

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

**MEETING 2020**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 3/5/2020

Time: 8:00AM – 10:50AM

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

Present: Theresa Garcia; County Administrator

Others Present: Ron Hiser, Atul Chopra, Will Chambers, Joe Michaels, Tom Fullen

(\*action items)

| AGENDA ITEMS  | BRIEF DESCRIPTIONS / ACTION STEPS:   | PERSON RESPONSIBLE:          | DOLLAR AMOUNT: | MOTION / VOTE   |
|---|--|------------------------------|----------------|---|
| Call to Order Pledge of Allegiance (8:00am)   | <p>Commissioner Reiter wanted to apologize for opening the meeting on Tuesday 3/3/2020 earlier than advertised. She was under the impression our meeting was starting at 10:30am and we were running late so she started the meeting immediately when we arrived. There was some confusion due to the fact the Prosecutor was asked to come at 10:30. Commissioner Reiter asked Administrator Garcia to assure the meetings are starting as noted on the agenda.</p> <p>*** Commissioner Zimmerman was not in attendance at the beginning of the meeting. He was attending the Soil &amp; Water meeting.</p> | Kay E Reiter, President      |                |   |
| *Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices | The 3/3/2020 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.   | Kay E Reiter<br>Scott Miller |                | *Motion: Move to Approve minutes<br>Moved by: Scott Miller<br>2nd: Kay E Reiter<br>Yes – 2 (Zimmerman absent) |
| Review of External board / Meetings Attended by Commissioners                                       | Commissioner Reiter attended the Women's Leadership meeting at Terra Community College. It was the 100 <sup>th</sup> anniversary of the women's right to vote. She did opening remarks at the event There were over 200 young women in attendance. Each table had a prominent woman in leadership at the table with topic to   | Kay E Reiter                 |                |   |

|  |  |                      |  |  |
|--|--|----------------------|--|--|
|  | <p>discuss. Commissioner Reiter had some very intelligent young women who were very knowledgeable of the current election issues. The discussion was very informative and impressive. The meeting had stories regarding the importance of nurturing our young people. There were three panelist Jessica Anguiano, Barb Sears and Haley Crabtree. Their messages and input were impressive.</p>   |                      |  |  |
|  | <p>The Commissioners were unable to attend the Ottawa County Improvement Corp. Awards due to other obligations.</p>  |                      |  |  |
|  | <p>*** Commissioner Zimmerman entered session at 9:20am.<br/> Commissioner Zimmerman attended the Soil &amp; Water meeting this morning. They discussed the Apiary contract the Commissioners are looking at with Seneca County. Once Sandusky County puts their program together in 2021 we can move the contract to Sandusky County. They hired someone to take Megan Grammar's place since she has been promoted to Director. The cover crop project is being finalized. The Commissioner's had offered to match some funds for this project. That would be \$2,030.10. However, Soil &amp; Water Board has other funding they could use and thanked the Commissioners for the offer but they will not need the help.</p> | Russ Zimmerman       |  |  |
| <b>Commissioners and Administrators Discussion</b> | <p>Commissioner Zimmerman attended the CCAO/Palmer Energy energy supply meeting a couple of weeks ago with Ron Hiser, Facility Management Director, to discuss energy contracts. They reviewed the possibilities of using solar energy agreements to subsidize the electric agreements. He felt it would be a good idea to sign the letter of intent for potential purchase of solar energy.</p>   | Russ Zimmerman       |  |  |
| * <b>Then /Now Documents</b>                       | None   |                      |  |  |
| * <b>Personnel</b>                                 | None   |                      |  |  |
| * <b>Travel Requests</b>                           | None   |                      |  |  |
| <b>Facility Management</b>                         | <p><b>Ron Hiser – Facility Management.</b> Ron came in for his regular meeting with the Commissioners. See attachment A for agenda items. Ron is getting started on the security cameras at Job and Family Services and will finish it up with the renovation in that building. The new front door for the Commissioners building will be</p>  | Ron Hiser - Director |  |  |

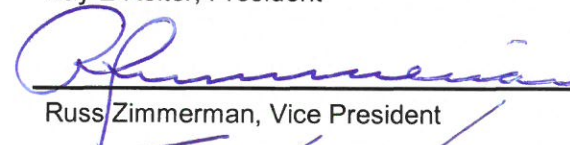
|           |   |   |  |  |
|-----------|---|---|--|--|
|           | <p>installed the first week of May. Commissioner Reiter mentioned she wanted to make sure the current doors are saved. We would like to hang them with some pictures in the windows and a plate notating they are the original doors. The ADA door openers are being installed first week of April. Commissioner Miller talked about the podium for the 2020 and updated Ron on when it will be set. Commissioner Reiter asked Ron to follow-up on moving the room dividers in the conference rooms at DJFS. She also asked if it was possible to mount a heating unit in the conference room upstairs in the Commissioners conference room. It is always so cold in the winter up there. There was discussion on what maintenance needs to be done with that room. Commissioner Reiter asked about the second walk through for the building projects. It went well and we should get some good bids.</p>   |   |  |  |
| <p>IT</p> | <p><b><u>Atul Chopra – IT.</u></b> Atul came in for his regular meeting with the Commissioners. Will Chambers, IT Specialist, came in with Atul. See attachment B for agenda items. Will came in to talk with the Commissioners about the two factor authentication. They have been testing the program in their department but want to test it in a larger department. They are going to use Juvenile Court for this test. They have been great to work with. They have been working with Fortinet Client to help open up some internet access while keeping the network safe. The KnowBe4 antiphishing program was initiated. They are going to work with Jaime Wolfe, HR Specialist, on training for those who opened links they shouldn't have. They also want to work with Jaime on a cyber security policy. These are all to help with training and understanding of the security.</p> <p>The email archiving services we have been using is going out of business. IT has been getting quotes from other vendors and the cost is quite a bit higher.</p> <p>Atul received information from Perry Pro Tech regarding the back-up for Clerk of Courts. They wanted more access than the Commissioners had approved so they couldn't move forward. Atul has not heard back from than yet.</p> | <p>Atul Chopra- IT Supervisor<br/>Will Chambers – IT Specialist</p> |  |  |

|                                    |  |                        |                    |  |
|------------------------------------|--|------------------------|--------------------|--|
| <b>* Resolutions<br/>(10:00am)</b> | 2020 - 85<br>APPROVING SUPPLEMENTAL APPROPRIATION FOR<br>DOG KENNEL BENEFIT ACCOUNT (\$1,800.00) FOR<br>WORKERS COMPENSATION TRANSFER INVOICE  | Dog Kennel             | \$1,800.00         | *Motion: Move to Approve<br>resolution<br>Moved by: Scott Miller<br>2nd: Russ Zimmerman<br>Yes – 3 |
|                                    | 2020 - 86<br>APPROVING SUPPLEMENTAL APPROPRIATIONS<br>FOR FCFC BENEFIT (\$87.00) AND WRAPAROUND<br>BENEFIT (\$97.00) FOR WORKERS COMPENSATION<br>TRANSFER INVOICE  | FCFC and<br>Wraparound | \$87.00<br>\$97.00 | *Motion: Move to Approve<br>resolution<br>Moved by: Scott Miller<br>2nd: Russ Zimmerman<br>Yes – 3 |
| <b>Citizen attendee</b>            | Joe Michaels came in to talk about the Health<br>Department Advisory committee. He has reviewed the<br>by-laws and they haven't been updated for quite some<br>time. He suggested these should be updated. He also<br>made a suggestion that there should be a list of those<br>interested to sit on the Board so if a member resigns or<br>needs to be replaced the Board already has a list.<br>Commissioner Miller suggested these comments and<br>suggestions be brought up to the Health Board and<br>Advisory Board since this is not something he has the<br>ability to change. Joe presented the board with a letter of<br>interest to sit on the Health Board and his background. |                        |                    |  |
| <b>Public Open Session</b>         | Citizens Attendees – Joe Michaels<br>Media Attendees – Tom Fullen, Eagle 99<br>Elected Officials – none  |                        |                    |  |
| <b>* Adjournment<br/>(10:50am)</b> | With business completed for the day the meeting was<br>adjourned.  |                        |                    | * Motion: Move to adjourn<br>Moved by: Scott Miller<br>2nd: Russ Zimmerman<br>Yes - 3              |

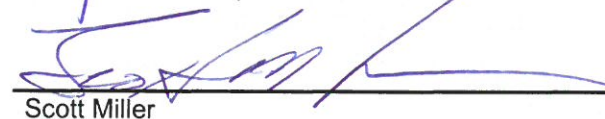
Signature of:



Kay E Reiter, President



Russ Zimmerman, Vice President



Scott Miller

Board of County Commissioners, Sandusky County Ohio

Attest: Jaime Wolfe  
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

Attachment A

# Sandusky County Commissioners Agenda



Topics of Discussion for the meeting Dated March 5<sup>th</sup> 2020

\* Denotes action needed

1. We are working with the Service Center on installing new security cameras to cover the parking lot and areas where clients come to check in or pay child support.
2. We have met with North-coast security on changing the master key system at the courthouse. North Coast Security will begin Re-keying the master key as soon as next week.
3. New Front Door for the Commissioner's Bld. is scheduled to be installed the first week of May.
4. The ADA door opener's installation date is scheduled for first week of April. They will be doing this work after hours or weekends.
5. We are working with the Poggemeyer Design Group on bid package #1 with the advertising dates of Feb 14 and 21, pre-bid meeting was 10 am on Feb 21, and bid opening will be March 10<sup>th</sup> at 2:00 pm.
6. A new roof has been installed at the 1,42 tower radio building location.
7. Working with the BOE and Vet's to ins tall new access controls and panic alarms.
8. The trees at Flag Park and the Commissioner's Bld. have been removed. The concrete work repairs and moving the sign to the north walkway have been scheduled as soon as the weather permits.
9. Commissioner's basement windows is scheduled to be installed by the end of this month.
10. We are working with GLCAP on the CDBG funded Sandusky Co. Board of DD Senior Center kitchen renovation project.
11. We are working on developing designs and costs for installation of security equipment at the Woodville Court location.
12. We are working on getting a design and cost for zoning the HVAC for Woodville Court.
13. Additional ice breakers to protect the new ADA ramp area are scheduled to be installed by the end of April.
14. Annual boiler inspections are underway with Hartford Steam Boiler Inc.
15. Annual Fire Suppression and back-flow protection devises inspections are underway.

# Attachment B

Sandusky County IT 3/5/2020

## Financial Requests

- Dark Fiber – Countryside to Courthouse - \$117,000 – discussed with Mike at Ohio Telecom, he is getting additional info, pricing
- Virtual server farm - \$247000 for 5 year warranty/support – SHI provided contract number

## Current

- 2FA (two factor authentication) – has been tested in IT, scheduling testing with another department
- Backups – windows backup and NAS installed, working with Veeam to get tape drive and Linux setup
- Antivirus – Carbon Black rollout initiated, almost all endpoints installed
- Antiphishing – KnowBe4 initiated, first campaign complete. Training conference call taking place this week
- Security – updating all routers to address security this week
- Internet access – We're rolling out new policies that allow for more access, while still being safe
- Server migrations - Migrating to new primary server in next 2 months
- 911 phone system – New service to Port Clinton has been installed, needs tested.
- 911 CAD – conversion testing taking place now
- City of Fremont - Windows 10 migrations / Phone migrations / Backups
- WIFI – improving performance via network segregation
- BOE – network segmentation to take place this week.
- Aiphone – install safe harbor system at Gibsonburg PD, quoting installation for AD Pro and JJC
- Parks – installing network services at multiple locations
- Win10 County – 90% done, working with all departments to complete by April, 2020
- Win10 City – 50% done, working with all departments to complete by April, 2020
- Dispatch – setting up communications director's office
- City – WRCC –working on migrating their data network
- City – Phones – scheduling Perry for assistance on phone changes and training
- City – Rec – Working with Cody on 24 hour access issues
- City – PD – radio issues have been fixed by new vendor
- Woodville PD – e-ticketing setup complete

