

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

MEETING 2020

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 6/23/2020

Time: 8:00AM – 12:36PM

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

Present: Theresa Garcia; County Administrator

Others Present by teleconference: Holly Elder, Ron Hiser, Colleen Carmack, Tracy Overmyer, Cathy Glassford, Jeremy Green, Judge Kolesar

Others Present: Kelly Askins, Cody Colebank, Evelyn Knipp, Jerri Miller, Beth Tischler, Heather Whitcum, Tracy Overmyer, Judge Fiser

(*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		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	<p>The 6/18/2020 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.</p> <p>The Commissioners had a question regarding a bill for the Sheriff on random drug testing. Jaime Wolfe, HR Specialist, was contacted and she informed the Commissioners this is the new random testing put in the Sheriff's union contract.</p>	Kay E Reiter Russ Zimmerman Scott Miller		*Motion: Move to Approve minutes Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes – 3
Review of External board / Meetings Attended by Commissioners	Commissioner Reiter attended the Record Commission meeting last Thursday. There were three RC-3's that needed to be approved. They approved one for the Sheriff. The Dog Kennel request needed to have a few schedule numbers adjusted and was approved once those were done. DJFS request had to be sent back for corrections. Today the Records Commission will meet briefly to approve this corrected RC-3.	Kay E Reiter		
	Commissioner Miller was unable to attend the Health Department meeting last Friday as he was out of town.	Scott Miller		
Commissioners and Administrator Discussion	Commissioner Zimmerman talked about the Better Building Project bid. The Midwest bid was the best bid presented. Commissioner Zimmerman and Ron Hiser,	Russ Zimmerman		

	<p>Facility Management Director, reviewed the bids and the alternates and both agreed this bid was the best. Commissioner Zimmerman noted the Phase II bid is coming up and if that bid comes in at what is projected and taking in to consideration work that has already been done in house, there will not be enough money to complete all the projects on the list.</p>			
	<p>Administrator Garcia talked about the SafeBuilt proposals she had put together for the Building Code Department. She wanted to make sure there was nothing else to add in order to get some quotes. Commissioner Zimmerman made phone calls to some references that were supplied by SafeBuilt. Everyone he talked to is very happy with the service. SafeBuilt has a different type of contract with each of these entities.</p>	<p>Theresa Garcia Russ Zimmerman</p>		
	<p>Commissioner Zimmerman had a conversation with a Township Trustee about OSS. The Trustee had called to talk to the Director and left a message. She returned the call and they had a discussion about an issue at the recycle center in the Township. He hasn't heard anything back and nothing has been taken care of with the issue to date. Commissioner Zimmerman is following up on the issue.</p>	<p>Russ Zimmerman</p>		
<p>* Then /Now Documents</p>	<p>None</p>			
<p>* Personnel</p>	<p>None</p>			
<p>* Travel Requests</p>	<p>None</p>			
<p>Facility Management</p>	<p>Ron Hiser – Facility Management. Ron joined for his regular meeting by teleconference. See attachment A for agenda items. Ron has had discussion with different vendors regarding building security. He has had great conversation and will report when he has finished meeting with vendors. Data Processing room air cooling unit needs to be replaced. Working on the JJC project. Ron talked about the bid opening last week along with the next bid opening date. Veteran's park arch is about done. Ron has looked at prices for a liner for the fountain in Veteran's park. They are a little more costly than they thought so they will wait on that.</p>	<p>Ron Hiser - Director</p>		

<p>Dog Kennel</p>	<p>Kelly Askins – Dog Kennel. Kelly came in for her regular meeting with the Commissioners. Kelly brought her two new staff members in to be sworn in as deputies. As President of the Board Commissioners, Commissioner Reiter swore in Evelyn Knipp and Cody Colebank. See attachment B for agenda items. Kelly reviewed her kennel counts and license counts. Commissioner Zimmerman asked about vicious dog licenses and how and why they are named vicious. Kelly reviewed the differences.</p>	<p>Kelly Askins – Dog Warden</p>		
<p>Auditor</p>	<p>Jerri Miller – Auditor. Jerri came in for her regular meeting with the Commissioners. Sales tax collection was reviewed. It was down compared to 2019 but more than 2018. Cash balances were discussed. Three funds need to have supplemental appropriations done. Once we see sales tax next month we will know if we need to transfer funds from budget reserve to cover these funds. The CARES Act funding was received and discussion on turning in invoices was had.</p>	<p>Jerri Miller - Auditor</p>		
<p>Audit Review Committee</p>	<p>Jerri Miller – Auditor. Jerri Miller, Chair for Audit Review Committee, had no new news on audits. She did want to talk about the timeline for the 2021 budget. It will be very important to finalize budget at the end of November. It will need to be balanced and done for the January 1st year beginning since that will be the first day for the new payroll period.</p>	<p>Jerri Miller - Auditor</p>		
<p>Records Commission</p>	<p>Records Commission met by teleconference. The corrected RC-3 from DJFS was presented for approval. Jerri Miller moved to approve the form. Colleen Carmack seconded the motion. Motion carried. Colleen Carmack moved to adjourn. Prosecutor Tischler seconded the motion. Motion carried.</p>	<p>Kay E Reiter Jerri Miller Beth Tischler Tracy Overmyer Colleen Carmack</p>		
<p>* Resolutions (10:00am)</p>	<p>2020 - 193 RESCINDING RESOLUTION 2020 – 155 REQUESTING THE SANDUSKY COUNTY AUDITOR TO CERTIFY TO THE BOARD OF COUNTY COMMISSIONERS THE CURRENT TAX VALUATION OF SANDUSKY COUNTY AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A RENEWAL OF A ONE (1) MILL TAX LEVY FOR THE BIRCHARD PUBLIC LIBRARY, AS AUTHORIZED BY SECTIONS 5705.23 OF THE REVISED CODE</p>	<p>Auditor</p>		<p>*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3</p>

	2020- 194 PURSUANT TO SECTION 5705.03 OF THE REVISED CODE REQUESTING THE SANDUSKY COUNTY AUDITOR TO CERTIFY TO THE BOARD OF COUNTY COMMISSIONERS THE CURRENT TAX VALUATION OF SANDUSKY COUNTY AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A RENEWAL OF A ONE (1) MILL TAX LEVY FOR THE BIRCHARD PUBLIC LIBRARY, AS AUTHORIZED BY SECTIONS 5705.23 OF THE REVISED CODE	Auditor		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 195 APPROVING SUPPLEMENTAL APPROPRIATION FOR DOG KENNEL INTERDEPARTMENT FUND (\$2,955.00) FOR CORSA INVOICE	Dog Kennel	\$2,955.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 196 APPROVING SUPPLEMENTAL APPROPRIATION TO TASC LAB BENEFITS (\$7,000.00) ACCOUNT FOR HEALTH INSURANCE TRANSFERS	TASC	\$7,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
Family Children First	<u>Cathy Glassford – Family Children First Council.</u> Cathy joined by teleconference for her regular meeting with the commissioners. She is planning on retiring November 1 st and her position is posted. She shared the posting this within her network to assure we receive good applicants. Everything looks good for budget next year. She sent out notices to those who provide funding and no one has said they would not be able to give their normal contributions for next year. A couple of State funding sources have been reduced but not by much. They are in good shape for next year. She received a \$15,000.00 grant from the State for some technology and she is using that to update equipment. It also covers some training that she has organized.	Cathy Glassford - Director		
TASC	<u>Phil Collison – TASC.</u> Phil came in for his regular meeting with the Commissioners. See attachment C for agenda items. Mental Health grant has been approved he is still waiting for the OHMAS funding to be approved. He reviewed his Covid-19 plan for his office. Case management is being done by phone and if they need to meet in person they are meeting on the front porch. Electronic Monitoring is picking up now that courts are	Phil Collison - Director		

	resuming hearings. Budgets are staying in line for now. Lab revenue was slightly down due to Covid-19.			
Clerk of Courts	<p>Tracy Overmyer – Clerk of Courts. Tracy requested to meet with the Commissioners regarding budget reductions in her computer fund as recently court ordered by Judge Kolesar. Beth Tischler, Prosecutor, Jerri Miller, Auditor and Judge Fiser came in for the meeting per Tracy’s request. The funding reduction Judgment Entry from Judge Kolesar was discussed per Tracy and her concern of where the remaining funding would come from. The Commissioners agreed they could cover the remaining health insurance costs for one employee for this year at an estimated cost of \$9,000. After a review of the 2020 budget balance Judge Kolesar was asked to join the meeting by teleconference. Commissioner Reiter shared with Judge Kolesar how they would consider coverage for remaining health insurance and would he consider appropriating an additional \$50,000.00 to the fund to assist in covering the needed wage expense of the balance of the 2020 year. After a discussion w/ Judge Kolesar in regards to his concerns with how past and current budget funds have been used he shared that he was not willing to appropriate anymore of the 2020 funding and it was the responsibility of Tracy to address the shortfall. In turn Judge Fiser stated that she objected to Judge Kolesar not appropriating the needed funds. She does not feel it is appropriate to pull funding that was budgeted for the 2020 year. Jerri did state her concerns about all the additional work this is causing the Auditor’s office and she left the meeting. It was determined that Tracy would need work on resolving this budget shortfall through other means and the General Fund cannot be utilized.</p>	Tracy Overmyer – Clerk of Courts		
Public Open Session	<p>Citizens Attendees – none Media Attendees – none Elected Officials – Jerri Miller, Auditor. Beth Tischler, Prosecutor. Tracy Overmyer, Clerk of Courts. Colleen Carmack, Recorder. Judge Fiser, Woodville Court Judge. Judge Kolesar, Clyde Court Judge.</p>			
* Adjournment (12:36pm)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: 2nd: Yes - 3

Signature of:

Kay E. Reiter

Kay E. Reiter, President

Russ Zimmerman

Russ Zimmerman, Vice President

Scott Miller

Scott Miller

Board of County Commissioners, Sandusky County Ohio

Attest:

Theresa Gougeon

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 June 23rd 2020

* Denotes action needed

1. We are working with head of courthouse security on addressing the access control issues at that location. We have met with two security system providers to assess the viability changing vendors. They are doing site visits and gathering information.
2. We had an issue with the I.T. server room air conditioner last week. One of the wires shorted out and needed to be repaired. Looking at this unit a little more carefully we noticed that it is 16 years old and is the sole provider of cooling for this area. I will secure quotes to have an additional unit installed as a secondary source of cooling. (80 degrees in 30 minutes)
3. The JDC controls proposal has been reviewed by Poggemeyer and JDRM. We have been working with the JDC administration and Poggemeyer's group to get this project started. We had the kick-off meeting last Thursday (May 28th). We are in the process of verifying camera locations, measuring for panel placements, and reviewing submittals.
4. The bid opening for the new building department and F.M. projects were held on June 16th with 8 contractors submitting bids. We are waiting on Poggemeyers interviews with the lowest bidders and their recommendations before awarding the contract for this work.
5. The next bid package, which would be for the Sheriff's Office and the Service center had the advertising for Bids 6/10 & 6/17, with the Pre-Bid Meeting on 6/18. The Contractor Site Visits are scheduled for 6/24, and the Bid Opening 7/14. We are pre-buying the AHU's to save time and insure that the roof can be installed in warmer weather and seal properly.
6. The new Veteran's Park arch has been installed and stone columns finished. We have addressed the circular beds with new low growing bushes. The Granite Column foundation will be installed in the next couple of weeks with the actual granite column scheduled to be installed in August.
7. We are securing costs for a liner for the Veterans Park fountain.
8. The commissioner's new front door was installed June 8th.
9. We are working with W.R. Meyers and AT&T on a new structural analysis report for the 412 tower. AT&T is looking to do some up-grades and wants to insure the towers condition.
10. We have scheduled the installation of a new security wall and door on the second floor of the Woodville Court. The door and other materials is schedule to be on site next week. The contractor is working with court administration on construction times.
11. We are working with the BOE on installing a security wall at their front counter location. Contractors has visited the job site and we have developed a good scope of work.

Attachment B

Scheduled/Completed Trainings

Multiple webinars through the ASPCA are scheduled for all kennel staff.

New deputies undergoing extensive training for next 30 days.

To Discuss

Microchips- only kennel dogs?

Rabies Discussion with Dr. Zimmerman- have we heard back from Prosecutor?

Mass Notification Program

Events

T shirt contest- will be revealed on July 1st as a competition

Parkview's 2020 Dog Show 9/10/2020

Humane Related

Humane Related Welfare Checks- Unfounded 9
Education Needed 2
Charges Filed 0
In Court 1

Questions?

County Commissioner's Meeting

Dog Warden's Office

June 23th, 2020

<u>2020 Dog License Sales</u>	<u>Previous Year</u>	<u>Current Year</u>
1 Year Dog License	10,679	10,291
1 Year Dog License Late	637	373
1 Year Partial License	63	1
3 Year Dog License	111	96
3 Year Dog License Late	13	19
3 Year Partial License	6	1
Dangerous Dog License	14	15
Duplicate License	6	16
Kennel License	22	23
Kennel License Extra	31	13
Permanent Dog License	17	13
Service Dog License (Free)	13	11
Transfer In	6	6

Kennel Census

May 2020

Impounded-26
 Redemptions- 16
 Adoptions- 16
 Euthanized- 5
 Transferred- 0

June 2020

Impounded- 17
 Redemptions- 6
 Adoptions-11
 Euthanized- 0
 Transferred- 1

Requested graphs and charts are attached.

Sandusky County TASC

Progress Report to County Commissioners

June 23, 2020

OHMAS has yet to release the SFY Grant. The state has not signed a budget yet therefore unsure if there will be funding or at what levels.

We received our contract from the MHRSB for the SFY 21 Fiscal year the amount is not to exceed \$258,489. This is contingent on receiving funding through OHMAS.

MHRSB has put out the Sub-Recipient Monitoring Review again this is due 07/18/2020. Will begin on it next week, this is same as last year.

Our numbers had been down in the last three months, however this is the current trend with all TASC Agencies. This may be based on current trends within the criminal justice system and the current health crisis. As courts have reopened we are getting referrals.

Current Caseload is 56 clients with 6 referrals pending.

We continue doing case management and assessments telephonic and are now doing screens. Clients instructed to call prior, so we can screen them.

We are still following all COVID precautions, cleaning office regularly, temperature checks and doing brief questionnaire/screening.

We continue working the County Court #1 on the ATP funds.

We are continuing the process of billing with Medicaid, there have been many delays in the process. This is a statewide issue, not specific to our agency. Reimbursement continues to improve.

I have continued looking at a new software provider for our Electronic Medical Records. I have submitted the contract/agreement to the Prosecutors Office for review and waiting for feedback. I am looking to go with OrionNet, based out of Oklahoma City. We have included IT in the process. The approximate cost will be \$3600 per year. **This is currently on hold until we determine our funding levels.**

Electronic Monitoring has increased since the courts have resumed seeing clients. Attached is the year to date report for EM. All staff is capable of doing disconnects and hook ups.

We have re-applied for our Medicaid Certification for the agency and are in the review process.

During the COVID Crisis, Stevie completed her CDCA preliminary, Ninfa was able to recertify and other staff were able to complete educational webinars.

Respectfully submitted,

Phil Collison, TASC Administrator

Public Emergency Session Sign in Sheet

6/23/2020

Name	Signature	Contact Information
<i>John Smith</i>	<i>John Smith</i>	
<i>W. Brown</i>	<i>W. Brown</i>	