

August 21, 2014

Agenda

Pledge of Allegiance

9:15 Michelle Tope Personnel

Suspend Minutes

Before/after Expenditures

Interfund Transfer/Advance

Supplemental Appropriations (5)

Transfer of Funds (2)

Travel – JFS

Equipment Request – JFS (4)

Declare Item Obsolete – Clerk of Courts (Typewriter)

Authorize Bid Advertisement – CDBG (Dover)

Appoint Sylvia Argento – MCJAS

Committee to Study Possible Local Art Agency

Pay Bills

Other Business

Adjourn

THE BOARD OF COMMISSIONERS OF TUSCARAWAS COUNTY MET IN REGULAR SESSION, THURSDAY, THE 21ST DAY OF AUGUST, 2014, WITH THE FOLLOWING MEMBERS PRESENT:

Chris Abbuhl
Belle Everett
Kerry Metzger

Commissioner Abbuhl presiding.

*The Lord's Prayer was said.
The Pledge of Allegiance was said.*

RESOLUTION (772-2014) SUSPEND MINUTES

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to suspend the reading of the minutes of the previous meeting.

VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

RESOLUTION (773-2014) BEFORE/AFTER EXPENDITURES

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to approve the following before/after expenditures:

Before/after Expenditures

Lowe's Business Account (Maintenance)	208.31
Standard Plumbing & Heating (W/S)	102.29
Thomson Reuters-West (Law Library)	881.21
Charles Rewinding (W/S)	607.35
Republic Services (Engineer)	2349.00
Robert Wallace (W/S)	925.00

VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

RESOLUTION (774-2014) INTERFUND TRANSFER/ADVANCE

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to approve the following interfund transfer/advance as per State Auditor's recommendation:

Tusc. Co. Treasurer	Community Corrections 3 rd Qtr	\$70,736.50
" "	Sales Tax to Capital Projects	\$196,097.30
" "	Stonecreek Sewer to Sewer Capital	\$385.00
" "	Capital Projects to Water/Sewer (Res732-2014)	\$73,170.00

VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

RESOLUTION (775-2014) SUPPLEMENTAL APPROPRIATIONS

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to approve the following supplemental appropriations:

DEPARTMENT	FROM	TO	AMOUNT	REASON
Grants	A018-A00	A416-A16	\$14,903.00	Add'l Funds for Insurance
Engineer	K000-K40	K000-K12	\$200,000.00	Materials
Sheriff	A018-A00	A006-A04	\$8,000.00	Equipment
Haz Mat	B050-B10	B050-B02	\$2,500.00	Equipment
Capital Projects	U040-U10	U040-U02	\$6,155.00	Equipment IT Server
" "	" "	U040-U03	\$34,700.00	Services HVAC/Roof
" "	" "	U040-U07	\$3,503.30	Supplies Ramp

VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

RESOLUTION (776-2014) TRANSFER OF FUNDS

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to approve the following transfer of funds:

DEPARTMENT	FROM	TO	AMOUNT	REASON
LEPC	B051-B06	B051-B17	\$1,000.00	Equipment Contracts
Information Tech	A01-J07	A01-J03	\$100.00	Equipment

VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

RESOLUTION (777-2014) TRAVEL – JFS

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to approve the following state mandated travel request for Job & Family Services as recommended by Michelle Tope, Director:

DATE: AUGUST 20, 2014
TITLE: CASH/ FOOD ASSISTANCE BIC TRAINING
LOCATION: COLUMBUS, OHIO
ATTENDING: AMY DOTTS, DEBRA WHITNEY .
ANTICIPATED EXPENSE: Mileage of approximately 234 miles equals \$107.64, or an agency van will be utilized, if available, and meals at \$15.00.

DATE: AUGUST 25, 2014
TITLE: ALTERNATIVE RESPONSE MEETING
LOCATION: ATHENS, OHIO
ATTENDING: CHANGING KATIE WILSON TO MAGGIE RENTSCH
ANTICIPATED EXPENSE: Mileage of approximately miles equals \$0, or an agency van will be utilized, if available, and meals at \$15.00.

VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

RESOLUTION (778-2014) EQUIPMENT REQUEST-(JFS)

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to approve the following equipment requests as submitted by Michelle Tope, Director:

Microsoft SQL Database Server 2014 in the amount of \$4488.06
Microsoft Windows 2012 Server (or newer version if available) in the amount of \$1946.79
Computer Server in the amount of \$4999.00
BizHub 454e Copier in the amount of \$4942.00

VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

RESOLUTION (779-2014) DECLARE ITEMS OBSOLETE FOR USE-Clerk of Courts

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to declare, as obsolete for the use for which it was acquired in accordance to Ohio Revised Code 307.12 (B).

IBM Wheelwriter 5 typewriter

VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

RESOLUTION (780-2014) AUTHORIZE BID ADVERTISEMENT-CDBG (Dover)

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to authorize the Advertisement for Bids/Legal Notice to Contractors for the FY-2013 Formula CDBG, Grant # B-F-13-1CT-1, Activity #3 (Activity #3=Street Improvements-Reconstruction/Paving, City of Dover Pine Street) the bid will be advertised and opened by the City of Dover.

VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

RESOLUTION (781-2014) APPOINT SYLVIA ARGENTO-MCJAS

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to appoint Sylvia Argento as Trustee to the Multi-County Juvenile Attention System for a period of January 1, 2015 through December 31, 2019, as requested by Linda A Kate, Juvenile/Probate Judge.

VOTE: Chris Abbuhl, yes;
 Belle Everett, yes;
 Kerry Metzger, yes;

RESOLUTION (782-2014) COMMITTEE TO STUDY POSSIBLE LOCAL ART AGENCY

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to appoint a committee to explore the feasibility/probability of creating a Local Art Agency (LAA). A local art agency presents programming to the public, provided services to artists and art organizations, manages cultural facilities and/or participates in community cultural planning.

The 15 member committee will be comprised of representatives from the following:

- 2 Financial
- 3 Business
- 2 Government
- 1 Convention & Visitors Bureau
- 7 Representing Various Arts

The mission of the committee will be as follows:

*to research the community need for a LAA. Determine how a LAA enhances the needs and current programs and services offered. Determine what the community wants out of a LAA.

*if there is a need, they will then research all options of a LAA including private, non-profit, public municipal, county or regional agency including a business model that best suites the County's needs.

*submit a report/study and make a recommendation to the Board of County Commissioners within a 1 year period once appointments are made.

VOTE: Chris Abbuhl, yes;
 Belle Everett, yes;
 Metzger, yes;

RESOLUTION (783-2014) PAY BILLS

It was moved by Commissioner Everett, seconded by Commissioner Metzger, to approve for payment the following bills:

Commissioners		
American Electric Power	Electric/107 EH	2,628.97
Farsight Management	Asbestos Removal/JFS	250.00
Frontier	Service/216.014.8124.092198.5	598.00
Go Shred	Shredding Services	150.00
Wood Electric	Mediation Proj/Electrical-App #2	720.00
Standard Plumbing & Heating	Mediation Proj/HVAC-App #3	12,615.49
Gor Con Construction	Mediation Proj/Gen Contractor-App # 1	17,020.00
American Electric Power	Electric/125 EH	7,890.71
Tuscora Electric	Supplies	308.05
Dog Pound		
Town & Country Vet Clinic	Medical Care	209.79
Action Now Pest Control	Pest Control	30.00
Damon Industries	Supplies	74.20
Damon Industries	Supplies	67.00
Juvenile/Probate		
RJ Beck	Lock Down Button	1,500.00

Ziegler Tire	Auto Repairs & Maintenance	17.88
Ohio Association of Probate Judges	Court Investigators Conference	125.00
Recorder		
Columbus Time Recorder	Supplies	17.65
Columbus Time Recorder	Supplies	75.00
Veterans		
Embassy Suites	Lodging	1,044.00
Tusc Co Engineer	Gas	40.91
SEA	Transportation	21,104.98
Veterans Information Service	"What Every Veteran Should Know" Book	55.00
Engineer		
E & H Hardware Group	Repairs/Parts	140.76
The McClean Co	Repairs/Parts	223.43
Fastenal	Bridge & Culvert Supplies	226.23
Tusc Co Water & Sewer	Water & Sewer/Port	35.50
Ohio Light Truck Parts	Parts/Repairs	269.95
Leader Machinery	Parts	493.84
Truck Sales & Service	Repairs/Parts	2,070.82
Triple R Trailer Sales	Repairs/Parts	10.50
Russell Standard/JASA	Materials	11,159.24
Dover Brake	Repairs & Parts	301.00
Staples Credit Plan	Supplies	59.22
OMCTC	Drug Screens & Physicals	105.00
Russell Standard/JASA	Material	95,302.95
Community & Economic Development		
Frontier Communications	Fax Line	44.07
Clerk of Courts		
Twin City Chamber	Lease	175.00
First Data	Credit Card Fees	397.66
Sheriff		
MNJ Technologies	Supplies	134.80
Tank Integrity Services	Inspection Fees	560.50
Auditor		
Government Finance Officers Assoc	2013 Financial Report Submission Fee	505.00
Staples Business Advantage	Supplies	243.46
Water & Sewer		
American Electric Power	Electric	1,150.36
USA Bluebook	Solution Tank	291.95
USA Bluebook	Equipment	123.33
HD Supply	Materials	262.09
Stanley Miller Construction	Repairs	1,230.38
Reidl's	Vehicle Repairs	256.60
Reidl's	Vehicle Repairs	387.58
Fastenal	Materials	56.97
Gempler's	Supplies	158.82
Nancy Miller	Reimb Overpayment	55.70
Dollar Leasing	Copier Lease	129.00
Prosecutor		
Sheriff Ronald Myers	Drug Buy Money	4,472.50
Sheriff Walter Wilson	Drug Buy Money	4,772.50
Sheriff Timothy Zimmerly	Drug Buy Money	4,722.50
Sheriff Dale Williams	Drug Buy Money	4,772.50
Emergency Management		

Pitney Bowes Global Financial	Postage Meter Lease	79.50
Southern Court		
Thomson West	Legal Books	195.00
American Electric Power	Service	948.67
Child Support		
Tusc Co Sheriff's Office	IV-D Contract	3,938.22
Tusc Co JFS	Server Maintenance	162.52
Tusc Co Clerk of Courts	IV-D Contract	698.14
Jeffrey Mamarella, Treasurer	IV-D Contract/Common Pleas Magistrate	2,686.42
Verizon Wireless	Broadband Wireless	80.10
Frontier	Service	927.60
Traci Berry	Reimb/Incentive Gifts	103.23
Sean Miller	Travel & Training	387.61
Common Pleas		
Hilton Columbus at Easton	Registration	344.00
Copeco	Toner	59.99
Quickprint Center	Supplies	175.00
Job & Family Services		
OH Bureau of Criminal ID & Inv	Fingerprints	268.00
Charles & Karla Neal	Training Stipend	60.00
Seth & Kathy Morrison	Training Stipend	60.00
Duane & Stephanie Miller	Training Stipend	30.00
Gregory Keck Phd	Therapy	476.90
Vincent & Dana Beachy	Transportation	5.24
Tusc Co General Health District	Birth Certificate	75.00
Speedway Superamerica	Transportation	752.22
Treasurer Tusc Co	Reimb PCSA for Supervised Visits	3,637.13
Ohio Treasurer of State	Airwatch	36.00
Robb Rectanus	Travel & Training	400.62
Andrew Wing	Travel & Training	504.62
Janice Wimer	Travel & Training	36.85
Robb Rectanus	Travel & Training	8.49
Vincent & Dana Beachy	Transportation	154.42
Ohio Treasurer of State	Adoption Incentive	1,129.00
Staples Advantage	Supplies	46.84
Melymbrosia Associates	Court Appearance	250.00
Randy & Luella Miller	Water Sample Test	40.00
Amazon	Adoption Incentive	435.83
Horizons of Tusc & Carroll	Transportation	16,687.82
Buckeye Career Center	Pilot Prevention	120.00

VOTE:

Chris Abbuhl, yes;
 Belle Everett, yes;
 Metzger, yes;

Discussion: Michelle Tope was present to request a resolution by the Board of Commissioners to approve the termination, during probation, of Kathryn West who was serving in the position of Income Maintenance Worker 3. Kathryn was hired effective May 19, 2014, and is still within her one year probation period. Michelle stated that as the employer, she would like to exercise, which is permitted in the bargaining contract, the termination of a probationary employee, without the right to appeal. No questions for Michelle, Commissioner Abbuhl acknowledged that Kathryn & Ken West were also present at the meeting. He then asked if either would like to speak. Kathryn stated that she did have some items she wanted the Board to know. She first thanked the Commissioners for the opportunity to speak. She went on to say that she was told she was being terminated due to insubordination. She feels that was an unfair judgment as she was going through frustration and confusion of her job in relation to her responsibilities and priorities. When she was first hired she was told that it would take one year to feel comfortable with the position and that she would be on 1 year probation. She was encouraged to ask questions, in which she did, but she was often given conflicting answers, especially about priorities. She was approached from another supervisor, while her supervisor was on vacation, about how she was performing a certain task. She explained to that supervisor that she had been taught to complete the task

in the manner in which she was, by her supervisor. The supervisor told her that she had been taught wrong which only added to her frustration level. She feels there is no training in place to make you feel like you understand the flow of what was going on. Kathryn stated that she felt like she could really make a difference at the agency. She took a lot of notes and made herself a list of instructions and tried to stay positive. Kathryn stated that in an agency email Michelle sent out a few weeks ago that it was stated that Kathryn and another employee (Elaine) were very helpful and very understanding to a client about a situation she was going through. Kathryn felt good about that and she felt like this was the right job for her and that she could make a difference in people's lives. Kathryn asked that the Commissioners consider overruling the request for the termination. Commissioner Everett questioned if Kathryn had received any formal training. Kathryn stated that she had not received any formal training at all. She would sit with someone and watch them and take notes. She stated that it was difficult in the beginning because they had put her with a girl that really didn't know what she was doing either. Kathryn stated that she had asked for training numerous times, but it was not available to her. Commissioner Everett also questioned if Kathryn had, before her dismissal, received any cautioning or instruction by her supervisors that she was not doing her tasks properly, either verbally or in written communication. Kathryn stated that she had not. She stated that she always had a ton of questions due to the chaotic environment. There is a lot going on and you have to multitask, and she has never had a problem with that. Kathryn stated that she had ask her supervisor if she was up to speed because it is overwhelming at times and her supervisor told her that she was doing great and was getting a feel for everything. She said she never got the impression that she was not doing a good job. Kathryn stated that the work load at times was enormous and trying to prioritize the workload was difficult. In addition to her daily workload of Income Maintenance Worker 3, she also receives phone calls and has mail to sort through. Commissioner Metzger questioned if Kathryn had tried to have a conversation with her supervisor about the work priorities or that her work stack was too much. Kathryn stated that yes she had spoken to her supervisor about it and she had given her a few instructions to get them done. Commissioner Metzger questioned if Kathryn had told her supervisor that she would not be able to complete the task. Kathryn stated that she told her supervisor that she had the previous day's stack that she needed to complete and that her supervisor told her that those were not important and that she needed to work on the current day's work and if she had questions she needed to go to the other girl to get the needed information. Kathryn said she went through the stack and sorted the ones that were her files, but there are many interruptions during the day with phone calls and meetings. Her supervisor was upset with her later that day because she had not had an opportunity to work on them, but she was opening her mail. Kathryn said she was told it is important to get the mail turned around and sent to the appropriate places. She stated she was trying to complete the work that was ingrained in her as being important and then get started on the other. Commissioner Everett questioned the training issue again, asking Kathryn, in the three months she has been employed, if anyone sat with her or provided to her written detailed list of her job duties and how to prioritize them. Kathryn stated that she thought when she was hired that she would be performing interviews with clients to determine benefits, follow up, and changes of such. There was a new hire function at the agency put into their department and that is one of the main things she has learned, is the new hire procedure. This allows them to stay on top of when their clients get jobs and enables them to determine benefits. This was a main focus in her training in which an aid showed her. There were no written instruction sheets that stated what should be done first. The supervisor provided her with guidelines of what to do after new hires. Ken West stated that he has a friend that's wife works at the Stark County Job & Family Services and she started out doing the exact same job. They (Stark Co. JFS) provide her with three solid months of training before she did anything and maybe that might help.

Commissioner Abbuhl thanked them for coming into speak during this difficult time.

RESOLUTION (784-2014) EXECUTIVE SESSION

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to go into Executive Session with Michelle Tope, Job & Family Services Director, to discuss the potential dismissal of a probationary employee at Job & Family Services.

Time: 9:26a.m.

ROLL CALL VOTE & ATTENDANCE:

Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

Commissioner Abbuhl called the meeting out of Executive Session and back into Regular Session at 10:15a.m.

RESOLUTION (785-2014) EMPLOYEE TERMINATION- (JFS) Kathryn West

It was moved by Commissioner Metzger, seconded by Commissioner Abbuhl, to terminate the employment of probationary employee Kathryn West, without right to appeal, as requested by Michelle Tope, Director.

VOTE: Chris Abbuhl, yes;
Belle Everett, no;
Kerry Metzger, yes;

Other Business: Commissioner Everett shared that this year the Tuscarawas County Fair will have a Veterans Day. Veterans and Military will be able to enter the fair for free. She believes it will be on Monday, the first day of the Fair. Commissioner Everett and Debbie Cook, Veterans Service Office Director, attended the Fairboard meeting to present the proposal to the Fairboard members. Commissioner Everett and Director Cook will be working the gates that day. Commissioner Everett stated that there are many different identifications of military such as active military, medical, and those with retired military ID as well as those with DD214's. This will be a learning curve for the Fairboard and the gate keepers so Commissioner Everett and Director Cook have offered to help work the gates that day to help identify the veterans. Commissioner Everett thinks it is a great thing and the Fairboard listened and decided it was something they really wanted to do. Director Cook would like to build a program in the future and honor veterans on one day. They will be bringing in a van that will do hearing tests and the veterans won't have to go to Cleveland for those sorts of things. The van will have many services to offer that day.

NO OTHER BUSINESS COMING BEFORE THE BOARD.

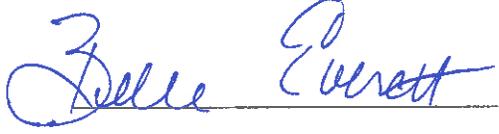
RESOLUTION (786-2014) ADJOURN

It was moved by Commissioner Metzger, seconded by Commissioner Everett, to adjourn at 10:20a.m. to meet in Regular Session, Monday, the 25th day of August, 2014.

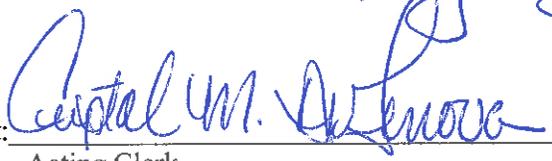
VOTE: Chris Abbuhl, yes;
Belle Everett, yes;
Kerry Metzger, yes;

We hereby certify the above and forgoing to be a true and correct account of the proceedings has had by and before us on the day and year first written above.







Attest: 
Acting Clerk