

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

MEETING 2019

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date:9/12/19

Time: 8:00AM – 1:21PM

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

Present: Theresa Garcia; County Administrator

Others Present: Bill Windnagel, Melanie Allen, Chad Collins, Brian Edris, Lynn Salyer, Jaime Wolfe, Tim Braun, Mark Mulligan

(*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 session in the morning as he was attending Clydescope meeting	Russ Zimmerman Vice President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 9/10/19 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Russ Zimmerman, Kay E Reiter		*Motion: Move to Approve minutes Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes – 2 (Miller absent)
Review of External board / Meetings Attended by Commissioners	Commissioners Miller and Zimmerman attended the 911 Ceremony in Gibsonburg last night. There were approximately 200 people in attendance. There were many other elected officials at the ceremony. The High School Band and Boy Scout Troops were there along with fire, EMS and other emergency personnel in attendance. Commissioner Miller spoke at the ceremony as well as the Mayor of Gibsonburg. Guest speakers did a nice job. The ceremony was about 45 minutes. Norm Van Ness gave some great statistics to the crowd. There were three wreaths laid on the memorial by fire, police and EMS. It was a very good ceremony. Gibsonburg should be very proud of the monument. It is a very beautiful tribute.	Scott Miller Russ Zimmerman		
	Commissioner Zimmerman attended the GLCAP Board Meeting Tuesday evening. They dedicated the Board room to honor longtime board chair Chris Galvin, former United Way of Ottawa County Director. Ms. Galvin had recently passed away, two of her daughters were	Russ Zimmerman		

	present for the dedication. The GLCAP holiday dinner is scheduled for December 12 th . GLCAP received a \$1.6 million grant for the weatherization program. The budget from 2014 to now has gone up 67%. That is a huge increase. Voted on the GLCAP CEO wage increase for the next three years.			
	Commissioner Zimmerman attended the Soil and Water meeting earlier this AM. They discussed the farmer relief fund - the Commissioners at an earlier meeting had agreed to match the funds from the grant. The S&W Board does not feel they will need full match in the grant fund they originally thought they would need. There was a question by the Board on the financials connected to the PERS payments and when it is paid. The board was not sure if the payment was monthly or quarterly.	Russ Zimmerman		
* Then /Now Documents	One certificate was present by TASC. No PO was in place when the invoice arrived. One invoice makes up this certificate. Sandusky County - \$80.00 One certificate was presented from EMS. Facility Management did not notify them of the need for a PO before they were invoiced. One invoice makes up this certificate. Clouse Construction - \$2,990.00	TASC EMS	\$80.00 \$2,990.00	*Motion: Move to Approve certificates Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes – 2 (Miller absent)
* Personnel	None			
* Travel Requests	None			
Community Work Program (8:30am)	Bill Windnagel – Community Work Program. Bill came in for his monthly meeting with the Commissioners. Bill presented his August work order report for review. Bill had the crew work on some projects at Countryside Manor. He also had a call from Sandusky Township to help with some cemetery clean up. The Commissioners discussed what they had observation during the Sandusky County Fair and comments about the work crew at the fair. Commissioner Reiter talked about seeing the crew mingling with family and friends. The Commissioners do not feel it is appropriate. They are there working and they are still inmates. Bill also discussed that he was contacted about helping with Grace Lutheran Church with the Toledo Symphony setup in December. He also stated that he has a good crew for most of the time.	Bill Windnagel – CWP Coordinator		

DJFS (9:00am)	<p>Melanie Allen – DJFS. Melanie came for her regular meeting with the Commissioners. See attachment A for agenda items. They are still on track and staying status quo. They have four children they will terminate custody of by the end of the year because of adoption. They have four children in the 30 days to family program. The biggest set-back is the family members need to have finger prints run and it costs \$80.00. She is looking to purchase a machine to use in house to help cut those costs. They are also meeting with Seneca County to discuss Foster Homes and expanding their program with Nate Koenig. She presented documents on Foster Care rates and the possibility of increasing rates. Commissioners felt this was appropriate. Melanie will work with Administrator Garcia for a resolution to go effective 1/1/20. They are fully staffed at this time with many training in their new positions. She does have another retirement coming first part of next year. She plans to combine this position with an Assistant Director position if possible. August was child support awareness month and October is domestic violence awareness month. They plan on holding a wear purple on Monday's event. Melanie discussed the 2019 Sandusky County Fair and their location concerns. She thought a County tent would be a great idea to plan for the 2020 year. Melanie shared with the closing of Atlas on Friday, a job fair was held on Monday at The Job Store and was very successful, 27 businesses participated – it was connected to Atlas Industries recent closure. Tricia Foos put this together very quickly and the Commissioners were impressed she was able to bring everyone together as quickly as she did.</p>	Melanie Allen - Director		
	<p>*** Commissioner Miller joined session at 9:20am from Clydescope's monthly board meeting.</p>			
* Resolutions (10:00am)	<p>2019 - 288 APPROVING SUPPLEMENTAL APPROPRIATION TO 911 TRANSFER LINE (\$45,920.00) FOR IT WAGES AND BENEFITS FOR 2018 AND 2019</p>	911	\$45,920.00	<p>*Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes – 3</p>
	<p>2019 - 289 APPROVING TRAVEL AND EXPENSES FOR CHARMIN HETRICK AND LISA CHAFFIN FROM DJFS TO MIDDLEBURY INDIANA FOR REGION V BORDER TRAINING</p>	DJFS		<p>*Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes – 3</p>

	2019 - 290 APPROVING SUPPLEMENTAL APPROPRIATION TO DITCH ROTARY TRANSFER OUT (\$100,000.00) FOR GENERAL FUND TRANSFER	Ditch Rotary	\$100,000.00	*Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes – 3
	2019 - 291 APPROVING SUPPLEMENTAL APPROPRIATION TO SHERIFF SCHOOL RESOURCE OFFICER WAGES (\$14,500.00) AND BENEFITS (\$2,887.00) FROM SCHOOL CONTRACTS ***Commissioner Reiter wanted to note there are three schools with School resource officers, Lakota, Fremont and Bellevue	Sheriff SRO	\$14,500.00 \$2,887.00	*Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Scott Miller Yes – 3
	2019 -292 APPROVING SUPPLEMENTAL APPROPRIATION TO PI CAPITAL OUTLAY (\$16,000.00) FOR TALBERT PROPERTY PURCHASE FOR WIGHTMANS GROVE	PI	\$16,000.00	*Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes – 3
UIS (10:30am)	Chad Collins – UIS. Chad came in to review the 2020 Health Insurance renewal. Brian Edris and Lynn Salyer were with him. They presented the renewal and documents showing how the renewal was figured and claims and drug costs year to date. The CEBCO group is performing really well and Sandusky County is also performing well in the group. The county's new rate change is a -0.1%! The only change for 2020 is CEBCO is changing prescription companies to Anthem from Express Scripts. This will mean everyone will be receiving new RX cards.	Chad Collins – UIS Agent		
Prosecutor (11:00am)	Tim Braun – Prosecutor. Tim came in for his regular meeting with the Commissioners. Mark Mulligan joined Tim in regards to the Board of Revisions and Fremont City Schools. Fremont City Schools has appealed several of the decision from the Board of Revisions. Most were adjustments made from sale price on properties and what the actual value of the properties. At 11:07am Commissioner Miller moved to enter executive session for pending litigation. At 11:47am Commissioner exited executive session.	Tim Braun – Prosecutor Mark Mulligan – Assistant Prosecutor		*Motion: Move to enter executive session Moved by: Scott Miller 2nd: Kay E Reiter Yes – 3 *Motion: Move to exit executive session

	Commissioner Reiter asked about the Budget Commission hearing scheduled for 9/23/19 in connections the Levy for the Board of DD. She asked if anyone would have the ability to speak at the hearing. Tim shared that the hearing is to go over the information provided at the first hearing and they will make a decision. He does not feel they will stop anyone from speaking but does not feel they will need to speak. Commissioner Reiter feels there have been two critical meetings with important information presented and she feels some of this was not taken seriously. The Board of DD has done everything they can to present the information they have available and the impact the Budget Commissions decision will make on their organization and those who depend on their assistance.			Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3
Commercial Building Code Workshop (12:00pm)	The Commissioners moved the meeting up to the 2 nd conference room. See attached minutes.	Scott Miller, Russ Zimmerman, Kay E Reiter		
Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – Mark Mulligan, Prosecutor.			
* Adjournment (1:21pm)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Kay E Reiter 2nd: Scott Miller Yes - 3

Signature of:

Scott Miller, President

Russ Zimmerman, Vice President

Kay E Reiter

Board of County Commissioners, Sandusky County Ohio

Attest: Theresa Garcia
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

COMMERCIAL BUILDING CODE WORKSHOP

Commissioners' Office; 2nd Floor Conference Room

9/12/19 – 12:00pm

Meeting Minutes

In Attendance: Commissioner Reiter; Commissioner Miller; Commissioner Zimmerman; Mark Mulligan – Assistant Prosecutor; Dean Schneider – Assistant Fire Chief - Fremont; Dave Foos – Fire Chief-Fremont; Beth Hannam – SCEDC Director; Theresa Garcia – County Administrator

- **Advisory Board Members (Voting & Non-voting)** - Kay E Reiter reviewed details connected to the Advisory Board. She passed out suggestions she had identified to be considered by the group. She looked at a diversified background in local contractors. She reviewed the individual's names from different areas of the County to be considered. The group discussed the ideas presented. All felt it was important to include a seat for Whirlpool - Clyde and an individual from the City of Clyde. Dean Schneider wanted to make sure the trades were all represented - It was agreed the list had most everyone covered.
 1. **How many voting members should be on the Board?** All agreed eleven (11) board members would accomplish what the Board is looking to do.
 2. **Advisory Only Members (non-voting):** Mark Mulligan would be legal advisor for the Board and not a voting member. Theresa Garcia would be the Administrator and not a voting member. Beth Hannam asked to be an advisory member and not a voting member to allow for an individual with more code knowledge and her concern about having a potential conflict due to her working on future projects.
 3. **Advisory Board terms/limits:** They felt the terms should be limited and staggered. The discussion would be to start off with three (3) year terms and at the end of the term extend appointments and change the term limits at that time.
 4. **Who should invitation letters be sent to:** The letters will be sent to individuals on the list reviewed at the meeting. The draft invitation letter was reviewed and minor changes were made prior to sending them to the individuals suggested for the Board.
- **Review of a Start Up Budget:**
 1. **Lease and equipment cost:** Ottawa County will be a good source for suggestions on start-up equipment needs. This will be set up as a new county department falling under the Commissioners. How would the office lease rate be determined? It may be possible to waive a lease until start-up money is repaid to the General Fund of the County and a contract is approved. It was suggested that startup funding would be set up the same as start-up funds were provided to the Land Bank and the Drug Taskforce and they both required a payback.

2. **Wages and benefits:** Mark Mulligan stated some of the start-up costs could be reduced by sharing equipment with other offices. Mark also suggested contracting Ottawa County to help put the department together. It would also be helpful to have someone that understands how to go to the State to start our own office. The thought was to ask for a three month contract with Ottawa County to help get the department established.

- **Personnel Details:**

1. **Job Descriptions and Wages:** The starting rates will be determined and a budget will be put together. Position Descriptions are still being worked on.
2. **Start-up Staffing:** The Chief Inspector, Administrative Assistant, two part-time inspectors, one in electrical field and one in the plumbing field. The inspectors will not be performing work, so wages will not need to match union wage. Dave Foss asked if it would be a good idea to ask Ottawa County to sit in on a future workshop and give ideas. The group suggested that they meet soon with Ottawa County officials.

- **Public Hearing:** Would we want to do a public outreach or hearings? Beth asked if we should put a list together on who are some of the key individuals that need to know first-hand. Mark suggested attending council meetings to inform council and attend the Township Association meeting and the County Firefighters Association meeting to share the information with them. Mark would also like to reach out to the City Prosecutor. Kay felt prior to meeting with Council, they should reach out to the local Mayors not just show up.
- **Media outreach** would be addressed in the future.

The next meeting is tentatively set for **Tuesday October 1st at 1:00pm**. The thought would be to travel to Ottawa County and talk to them and look at their office. Theresa will contact Ottawa County and confirm if they are available.

Commissioners' August Agenda

9/12/19

I. Placement Costs – on track for \$880,000, nearly \$350,000 less than last year, handout on placement costs

- a. Current custody count: 28, 2 new this week
 - i. Safe reductions. Plcmt meeting with commish – Oct/Nov – need a date.
 - ii. Budget/funding issues, working on budgeting for next year
 - iii. Terminations – 4 by end of year
- b. 30 days: 1st case, placed with kin. 2nd case in progress, 4 placements checking them out now. Working on help w fingerprint costs for approval of placement
- c. Nate project- expanding to Seneca- meeting w their officials 10/8
- d. Foster Care reimbursement rate

II. Building issues

- a. Security –Submitted a request to CF for \$10,000.
- b. Resolution - \$100 to pay back the csea fund.
- c. Heating/ cooling- project. Other building updates.
- d. Talked with Ron about office space/ building walls /conference room project.

III. Staffing

- a. New Admins doing well in CSEA and CS with transition now. Will have a retirement party- once we have date in Oct- will send info over.
- b. Fully staffed at this time, lots of new people being trained.
- c. Asst Director position/ Program Manager- in 2020, another upcoming retirement.

IV. Misc.

- a. Morale/ Image issues: Aug /child support awareness month. DV awareness event will be in October. Purple Mondays.
- b. Child Abuse prevention softball tourney weekend. Final raised: \$3000
- c. Fair: lots of job seeking questions. Next year want to do a county offices tent?
- d. Executime: want us up and running by end of Nov, communication has slowed, we are working on it, children services lots of issues
- e. 9/23 Welfare Advisory council @11:30/ lunch provided- revamping this meeting to be more effective- Family Services Planning Committee.
- f. Workforce- local manufacturer shut down, job fair, news media in attendance.

