

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

MEETING 2020

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 5/14/2020

Time: 9:00AM – 11:27AM

EMERGENCY MEETING

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

Present: Theresa Garcia; County Administrator

Others Present via teleconference: Melanie Allen, Craig Shoup, Peggy Courtney, Beth Tischler, Erica Kraus

At four different times during session a caller joined and did not state their name for the record and was removed from the call

(*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (9:00am)		Kay E Reiter, President		
	***Commissioner Miller was not in session. He was attending Clydescope meeting and will join session when this meeting is over.			
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 5/12/2020 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices. Commissioner Reiter asked about background checks on cleaning crew and how it is done prior to paying invoices. Administrator Garcia informed her of the process. Commissioners also asked about the bond repayments that were completed.	Kay E Reiter Russ Zimmerman Scott Miller		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
Review of External board / Meetings Attended by Commissioners	Commissioner Miller attended the GLCAP Board meeting by video conference Tuesday morning. They met through ZOOM. They had three GLCAP staff on one video section and were staying six feet apart. They had an administrator of the meeting to keep things moving. They reviewed financials with the Board. There are some revenue delays but they are comfortable with finances. They will be full staff first of June and until then will continue working from home. All services are still available. Day care is still a challenge for them. They do have a billion dollar grant across the country that will	Scott Miller		

	provide assistance to citizens. Commissioner Miller stated they did not say this was connected with Covid-19 issues.			
	Commissioner Zimmerman attended the Soil & Water Board meeting via video conference. They are working on a new process for Electing Board Member Officers. They want to make sure that everyone has a vote. Megan Grammer, Director, talked about the County Apiary. Seneca County has not submitted a contract for this service as originally planned. It looks as if we can work with Sandusky County for this.	Russ Zimmerman		
	Commissioner Miller attended the Clydescope meeting this morning. They met at the Clyde City Hall in the basement and they were able to keep people at suggested distances. Budget is slightly behind with revenue still coming in. Annual grant awards will be reviewed. There is a transfer of ownership of the downtown coffee shop in Clyde and Taco Bell is still planning to build in Clyde on the west side of town. The Business expo is postponed until 9/26/2020. The farmers market guidelines came out and the Commissioners reviewed the guidelines. Paul Fiser stated the virus seems to be in an uptick. They are not opening the Clyde Pool this summer. Clyde graduation will be in a parade form that will go through Clyde and Green Springs. Commissioner Miller gave a County update including the Better Building project to the group.	Scott Miller		
Commissioners and Administrator Discussion	Department head meeting agenda. Administrator Garcia discussed topics of discussion for the May 27 th meeting. This will be by teleconference.			
	Administrator Garcia presented the Amended Covid-19 Guidelines to send out to Elected Officials. The current guidelines need to be terminated and the amended put in to place. The Commissioners discussed the date and feel the Amended Guidelines should be effective May 29 th . They agreed to wait until the Governors update this afternoon to see if there are any changes that would need to be considered prior to sending out the notice. If there is nothing that needs to be updated the notice will go out this afternoon.			
	Commissioner Reiter participated in the Leadership Sandusky County ZOOM class. She participated as a guest speaker. There were two other guests on the call. There were questions presented to the guests to respond and explain to the class. She gave the County perspective on the questions.			

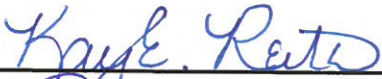
* Then /Now Documents	One certificate was presented by the Commissioner's Office. PO was not obtained due to clerical error. One invoice makes up this certificate. Northwestern Masonry Service - \$427.15	Commissioners	\$427.15	*Motion: Move to Approve certificate Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
* Personnel	Sick leave conversion form was signed for James Shay form EMS			
* Travel Requests	None			
Department of Job and Family Services	Melanie Allen – DJFS. Melanie attended her regular meeting by teleconference. See attachment A for agenda items. Melanie reviewed her responsible restart and opening plan with the Commissioners. She will still be doing some telework and they are preparing for general public to start coming back in the building. They moved the computers and chairs in the Ohio Means Jobs area to assure distancing. Melanie reviewed placement costs and custody numbers. They continue to work with thirty days to family to find family to assist with care. Melanie plans on terminating a couple of her contract services and absorb those programs in house with current staff. It will be a challenge but it was the most prudent thing to do. They have been told by State Director Hall the reductions by the State should not make a big difference in local budgets but she will wait and see. One of the changes will be in their PEAK program and the second would be their child care program. Melanie discussed the challenges with new assistance programs rolling out such as unemployment and stipends. Commissioner Reiter asked if any of Melanie's staff have concerns with coming back to the office. She has not had anyone mention it and she feels the cleaning and PPE process has been great. Staff appreciation event was scheduled for June but is going to be postponed.	Melanie Allen - Director		
	*** Commissioner Miller entered session at 9:22am			
* Resolutions (10:00am)	2020 - 139 APPROVING APPROPRIATION TRANSFER FOR MAY MANDATED SHARE (\$16,064.50) AND APRIL PLACEMENT COSTS (\$67,331.94)	DJFS	\$16,064.50 \$67331.94	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3

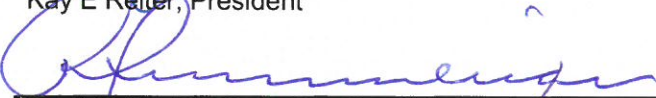
	2020 - 140 APPROVING APPROPRIATION TRANSFER FOR RECORDER FROM CONTRACT SERVICES TRAVEL TO REPAIRS AND MAINTENANCE (\$500.00) AND TRAVEL TO SUPPLIES (\$250.00)	Recorder	\$500.00 \$250.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 141 APPROVING SUPPLEMENTAL APPROPRIATIONS TO SHERIFF PREVENTION PARTNERSHIP FUND WAGES (\$1,250.00) AND BENEFITS (\$500.00) AND MARINE PATROL FUND WAGES (\$17,050.00), BENEFITS (\$3,300.00), CONTRACT SERVICES (\$2,050.00) AND SUPPLIES (\$3,300.00) FROM GRANT FUNDING	Sheriff	\$1,250.00 \$500.00 \$17,050.00 \$2,050.00 \$3,300.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 142 APPROVING SUPPLEMENTAL APPROPRIATION TO VARIOUS DITCH BOND RETIREMENT FUNDS TO TRANSFER ACCOUNT (\$154,211.99) FOR GENERAL FUND REIMBURSEMENT	Various Ditch Bond Funds	\$154,211.99	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 143 APPROVING SUPPLEMENTAL APPROPRIATION TO SENIOR LEVY CONTRACT SERVICES (\$77,000.00) FOR SENIOR CENTER KITCHEN DESIGN FEE	Senior Levy	\$77,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
Visitors Bureau	<u>Peggy Courtney – Visitors Bureau.</u> Peggy joined for her regular meeting via teleconference. Peggy is coming up with a revised budget and she will send that out before the next Board meeting. She is working with Marc Glotzbecker, Chair, on the revised budget. She is working on reopen plan for the office with Marc as well. The staff is still working from home but they did come in yesterday to work outside on the landscaping to clean it up rather than hiring someone to do the work this year. They have been staying busy from home. There was a marketing video that was sent out to the Commissioners that has been pushed out to public as well as a photo montage to consumers. Some of the bus trips have been canceled already which wasn't a surprise. They are working on some local bus trips to make up for these cancellation by working with the Hayes Center and other local facilities. They are working on a Visit North West Ohio collaboration with other County Visitors Bureau. They have been meeting via ZOOM and are ready to push this out tomorrow with a new web site. They are going to launch some virtual tours as well. She is looking	Peggy Courtney – Executive Director		


	<p>into grant opportunities. She has reached out to the Community Foundation but was told they cannot assist 501C-6 organizations. They did receive \$3,000.00 from the small business assistance program. Hopefully they can get more Federal or State relief. She had reached out to a couple of the hotels and one is at 72% occupancy. This makes bed tax revenue look more hopeful. Commissioner Reiter asked Peggy if she had anxiety over her budget and if they will have to get in to their reserves. She does feel they will have to get in to the reserves and feels lucky they have that to fall back on. She is hoping travel will pick up and turn things around. Commissioner Miller asked about the bus tours that are still scheduled and how some of the facilities on the stops are receiving the tours. She has not received any concerns on the tours as of now. She has not scheduled tours in the Commissioners building and will wait until we give her the go ahead before making plans.</p>			
<p>Prosecutor</p>	<p>Beth Tischler – Prosecutor. Beth joined the meeting via teleconference. Beth did not have much other than next week she will be fully staffed at her office. Court hearings will be picking up next week and Grand Jury will be pushed back to following week in order to set up the courtroom for distancing. She is going to be using the current Grand Jury pool since every new group has to do a jail tour and she wants to work with the Sheriff on this prior to changing groups. Commissioner Miller asked if she thought there would be concerns from the current group. She did not feel there would be any issues. She has moved to her own office and turned the conference room back in to a conference room the way it should be. She is hoping to find a new normal. Administrator Garcia will work with Beth to get a call set up to discuss the Clerk of Courts contract issue she has been working on.</p>	<p>Beth Tischler - Prosecutor</p>		
<p>Senator Browns Office</p>	<p>Erica Krause – Senator Browns Office. Erica requested to meet with the Commissioners and joined by teleconference. Erica thanked the Commissioners for taking her call. She is looking forward to meeting everyone in person when the opportunity is available again. She is trying to talk to as many officials across the State to see how the Covid-19 restrictions have affected their entity. Commissioner Zimmerman reviewed what Sandusky County has done to adjust budgets on the expense and revenue ends and the guidance sent to all</p>	<p>Erica Krause – Regional Representative</p>		

	the elected officials and department heads regarding general fund and special funds. Erica asked if we have had to adjust personnel. The Commissioners noted they are trying very hard not to adjust wages and benefits. Commissioner Miller noted how convenient video and teleconference meetings have been and would like to see these types of meetings continue. Erica stated Senator Brown has been working on more flexible funding for local governments to assist with revenue shortfalls. Erica asked if there was anything else her office needs to assist with and offered any assistance from her office if needed.			
Public Open Session	Citizens Attendees – none Media Attendees – Craig Shoup, News Messenger Elected Officials – none			
* Adjournment (11:27am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes - 3

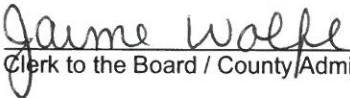
Signature of:


 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

Commissioner's May Agenda

5/14/20

I. **Responsible restart and opening**

- a. 5/11 return some administrative staff, 5/18 additional staff & open drive thru, 6/1 soft open, 7/6 complete door open, still doing some telework.
- b. Protocols being shared out to staff and building partners.
- c. Stocking supplies of PPE for staff working safely, ordered wall mounted sanitizer
- d. Reducing numbers of public in building, open floor plan of OMJ / clear barrier being installed, may have to turn people away due to distancing

II. **Placement Costs** –2019 amount \$937,532.87

- a. 2020 costs: Jan to June (\$80,816.77)
- b. July to Dec reconciled from \$83,034 to \$80,223.07
 - i. However, will only be invoicing for actual costs.
 - ii. April request \$ 67,331.94
- c. Current custody count: 22 (was 20 in apr)
 - i. Safe reductions this month: 2 new custody due to drug use in home, 1 adoption coming soon
- d. 30 days update – working with new case, were 3 children, 1 prevented from placement
- e. Children's Keeper (Nate), tri-county project. Has new applications for foster interest. New video is out.

III. **Budget Concerns**

- a. Peak: end contract /taking over work activities eff 7/1 / Glcap: end contract/ taking over Child Care duties eff 6/1
- b. Absorbing this work without hiring new staff
- c. Awaiting allocations for next fiscal year,, with our changes, we should be in good shape.

IV. **Building issues**

- a. Conference room/cameras/roof etc- waiting for next steps

V. **Misc.**

- a. Complaints – mainly fielding stipend, child support, and unemployment concerns.
- b. Executime - offsite-unable to do at this time

Placement Cost Report

Initials	D.O.B.	Initial Custody Date	Type of Placement	Per Diem	Cost of Boarding YTD	IV-E Reimbursement YTD	County Responsibility YTD
RA	6/2009	1/10/2020	Private Foster Home	\$ 85.00	\$ 9,330.00	\$ 5,074.46	\$ 4,255.54
JB	4/2011	2/21/2014	DD home residential	\$ -	\$ -	\$ -	\$ -
EB	6/2003	9/1/2016	Private Foster Home	\$ 90.00	\$ 10,890.00	\$ 5,663.26	\$ 5,226.74
MB	5/2004	9/1/2016	Group Home	\$ 304.00	\$ 27,836.00	\$ 17,441.97	\$ 10,394.03
BB	2/2004	7/23/2019	Group Home	\$ 258.00	\$ 23,478.00	\$ 11,460.18	\$ 12,017.82
CB	11/2003	4/26/2019	Group Home	\$ 285.00	\$ 25,935.00		\$ 25,935.00
MC	1/2019	1/12/2019	Our Foster Home	\$ 20.00	\$ 2,420.00	\$ 1,525.08	\$ 894.92
DF	2/2004	9/26/2016	Group Home	\$ 305.00	\$ 36,595.00		\$ 32,409.59
KG	1/2005	6/24/2019	Group Home	\$ 295.00	\$ 35,695.00	\$ 13,124.69	\$ 22,570.31
MG	3/2018	4/19/2019	Our Foster Home	\$ 20.00	\$ 1,776.36	\$ 1,119.46	\$ 656.90
BG	7/2016	10/31/2017	Our Foster Home	\$ 20.00	\$ 2,679.50	\$ 1,533.28	\$ 1,146.22
KH	1/2007	1/10/2020	Private Foster Home	\$ 85.00	\$ 9,330.00	\$ 5,074.46	\$ 4,255.54
KH	6/2003	1/10/2020	Private Foster Home	\$ 85.00	\$ 9,330.00	\$ 5,074.46	\$ 4,255.54
TH	4/2005	1/10/2020	Private Foster Home	\$ 90.00	\$ 9,870.00	\$ 5,414.77	\$ 4,455.23
DH	6/2019	12/5/2019	TC to Relative 1/3/2020	\$ 20.00			
AL	12/2006	4/28/2017	Private Foster Home	\$ 75.00	\$ 9,075.00	\$ 4,331.90	\$ 4,743.10
SL	3/2004	4/28/2017	Private Foster Home	\$ 75.00	\$ 9,075.00	\$ 4,331.90	\$ 4,743.10
MM	7/2006	12/19/2016	Adoption Final 1/21/2020	\$ 285.00	\$ -		\$ -
BR	8/2001	7/6/2017	Group Home	\$ 295.00	\$ 35,695.00		\$ 31,509.59
BS	11/2008	4/13/2017	Adoptive Plmt. 1/3/2020	\$ 75.00	\$ 150.00		\$ 150.00
BS	1/2008	8/31/2018	Reunification 1/28/2020	\$ 285.00	\$ -		\$ -
SS	1/2004	11/22/2019	Erie County Foster Home	\$ 45.00	\$ 5,445.00		\$ 4,594.23
CS	10/2011	6/18/2018	TC to Mother 1/13/2020	\$ 17.75	\$ -		\$ -
HS	12/2012	6/18/2018	TC to Mother 1/13/2020	\$ 17.75	\$ -		\$ -

NV	4/2004	3/10/2017	Foster Placement	\$ 97.00	\$ 11,737.00	\$ 5,005.91	\$ 6,731.09
BW	9/2019	9/6/2019	Our Foster Home	\$ 20.00	\$ 2,516.00	\$ 1,555.33	\$ 960.67
Placement Total					\$ 181,905.16		
Contract Costs					\$346.39		
Adoption Assistance					\$19451.40		
Year To date County Responsibility					\$201,702.95		