

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

**MEETING 2020**

Meeting: Board Of Commissioners      Location: Commissioners' Board Room      Date: 4/21/2020      Time: 8:00AM – 11:47AM

**EMERGENCY MEETING**

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

Present: Theresa Garcia; County Administrator

Others Present by teleconference: Gwen Soule, Allen Gahler, Katie Schlagheck, Ron Hiser, Craig Shoup, Tom Fullen, Sheriff Hilton

(\*action items)

| AGENDA ITEMS   | BRIEF DESCRIPTIONS / ACTION STEPS:  | PERSON RESPONSIBLE:                            | DOLLAR AMOUNT: | MOTION / VOTE  |
|--|---|--|----------------|--|
| Call to Order Pledge of Allegiance (8:00am)  |   | Kay E Reiter, President                        |                |  |
| <b>*Review &amp; Approval of Commissioner Meeting Minutes, incoming Mail Review &amp; External Meeting Notices</b> | The 4/14/2020 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.   | Kay E Reiter<br>Russ Zimmerman<br>Scott Miller |                | *Motion: Move to Approve minutes<br>Moved by: Scott Miller<br>2nd: Russ Zimmerman<br>Yes – 3 |
| <b>Commissioners Outside Meetings</b>  | Commissioner Miller attended the Health Department Board meeting via teleconference. They are extending their FML to move over to the Covid-19 plan. They are working on limited staff to keep people at the social distancing. They are still providing immunizations and anything they can do outside the building they are doing so. They are reloading WIC cards in the parking lot. They are monitoring the virus and it consumes most of their day. | Scott Miller                                   |                |  |
|  | Commissioner Reiter had the TMACOG Executive Meeting scheduled by teleconference. The meeting was scheduled at 2:00pm and it was moved to 9:30am and the time change did not sync on her calendar and she was unable to be on the call.   | Kay E Reiter                                   |                |  |

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|   | <p>Commissioner Zimmerman was unable to attend the Regional Airport Meeting via conference call. He was unable to join however he did have a conversation with the airport Manager, Dave Wadsworth. They did receive airport money and small business Payroll Protection Plan funds from the Covid-19 plan. That helped out with general operating expenses including fuel purchase and payroll. In May they will start the concrete apron repairs.</p>   | Russ Zimmerman  |  |  |
|   | <p>Commissioner Zimmerman attended a ZOOM meeting for FCFC Executive Committee. He did have the conversation regarding the new Director with the Board. Pam Jensen, the Board Chair, noted the Director for FCFC is appointed by the Board of Commissioners. She also noted it could come as a recommendation from the FCFC Board. Multi system youth plan was discussed by DJFS Director. They will have money that will be transferred to FCFC for the program. GLCAP is going to receive about a million dollars over the next several years that can help some of these programs. There are funds that other agencies receive that are best used by FCFC because the versatility.</p> | Russ Zimmerman  |  |  |
| <p><b>Review of External board / Meetings Attended by Commissioners</b></p> | <p>Commissioner's schedule has been on Tuesdays only. They talked about coming back to Tuesday and Thursday again next week but decided they should do one day a week for at least another 30 days. We have been keeping social distancing within the office and still using teleconference. Commissioner Reiter suggested we meet on Thursdays through May to be in alignment with the payment process with the Auditors. Next week we will start the new schedule and meet on Thursdays through May.</p>  | <p>Kay E Reiter<br/>Russ Zimmerman<br/>Scott Miller</p>       |  |  |
|   | <p>Commissioner Reiter asked about the email from Prosecutor Tischler regarding the request for a special prosecutor for the Clerk of Courts. The Commissioners feel like this is not an expense that county general fund should be obligated to cover as the county is looking at reductions in the county expenses due to COVID-19. No action will be taken at this time by the Commissioners.</p>  | Kay E Reiter  |  |  |
|   | <p>Commissioner Reiter wanted to talk about the email from the Treasurer about installing Plexiglas at the service counters. There was a concern about how they would be installed and possible negative impact on the</p>  | <p>Kay E Reiter<br/>Ron Hiser, Facility<br/>Mgt. Director</p> |  |  |

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|                                     | <p>countertop surfaces and most importantly the rue protection of the employees. The Commissioners suggested that we talk with Ron Hiser, Facility Mgt. Director about possible options. The administrator sent an immediate message invite to the current conference call meeting to Ron; Ron did join the meeting. The Commissioners did learn that Ron was already looking at options and trying to obtain some quotes for the dividers from different vendors. According to Ron there are some divider options that sit on the counter and do not require permanently mounting. Ron was asked by the Commissioners to keep the Administrator Garcia up-to-date on this process.</p> |  |  |  |
|                                     | <p>Administrator Garcia and HR Specialist, Jaime Wolfe, recently participated in a webinar on layoff's and furloughs provided by CCAO. It gave some good information of the county would ever consider a reduction in wage/benefit expenses.</p>  | <p>Theresa Garcia<br/>Jaime Wolfe</p>  |  |  |
|                                     | <p>Commissioner Reiter and Administrator Garcia were on an online meeting with the State Auditor on April 17th. It was a round table with questions and suggestions from the different counties on what they are doing with their revenue and budgets. During the conference meeting the state was experiencing difficulty in hearing the participants' questions. The major topic was focused on how the state is starting to address the 20% reductions at the state level.</p>   | <p>Kay E Reiter<br/>Theresa Garcia</p>   |  |  |
| <p><b>* Then /Now Documents</b></p> | <p>None</p>   |  |  |  |
| <p><b>* Personnel</b></p>           | <p>A resignation agreement from EMS was signed by the Commissioners.</p>  |  |  |  |
| <p><b>* Travel Requests</b></p>     | <p>None</p>   |  |  |  |
| <p><b>OSU Extension</b></p>         | <p><b>Gwen Soule – OSU Extension.</b> Gwen joined for her regular meeting by teleconference along with Allen Gahler and Katie Schlagheck. Quick update on the programs and how Covid-19 has changed how they are conducting business. They are closed to the public and are working from home. It has been fairly seamless so far. They don't have a date on when they will return to the office. They are waiting on direction from the</p>  | <p>Gwen Soule –<br/>Extension Educator<br/><br/>Katie Schlagheck -<br/>Extension Educator<br/><br/>Allen Gahler –<br/>Extension Educator</p> |  |  |

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|                   | <p>Governor. They can't do any programs that meet face to face until 7/6/2020 and that was a decision by the University. They can't hold 4-H camp in June so they will hold off training at this time. Hopefully they will start meeting through ZOOM and continue training online. They don't believe they can host their camp on Kelly's Island this year but they may be able to do an overnight camp locally. Some clubs are meeting online. In about two weeks they are going to start their life styles classes online. There is already an online class that has a fee but they are going to waive the fee. They have extended the sign-up period to allow those interested time to do so.</p> <p>Katie has helped with some 4-H training and Master Gardner's training. She attended a satellite program on Care Giving and Burn Out and hosted one of the Satellite sites. She held a Sun Safety Program with the Farm Bureau. She held a Cooking Under Pressure class about using an instant-pot. Real Money Real World Program is ongoing online and hoping to finish this week. They are working on a financial crisis workshop to help people with financial issues. She is hoping to do some lunch and learns by ZOOM.</p> <p>Allen stated all research activity has been suspended. They did just open up to essential research if it has an impact on current year issues. He did receive an exemption on a couple of his research projects. This will allow him to get out a little bit to help the farmers. They do have to make sure they are maintaining social distancing. They had two pesticides classes that have to be rescheduled. He has several people who have pesticide licenses that will expire and they will need to update these as soon as they allow the classes to move forward.</p> <p>They have heard the County Fair is still planning to move forward and the State Fair is too. They haven't heard anything definite on this or other fairs.</p> |                            |  |  |
| <p><b>EMS</b></p> | <p><b>Jeff Jackson – EMS.</b> Jeff joined the meeting via teleconference. See attachment A for agenda items. Ambulance maintenance has all been done. They have some computer updates to install but that can't be done until distancing is lifted. There are many classes that need to be done that will have to be done online. He has one Paramedic retiring on April 29<sup>th</sup>. They received a \$45,000.00 grant from ODHA. This was a grant that was opened back during the Ebola Virus scare. They</p>  | <p>Jeff Jackson- Chief</p> |  |  |

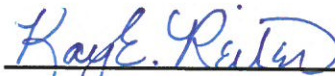
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|                                    | <p>participated in a hands on drill on transporting patients and caring for patients infected with a virus. An application for part of the Health Care Stimulus package was received and they will apply for some assistance from that grant due to the number of calls dropping. Crews are wearing goggles, masks and gloves. They are trying to do "door" assessments when possible so they don't have to enter homes. They ask basic questions first to see if they do have to enter if they should add extra PPE. There are times the squad is not going right back to service after a call they come back to a station to clean the squad.</p> |  |   |   |
| <p>* Resolutions<br/>(10:00am)</p> | <p>2020 - 118<br/>APPROVING FUND TRANSFER FROM COMM OTHER TO COUNTY WIDE CONTRACT SERVICES (\$30,000.00); APPROPRIATION TRANSFER IN PI FROM OTHER TO CONTRACT SERVICES (\$47,000.00), APPROPRIATION TRANSFER IN COUNTY WIDE FROM CAPITAL OUTLAY TO CONTRACT SERVICES (\$55,000.000), AND SUPPLEMENTAL APPROPRIATION TO CAPTIAL OUTLAY (\$115,000.00) IN BETTER BUILDING FUND FOR COUNTY BACKUP SERVICES</p>   | <p>Commissioner<br/>Countywide, Better<br/>Building and PI</p> | <p>\$30,000.00<br/>\$55,000.00<br/>\$47,000.00<br/>\$115,000.00</p>                                 | <p>*Motion: Move to Approve resolution<br/>Moved by: Scott Miller<br/>2nd: Russ Zimmerman<br/>Yes - 3</p> |
|                                    | <p>2020 - 119<br/>APPROVING TRANSFER OF FUNDS FOR APRIL MANDATED SHARE (\$16,064.50) AND MARCH CHILD PLACEMENT COSTS (\$80,816.77); TRANSFER OF FUNDS FOR CHILDRENS SERVICES FROM CAPITAL OUTLAY TO ASSISTANCE (\$20,000.00); SUPPLEMENTAL APPROPRIATIONS FOR PUBLIC ASSISTANCE FUND CONTRACT SERVICES (\$100,000.00) AND ASSISTANCE (\$90,000.00); WIOA FUND CONTRACT SERVICES (\$75,000.00)</p>   | <p>DJFS</p>  | <p>\$16,064.50<br/>\$80,816.77<br/>\$20,000.00<br/>\$100,000.00<br/>\$90,000.00<br/>\$75,000.00</p> | <p>*Motion: Move to Approve resolution<br/>Moved by: Scott Miller<br/>2nd: Russ Zimmerman<br/>Yes - 3</p> |
|                                    | <p>2020 - 120<br/>APPROVING APPROPRIATION TRANSFER FOR COMMISSIONERS FROM SUPPLIES TO REIMBURSEMENTS AND REFUNDS (\$412.77) FOR LEF GRANT FUND REIMBURSEMENT</p>  | <p>Commissioners</p>   | <p>\$412.77</p>   | <p>*Motion: Move to Approve resolution<br/>Moved by: Russ Zimmerman<br/>2nd: Scott Miller<br/>Yes - 3</p> |
|                                    | <p>2020 - 121<br/>APPROVING SUPPLEMENTAL APPROPRIATION TO 911 CAPITAL OUTLAY (\$500,000.00) FOR PROJECTS</p>  | <p>911</p>   | <p>\$500,000.00</p>   | <p>*Motion: Move to Approve resolution<br/>Moved by: Scott Miller<br/>2nd: Russ Zimmerman<br/>Yes - 3</p> |



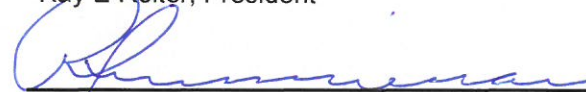
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|                            | 2020 - 122<br>APPROVING SUPPLEMENTAL APPROPRIATION TO ADULT PROBATION T-CAP REFUNDS AND REIMBURSEMENT (\$50,000.00) FROM GRANT FUNDING  | Adult Probation        | \$50,000.00 | *Motion: Move to Approve resolution<br>Moved by: Scott Miller<br>2nd: Russ Zimmerman<br>Yes - 3 |
|                            | 2020 - 123<br>AUTHORIZING THE SANDUSKY COUNTY SHERIFF TO ENTER INTO AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES (ODNR) FOR 2020 SHERIFF'S MARINE PATROL   | Sheriff                | \$21,401.27 | *Motion: Move to Approve resolution<br>Moved by: Scott Miller<br>2nd: Russ Zimmerman<br>Yes - 3 |
| <b>Sheriff</b>             | <b>Chris Hilton – Sheriff.</b> Sheriff joined via teleconference for his regular meeting. Commissioners asked how the new shift schedules are working for him. They are most likely going to stay on this schedule through May. Commissioner Reiter asked about staffing. Sheriff did have a Road Deputy resign last week and a retirement from the jail this week. He has a potential of one other resignation from the jail. He should not have to replace these positions for six to eight weeks. He had a conversation with the Fremont City Schools Superintendent regarding a K-9 unit at the schools. Sheriff thought it would go with one of his SRO's. Dispatch is doing well. He has a road deputy filling in right at the moment temporarily. He is saving on his food bill since his jail population is about half of what it has been. | Chris Hilton - Sheriff |             |   |
| <b>Public Open Session</b> | Citizens Attendees – none<br>Media Attendees – Craig Shoup, News Messenger. Tom Fullen, Eagle 99<br>Elected Officials – none  |                        |             |   |
|                            | Commissioners discussed the budget and reductions that need to be considered. Administrator Garcia prepared multiple different ways the county could address needed expense's reductions. They reviewed current revenue collection and spending as they have for the past 4 weeks. The Commissioners would rather not have to reduce wages and benefit expenses if at all possible. Looking at the remaining appropriated expenses for the 2020 Budget year the feeling is if all offices are diligent in reducing 10% of their appropriations we could stay within the revenue collection without having to use reserves dollars that may be needed for the 2021 Budget Year. The  |                        |             |   |

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|   | <p>Commissioners agreed to set up a conference call meeting with the Elected Officials during a special session on Tuesday, 4.28.20, to discuss the memo request for reductions. A memo was prepared and agreed it should be sent out via email by the end of the work day. The Commissioners also discussed how to address the communications to all the County Dept. Directors; Administrator Garcia agreed she would prepare a similar memo for those depts. and send it out via email. Administrator Garcia also agreed to work with all the county depts. as needed; she would compile the budget reduction details and report back to the Board of Commissioners at their Thursday, 4.30.20, board meeting.</p> |  |  |   |
| <p>* <b>Adjournment</b><br/>(11:47am)</p> | <p>With business completed for the day the meeting was adjourned.</p>   |  |  | <p>* Motion: Move to adjourn<br/>Moved by: Russ Zimmerman<br/>2nd: Scott Miller<br/>Yes - 3</p> |

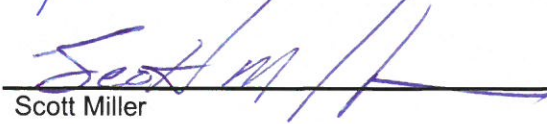
Signature of:



Kay E Reiter, President



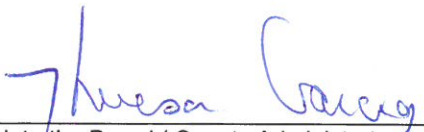
Russ Zimmerman, Vice President



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

Attachment A

EMS Agenda  
April 21, 2020

- Ambulance status
- General Preventative maintenance all other work has been put on hold

- Personnel

We have switched from in person training to online.

Paramedic Chris Shay will be retiring on April 29<sup>th</sup>. He has been with Sandusky County EMS since March of 1993.

Received \$45,000 grant from the Ohio Department of Health for being one of the specialty transport agencies in Ohio (about 12 agencies). This group was originally created for the Ebola outbreak but has since turned into emerging pathogen transport.

- General Discussion

CARES ACT Relief Fund – Received a grant of \$52,610 from Health Human Services (HHS) as a stimulus for COVID 19. This can be used for COVID related expenses as well as a decreases in call volume revenue. I see us using for the decrease in run volume.

2020 first quarter reports

Attended the following meetings in March

Homeland Security – State of Ohio  
Woodville Twp Meeting  
Supervisors Meeting  
Negotiations