

**Sandusky County Commissioners – 6225 Croghan Street, Fremont, OH 43420**

**MEETING 2019**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date:4/11/19

Time: 8:00AM – 12:54PM

Present: Commissioners: Scott Miller, President; Russ Zimmerman, V-President

Present: Theresa Garcia; County Administrator

Not Present: Kay E Reiter (out due to knee replacement surgery est'd return April 25th)

Others Present: Melanie Allen, Angie McConnell, Ron Hiser, contractors for bid opening (see sign in sheet),

(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)	***Commissioner Miller was not in attendance at the beginning of session. He had a Clydescope meeting.	Russ Zimmerman, Vice President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 4/9/19 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Scott Miller, Russ Zimmerman,		*Motion: Move to Approve minutes Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)
Review of External board / Meetings Attended by Commissioners	Commissioners Miller and Zimmerman attended a special meeting for OSS. The topic was Sunny Farms classification of land fee collection on bulk material and payments owed to OSS. There were several residents from Fostoria area that came to voice some concerns of the odor . They entered executive session to discuss personnel matters.			
	Commissioner Miller went to the Riley Township Trustee meeting last night. There was a resident talking about water drainage issues. He notified the group the News Messenger is doing an article on the Wightmans Grove water and sewer project and may be coming around to ask questions.			
	Commissioner Miller attended the Clydescope meeting this morning. Adam Greenslade from the Ohio Turnpike was at the meeting. Clydescope is researching the idea of an interchange from the turnpike for the City of Clyde.			

	Adam talked about other projects the turnpike has going on. He also talked about upgrades to the turnpike including, new toll booths that allow for easy pass access while maintain speed.			
<b>Commissioners and Administrators Discussion</b>	Lisa Kuelling stopped in the office to talk about weather emergency notifications. There were some concerns voiced at the County Courthouse after the Statewide tornado drill. Lisa wanted to work on the emergency response plan for the courthouse. After discussion Lisa is going to review the current plans, work with Jaime to update the plans, present the plan at safety committee and then present the plans to elected officials and department heads for review. Every office needs to take some responsibility for their plans and review their plans to assure their staff is safe and knows what to do in the case of an emergency. The emergency notification system should be a big part of everyone's plans.			
<b>* Then /Now Documents</b>	<p>One certificate was presented by the Prosecutors Office. Vehicle purchases happened with a few days span before a PO. Once the bill of sale was tracked down it was too late to obtain the PO. One invoice makes up this certificate. Rouen Dodge - \$24,999.74</p> <p>Two certificates were presented by the Commissioners Office. First certificate, 2018 PO was in place and used on a previous invoice and liquidated because we hadn't anticipated another invoice. Second certificate, PO was not established prior to receiving the invoice as we did not receive a written quote. Two invoices make up these certificates. Burkett Industries Inc. - \$1,352.78 and Election Systems &amp; Software - \$5,850.00</p> <p>Five certificates were presented by the Commissioners Office. Invoices were not sent to us as the cases were still on going until a pleas deal was reached this year. Five invoices make up these certificates.  Interhack - \$2,108.19  Investigative Services Group - \$2,292.50  DNA Diagnostic Center - \$4,572.50  James F Carter - \$ 1,100.00  Dr. John Matthew Fabian - \$14,803.76</p>		<p>\$24,999.74</p> <p>\$1,352.78 \$5,850.00</p> <p>\$2,108.19 \$2,292.50 \$4,572.50 \$1,100.00 \$14,803.76</p>	<p>* Motion: Move to approve certificates  Moved by: Russ Zimmerman  2nd: Scott Miller  Yes – 2 (Reiter absent)</p>
<b>* Personnel</b>	None at this time			
<b>* Travel Requests</b>	None at this time			
	<b>***Commissioner Miller entered session at 9:15am</b>			

<b>DJFS (9:00am)</b>	<b>Melanie Allen – DJFS.</b> Melanie came in for her monthly meeting. She talked about placement costs. See attachment A for agenda items. We currently are under last year's placement costs. She is going to continue to work on reducing these costs with updates and changes in their programs. Placement cost report was reviewed. Thirty Days to Family grant is moving forward. They are looking for someone to fill that position and it will be fully funded by the grant program. There are nine children in adoptive placement. She is short staffed in children's services. She is still trying to replace a position from last November. Nate Koenig has been working on the Foster Care program and has been very successful. Other counties have asked about using him. This may be something they form collaborations with other entities. She has rejoined health partners with the Health Department and feels this will be a good collaboration.	Melanie Allen - Director		
<b>Courthouse Ramp Bid Opening (9:30am)</b>	Angie McConnell came in representing WSOS to open bids for the courthouse ramp project. Five bids were submitted for the project. Greg Wright, Heapy Design Engineer, opened the bids and reviewed them with the group. After the bids were opened and read, Commissioner Miller moved to tabulate the bids and award at a later date. (see sign in sheet for attendance)			* Motion: Move to award bid at a later date Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Reiter absent)
<b>* Resolutions (10:00am)</b>	2019 – 127 RESOLUTION – APPROVING AMENDED SANDUSKY COUNTY PREVENTION, RETENTION, CONTINGENCY (PRC) PLAN.			* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)
	2019 - 128 APPROVING APPROPRIATION TRANSFER FOR DJFS FROM CONTRACT SERVICES TO SUPPLIES TO COVER EXPENSES FROM KINSHIP GRANT RECEIVED (\$80,000.00)		\$80,000.00	* Motion: Move to Approve Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Reiter absent)
	2019 - 129 IN THE MATTER OF APPOINTING REPRESENTATIVES TO THE DISTRICT 5 INTEGRATING COMMITTEE			* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)
	2019 - 130 APPROVING SUPPLEMENTAL APPROPRIATIONS TO WSOS/GLCAP CHIP GRANT FUNDS FOR 2019 INVOICES, FUND 20640 - \$155,600.00; FUND 22800 -		\$155,600.00 \$34,139.00 \$166,759.00 \$122,068.00	* Motion: Move to Approve Moved by: Russ Zimmerman

	\$34,139.00; FUND 22810 - \$166,759.00; FUND 32820 - \$122,068.00			2nd: Scott Miller Yes – 2 (Reiter absent)
	2019 - 131 APPROVING PURCHASE CONTRACT FOR PUBLIC IMPROVEMENTS, 0.530 ACRES OF PARCEL 08-06-00-0001-00 LOCATED ON CR 259 IN WIGHTMANS GROVE, SANDUSKY TOWNSHIP, SANDUSKY COUNTY, OHIO (\$15,000.00)		\$15,000.00	* Motion: Move to Approve Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Reiter absent)
	2019 - 132 APPROVING APPROPRIATION TRANSFER FOR MARCH PLACEMENT COSTS (\$81,770.28) AND APRIL MANDATED SHARE PAYMENT (\$17,768.83)		\$81,770.28 \$17,768.83	* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)
<b>Prosecutor (11:00am)</b>	<b><u>Mark Mulligan, Joe Gerber, Kaitlyn Klucas-Prosecutor-</u></b> Pence and Talbert property splits (parcels the Wightmans Grove Project) have been approved and closing should be soon. Valerie VanFleet has resigned her position so they are currently in the transition of personnel. A posting is currently up for administrative assistant and will be looking to fill that position as soon as possible. Rachel Dewey, assistant prosecutor for Juvenile Court, has resigned her position and so Joe, Kaitlyn, and Mark will be splitting the duties of the Juvenile court cases. Kaitlyn has a lot of foreclosures and will work with Kim on the highest delinquent taxes for further processing. A property came through as an initial tax foreclosure however has become an issue in which the prosecutor's office had to join with the health department due to the person living in a property with no running water or sewer along with a large buildup of trash. Joe Gerber is assisting with the appeals and has eight cases pending and three cases with Ohio Supreme Court.	Mark Mulligan, Joe Gerber, Kaitlyn Klucas- Assistant Prosecutors		
<b>CORSA (11:30am)</b>	<b><u>John Brownlee-CORSA-</u></b> John presented the CORSA renewal for the 2019-2020 CORSA. Financially CORSA is in a very good position. Self-insure covers one (1) million dollars for the first portion of the claim. Above that one (1) million is reinsurance coverage. CORSA raised the self-insurance retention level from one (1) million to one and a half (1.5) million for 2019-2020 to maintain costs. Program costs were presented along with the Member Equity Credits. Reduction of 3.34% from last	John Brownlee-CORSA and Chad Collins- UIS		

	year which is a result of the power of pooling. Additional CORSA program enhancements for 2019-2020 program as well as the subsidized risk management services.			
<b>Public Open Session</b>	Citizens Attendees – none Media Attendees – Craig Shoup, News Messenger Elected Officials – none			
<b>* Adjournment (12:54pm)</b>	With business completed for the day the meeting was adjourned.			* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)

Signature of:

Scott Miller, President

Russ Zimmerman, Vice President

Absent

Kay E Reiter

**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.

Clerk, Board of County Commissioners, Sandusky County, Ohio

Commissioners' Meeting Agenda

4/11/19

**I. Placement Costs, handout –**

- a. Mar
  - i. 2018 had 47-50 children in custody each month. Numbers are still in 30s.
  - ii. County costs are continuing to go down each month.
  - iii. Highlight moves and changes on the costs reports.
- b. 30 days to family- Ohio: accepted 3/6, finalizing MOU with Kinnect, will need to post a new position to hire, court MOU is done.
- c. Placement reduction discussions continue to occur w CS.
- d. Update on Nate– GrandLove program is taking off. Certifying 2 additional homes very soon.

**II. Building issues**

- a. OSS solid waste district grants program suspended 4/3.
- b. Security – photo id badges, and visitor badges continuing to work on, Alice training 3/21 went well, Sheriff's office has been great partner on safety, Pete continues to do well.
- c. Started a safety committee

**III. Staffing**

- a. Making transition plans for upcoming retirees. Reorganization will be occurring. Not replacing AD at this time. Will reorganize first, work on a position description down the road.
- b. Understaffing issues / Children Services / Public Assistance

**IV. Misc.**

- a. Morale/ Image issues: All staff meeting May 30 (2 times a year), revamping our newsletter a little, got a shout out board for PA, personal responses to complaints
- b. Annual stats have all been emailed.
- c. Child Abuse awareness – 4/9 decorated windows with info, pinwheels in the yard -wear blue 4/10, - # has gone up for the first time in a long time, last year 568, this year 744.
- d. Executime payroll and attendance system update: 4/1 pilot in fiscal unit, dual entry , meeting on 4/12
- e. New Messenger working on article regarding PTSD went well- lots of positive talk about it.
- f. Rejoining as health partners- health assessment meeting 4/10
- g. Revamping our website.

BID TABULATION

BID OPENING  
SANDUSKY COUNTY  
COURTHOUSE RAMP PROJECT

APRIL 11, 2019 at 9:30 A.M.

Contractor	Amount	Insurance / Bid Bond
Sicler Construction	\$169,172. <sup>00</sup> (no alternate)	✓
KDH Construction	\$158,850. <sup>00</sup> (alt. \$16,850)	✓
Zimmerman	\$146,350. <sup>00</sup> (alt. \$2,750)	✓
Grunwell - Cashero	\$157,340. <sup>00</sup> (alt. \$9,320)	✓
Giant Design LLC	\$163,705. <sup>00</sup> (alt. \$23,000)	✓
	-no substitutions-	

Notes: Greg Wright will review and let the Commissioners know his results to determine who to award.

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