

JULY 3, 2025

The Gallia County Board of Commissioners met on this date for the purpose of approving the minutes of the previous meeting and current transfers, appropriations and bills. At 9:00 a.m. the meeting was called to order by President Leslie Henry. Roll Call: President Leslie Henry, present; Vice President Q. Jay Stapleton, present; Commissioner Jeremy Kroll, present.

The President entertained a motion for approval of the June 26, 2025 minutes. Jeremy Kroll made and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

TRAVEL REQUESTS				
DEPARTMENT	NAME	DATE	TO	RE:
Commissioners	Leslie Henry	7/14-7/18	Columbus, Ohio	2025 Ohio Public Leadership Academy

The President entertained a motion to approve travel requests for Commissioner Henry to travel to Columbus, Ohio for the 2025 Ohio Public Leadership Academy for elected officials hosted by OSU John Glenn College of public affairs. Ms. Henry was 1 of 4 commissioners across the state that was selected by CCAO to attend and CCAO will also be covering her registration cost. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

2025 Canine Shelter Weekly Report														
Week Ending	Came in	Adopted	Reclaimed	Euthanized	Out to Rescue	MIA	Died (Natural or unknown Causes)	Destroyed (in field)	Total Out	Remaining at shelter	Out to County Foster	In from County Foster	Died in Foster (Natural or Unknown Causes)	Total in Foster
6/29	15	1	2	0	8	0	0	0	0	26	0	0	0	13

FINANCIAL REPORT REVIEW

Interim County Administrator presented the Commission with the following financial report:

- The January 2024 Financial Reports for comparison with the June 2025 Financial Reports. The following was noted during the review:
  - 1/1/2024 beginning cash balance was \$4,351,639.65
  - 1/1/2025 beginning cash balance was \$3,945,348.16
  - Difference of \$406,291.49
  - 6/1/2024 ending cash balance was \$3,627,532.85
  - 6/30/2025 ending cash balance was \$4,351,595.90
  - Difference of +\$724,063.05

SPECIAL PROJECT – CONLEY BUILDING

Special Projects Manager Tom White presented the Commissioners with an estimate in the amount of \$27,000.00 from Wolfe Heating and Cooling LLC to:

- Complete the ductwork (Install wrapped ductwork for 2 systems 4 ton each in attic flex runs to rooms with lay-in registers in drop ceiling)
- Furnace relocate and replacement (Relocate 2 gas furnace and indoor coil for new ductwork location. Replace out dated furnace with new Weather King 96% gas upflow)

President Henry entertained a motion to allow Mr. White to move forward with Wolfe Heating and Cooling LLC. to complete the above work at the Conley Building. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

VETERANS – MEMORIAL DAY EXPENSE

Commissioners received the following request for funds to defray the Memorial Day expenses for 2025 in the amount of \$453.10: VFW Post 4464. The President entertained a motion to approve as submitted. Q. Jay Stapleton made and Jeremy Kroll seconded the motion. Roll calls: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

DJFS – ERT VENDOR CONTRACT

DJFS Director Dana Glassburn presented the following contract for approval. Q. Jay Stapleton moved and Leslie Henry seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

GALLIA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
PURCHASE OF SERVICE CONTRACT  
CONTRACT EXTENSION NO. 2

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SFY26

This extension will amend/extend the Employment Related Transportation (ERT) contract, originally dated July 1, 2023 through June 30, 2024 with extension # 1 effective July 1, 2024-June 30, 2025 and extension # 2 effective July 1, 2025 – June 30, 2026 between the Gallia County Department of Job and Family Services (GCDJFS) and **On the Go** Transportation for the purchase of service of employment related transportation.

I. Extension of Contract

The original SFY24 contract ended June 30, 2024. This statement is to extend the current ERT contract as per the section "Extension" of the 2023 Request for Bid and section "I. Term" on page 1 of the Purchase of Service Vendor Contract, the term of the Original Contract is hereby extended on a month-to-month basis, commencing July 1, 2025. Either party may terminate this Extension by providing thirty (30) days' prior written notice to the other party. All terms and conditions of the Original Contract shall remain in full force and effect during this Extension period, except as expressly modified herein.

II. There will be no change in the rate per mile which will remain at \$2.60 within the "Community" as defined in the ERT Plan.

**The Full Contract is on file and is available at the commissioner's office**

DJFS CLERK OF COURTS – TITLE IV-D CONTRACT

Dana Glassburn, DJFS Director presented the following Title IV-D contract with Clerk of Courts Office for approval.

**Ohio Department of Job and Family Services**

**IV-D CONTRACT**

Pursuant to Title IV-D of the Social Security Act, Parts 302, 303, and 304 of Title 45 of the Code of Federal Regulations (CFR); sections 3125.13 to 3125.17 of the Ohio Revised Code; and rules 5101:12-1-80 to 5101:12-1-80.4 of the Ohio Administrative Code (hereafter "IV-D Contract rules"), the Gallia County Child Support Enforcement Agency (hereafter "CSEA") enters into this IV-D Contract with Gallia County Clerk of Courts Office (hereafter "Contractor") to purchase services for the effective administration of the support enforcement program.

The CSEA and the Contractor certify that all IV-D Contract activities shall be performed in compliance with Title IV-D of the Social Security Act, 45 CFR Parts 302, 303, and 304, and the rules in Division 5101:12 of the Administrative Code.

Unless otherwise specified, the terms of this IV-D Contract apply to both governmental contractors and private contractors.

The IV-D Contract consists of this document and all attached forms or documents that are incorporated and deemed to be a part of the IV-D Contract as if fully written herein. Nothing in this IV-D Contract shall be construed contrary to state or federal laws and regulations.

IV-D Contract Terms:

1. IV-D Contract Period: The IV-D Contract is effective from 07/01/2025 through 06/30/2026, unless terminated earlier in accordance with the terms listed in paragraph 23 of this IV-D Contract. The IV-D Contract period shall not exceed twelve (12) months. The CSEA and contractor may agree upon a IV-D Contract period that is less than twelve (12) months.

2. Unit of Service: Subject to the terms and conditions set forth in this IV-D Contract, the CSEA agrees to purchase and the Contractor agrees to provide the following Unit of Service for a IV-D case: service of warrants and service of process.

The CSEA and the Contractor certify that all units of service are eligible for federal financial participation (FFP) reimbursement in accordance with rules 5101:12-1-60 and 5101:12-1-60.1 of the Ohio Administrative Code, the IV-D Contract rules, and 2 CFR, Subtitle A, Chapter II, Part 225 (Circular A-87 of the Federal Office of Management and Budget).

3. Optional Purchase of Non-CSEA Initiated Activities: In a IV-D Contract with a court for magistrate services, the CSEA may elect to purchase non-CSEA initiated activities in addition to CSEA initiated activities. If the CSEA elects to purchase non-CSEA initiated activities in addition to CSEA initiated activities, the CSEA and the court shall signify the decision by placing their initials on the lines below.

Initials of Authorized CSEA Representative                      Initials of Authorized Court Representative

4. IV-D Contract Costs:

4A. Unit Rate: The Unit Rate for this IV-D Contract is \$434.86 per Unit of Service as determined by:

- The calculation listed in the JFS 07020 (Governmental Contractor IV-D Contract Budget) for a IV-D Contract with a governmental entity; or
- The procurement process for a IV-D Contract with a private entity.

4B. Total IV-D Contract Cost: The Total IV-D Contract Cost is \$71,752.26

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5. Availability of Funds: The CSEA certifies that it has adequate funds to meet its obligations under this IV-D Contract, that it intends to maintain this IV-D Contract for the full period set forth herein, that it believes that it will have sufficient funds to enable it to make all payments due hereunder during such period, and that it will use its best effort to obtain the appropriation of any necessary funds during the term of this IV-D Contract.

5A. Payments for all services provided in accordance with the provisions of this IV-D Contract are contingent upon the availability of the non-federal share and FFP reimbursement, as follows:

	Amount	Source
Non-Federal Share	\$24,395.77	Local Sources
FFP Reimbursement	\$47,356.49	
Total IV-D Contract Cost	\$71,752.26	

5B. The CSEA certifies that the non-federal share is not provided from any source that is prohibited by state or federal law.

**The Full IV-D Contract is on file and is available at the commissioner's office**

President Henry entertained the motion to sign the agreement as recommended. Q. Jay Stapleton made and Leslie Henry seconded the motion. Roll calls: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

**DJFS – SUBGRANT AGREEMENT**

DJFS Director Dana Glassburn presented the following Subgrant Agreement for approval. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

**GALLIA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**  
**SUBGRANT AGREEMENT**  
**RECITALS**

This Subgrant Agreement between the Gallia County Department of Job and Family Services, (hereinafter referred to as "CDJFS") located at 848 3rd Avenue, Gallipolis OH 45631 and **Sojourners Care Network** (hereinafter referred to as "SUBGRANTEE") (Unique Identifier 089919844) at address 31860 Claypool Hollow Road, McArthur, OH 45651 SUBGRANTEE hereby accepts the Subgrant and agrees to comply with all the terms and conditions set forth in this Agreement.

This Subgrant is made pursuant to the following federal award: Ohio START CFDA # 93.472 Original award date 10/30/2023; FAIN# 2401OHPSGP.

At the time of signing this subgrant, the Federal Awards for CFDA 93.472 had not been signed. The CDJFS will update the Federal Award sign date once it is received.

**The Full Agreement is on file and is available at the commissioner's office**

**DJFS – PURCHASE OF SERVICE CONTRACT EXT.**

DJFS Director Dana Glassburn presented the following Subgrant Agreement for approval. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

**GALLIA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**  
**PURCHASE OF SERVICE CONTRACT**  
**CONTRACT EXTENSION NO. 1**

This Contract Extension No. 1 ("Extension") amends and extends the Non-Emergency Medical Transportation (NEMT) Purchase of Service Contract ("Original Contract") between the Gallia County Department of Job and Family Services (GCDJFS) and **Jackson Transportation**, originally dated July 1, 2024, through June 30, 2025. This Extension shall commence on July 1, 2025, and continue on a month-to-month basis thereafter, subject to the terms and conditions set forth herein.

I. Extension of Contract Term

Pursuant to the "Extension" provision in the 2025 Request for Bid and Section "I. Term" of the Purchase of Service Vendor Contract, the term of the Original Contract is hereby extended on a month-to-month basis, commencing July 1, 2025. Either party may terminate this Extension by providing thirty (30) days' prior written notice to the other party. All terms and conditions of the Original Contract shall remain in full force and effect during this Extension period, except as expressly modified herein.

II. Compensation Rates

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The compensation rates for services rendered during the Extension period shall remain unchanged from those specified in the Original Contract:

- Flat Rate (0–15 miles, non-handicapped): \$45.00
- Per Mile Rate (15+ miles, non-handicapped): \$2.60 per mile
- Flat Rate (0–15 miles, handicapped): \$45.00
- Per Mile Rate (15+ miles, handicapped): \$3.00 per mile

### III. Changes in Service Delivery Process

GCDJFS anticipates implementing a centralized transportation hub during the Extension period, contingent upon the receipt of an Ohio Department of Transportation (ODOT) grant to establish the hub in accordance with the Gallia County Coordinated Transportation Plan (GCCTP). The centralized hub will require clients to contact a single phone number for ride scheduling, with dispatch and distribution managed centrally.

The implementation of the centralized hub is subject to the procurement and installation of necessary software and equipment. GCDJFS will notify all parties of the official start date and any changes to the ride scheduling process once the hub is operational.

Until the centralized hub is implemented, the current ride scheduling process, as outlined in the Original Contract, shall remain in effect.

### IV. Potential Impact of Rural Transit System

GCDJFS is pursuing ODOT grants to establish a Rural Transit System, as described in the GCCTP. Should the Rural Transit System be implemented during the Extension period, it may necessitate a reevaluation and potential termination of existing NEMT contracts to facilitate a rebidding process that incorporates the transit system.

GCDJFS intends for the Rural Transit System to expand service options rather than eliminate existing providers. Any changes to the NEMT contracts will be communicated promptly, and affected parties will be given the opportunity to participate in the rebidding process.

**The Full Contract is on file and is available at the commissioner's office**

#### DJFS – PURCHASE OF SERVICE CONTRACT EXT.

DJFS Director Dana Glassburn presented the following Subgrant Agreement for approval. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

#### GALLIA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES PURCHASE OF SERVICE CONTRACT CONTRACT EXTENSION NO. 2 SFY26

This extension will amend/extend the Employment Related Transportation (ERT) contract, originally dated July 1, 2023 through June 30, 2024 with extension # 1 effective July 1, 2024-June 30, 2025 and extension # 2 effective July 1, 2025 – June 30, 2026 between the Gallia County Department of Job and Family Services (GCDJFS) and **Need A Lift** for the purchase of service of employment related transportation.

#### I. Extension of Contract

The original SFY24 contract ended June 30, 2024. This statement is to extend the current ERT contract as per the section "Extension" of the 2023 Request for Bid and section "I. Term" on page 1 of the Purchase of Service Vendor Contract, the term of the Original Contract is hereby extended on a month-to-month basis, commencing July 1, 2025. Either party may terminate this Extension by providing thirty (30) days' prior written notice to the other party. All terms and conditions of the Original Contract shall remain in full force and effect during this Extension period, except as expressly modified herein.

II. There will be no change in the rate per mile which will remain at \$2.60 within the "Community" as defined in the ERT Plan.

**The Full Contract is on file and is available at the commissioner's office**

#### DJFS – SUBGRANT AGREEMENT

DJFS Director Dana Glassburn presented the following Subgrant Agreement for approval. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

#### GALLIA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES SUBGRANT AGREEMENT RECITALS

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This Subgrant Agreement between the Gallia County Department of Job and Family Services, (hereinafter referred to as "CDJFS") located at 848 3rd Avenue, Gallipolis OH 45631 and **Educational Service Center**, (hereinafter referred to as "SUBGRANTEE ESC") at P.O. Box 178 Rio Grande, Ohio 45674. SUBGRANTEE hereby accepts the Subgrant and agrees to comply with all the terms and conditions set forth in this Agreement.

This Subgrant is made pursuant to the following federal award: Child Support Enforcement Research CFDA 93.564 (original award date 6/29/2021; FAIN# 90FD0244) Federal Award signed on 04/18/2024. At the time of signing the subgrant the FFY25 CFDA Federal Award had not been signed. CDJFS will update Federal Award sign date once received.

**The Full Agreement is on file and is available at the commissioner's office**

#### DJFS – TRANSUNION CONTRACT

DJFS Director Dana Glassburn requested from the Commission authority to sign the annual Transunion Risk and Alternative Data Solutions ("TRADS") Contract Renewal. President Henry entertained a motion to allow Mr. Glassburn to sign the contract as requested. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

#### COMMISSIONERS – EXECUTIVE SESSION

At 10:10 a.m. the president entertained a motion to enter into executive session with DJFS concerning the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Q. Jay Stapleton moved and Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea. Returned to regular session at 10:38 a.m.; No action taken.

#### DJFS – TRANSIT ADMINISTRATOR

On July 1, 2025, Director Glassburn stated that he received an email from the Ohio Department of Transportation, (ODOT), that reflects Gallia County was awarded \$588,824 in State/Federal transit grant funds for State Fiscal Year (SFY) 2026 with a local match of \$28,052 for a total of \$617,146. The funds will allow Gallia County Transit System to start operations during SFY 2026 and pursue other revenue generating sources to support transit services. The email also stated that a subgrant agreement would follow shortly. ODOT Subgrant agreements are done through an electronic signature process, and I would like to request approval to sign the agreement once received.

In addition, Kathy Campbell has been instrumental in this process and will be expected to continue leading this initiative. As such, I would like to recommend that, effective the first full pay period following all official signatures for subgrant agreement with ODOT, that Kathy Campbell remain Business Administrator for Gallia County Department of Job and Family Services and be appointed as the Transit Administrator, (Class #40001.0, Position Control #81000.0) for the Gallia County Transit System. This is a classified biweekly salary position. Ms. Campbell current pay rate shall increase by 22% to compensate for the additional duties/responsibilities. Due to the additional responsibilities, the normal work schedule will need adjusted for both positions, and new position will require duties outside of normal work hours, similar to a director's position. Ms. Campbell will be the initial contact; however, I will remain temporarily assigned as Director of the Transit System, as per the resolution to establish the Transit System on July 11, 2024.

President Leslie Henry entertained a motion to accept Director Glassburn's recommendation, Commissioner Jeremy Kroll moved to accept, and Commissioner Q. Jay Stapleton seconded the motion. Roll Calls: Ms. Henry, Yea, Mr. Q. Jay Stapleton, Yea, Mr. Kroll, Yea

#### PROSECUTOR – DELINQUENT TAX FORCLOSURES

Assistant Prosecuting Attorney David Evans met with the Commissioners to give an update on delinquent tax foreclosure initiative status. No action taken.

#### EMA – VEHICLE REQUEST

EMA Director Tim Miller met with the Commissioners to discuss the truck that was purchased from EMA and 911 funds. Mr. Miller stated that the main purpose for the purchase of the truck was to support EMA having a response vehicle equipped to respond to Hazardous Material situations and other weather-related incidents in the county for damage assessments as well as a vehicle large enough to haul the county Haz Mat trailer. He also informed the Commission that he has been in communication with 911 Director Sherry Daines and they both feel it would be best for EMA to reimburse 911 for their portion of the truck which is a total of \$23,581.50. No action taken.

#### NEW HIRE – EMS – ROBERT CORNWELL

President Leslie Henry entertained a motion to hire Robert Cornwell as the new Director of EMS and noted the following:

- Unclassified position
- 40 hours per week
- One Year Probationary Period

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- Full time employment will begin on August 1, 2025, however 10 work days will be permitted during the month of July at a pay rate of \$31.00 per hour for up to 8 hours each day to help with the transition.
- Salary for year one would be \$64,480.00, and if given that at year 2 the EMS is operating within budget salary would increase to \$68,640.00.
- 4 weeks of vacation time (this can be used immediately for previously scheduled time away as communicated to the Board.
- 3 Personal days
- 4.6 hours of sick leave accrual every two weeks
- OPERS pick up commensurate with all EMS employees

Jeremy Kroll moved to hire Mr. Cornwell as the Director of EMS and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

EMS – CREDIT CARD

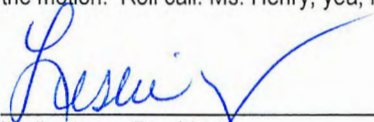
EMS Director Keith Wilson met with the Commissioners to request permission to apply for an OVB credit card for his department. Q. Jay Stapleton moved to allow Mr. Wilson to apply with a spending limit of \$1500.00 with him and Robert Cornwell as the authorized users, Jeremy Kroll seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

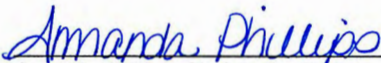
EMS – INTERNET

EMS Director Keith Wilson requested from the Commission permission to switch internet providers. Mr. Wilson stated he would like to switch to Starlink, due to better service. President Henry entertained a motion to allow Mr. Wilson to change providers as requested. Jeremy Kroll moved to and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

ADJOURN

At 12:00 p.m. the President entertained a motion for adjournment. Jeremy Kroll moved and Q. Jay Stapleton seconded the motion. Roll call: Ms. Henry, yea; Mr. Stapleton, yea; Mr. Kroll, yea.

  
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 Leslie Henry, President

  
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 Amanda Phillips, Clerk to the Board

  
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 Q. Jay Stapleton, Vice President

  
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 Jeremy A. Kroll, Commissioner