

**Sandusky County Commissioners - 622 Croghan Street, Fremont, OH 43420**

**MEETING 2018**

**Meeting:** Board Of Commissioners

**Location:** Commissioners' Board Room

**Date:** 12/20/18

**Time:** 8:00 AM - 11:38 AM

**Present:** Commissioners: Kay E Reiter, President; , Scott Miller, V-President; Charles Schwochow

**Present:** Theresa Garcia, County Administrator

**Others Present:** John Willey, Bethany Brown, Jaime Wolfe, Tim Braun, Cathy Glassford, Melanie Allen

(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTION / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION/VOTE:
Call to Order Pledge of Allegiance (8:00am)	Commissioner Schwochow was not in attendance at the beginning of session. He was attending EDC meeting.	Kay E Reiter, President		
*Review & Approval of Commissioner Meeting Minutes, In-coming Mail Review & External Meeting Notices	The 12/18/18 minutes were reviewed/approved by the Board. The Board reviewed incoming office mail and external meeting notices.	Kay E Reiter , Scott Miller, Charles Schwochow,		*Motion: Move to Approve minutes Moved by: Charles Schwochow 2nd: Scott Miller Yes - 3
Review of External board/Meetings Attended by Commissioners	Commissioner Miller attended the Ballville Township Trustee meeting. When he got to the meeting they were signing a contract with Treble for their Electric Aggregation. Commissioner Miller had a conversation with the representative from Treble and asked him to come in and talk to the Commissioners. Commissioner Miller than attended Sandusky Township meeting and talked to those trustees about the contracts they are being asked to sign for the electric aggregation.			
	***Commissioner Schwochow entered session at 8:55am. He was at the EDC meeting. They talked about the opportunity zone in Sandusky County. This is an area within the County they feel has room to grow. They reviewed last year and this years budget and then passed their budget for 2019.			
Commissioners and Administrators Discussion	Administrator Garcia presented a memo from GLCAP regarding two board positions that need to be reappointed for 2019. She would like to have those appointments for their January 8th board meeting. One position is a Commissioner. Commissioners Reiter and Miller discussed making that decision earlier than the reorganization to allow GLACP time to present at their meeting.			

	Administrator Garcia and HR Specialist, Jaime Wolfe, reviewed the 2019 payroll calendar. The thought was the last pay period is falling in the middle of December. Jaime is researching when/if we need to consider a 27 pay period year.			
<b>*Then/Now Documents</b>	None at this time			
<b>*Personnel</b>	None at this time			
<b>*Travel Requests</b>	None at this time			
<b>Regional Planning (9:00am)</b>	<b>John Willey - Regional Planning.</b> John came in for his quarterly meeting with the Commissioners. John presented his approved budget from his board from 2019. He then presented a draft RFP for the comprehensive plan for review. The plan was to send it out next week. Commissioner Reiter suggested waiting until after the first of the year when people are back to work for the year and more productive. They had noted an approximate cost of the project. John asked how they felt about this number, if it was too low, too high, or if it needed to be in the RFP. The RFP was reviewed and discussed.	John Willey - Director		
<b>Health Department (9:30am)</b>	<b>Bethany Brown - Health Department.</b> Bethany came in for a monthly meeting with the Commissioners. Commissioner Reiter shared with Bethany a comment a citizen made to her regarding their levy. The Commissioners talked about the accreditation of the Health Department and what could happen with Ottawa County if they do not get accredited. Bethany stated they do still have time and should be fine. Commissioner Miller talked about the discussion within the State about forming regional offices by joining smaller counties to form one department. Bethany shared how they would do this in the State if it was considered. That is probably a couple years down the road if it were to happen. Bethany presented language she had put together and worked with Mark Mulligan, Assistant Prosecutor, on for a new levy. This will be very important for the Health Department in order to sustain services they provide to the community. They are looking at having a celebration on January 18th at 2:00pm to award the staff for their hard work on the accreditation.	Bethany Brown - Health Department Commissioner		
<b>*Resolutions (10:00am)</b>	2018 – 417 ADDRESSING PETITION FOR PARTIAL ROAD VACATION AND DEDICATED PUBLIC ALLEY; FIXING DATE/TIME FOR VIEW OF THE AREA REQUESTED FOR VACATION; FIXING DATE/TIME OF FINAL HEARING ON SAID PETITION			<b>*Motion:</b> Move to Approve Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
	2018 - 418 AUTHORIZING ESTABLISHMENT OF NEW FUND WITHIN THE BUDGETARY SYSTEM OF SANDUSKY COUNTY ENTITLED; DRUGGED DRIVING ENFORCEMENT PROGRAM (DDEP) ASSIGNED FUND #2137			<b>*Motion:</b> Move to Approve Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3

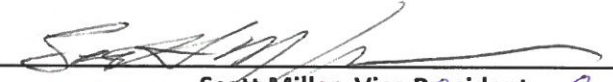
	2018 - 419 APPROVING APPROPRIATION TRANSFER FOR CLERK OF COURTS FROM CONTRACT SERVICES TO FEES FOR 2018 FOR FOREIGN SHERIFF FEES (\$1,000.00)		\$1,000.00	* <b>Motion:</b> Move to Approve Moved by: Charles Schwochow 2nd: Scott Miller Yes - 3
	At 10:07am Commissioner Reiter asked for a motion to enter executive session to discuss personnel matters.	Jaime Wolfe - HR Specialist		* <b>Motion:</b> Move to enter executive session Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
	At 10:20am the commissioners exited executive session. A motion was made to exit executive session.			* <b>Motion:</b> Move to exit executive session Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
<b>Family and Children First Council (10:30am)</b>	<b>Cathy Glassford - FCFC.</b> Cathy came in for her quarterly meeting with the Commissioners. She talked about Trauma Informed Care. This has been worked on by wraparound recently. They are planning a community event to help with awareness on the subject. Other communities have passed a proclamation for a public awareness day. She is working on a legislative breakfast for the first of the year. They have had this type of gathering before with all legislators and not just for this county. The main focus will be to give them an overview of FCFC and Wraparound services as well as Job and Family Services agency focus on Foster Care. Administrator Garcia and Cathy talked about moving the rest of her financials to the commissioners office. It is currently being done, in kind, at the Board of DD and the decision was to relieve the Board of DD of this responsibility. Cathy will get together with Administrator Garcia in late January early February.	Cathy Glassford - Director		
	At 10:55am Commissioner Reiter asked for a motion to enter executive session to discuss personnel matters.	Pros. Tim Braun Jaime Wolfe - HR Specialist		* <b>Motion:</b> Move to enter executive session Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
	At 11:00am the commissioners exited executive session. A motion was made to exit executive session.			* <b>Motion:</b> Move to exit executive session Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3

	At 11:10am Commissioner Reiter asked for a motion to enter executive session to discuss personnel matters.	Melanie Allen - Deputy Director SCJFSC Jaime Wolfe - HR Specialist		<b>*Motion:</b> Move to enter executive session Moved by: Charles Schwochow 2nd: Scott Miller Yes - 3
	At 11:15am the commissioners exited executive session. A motion was made to exit executive session.			<b>*Motion:</b> Move to exit executive session Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
	The Commissioners received an email from Cindy Bilby, DJFS Director, submitting her resignation as Director effective immediately. The Commissioners requested Melanie Allen, Deputy Director, come in to session to discuss the resignation. After discussion with Melanie Commissioner Reiter, asked to entertain a motion to appoint Melanie Allen as interim Director of DJFS due to the immediate resignation of the current director. Commissioner Reiter asked to add a resolution to the agenda formally approving the appointment.			<b>*Motion:</b> Add an additional resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes - 3
	2018 - 420 RESOLUTION --- APPOINTING MELANIE ALLEN AS INTERIM DIRECTOR OF SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES (SCDJFS) BY THE BOARD OF COMMISSIONERS UNTIL A PERMANENT DIRECTOR IS APPOINTED			<b>*Motion:</b> Move to Approve Moved by: Charles Schwochow 2nd: Scott Miller Yes - 3
	Commissioner Reiter read a letter of commendation for Charlie Schwochow. Charlie has served as County Commissioner for four and one half years. The Commissioners and their staff presented Charlie with a gift to show their appreciation.			
<b>Public Open Session</b>	Citizens Attendees - none Attendees - none Elected Officials - Tim Braun, Prosecutor	Media		
<b>*Adjournment (11:38am)</b>	With business completed for the day the meeting was adjourned.			<b>*Motion:</b> Move to Adjourn Moved by: Charles Schwochow 2nd: Scott Miller Yes - 3

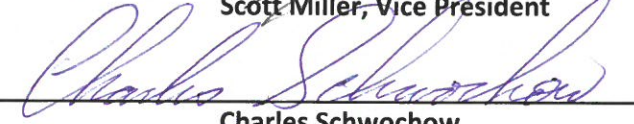
Signature of:

Kay E Reiter, President



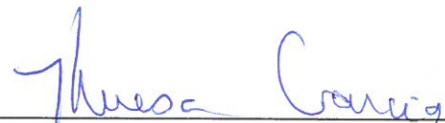


Scott Miller, Vice President



Charles Schwochow

**Board of County Commissioners, Sandusky County, Ohio**

Attest:   
Clerk to the Board / County Administrator

I, the undersigned, Clerk of the Board of Commissioners,  
Sandusky County, Ohio, do hereby certify that the foregoing  
is a true and correct copy from the official record of said  
Board of County Commissioners as recorded in its Journal.

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Clerk, Board of County Commissioners, Sandusky County, Ohio

