

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

**MEETING 2020**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 5/7/2020

Time: 8:00AM

**EMERGENCY MEETING**

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

Present: Theresa Garcia; County Administrator

Others Present by teleconference: Judge Kolesar, Stacy Dickman, Atul Chopra, Will Chambers. Craig Shoup (2 other unknown participates – did not state their name)

(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
<p><b>Call to Order Pledge of Allegiance (8:00am)</b></p>		<p>Kay E Reiter, President</p>		
<p><b>*Review &amp; Approval of Commissioner Meeting Minutes, incoming Mail Review &amp; External Meeting Notices</b></p>	<p>The 4/28/2020 and 4/30/2020 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.</p> <p>The Commissioners had questions on a few of the electronic bills. The areas in question will be addressed by an outreach to the Elected Official and/or Dept. Head. There was also quite a few supplies purchased by the law library. Commissioners want to make sure that even though this is a non-general fund, spending should be suspended. They also discussed magnets that were purchased through the Audit's office – the Administrator did reach out to their office – the magnets will be used on vehicles for the appraisers who will be out in the county addressing re-appraisal activities.</p> <p>Administrator Garcia provided an update the office; all commissioners' office staff are now back in place meeting all social distancing requirements. The county mail has moved back to the building from the courthouse with some limitations on drop off and pick up of dept. mail. Restrictions remain for entering the building, through the elevator entrance only and the use of hand sanitizer and facial coverings. The building remains close to the public.</p>	<p>Kay E Reiter Russ Zimmerman Scott Miller</p>		<p>*Motion: Move to Approve minutes from 4/28/2020 Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 3</p> <p>*Motion: Move to Approve minutes from 4/30/2020 Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3</p>

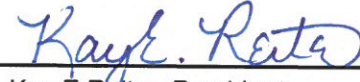
<p><b>Review of External board / Meetings Attended by Commissioners</b></p>	<p>Commissioner Zimmerman had a conference with the Regional Airport. The contractor was coming out to cut the damaged aprons for the runways. The engineering company came out and said they needed to cut additional area around the apron or it wouldn't sit correctly. The Airport Board stated this was the engineers issue and they needed to cover the additional cost of the removal. The funding for the aprons may come sooner than they thought and they may not need to ask for assistance from the Commissioners.</p>	<p>Russ Zimmerman</p>		
<p><b>Commissioners and Administrator Discussion</b></p>	<p>Commissioner Zimmerman had a conversation with Jason Collert from Poggemeyer Design Group and Ron Hiser, Facility Management Director, about advertising for bids for phase 1 of the Better Building Projects. The commissioners agreed with the following: Bid advertising occurring on May 14<sup>th</sup>, &amp; 21<sup>st</sup>. A walk through with small groups prior to the bid opening will be scheduled meeting the social distancing requirements. All bids will be submitted electronically and the county will do the bid opening on a web cam utilizing some type of visual meeting technology on June 9, 2020 at 2:00 pm. Administrator Garcia will run the bid dates and prepare for the bid opening. Commissioner Reiter also reminded that Terry Tracht, the county project manager, be involved in all communications throughout this bid process.</p>	<p>Russ Zimmerman</p>		
	<p>Commissioner Reiter updated the Board on recent legislative activity connected to S.B. 310 that has passed unanimously on Wednesday and has moved on to the House for review and approval. If approved by the House and signed by the Governor State COVID-19 funding will go to local governments who have not received COVID-19 Federal Cares Act Funding. This funding will have some strict use requirement and it cannot be used to offset revenue shortfall only COVID-19 related expenses. Also if total funding received is not used it must be returned to the State by an October 15<sup>th</sup>, 2020 deadline – at that time they will re-distribute monies to local governments who need additional COVID-19 funding assistance. She also shared that she has already reached out to Representative Reineke encouraging him to support the Bill.</p>	<p>Kay E Reiter</p>		

* Then /Now Documents	None			
* Personnel	Commissioners approved the Health Insurance transfer for May.		\$356,800.81	
* Travel Requests	None			
County Court #1	<b>Judge Kolesar – Clyde County Court.</b> Judge Kolesar and Stacy Dickman, Court Administrator, asked to discuss the County Court Computer fund. They both joined by teleconference. Judge Kolesar had discussed with the Auditor and Prosecutor a few years back the parameters for the use of this fund. He was under the impression the payroll in this fund was only to be used for record retention personnel. The spending in this fund for personnel has almost doubled the last two years. He has some concerns about this spending. Commissioner Reiter asked if there was something he was asking from the Commissioners or if he was just making the commissioner aware. He stated that at this time he notifying the Commissioners for budgeting purposes and that more research will need to be done.	Judge John Kolesar Stacy Dickman – County Court Administrator		
IT	<b>Atul Chopra – IT.</b> Atul joined by teleconference for his regular meeting with the Commissioners. Will Chambers, IT Specialist, joined him on the call. See attachment A for agenda items. Atul went through some of the monthly services we have been using to see what could be eliminated or cut back on without harming the security of the system. He reviewed several services that could save some money without compromising our security. They continue to work on installing our own dark fiber and sharing this with the City of Fremont. Atul and Will reviewed projects they continue to work on. Commissioner Zimmerman asked if there was an update on the Clerk of Courts back-up. Atul stated it was still on hold due to contract related concerns. Atul stated Perry ProTech is still trying to include services not originally approved by the Commissioners. Commissioner Zimmerman reminder us that during the original meeting with Clerk of Courts the Commissioners only approved back up services and did not want anything to interfere with current services for the county. After the group discussion the Commissioners asked the Administrator to have the Prosecutor’s office review the contract for clarity.	Atul Chopra – Supervisor Will Chambers – IT Specialist		

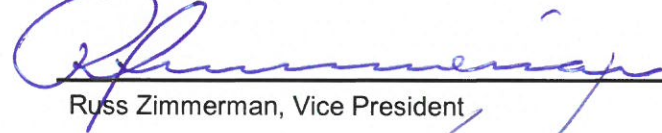
<b>Sheriff</b>	Sheriff had to reschedule his meeting. The Commissioner requested the Administrator to re-schedule the Sheriff for as soon as possible.			
<b>* Resolutions (10:00am)</b>	2020 - 130 APPROVING APPROPRIATION TRANSFERS FROM SHERIFF SRO FUND FOR HEALTH INSURANCE TRANSFER (\$24,925.44) AND SCHOOL REIMBURSEMENT (\$12,340.41)	Sheriff	\$24,925.44 \$12,340.41	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
	2020 - 131 APPROVING APPROPRIATION TRANSFER FOR TASC FROM WAGES (\$1,100.00) TO CONTRACT SERVICES FOR TASC DUES	TASC	\$1,100.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
	2020 - 132 APPROVING SUPPLEMENTAL APPROPRIATION TO JUVENILE COURT, COURT TECHNOLOGY FUND CAPITAL OUTLAY (\$10,180.00) AND SUPPLIES (\$11,828.00) FROM GRANT FUNDING	Juvenile Court	\$10,180.00 \$11,828.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
	2020 - 133 APPROVING SUPPLEMENTAL APPROPRIATION FOR COMMON PLEAS SPECIAL PROJECT (\$300.00) AND COUNTY COURT COMPUTER (\$100.00) FUND INTERDEPARTMENTAL FUNDS FOR CORSA REIMBURSEMENT	Clerk of Courts	\$300.00 \$100.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 134 APPROVING ADVANCE REPAYMENT FROM SHERIFF IDEP (\$5,500.00) AND STEP (\$4,500.00) FUNDS TO GENERAL FUND	Sheriff	\$4,500.00 \$5,500.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
	2020 - 135 APPROVING APPROPRIATION REDUCTIONS (\$278,521.96) FOR VARIOUS GENERAL FUNDS *** All offices did a great job assisting with the reductions.	Various General Funds	\$278,521.96	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
<b>Public Open Session</b>	Citizens Attendees – none Media Attendees – Craig Shoup, News Messenger Elected Officials – none			
	Commissioner Zimmerman left the session to attend the			

	<p>Combined Coalition ZOOM meeting at 10:00am</p> <p>COVID-19 Update: The Commissioners discussed adding back the 2 regular meeting days, Tuesday and Thursday, starting the week of May 11<sup>th</sup>. The Administrator will work the start this on May 12<sup>th</sup>. All meetings will continue via conference call participation until further notice.</p>			
<p>* <b>Adjournment (10:26am)</b></p>	<p>With business completed for the day the meeting was adjourned.</p>			<p>* Motion: Move to adjourn          Moved by: Scott Miller          2nd: Kay E Reiter          Yes – 2 (Zimmerman absent)</p>

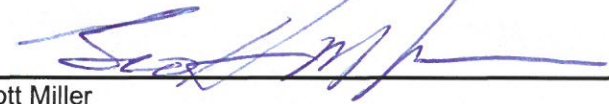
Signature of:



Kay E Reiter, President

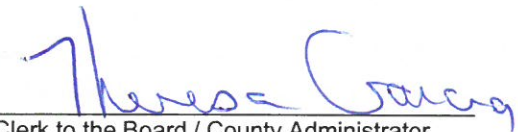


Russ Zimmerman, Vice President



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 Changes

- Items that can be eliminated
  - DUO two factor authentication – \$1200/month – we can reduce current monthly costs by 50% initially, then completely eliminate by migrating to our onsite platform which has already been purchased and services paid until 2022.
    - Migration has already started, we have prioritized this to eliminate the cost
- Items that can be delayed
  - Microsoft Hosted Exchange (online email) - \$19,200/year
  - Percipio training - \$2900/year

Current

- Remote – completed setup of requested personnel, additional personnel being setup as needed
- 2FA (two factor authentication) – all remote users already setup, departments being currently setup
- Backups – tape library and NAS complete. 10GB network is setup, migrating to this interface. Currently setting up 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 second campaign completed. Results being compiled
- Security – continued updates to routers/servers
- Internet access – new policies implemented that allow for more access, while still being safe
- Server migrations – New primary and juvenile migration server started
- 911 phone system – New service to Port Clinton has been installed, partially tested. Voice tested to start week of 5/11/2020
- 911 CAD – conversion currently being verified
- City of Fremont - Windows 10 migrations / Phone migrations / Backups
- WIFI – improving performance via network segregation
- BOE – network and video system complete. Making security changes as state provides additional info
- 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
- Clyde court – assist in setting up Henschen application/equipment
- SC Engineer – start setting up new network/server/backup equipment
- Fremont Police – setup new backup equipment/software