

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

**MEETING 2020**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 4/7/2020

Time: 8:00AM – 1:01PM

**EMERGENCY MEETING**

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

Present: Theresa Garcia; County Administrator

Others Present:

Others Present by teleconference: Jaime Wolfe, Jerri Miller, Jill Neuman, Atul Chopra, (unknown participant joined and did not announce who they were), Melanie Allen

(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
<b>Call to Order Pledge of Allegiance (8:00am)</b>		Kay E Reiter, President		
<b>*Review &amp; Approval of Commissioner Meeting Minutes, incoming Mail Review &amp; External Meeting Notices</b>	The 3/31/2020 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Kay E Reiter Russ Zimmerman Scott Miller		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
<b>Commissioners and Administrators Discussion</b>	Commissioner Reiter discussed that EMA has coordinated with Terra State Community College to put a video together with elected officials, school officials and other leaders in the community. They are asking each to do a 10 second video to combine and broadcast. The message will be "save a loved one, stay at home". This should be a very powerful video.	Kay E Reiter		
	Commissioner Miller wanted to discuss the proposed 2020 Bicentennial Historical marker/sign. There was supposed to be a historical marker placed by the podium however the Bicentennial Committee's application for the marker was denied by the State. The reason is unknown. Commissioner Miller thought maybe we could design our own Bicentennial historical marker using a local plaque designer or possibly some other type of design. There was discussion on how this can happen and who could possibly design this piece. It was also noted by Commissioner Miller that all the planned plaques have been placed on the podium that	Scott Miller		

	includes the county seal. A hole will be cut into one side when it is time to put the time capsule inside the podium. An additional smaller plaque is being designed as recognition of the construction time and donation made by the Bricklayers, Northwest Masonry and Mason Local 46. The commissioners also discussed how we could consider having a special public ceremony when the 2020 year wraps up, placing the time capsule in the podium, recognize the Bicentennial Committee and invite the State officials. This could all replace the April 1 <sup>st</sup> Birthday celebration that was cancelled due to the CVOID19 virus.			
	Commissioners discussed the recent announcement made by Ottawa County officials asking people to postpone tourist visits to their county.	Kay E Reiter Russ Zimmerman Scott Miller		
	Commissioner Zimmerman discussed the primary election timeline. Board of Elections are receiving phone calls and emails from local residents confused on when the voting deadline really is. Our reply needs to be: If you are mailing your absentee ballot it has to be postmarked by April 27 <sup>th</sup> , if you are dropping your ballot off at the Board of Elections you have until 7:30 pm on April 28 <sup>th</sup> to drop it in the box at the BOE office on Countryside Drive.	Russ Zimmerman		
	The Commissioners asked Jerri Miller, Auditor, and Jill Neuman, Deputy Clerk, join their board meeting to discuss the current County credit card policy. There was some question on credit card use and the thought was to update the current policy and consider possible a resolution to open the use of credit cards to make purchases needed caused by the Covid-19 pandemic. Administrator Garcia and HR Specialist, Jaime Wolfe, will work on the policy and a resolution; along with addressing a legal review of what is put together.	Jerri Miller - Jill Neuman - Jaime Wolfe - Theresa Garcia		
	The Commissioners asked about revenue reduction and appropriated budgets. Administrator Garcia presented current revenue collection and budget performance reports for review. The suggestion was to send a memo out to Elected Officials and Department Heads that addresses expense lines they are asking for all to freeze in spending. Once the memo is ready the Commissioners will review it and have it sent out. The Commissioners are planning to attend the May Budget Commission meeting to discuss possible other suggestions.	Kay E Reiter Russ Zimmerman Scott Miller		
	Commissioner Reiter wanted to discuss the recent email	Kay E Reiter		

	all commissioners received from a citizen regarding an attack on his dog and the dog was killed. Kelly Askins, Dog Warden, has responded to the email and clarified some of the issues. The dog that was attacked and killed was not on its property. More follow up concerning this situation will be discussed at a future commissioner meeting.			
* <b>Then /Now Documents</b>	One certificate was presented by the Sheriff's office. 2019 medical invoice and no 2019 PO's available. Two invoices make up this certificate. Omni Health Services, Inc. - \$59.35 Cytocheck - \$57.50	Sheriff Office	\$59.35 \$57.50	*Motion: Move to Approve certificate Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
* <b>Personnel</b>	Health insurance transfer was approved/signed.	Commissioners Office	\$360,927.52	*Motion: Move to Approve transfer Moved by: Scott Miller 2nd: Kay E Reiter Yes – 3
* <b>Travel Requests</b>	None			
<b>IT</b>	<b>Atul Chopra – IT.</b> Atul joined session through teleconference. Atul talked to the Commissioners about the server upgrades and licensing systems they had approved earlier in the year. Originally the County server system purchase included Simplivity hardware/licensing on Lenovo servers. Since then, Simplivity has been purchased by HP who no longer supports Simplivity on Lenovo servers as of October 2019. Although the vendor is willing to make payment arrangements for five years' due to the cost of the system it should be bid. We desperately need to upgrade the servers and licensing to insure critical services continue uninterrupted. The services hosted on these servers are: <ul style="list-style-type: none"> <li>• Email</li> <li>• Accounting – New World &amp; Executime</li> <li>• Prosecutor application – COPS</li> <li>• Court records processing application – Rockware</li> </ul> This poses real and present emergency and actual physical disaster to the computers in the County. Per ORC 307.86(A)(2) and after discussion the Commissioners agree that an emergency exists for computer services and moved to begin the replacement immediately. Commissioner Reiter asked for a motion agreeing this is an emergency action item. See attachment A for other agenda items. They have pushed out the two factor authentication for those working remotely and it is working well. Second campaign for the antiphishing program was sent out.	Atul Chopra - Supervisor		* Motion: Agreeing a computer emergency exists Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3

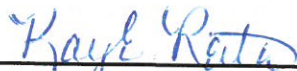
	Atul talked about the possibilities to use ZOOM for meetings. Once he finishes his research he will update the Commissioners.			
<b>DJFS</b>	<b>Melanie Allen – DJFS.</b> Melanie joined the teleconference for her regular meeting. See attachment B for agenda items. Her staff is working from home. They have worked with the State to get them set up at home. Everyone is able to reach State programs from home. They are meeting via Microsoft teams, Skype and ZOOM with employees and clients. Face to face meetings are done outside at homes on the porch or in the yard. She has suggested these meetings be done at the beginning of the month prior to the height of the virus. There are seven to eight staff in-house a day. Child support calls have doubled with those concerned about going in arears due to losing their job. They are working on the four year average for placement costs. There is some confusion with the Auditor and how to certify the total expenses. This is also a good time for her to look at relocation of PEAK to another building. They are not working at this time so they could possibly move and be up and ready when everyone comes back to work. She is getting a lot of complaint calls on unemployment and how long it takes but there is nothing she can do about that.	Melanie Allen - Director		
<b>* Resolutions (10:00am)</b>	2020 – 114 ENTERING INTO CONTRACT ON BEHALF OF COUNTY ENGINEER WITH M&B ASPHALT COMPANY INC., OLD FORT, OHIO, FOR THE CR177 IMPROVEMENT PROJECT	Engineer	\$736,886.50	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 – 115 ENTERING INTO CONTRACT ON BEHALF OF COUNTY ENGINEER WITH M&B ASPHALT COMPANY INC., OLD FORT, OHIO, FOR THE CR 89, CR 106, AND LINDEN AVENUE (GIBSONBURG) RESURFACING PROJECT	Engineer	\$942,273.50	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
<b>Sheriff</b>	<b>Chris Hilton – Sheriff.</b> Sheriff joined the teleconference for his regular meeting. So far so good with his office. Jail population is under control. He has made schedule adjustments for road patrol, communications and corrections. He has also adjusted his twelve hour shifts to avoid overtime. Commissioner Zimmerman had a question regarding a communication call that happened on Sunday. Sheriff explained the communication procedure. They are still taking temperatures for all those coming in the jail.	Chris Hilton - Sheriff		

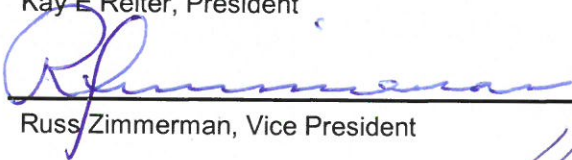


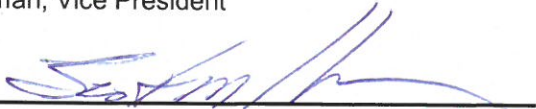
<p><b>Prosecutor</b></p>	<p><b>Beth Tischler – Prosecutor.</b> Beth Tischler – Prosecutor. Beth joined the teleconference for her regular meeting. The Commissioners had asked for an opinion on using electronic signatures. Beth’s opinion was as long as there isn’t a policy that states we cannot use an electronic signature she finds no reason that it can’t be dropped on a document, just like a stamp. It should be clear on what documents and when this can be used. Her office did post the Victims Advocate position but she is holding off on hiring any new staff at this time. Commissioner Zimmerman asked about an issue in Riley Township he had received multiple phone calls about. She stated that this has been discussed with family of those that were involved and she felt that it is being resolved.</p>	<p>Beth Tischler - Prosecutor</p>		
<p><b>Executive Session</b></p>	<p>At 11:17am Commissioners entered executive session to discuss employee employment and evaluation.</p> <p>At 11:30am Commissioners exited executive session.</p>			<p>*Motion: Move to enter executive session Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3</p> <p>*Motion: Move to exit executive session Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3</p>
	<p>Commissioner Reiter will schedule a meeting with Administrator Garcia to review her evaluation.</p>			
	<p>At 11:32am Commissioner Reiter moved to recess until 12:00pm for the Poggemeyer conference call.</p>			<p>*Motion: Move to recess Moved by: Kay E Reiter 2nd: Scott Miller Yes - 3</p>
<p><b>Public Open Session</b></p>	<p>Citizens Attendees – none Media Attendees – Tom Fullen, Eagle 99 Elected Officials – Jerri Miller, Auditor. Chris Hilton, Sheriff. Beth Tischler, Prosecutor.</p>			
	<p>Commissioners came back from recess at 12:00pm</p>			
<p><b>Poggemeyer</b></p>	<p>Poggemeyer Design Group asked to conference in to discuss the progress of the Better Building Project. Greg Telecky and staff presented changes they made in the phase I bid packet. Greg turned the meeting over to his team members. They have reached out to contractors and vendors to talk about the first bids and issues they have with costs. They broke the projects down and if</p>	<p>Greg Telecky, Poggemeyer Design Group Ron Hiser, SC Facility Mgt.</p>		

	<p>they do so Mosser will not bid on the project. There were a couple other contractors that would be interested. They did some work on the jail portion of the project and working on the scheduling of the work. There were thoughts on other items that were alternates in the bid or could be placed as an alternate in the next bid. By making these adjustments the Poggemeyer team feels the bids will come in and will be easier to award with the alternates. Commissioner Zimmerman asked if they felt this new bid would allow us to complete the other three phases of the project. The Commissioners moved to go forward with the adjusted bid package method and they will have to meet with Ron and work on prioritizing the projects. The Commissioners also asked Commissioner Zimmerman to advise Ron that all future meetings and conference calls connected to these projects that the county's Project Mgr., Terry Tracht is in attendance.</p>			
<p>* <b>Adjournment</b> (1:01pm)</p>	<p>With business completed for the day the meeting was adjourned.</p>			<p>* Motion: Move to adjourn Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3</p>

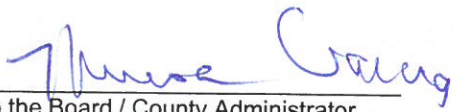
Signature of:

  
 Kay E Reiter, President

  
 Russ Zimmerman, Vice President

  
 Scott Miller

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

Financial Requests

- Virtual server farm - \$247000 with 5 year warranty/support – SHI provided contract number & alternative financing options
  - HPE financing = \$266510.03 (\$12225.62 lower than SHI financing)
  - SHI financing = \$278735.65

Current

- Remote – completed setup of requested personnel, additional personnel being setup as needed
- 2FA (two factor authentication) – has been tested in IT, scheduling testing with another department
- Backups – tape library and NAS complete. Setting up 10GB network, cloud provider and linux repository
- Antivirus – all endpoints installed. Additional endpoints being installed as needed for remote work
  - Originally projected 340 endpoints. We now have 400 and still increasing as many are working remotely and/or have purchased additional devices.
- Antiphishing – KnowBe4 initiated, first campaign complete. Second campaign initiated.
- 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 – New primary server migration started
- 911 phone system – New service to Port Clinton has been installed, partially 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 complete, setting up video security.
- 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, completion delayed
- Win10 City – 80% done, completion delayed
- Dispatch – communications director’s office setup complete.
- City – WRCC –working on migrating their data network
- City – Phones – worked with Perry on phone changes and training
- City – Rec – 24 hour access issues remain, working with vendor to remedy
- City – PD – working with new radio vendor to implement digital radio system
- Woodville PD – e-ticketing setup complete



- I. **Telework**-8 staff of 89 in office-90% telework, few still in and out. Using Microsoft teams, Skype, zoom and emails to stay connected w staff.
  - a. Being proactive and preventative in the field. Gloves and masks for CS, safe home visits.
  - b. Got some fabric masks, gloves, thermometers from EMA
  - c. Down to personal supplies of hand sanitizer and Lysol wipes. Still need more if this lasts all month.
  - d. Need to make sure we have building cleaned and sanitized in our work areas.
  
- II. **Placement Costs** –2019 amount \$937,532.87
  - a. 2020 costs: Jan to June (\$80,816.77)
  - b. July to Dec each month will invoice \$83,034? (2020 total will be \$983,106.90 for placement?)- having an issue w auditor certifying this amount.
    - i. Still on track to be around \$200,000 under budgeted amount (20%)
  - c. Current custody count: 21 (was 21 in Mar)
    - i. Safe reductions this month: sent one to approved relative end of March, 1 soon to be adopted.
  - d. 30 days update - 4 cases to date, preventing custody.
  - e. Children's Keeper (Nate), tri-county project- targeting recruitment for older children w high needs/ treatment homes. Licensed 1 new home last week.
  
- III. **Building issues**
  - a. Conference room project- some lockers moved- on hold
  - b. Peak update – still working on relocating / All work is on hold right now
  - c. Security cameras- still on our list
  
- IV. **Staffing**
  - a. Fully staffed, no illness
  - b. Fremont City Schools- position started 3/1, prevention and outreach-helping any way possible with meals and checking on high needs children.
  
- V. **Misc.**
  - a. Complaints – Continue to work on customer complaints coming to our attention.
    - i. Stipend payments
  - b. Unemployment /applications for assistance
  - c. Executive- were piloting w 5 in Children Services to enter on their own.
    - i. With workers offsite-unable to do at this time.