*:

This report describes only the scope of our tests of internal control over financial reporting and on compliance and other matters and the results of these tests, and does not opine on the effectiveness of the Government's internal control over financial reporting or on compliance or other matters. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the entity's internal control over financial reporting and compliance. Accordingly, this report is not suitable for any other purpose.

Independent Auditor's Report on Compliance With Requirement Applicable To Each Major Federal Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133:

This report describes the scope of our tests of compliance and internal control over compliance and the results of these tests. While this report does opine on the Government's compliance with *OMB Circular A-133* requirements, it does not provide a legal determination on the Government's compliance with these requirements or an opinion on the effectiveness of internal control over compliance.

Accordingly, this report is not suitable for any other purpose.

AU-C 905 requires us to include this restrictive language in our reports due to concerns that other readers may not fully understand the purpose of the report, the nature of the procedures applied in its preparation, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, an audit report becomes a public record under Section 149.43, Revised Code, when we file copies of the report with the public officers enumerated in the Revised Code. When we file the reports, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. AU-C 905 does not affect public access to our reports or working papers.

Under generally accepted auditing standards, we must retain working papers for five years after the release date of our opinion.

Peer Review Report

As required by *Government Auditing Standards*, we have attached a copy of our most recent external quality control review report (Peer Review). The report was unqualified.

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If you have any questions, please call Rick Carpenter, Senior Audit Manager, at 1-800-441-1389.

Very truly yours,

Dave Yost

Auditor of State of Ohio



Charles Barga, CPA, Chief Auditor

Attachment

cc: Audit committee

Andrew L. Sutak /s/

01-29-2014

Andy Sutak, County Auditor

Date

Ginny Favede /s/

2-5-14

Ginny Favede, County Commissioner

Date

Matt Coffland /s/

2-5-14

Matt Coffland, County Commissioner

Date

Mark Thomas /s/

2-5-14

Mark Thomas, County Commissioner

Date

Upon roll call the vote was as follows:

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

IN THE MATTER OF APPROVING APPOINTMENTS AND REAPPOINTMENTS TO THE OMEGA MEMBERSHIP AND OMEGA EXECUTIVE BOARD FOR 2014

Motion made by Mr. Thomas, seconded by Mr. Coffland to approve the following appointments and reappointments to the OMEGA Membership and OMEGA Executive Board for 2014:

<u>OMEGA Membership</u>	<u>OMEGA EXECUTIVE BOARD</u>
--------------------------------	-------------------------------------

Ginny Favede, Commissioner	Ginny Favede
Matt Coffland, Commissioner	Mark A. Thomas-Alternate
Mark A. Thomas, Commissioner	
Andy Sutak, Auditor	
Larry Merry, Port Authority Director	
Sue Douglass, Exec Dir., Bel Co. CIC/DOD	

Upon roll call the vote was as follows:

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

9:30 David Forsythe-Horizon Telecom

Re: Location and benefits of fiber optic cable in Belmont County

Mr. Forsythe advised Horizon Telecom is a subsidiary of Chillicothe Telephone Company, Chillicothe, OH, in Lawrence County. He gave a brief history of the company noting they have been in existence for over 100 years. A need for a hospital in Chillicothe to be able to connect to hospitals in the Columbus area presented itself, so they came to Horizon to see if they could help. The hospital group petitioned and got a grant. Horizon was proficient in fiber optic technology so they started a medical network in southern Ohio with over 100 entities involved in it. There was the Connect Appalachia initiative started in Congress. The grant was a 70/30 split. The government provided 70% and the company would have to provide 30%. They now have a fiber network system that is up and running in 34 counties in Ohio. They are up and functional in Belmont County. This is an economic development tool. Their fiber runs right past the East Ohio Regional Industrial Park. They

have a designation by the government as a middle mile provider. That means they provide backbone connectivity for industrial, commercial, governmental and educational entities. They do not, nor is it in their business plan, to sell to residential customers. If a doctor or lawyer or someone that has a home office that needs their connectivity, they can provide that. Technically they are not into that segment of the market. Mr. Forsythe can help people in the Ohio Valley get the services they need. He said connectivity to broadband has become not a want or desire, but a necessity. It is just like any other utility. You have to have it to bring in businesses and jobs.

Mr. Thomas asked if he had connected with our development agencies; the Port Authority and Dept. of Development. He has talked with Sue Douglass of the DOD. Another person from Horizon has talked with the Port Authority. The EORIP is in the process of having sewage run to the park. It will be a joint effort with the county, Village of Barnesville and the Port Authority. Mr. Forsythe advised if sewage is being put in, it is a really good time to put conduit down that they could run fiber through. He said the timing could not be better. Mr. Thomas stated it is in the beginning of the design phase. For this reason specifically and for future development down the road, Mr. Thomas asked Mr. Forsythe to stay connected with the county development offices.

IN THE MATTER OF BID OPENING FOR HOMEMAKER AND PERSONAL CARE SERVICES FOR SENIOR SERVICES OF BELMONT COUNTY

This being the day and 10:00 a.m. being the hour that bids were to be on file in the Commissioners’ Office for Homemaker and Personal Care Services for Senior Services of Belmont County, they proceeded to open the following bids:

NAME	BID BOND	BID AMOUNT
Addus Health Care 2401 S. Plum Grove Road Palatine, IL 60067	X	\$15.25 per hour
Advanced Home Health 280 E. Main Street St. Clairsville, OH 43950	X	\$15.50 per hour
I.C. Care 1100 Main Street Wheeling, WV 26003	X	\$15.25 per hour
Just Right Home Care, Inc. 2197 National Road Wheeling, WV 26003	X	\$14.88 per hour
Interim Homestyle Services 253 N. Lincoln Ave., Suite 200 Bridgeport, OH 43912	X	\$15.50 per hour
*NCR At Home Health & Wellness DBA National Church Residences Home & Community Services Southern Ohio 2335 North Bank Drive Columbus, OH 43220	NO BOND	\$15.50 per hour

**(A note included in the bid said a certified check will be mailed Feb. 4, 2014. None was present with the bid.)*

Present for the bid opening was Joselyn King of The Intelligencer.

Motion made by Mr. Thomas, seconded by Mrs. Favade to turn over all bids received for homemaker and personal care services for Senior Services of Belmont County to David Hacker, Program Coordinator, for review and recommendation.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mrs. Favade	Yes
Mr. Coffland	Yes

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

Motion made by Mr. Thomas, seconded by Mrs. Favade to enter executive session with Mike Kinter, HR Manager, pursuant to ORC 121.22(G)(1) Personnel Exception, to consider the employment and compensation of a public employee.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mrs. Favade	Yes
Mr. Coffland	Yes

IN THE MATTER OF ADJOURNING EXECUTIVE SESSION AT 11:00 A.M.

Motion made by Mr. Thomas, seconded by Mrs. Favade to adjourn executive session.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mrs. Favade	Yes
Mr. Coffland	Yes

AS A RESULT OF EXECUTIVE SESSION, THE FOLLOWING ACTION WAS TAKEN:

IN THE MATTER OF ACCEPTING THE RESIGNATION OF VERNA PAINTER/ BELMONT COUNTY ANIMAL SHELTER

Motion made by Mr. Thomas, seconded by Mrs. Favade to accept the letter of resignation of Verna Painter, employee at the Belmont County Animal Shelter, effective March 18, 2014.

Upon roll call the vote was as follows:

Mr. Thomas	Yes
Mrs. Favade	Yes
Mr. Coffland	Yes

Commissioner Thomas noted for the record that Prosecutor Daniel Fry and Assistant Prosecutor David Liberati were part of this executive session. Mr. Thomas stated on behalf of the board that there is continued dialogue between the Board of County Commissioners and the Belmont County Animal Rescue League relative to the outstanding issues that are there contractually. The dialogue relates to some of the allegations that have been made and potential amendments thereto.

**IN THE MATTER OF ADJOURNING
COMMISSIONERS MEETING AT 11:05 A.M.**

Motion made by Mr. Thomas, seconded by Mrs. Favede to adjourn at 11:05 a.m.
Upon roll call the vote was as follows:

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

Note: Media was present when the board reconvened. Joselyn King of the Intelligencer was still present.

**IN THE MATTER OF RESCINDING
MOTION TO ADJOURN**

Motion made by Mr. Thomas, seconded by Mrs. Favede to rescind the motion to adjourn to make one additional motion.
Upon roll call the vote was as follows:

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

DISCUSSION HELD RE: BUILDING AND GROUNDS ISSUES IN THE COURTHOUSE - Mr. Thomas stated our Facilities Manager Jack Regis advised there are two heating/ventilation issues within the main portion of the Belmont County Courthouse that need addressed. The first one is the need for the installation of a new electric heater in the Women’s Restroom on the 2nd Floor with the second one being a replacement of a water source heat pump that heats the Clerk of Courts office on the 3rd floor of the Courthouse. The board had two proposals before them as part of the maintenance agreement with H. E. Neumann, Wheeling, WV.

**IN THE MATTER OF ACCEPTING THE PROPOSALS FROM
H.E. NEUMANN FOR SERVICES WITHIN THE BELMONT
COUNTY COURTHOUSE/BUILDINGS AND GROUNDS**

Motion made by Mr. Thomas, seconded by Mrs. Favede to accept the proposals from H.E. Neumann for services as follows:

Proposal No.	Location	Purpose	Amount
24488	Women’s restroom Courthouse	labor and materials for new electric heater	\$2,476.00
24489	Clerk of Courts	labor and materials to replace failed water source heat pump	\$7,797.00

DISCUSSION HELD-Mr. Thomas stated that in his discussion with H. E. Neumann that the failed water source heat pump is covered by our Maintenance Agreement. The issue is that because the unit is about 15 years old, we cannot get parts to replace or fix it; thus the replacement. Based upon the Maintenance Agreement that is in place, H.E. Neumann gave the county a \$1,400.00 discount off of the proposal price that in effect would be price of parts that would be covered under the Maintenance Agreement. The units are in stock and they should be installed no later than next week.

**H.E. Neumann
PROJECT AGREEMENT FOR BUILDING
ENVIRONMENTAL SYSTEMS**

Proposal Date	Proposal Number	Agreement No.
02/04/2014	24488	

BY AND BETWEEN:

H. E. Neumann
100 Middle Creek Road
Triadelphia, WV 26059

AND

Belmont County
101 West Main Street
St. Clairsville, Ohio 43950

hereinafter CONTRACTOR	hereinafter CUSTOMER
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**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):
BELMONT COUNTY COURTHOUSE-WOMENS RESTROOM**

We are pleased to confirm our quotation for all labor and materials to provide and install a new electric heater that will serve the women’s restroom at the courthouse. Included in this quotation are allowances for a new Q-Mark ceiling mounted, fan powered, electric heater complete with wall mounted thermostat, low voltage wiring, final connection of high voltage wiring, hole cutting and heater start-up and testing.

*Belmont County will provide a helper to mount the new heater into the ceiling space. Belmont County will also install high voltage wiring to the heater. This installation would be protected by a (1) year parts and labor warranty.

TOTAL INSTALLATION AMOUNT=\$2,476.00

As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within (10) days of receipt. Any alteration or deviation from the above proposal involving extra cost of material or labor will become an extra charge over the sum stated above. The proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein.

CONTRACTOR

John D. Longwell /s/

CUSTOMER

Mark A. Thomas /s/ Mark A. Thomas
Matt Coffland /s/ Matt Coffland
Ginny Favede /s/ Ginny Favede

Approved For Contractor

Project Sales Manager
Name & Title
2/12/14
Date

Belmont County Commissioners
Title
2-5-14
Date

**H.E. Neumann
PROJECT AGREEMENT FOR BUILDING
ENVIRONMENTAL SYSTEMS**

Proposal Date	Proposal Number	Agreement No.
02/04/2014	24489	

BY AND BETWEEN:

H. E. Neumann
100 Middle Creek Road
Triadelphia, WV 26059

AND

Belmont County
101 West Main Street
St. Clairsville, Ohio 43950

hereinafter CONTRACTOR	hereinafter CUSTOMER
------------------------	----------------------

**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):
BELMONT COUNTY COURTHOUSE – CLERKS OFFICE**

We are pleased to confirm our quotation for all labor and materials to replace the failed water source heat pump which serves the clerks office. This heat pump is covered under the GLP maintenance agreement but due to age, one component (control board) is obsolete, the blower wheel is separating (out of balance) and both coils have refrigerant leaks, It makes sense to offer replacement of this unit while giving you credit for what our financial obligation would be to make the repairs, if possible. Included in this quotation are allowances for a new Carrier water source heat pump complete with all supply and return ductwork revisions, all high & low voltage wiring revisions, all supply and return water piping revisions, all drain piping revisions and proper start-up and testing of the new heat pump by a Carrier factory authorized service technician. This unit is in-stock at the factory and should have a 3-5 day shipping lead-time. *Also included in this quotation are allowances to fabricate & install new ductwork that will serve Bob's office space. Someone had removed this ductwork in the past for an unknown reason.

TOTAL INSTALLATION AMOUNT BEFORE CREDITS=\$9,200.00
 TOTAL CREDITS FOR OUR OBLIGATION RELATED TO THE REPAIRS PER MAINTENANCE AGREEMENT=\$1,403.00
 TOTAL ADJUSTED INSTALLATION AMOUNT=\$7,797.00

As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within (10) days of receipt. Any alteration or deviation from the above proposal involving extra cost of material or labor will become an extra charge over the sum stated above. The proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein.

CONTRACTOR

John D. Longwell /s/_____

CUSTOMER

Mark A. Thomas /s/_____ Mark A. Thomas
Matt Coffland /s/_____ Matt Coffland
Ginny Favede /s/_____ Ginny Favede

Approved For Contractor

 Project Sales Manager
 Name & Title
2/12/14
 Date

Belmont County Commissioners
 Title
2-5-14
 Date

Upon roll call the vote was as follows:

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

**IN THE MATTER OF ADJOURNING
COMMISSIONERS MEETING AT 11:25 A.M.**

Motion made by Mr. Thomas, seconded by Mrs. Favede to adjourn the meeting at 11:25 a.m.

Upon roll call the vote was as follows:

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

Read, approved and signed this 12th day of February, 2014.

 _____ COUNTY COMMISSIONERS

We, Matt Coffland 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.

 _____ PRESIDENT
 _____ CLERK