

**March 11, 2009**

The Board of County Commissioners, Highland County, Ohio, met this day in Regular Session with Mr. Wilkin, Mr. Horst, and Mr. Heaton present. At 8:30 a.m. the minutes of the previous session were approved as written.

**NOTE**

Jim Grandey, Highland County Prosecutor, Martha Jacob, Highland Press, and Katie Wright, Times Gazette were present for portions of the meeting.

**MOTION**

Mr. Horst moved, seconded by Mr. Heaton, to approve payment of Bill File No. 09-09. The vote resulted as follows:

Mr. Wilkin, yea; Mr. Horst, yea; and Mr. Heaton, yea.

The total amount paid was \$394,176.36. The amount paid from the General Fund only was \$87,880.46. A list of all bills paid is on file in the Commissioners' office.

**Resolution No. 09-90**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on March 11, 2009 with the following members present:

Gary Heaton, Tom Horst, Shane Wilkin

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**WHEREAS, BE IT HEREBY RESOLVED**, that effective April 1, 2009, the employee share of the monthly premium for health insurance, both single and family will be increased from 15% to 20%, and

**BE IT FURTHER RESOLVED**, that a notice of this change will be included with the March 20, 2009 payroll.

Mr. Heaton seconded the Resolution, and the roll called upon its adoption, the vote resulted as follows:

Mr. Heaton; yea, Mr. Horst; yea and Mr. Wilkin; yea

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**LETTER**

Wendy Jacobs, Director of Highland County Children Services, received the following letter:

February 27, 2009

Dear Wendy,

After 13 years of serving on the Board of Children Services, I have decided to resign effective April 1, 2009. It has been very interesting, very enjoyable, and very eye opening. I wish you, Wendy, and the Board success in the months to come and the years to come.

Thank you for everything.

Sincerely,

G. A. (Hank) Thompson

cc: Board of County Commissioners

**Resolution No. 09-91**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on March 11, 2009 with the following members present:

**Mr. Wilkin, Mr. Thomas Horst, Mr. Gary Heaton**

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED**, by the Board of Highland County Commissioners, that the said Board approve the resignation of G.A. (Hank) Thompson to the Board of Children Services, effective April 1, 2009.

Mr. Heaton seconded the Resolution, and the roll called upon its adoption, the vote resulted as follows:

**Mr. Heaton; yea, Mr. Horst; yea, Mr. Wilkin; yea**

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**LETTER**

March 5, 2009

Commissioners,

Attached you will find the list of members for the Highland County Criminal Justice Advisory Committee. Judge Coss is the president and has requested that a resolution be passed re-appointing members for calendar year 2009. During the last meeting in December 2008 members were advised that if they did not wish to continue to contact me; I have had no responses from members stating they do not wish to continue to serve on the committee.

All persons listed have been invited to attend the meeting on March 10, 2009. I will advise the committee that I have forwarded this list to the Board of Commissioners for re-appointment. Thank you for your attention in this matter.

Sincerely,

Jeremy Ratcliff, Chief Probation Officer  
Highland County Probation Department

**Resolution No. 09-92**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on March 11, 2009 with the following members present:

**Mr. Wilkin, Mr. Thomas Horst, Mr. Gary Heaton**

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED**, by the Board of Highland County Commissioners, that the said Board approve the appointments and re-appointments of the following to the Highland County Criminal Justice Advisory Committee:

<b><u>NAME</u></b>	<b><u>AGENCY</u></b>
Joe Adray	FRS Consulting
William Armintrout	Attorney
Ron Coffey	At-Large
Larry Cole	At-Large
Rocky Coss	Judge
Lyle Delph	OH Adult Parole Authority
Arienne Fauber	Scioto Paint Valley Mental Health Center
Jim Grandey	Prosecutor
Dara Gullette	Highland County DV Task Force
Gary Heaton	Commissioner
Tim Hester	Greenfield Police Department
Tom Horst	Commissioner
Rob Jackson	Highland County Juvenile Court
Wendy Jacobs	Highland County Children Services
Robert Judkins	Highland County Court Judge
Linda Lengefeld	Highland County Homeless Shelter
David McKenna	Hillsboro Municipal Court Judge
Bonnie Parr	Hillsboro City Council
Jeremy Ratcliff	Highland County Probation Department
Randy Reffitt	Highland County Sheriff's Office (Jail Division)
Debbie Robbins	Highland County Dept. of Job & Family Service
Jodie Staggs	Highland County Probation Department
Sherry Stout	Southern State Community College
Rochelle Stroop	Highland County Child Support Enforcement Agcy.
Nicholas Thompson	Hillsboro Police Department (Chief)
Ronald Ward	Highland County Sheriff
Shane Wilkin	Commissioner
Luann Winkle	Turning Point Applied Learning Center
Tim Young	Hillsboro City Council

Mr. Heaton seconded the Resolution, and the roll called upon its adoption, the vote resulted as follows:

**Mr. Heaton; yea, Mr. Horst; yea, Mr. Wilkin; yea**

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**LETTER**

March 5, 2009

Shane Wilkin  
Tom Horst  
Gary Heaton

Dear Commissioners,

I am requesting permission to attend the required seminars and meetings associated with the Ohio Recorders' Association in the year 2009.

Sincerely,

Dwight O. Hodson  
Highland County Recorder

**Resolution No. 09-93**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on March 11, 2009 with the following members present:

**Shane Wilkin, Tom Horst, Gary Heaton**

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED**, by the Board of Highland County Commissioners that the said Board approves the travel of Dwight Hodson, Highland County Recorder, to attend the required seminars and meetings associated with the Ohio Recorder's Association for 2009.

Mr. Heaton seconded the Resolution, and upon the roll call of its adoption, the vote resulted as follows:

Mr. Heaton; yea, Mr. Horst; yea, Mr. Wilkin: yea.

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**LETTER**

March 09, 2009

Highland County Board of Commissioners  
114 Governor Foraker Place, Suite 211  
Hillsboro, OH 45133

RE: Fund transfer

In order to complete the 'Adjusted Budget 2009' please transfer \$846.00 from A402-F12.090 Other Expense into A002-F13.055 Telephone.

Please note: the final totals reflect figures following the requested funds transfer.

Thank You,



P. W. Terrell, MD

**Resolution No. 09-94**

The Highland County Board of Commissioners, Highland County, Ohio, met in Regular Session on March 11, 2009, with the following members present:

**Gary Heaton, Thomas Horst, and Shane Wilkin.**

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED**, by the Board of Highland County Commissioners, that the said Board authorizing modification within the Highland County Coroners budget:

From: 0130-A402-F12.090, Other Expense,

To: 0130-A002-F13.055, Telephone, amount of \$846.00

Mr. Heaton seconded the Resolution, and the roll called upon its adoption, the vote resulted as follows:

Mr. Heaton, yea; Mr. Horst, yea; and Mr. Wilkin, yea.

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**Resolution No. 09-95**

The Highland County Board of Commissioners, Highland County, Ohio, met in Regular Session on March 11, 2009, with the following members present:

**Gary Heaton, Thomas Horst, and Shane Wilkin.**

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED**, by the Board of Highland County Commissioners, that the said Board authorizing modification within the Maintenance Buildings and Grounds budget:

From: 0020-A004-B14.075, Contracts & Services,

To: 0020-A004-B18.055, phone service, amount of \$180.32

Mr. Heaton seconded the Resolution, and the roll called upon its adoption, the vote resulted as follows:

Mr. Heaton, yea; Mr. Horst, yea; and Mr. Wilkin, yea.

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**Resolution No. 09-96**

The Highland County Board of Commissioners, Highland County, Ohio, met in Regular Session on March 11, 2009, with the following members present:

**Gary Heaton, Thomas Horst, and Shane Wilkin.**

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED**, by the Board of Highland County Commissioners, that the said Board authorizing modification within the Maintenance Buildings and Grounds TEC budget:

From: 0020-A404-B17.090, Other Expense

To: 0010-A004-A03.040, TEC supplies, amount of \$50.40

Mr. Heaton seconded the Resolution, and the roll called upon its adoption, the vote resulted as follows:

Mr. Heaton, yea; Mr. Horst, yea; and Mr. Wilkin, yea.

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**LETTER**

To: Highland County Commissioners  
From: Chuck Biggert, Superintendent  
Date: March 10, 2009  
Re: Request for Appropriation

We would like to request funds to be appropriated from un-appropriated funds into our Storage Building Fund - Other Expense.

Account	Description	Amount
1020-N020-N01.090	Other Expense	\$6,293.42

Please call if you have any questions.

Thank you  
Chuck Biggert Superintendent

**Resolution No. 09-97**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on March 11, 2009 with the following members present:

Gary Heaton, Tom Horst, Shane Wilkin

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED** by the Board of Highland County Commissioners that the said Board authorizing the following additional appropriation within the Storage Building Fund, Other Expense budget:

From: Un-appropriated funds,

To: 1020-N020-N01.090, Other, Expense, amount of \$6293.42

Mr. Heaton seconded the Resolution, and the roll called upon its adoption, the vote resulted as follows:

Mr. Heaton; yea, Mr. Horst; yea and Mr. Wilkin; yea

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**LETTER**

To: Highland County Commissioners  
From: Chuck Biggert, Superintendent  
Date: March 10, 2009

Re: Request for Appropriation

We would like to request additional appropriated to the line item Contract Services in the Help Me Grow Fund.

Account	Description	Amount
0490-5028-S03.075	Contract Service	\$17,710.00

Please call if you have any questions.

Thank you

Chuck Biggert, Superintendent  
Highland County MRDD

**Resolution No. 09-98**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on March 11, 2009 with the following members present:

Gary Heaton, Tom Horst, Shane Wilkin

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED** by the Board of Highland County Commissioners that the said Board authorizing the following additional appropriation within the MRDD Help Me Grow budget:

From: Un-appropriated funds

To: 0490-5028-503.075, Contract Services, the amount of \$17,710.00

Mr. Heaton seconded the Resolution, and the roll called upon its adoption, the vote resulted as follows:

Mr. Heaton; yea, Mr. Horst; yea and Mr. Wilkin; yea

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**Resolution No. 09-99**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on the March 11, 2009 with the following members present:

**Shane Wilkin, Thomas Horst, Gary Heaton**

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED** that the said Board of Highland County Commissioners, Highland County, Ohio, accept the bid of Miller-Mason Paving for C.R. 3 & Various Paving Project in the County, for the amount of \$898,710.96, as per specifications.

Mr. Heaton seconded the Resolution and the vote called upon its adoption, resulted as follows:

**Mr. Heaton; Yea, Mr. Horst; Yea, Mr. Wilkin; Yea.**

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**LETTER**

March 10, 2009

Highland County Board of Commissioners  
114 Governor Foraker Place  
Hillsboro, OH 45133

RE: Indigent Driver Alcohol Treatment, Other Expenses, 0379-B015-B01-090

Dear Commissioners:

I hereby request a budget modification, as follows: an additional appropriation to the above-referenced line item in the amount of \$13,353.16, (for a total appropriation to the line item referenced above of \$18,353.16), so that the appropriated balance will meet the actual running balance for carry-over from 2008, plus 2009 deposits to March 10, 2009.

*Please note, this request relates to the appropriation, only, and is not a request for additional county funds.*

Should you have any questions or require any further information, please feel free to contact my office.

Sincerely,

Sheriff Ronald D. Ward  
Highland County

**Resolution No. 09-100**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on the March 11, 2009 with the following members present:

**Shane Wilkin, Thomas Horst, Gary Heaton**

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED** that the said Board of Highland County Commissioners, Highland County, Ohio, authorize the following additional appropriation within the Indigent Driver Alcohol Treatment budget:

From: Un-appropriated funds,

To: 0379-B015-B01.090, Other Expense, amount of \$13,353.16

Mr. Heaton seconded the Resolution and the vote called upon its adoption, resulted as follows:

**Mr. Heaton; Yea, Mr. Horst; Yea, Mr. Wilkin; Yea.**

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**PROPOSAL**

The Board of Commissioners signed a proposal with Otis Elevator for repairs to the elevator at the Administration Building. See Contract Binder No. 21-A, Page 9.

**AGREEMENT**

The Board of Commissioners signed a Maintenance Service Agreement with Weller's Plumbing & Heating for the Evaporative Fluid Cooler at the Highland County Training & Employment Center (TEC). See Contract Binder 21-A, Page 10.

**LETTER**

To: All City and Village Police Departments  
From: Sheriff Ronald D. Ward  
RE: Housing of Inmates at Highland County Justice Center  
DATE: March 4, 2009

As I am sure that the current economic environment has affected your office and its operation, it has surely affected the operations at the Highland County Justice Center. My office has received budget reductions totaling \$534,000.00 since August of 2008, and through attrition and lay-offs, has had to reduce the staffing 12 positions. This has forced the County Commissioners to look at other means of income to offset the reductions of budget within the county government.

As you are aware, I have never charged a per diem fee for agencies inside Highland County for housing inmates at the Highland County Justice Center, and have done this as a courtesy, even though the statute allows for the charge, based on a contract for housing between the agency and Highland County. We were one of only a handful of counties across the state to still extend this worthy courtesy.

Unfortunately, these tough economic times have forced the County Commissioners to pass resolution regarding this matter on February 18, 2009, Resolution No. 09-61, a copy of which is enclosed herewith, authorizing a per diem rate of \$27.50 for Highland County law enforcement agencies to house their inmates at the Highland County Justice Center. This is 50 percent of the per diem rate for out-of-county agencies.

It is with regret that this situation is passed on to you and your council, but it is simply a necessary effort to offset the major costs associated with the operation of a county jail.

I have enclosed a contract for this service. Please have your legal advisor review it, and call me with any questions. I need all contracts completed and on file by 4:00 pm on April 15, 2009. If your agency does not have a contract on file by this date, we will not accept inmates for processing at the Highland County Justice Center.

Sincerely,

Sheriff Ronald D. Ward  
Highland County

cc: Highland County Board of Commissioners

**AGREEMENT**

The Board of Commissioners entered into agreements by and between the Highland County Sheriff's Department, and the following municipalities, for the Housing of Inmates at the Highland County Justice Center:

Village of Leesburg	Contract Binder 21-A, Page 11
City of Hillsboro	Contract Binder 21-A, Page 12
Village of Lynchburg	Contract Binder 21-A, Page 13
Village of Mowrystown	Contract Binder 21-A, Page 14
City of Greenfield	Contract Binder 21-A, Page 15

**AGREEMENT**

An agreement was signed by and between the Board of Commissioners and the City of Greenfield for Dispatching Services by the Highland County Sheriff's Department for the City of Greenfield and its Police and Fire Departments. See Contract Binder 21-A, Page 16.

## MEETING

Mayor Richard Zink, Hillsboro; Ralph Holt, Hillsboro Safety Service Director; and Gary Lewis, Hillsboro Auditor, met with the Board of Commissioners regarding financial concerns at the Highland County Justice Center. Also attending in addition to the Board of Commissioners and the Clerk were Jim Grandey, Prosecutor; Bill Fawley, Auditor; Ron Ward, Sheriff; Russ Newman, county resident and former commissioner; Katie Wright, Times-Gazette; and Martha Jacob, Highland Press.

There were some issues on the County's share of maintenance costs at the Highland County Justice Center. The City pays 17.3% of the total cost for maintenance and the city is looking at hiring a forensic economist to do a study. The city will draft a contract to bring back to the Board of Commissioners. Mayor Zink said at this time there is no written contract detailing the city's responsibility. President S. Wilkin agrees that we all need a contract.

Also housed at this facility is the Municipal Court, since 2001, and the Hillsboro Police Department, since February 2006. The County is mandated by the State to pay 40% of the salaries for the Judge and the Clerk of the Court. With the costs of utilities, maintenance services, and security system, it was agreed by all to meet with their legal counsel, draw up contracts on all the costs, and then meet again. The Board of Commissioners thanked everyone for coming in.

## MEETING

Sheriff Ron Ward asked to meet with the Board of Commissioners following the above meeting. At 9:35 a.m., the Sheriff requested to meet in Executive Session concerning personnel matters.

## MOTION

Mr. Horst moved, seconded by Mr. Heaton, to leave Regular Session and enter into Executive Session for personnel matters. The roll call was answered by

Mr. Wilkin, yea; Mr. Horst, yea; and Mr. Heaton, yea.

At 9:58 a.m., the Board of Commissioners left Executive Session and returned to Regular Session.

## BID OPENING

At 10:00 a.m., bids were received, opened, and read aloud for Reinforced Concrete Storm Sewer Pipe. Those in attendance in addition to the Board of Commissioners and the Clerk were the following: Dean Otworth, Engineer; John Turner, Engineer's office; Jim Franke, Cox Paving; Stephen Jeffries, Rinker Materials, Concrete Pipe Division; Dan Jones, Hanson Pipe & Precast; and Tom Acke, Sherman Dixie Concrete Industries.

Bids were:

- |    |                             |              |             |
|----|-----------------------------|--------------|-------------|
| 1. | Hanson Pipe & Precast       | Spec. 706.02 | \$57,834.00 |
|    | West Chester, Ohio          | Spec. 706.04 | \$58,904.00 |
| 2. | Sherman Dixie Concrete Inc. | Spec. 706.02 | \$66,832.32 |
|    | Dayton, Ohio                | Spec. 706.04 | \$61,452.64 |
| 3. | Rinker Materials, Concrete  | Spec. 706.02 | \$71,711.68 |
|    | Pipe Division               | Spec. 706.04 | \$68,137.52 |
|    | Dayton, Ohio                |              |             |

Bids will be studied before award is made.

## **BID OPENING**

At 10:10 a.m. bids were received, opened, and read aloud for Precast Reinforced Concrete Box Culverts for Structure No. 273-2.25 Clear Creek Road. Bids were:

1.	Cox Paving, Inc. Leesburg, Ohio	Clear Creek Rd. Oak Leaf Rd.	\$47,955.20 \$32,651.84
2.	United Precast, Inc. Mt. Vernon, Ohio	Clear Creek Rd. Oak Leaf Rd.	\$25,920.00 \$17,088.00
3.	Scioto Valley Precast Chillicothe, Ohio	Clear Creek Rd. Oak Leaf Rd.	\$21,840.00 \$14,208.00
4.	Hanson Pipe & Precast West Chester, Ohio	Clear Creek Rd. Oak Leaf Rd.	\$30,432.00 \$21,360.00

Bids will be studied before award is made.

## **MEETING**

Bill Smith stopped by to see if the Commissioners were still interested in a Wellness Program and he would be willing to give them information on the program if needed.

## **HEARING**

At 11:00 a.m., a meeting was scheduled for a hearing granting a petition to annex into the Village of Lynchburg. This was for parcels within the Fairview Heights Subdivision. The Agent for Petitioners failed to show up for this hearing so this hearing will continue until further notice.

## **RECESS/RECONVENE**

The Board of Commissioners recessed at 11:30 a.m. and reconvened at 1:20 p.m.

### **Resolution No. 09-101**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on the March 11, 2009 with the following members present:

**Shane Wilkin, Thomas Horst, Gary Heaton**

Mr. Horst moved the adoption of the following:

### **RESOLUTION**

**BE IT HEREBY RESOLVED** that the said Board of Highland County Commissioners, Highland County, Ohio, accept the bid of Hanson Pipe & Precast for Reinforced Concrete Storm Sewer Pipe Gasket Joint per ODOT Specification 706.02, in the amount of \$57,834.00, and

**BE IT FURTHER RESOLVED**, that the Board accept the bid of Hanson Pipe & Precast for Reinforced Concrete Storm Sewer Pipe Mastic Joint per ODOT Specification 706.04, in the amount of \$58,904.00, as per specifications.

Mr. Heaton seconded the Resolution and the vote called upon its adoption,

resulted as follows:

**Mr. Heaton; Yea, Mr. Horst; Yea, Mr. Wilkin; Yea.**

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**Resolution No. 09-102**

The Board of County Commissioners of Highland County, Ohio, met in Regular Session on the March 11, 2009 with the following members present:

**Shane Wilkin, Thomas Horst, Gary Heaton**

Mr. Horst moved the adoption of the following:

**RESOLUTION**

**BE IT HEREBY RESOLVED** that the said Board of Highland County Commissioners, Highland County, Ohio, accept the bid of Scioto Valley Precast, for Structure No. 273-2.25 Clear Creek Road for Precast, Reinforced Concrete Box Culverts, in the amount of \$21,840.00, and

**BE IT FURTHER RESOLVED**, that the Board accept the bid of Scioto Valley Precast, for Structure No. 106-0.80 Oakleaf Road for Precast, Reinforced Concrete Box Culverts, in the amount of \$14,208.00 as per specifications.

Mr. Heaton seconded the Resolution and the vote called upon its adoption, resulted as follows:

**Mr. Heaton; Yea, Mr. Horst; Yea, Mr. Wilkin; Yea.**

Adopted March 11, 2009

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

**MEETING**

Jay Randall and Mel Rochowiak with Principal/Financial Group met with the Board of Commissioners to meet and greet and to let them know what their company can offer in health insurance and other services. Mr. Rochowiak asked questions regarding the County insurance on health, vision, dental, and a wellness program. Mr. Randall said they would be back in touch with the Board. The Board of Commissioners thanked both for coming in.

**LETTER**

To: All Department Heads  
From: Board of Commissioners  
Date: March 11, 2009  
Re: Department Expenditures

Due to the extensive bills we continue to receive from all departments, we must inform you that, if necessary, we will be forced to reduce your permanent budget to reflect these continued expenses. Our most recent Bill File (09-09) reflected General Fund expenses of \$87,880.46. WE CANNOT MAINTAIN THIS LEVEL OF EXPENDITURE.

It is crucial that all departments refrain from any and all non-mandatory spending and that you look for any and all ways in which to cut expenses incurred by your office. Should we continue to process bill files of this nature, we would have no other choice then to further reduce our workforce and go to a pre-approval process on all General Fund expenses in order to insure that there are adequate funds to support the purchases.

As we have already received two advances from the Real Estate Settlement to cover bill files, we feel we must reiterate to each of you the fragile financial state of the county. Although we all have functions that we must perform, we must not spend more dollars then the county anticipates receiving. That said, our economic news is not improving and we are anticipating reduced revenues as the year progresses.

As county agencies, we must work together, adapt, and improve the functionality of each of our offices and help other offices to do the same.

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio

#### **NOTE**

The Highland County Commissioners received an advance of \$200,000 from the Auditor's Real Estate Settlement (first half 2009).

#### **MOTION**

At 2:23 p.m., Mr. Horst moved to adjourn. Mr. Heaton seconded the motion. The vote resulted as follows:

Mr. Wilkin, yea; Mr. Horst, yea; and Mr. Heaton, yea.

**WHEREUPON**, the Board of Highland County Commissioners will meet in Regular Session on Wednesday, March 18, 2009.

Rosalind Newman  
Clerk of Board

Shane Wilkin  
Thomas Horst  
Gary Heaton  
Board of Commissioners  
Highland County, Ohio