

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

MEETING 2021

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 9/30/2021

Time: 8:00AM

Present: Commissioners: Russ Zimmerman President; Scott Miller V-President; Charles Schwochow

Present: Theresa Garcia; County Administrator

Others Present: Gwen Soule, Allen Gahler, Mary Beth Albright, Jerri Miller, Jan Day, Kim Foreman

(*action items)


AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Russ Zimmerman, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 9/28/2021 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Russ Zimmerman Scott Miller Charles Schwochow		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
Review of External board / Meetings Attended by Commissioners	Commissioner Miller attended the Solid Waste Policy Committee meeting. There are 21 people on the committee. They have outside council to help put the policy together. They discussed Sunny Farms and a current agreement they have. Solid Waste is staying on budget and spending more time in the schools. The new OSS Solid Waste plan is due in April 2022 and has to be approved by the EPA. They will be meeting monthly shortly to make sure this gets completed on time. This is a pretty intense procedure.	Scott Miller		
Commissioners and Administrator Discussion	A quote was sent by the Wightmans Grove Conservancy on a contract amendment with PDG for the Storm Water Improvements. The Commissioners want to make sure the Conservancy understands the Commissioners assisted with the pipes and agreed to assist with the pump stations. The remainder of the project is the Conservancy's responsibility.	Russ Zimmerman Scott Miller Charles Schwochow		


	Administrator Garcia reviewed the Budget entries to date. There are a couple of offices that have increased their budget from 2021. Some of these budgets should have decreased since we are budgeting for 26 pay periods this year rather than 27 pay periods. Budgets are supposed to be advanced by October 8 th and we will have a better idea of where 2022 budget stands.			
* Then /Now Documents	One certificate was presented by Facility Management. PO was in place at time of purchase. Items were returned and credit was taken but original invoices were not paid. One invoice makes up this certificate. Visa - \$345.49	Facility Management	\$345.49	*Motion: Move to Approve certificate Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3
* Personnel	None			
* Travel Requests	None			
	At 8:42am Commissioner Miller made a motion to enter executive session to discuss personnel matters to consider complaints against a public employee or official, and matters to be kept confidential. At 9:03am Commissioners exited executive session.			*Motion: Move to enter executive session Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3 *Motion: Move to exit executive session Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
OSU Extension	Gwen Soule – OSU Extension. Gwen came in for her regular meeting with the Commissioners. Mary Beth Albright, Regional Supervisor, and Allen Gahler came in with Gwen. Gwen informed the Commissioners she has offered her open position to a candidate who accepted the position. They have since than lost one of her 4-H staff members. They would like to make adjustments to this position. Gwen presented several budget option requests for 2022. The Commissioners will consider the options and let them know as soon as possible. Commissioner Schwochow wanted to mention how nice the community garden project looks this year.	Gwen Soule – Education Specialist Mary Beth Albright – Regional Supervisor Allen Gahler - Educator		

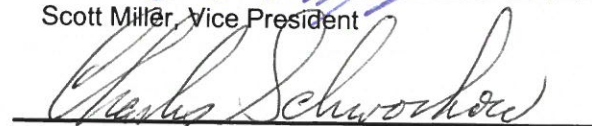
Auditor	Jerri Miller – Auditor. Jerri came in for her regular meeting with the Commissioners. Jan Day, Deputy Auditor, came in with Jerri. The sales tax report was reviewed. Sales tax is over budget by quite a bit and expenses are in line with what they should be. Jerri has heard auto sales tax is up this year but may go down next year.	Jerri Miller – Auditor Jan Day – Deputy Auditor		
Audit Review Committee	Jerri Miller and Kim Foreman attended for the Audit Review Committee meeting. Jan Day also participated in the meeting. Jerri noted there was a comment regarding the IT disaster recovery plan. Administrator Garcia is going to follow up on this. Jan has handled most of the questions from the Auditors for this year's audit. Everything went very smooth with no difficult questions.	Jerri Miller – Auditor Kim Foreman – Treasurer Jan Day – Deputy Auditor		
* Resolutions	2021 – 319 APPROVING SUPPLEMENTAL APPROPRIATION FOR PROSECUTOR VOCA FUND. THEY WILL NEED (\$9,227.00) APPROPRIATED IN 510 FOR WAGES FOR THE REMAINING 8 PAY PERIODS AND ABOUT (\$505.00) IN 511 FOR PERS AND MEDICARE FOR THE REST OF THE YEAR (THIS IS AFTER THE (\$1,656.98) CREDIT FOR INSURANCE) THAT LEAVES (\$1,942.27) LEFT TO APPROPRIATE	Prosecutor VOCA	\$9,227.00 \$505.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
	2021 - 320 APPROVING SUPPLEMENTAL APPROPRIATIONS (\$90,000.00) AND APPROPRIATION TRANSFERS (\$30,000.00) FOR BOARD OF DD	Board of DD	\$90,000.00 \$30,000.00	*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3
	2021 - 321 AUTHORIZING DELINQUENT UTILITY BILLS FOR PROPERTY AT TWO ADDITIONAL LOCATIONS, FREMONT, OHIO, 43420 OWNED BY TWO OWNERS BE CERTIFIED FOR COLLECTION TO THE SANDUSKY COUNTY TAX DUPLICATE	Sanitary Engineer		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – Jerri Miller, Auditor. Kim Foreman, Treasurer			

* Adjournment (11:00am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
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Signature of:


 Russ Zimmerman, President


 Scott Miller, Vice President


 Charles Schwochow

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

September 30, 2021

Dear Sandusky County Commissioners:

Attached please find two budget proposals submitted for the 2022 Calendar Year for OSU Extension Sandusky County.

1. **This proposal reflects what is needed to maintain current staff and program levels** for 2022. The only change to note is an increase of \$750 per educator from Ohio State for the Educator Cost Share. The total increase for 2.5FTE of educators in Sandusky County is \$1,875. Due to careful spending and adjustments from the pandemic, we are able to absorb other cost increases without additional funds.
2. **The second proposal includes an ask to increase programming.** The change in educator cost share is included as well as an increase in hours for our 4-H Program Assistant Position from 16 hours per week (0.4FTE) to 30 hours per week (0.75FTE).
 - a. The total cost for this increase is \$19,000 and we are asking for your support of \$9,000.
 - b. This proposal also includes a \$10,000 match of incoming funds through the 4-H program, being raised through a variety of channels including: Endowment interest, 4-H Committee fundraising, and program fees.
 - c. Additional program would be balanced between engaging new youth audiences and adding programming for the existing 4-H Program. Some of the program needs our staff and committee have identified are: Special Interest Programming on a variety of topics (short-term clubs), teen leadership and life skills programming, school enrichment, and additional volunteer training and support for current and new 4-H volunteers.
 - d. Lastly, this increase would make the position benefit-eligible which would hopefully attract someone more long-term to the position.

We are asking that you consider this \$9,000 per year investment in our community's youth. Our local 4-H Committee has committed to providing more than half the expense of this increase as they are committed to making a larger impact on our community.

Sincerely,

Gwen Soule
Extension Educator
4-H Youth Development

2022 Proposed Budget
 Same Level of Staff and Programming
Ohio State University Extension Sandusky County

	County	Commissioner Allocation	State & Federal OSU Extension	Program Generated Revenue	Grants & Sponsorships
Personnel¹	94,375	113,260			
4-H Youth Development (1.0FTE)					
Agriculture Natural Resources (1.0FTE)					
Family Consumer Science ³ (0.5FTE)					
Office Support Staff (0.9 FTE)	39,000				
4-H Program Assistant (0.4 FTE)	2,000				
ANR Program Assistant (0.2 FTE)	2,000				
Summer Student Assistant (625 Hrs)					
SNAP-Ed Program Assistants (1.0 FTE)		45,234			
Total Personnel	137,375	158,494		9,800	14,914
Operating Expenses					
Supplies (Educational Programs and Office)	3,200	2,000		9,000	8,100
Postage	1,500				
Communications & Tech ⁴	6,000	1,241			500
Equip, Maint	1,000				
County Costs & Rental of Office Space ⁵	25,500				
Travel & Professional Development	9,800	505		200	250
General Business Expenses ⁶	1,500			1,000	2,000
Speaker Fees, Facility Use, & Contracts ⁷	48,500	3,746		46,034	10,850
Total Operating Expense	185,875	162,240		55,834	25,764
Percentage of total	43.26%	37.76%		12.99%	6.00%
Total Budget	185,875	162,240		55,834	25,764
2022 Requested Budget Allocation	185,875				
2021 Allocation					
					429,713
					100.00%

Notations:

¹ All salaries include benefits (provided through Ohio State)

² Educator salary distributions are set annually by OSU.

County Cost: - \$31,750 for 1st educator - \$41,750 for each additional

Remainder paid by OSU

³ FCS Educator is a shared position with Ottawa County (1.0FTE total)

⁴ Includes phones, internet, and computer/technology equip

⁵ Rent includes copier and county expense allocation

⁶ Includes 4-H insurance, professional dues & memberships, local staff training

⁷ Includes facility rental for 4-H Camp, payments to OARDC for Ag Research Project labor costs, payments to program partners for supplies, and speaker fees for educational events.

4-H Program Needs:

What could we do with more time?

New Audiences:

- **Special Interest Clubs**
 - These groups explore specific topics on a short-term basis (6-12 hours of contact time). They have been very successful in other counties at reaching new audiences, which may otherwise not choose to participate in 4-H.
 - We have had a couple of these begin using volunteers. However, we could greatly expand the programs with more staff time.
- **“Fair for All” - Programming for Youth with Special Needs or Challenges**
 - Although members with all abilities are welcome and able to participate in traditional 4-H programs through a program called the 4-H Winning Plan, there are also specialized programs designed specifically for families with youth who have physical or developmental challenges.
 - Several fairs in Ohio offer program which partners 4-H youth taking livestock projects in youth who have special needs. The youth with special needs learn about an animal of their choice and get to show at a specific event just for them at the county fair. The events go by a variety of names, but as a placeholder we are using “Fair for All.” This program both reached new audiences and enhances the 4-H Program for current participants.
- **Real Money Real World**
 - We began working with Clyde Schools as a pilot program shortly before COVID. They are working with Katie (FCS Educator) now virtually but want to continue in person as soon as we are permitted. We would love to then expand this program and offer it to every school in our district, but will struggle to do that with current staffing.
- **School Enrichment**
 - School enrichment programs partner OSU staff with local schools to offer additional hands-on, experiential learning experiences to students through classroom time, extra-curricular clubs or other avenues.
 - Activities are designed to not only build knowledge in the chosen topic area, but also in team work, communication, conflict resolution, and career exploration.



4-H Program Needs:

What could we do with more time?

Improving the 4-H Experience for all Members

- **Teen and Pre-Teen Programming**
 - Currently the only county-wide teen 4-H program is our camp counselor training program. This is an excellent program building workforce and life skills. However, the scope is limited and the time investment for the teens is extreme. It simply isn't for everyone.
 - There are several options for teen programming designed to build workforce preparation skills such as communication, conflict-resolution, leadership, problem solving, event/program planning, stress management, independent living and more. Expanded programming for middle school age students is one of our most common requests from parents and youth.
- **Cloverbud Programming**
 - Another one of our most requested programs are county-wide programming for Cloverbuds, who are age 5-8 (K-2). Not all clubs have the extra volunteers or separate meeting room space to offer a Cloverbud Program. County-wide Cloverbud Programming could allow more members to participate and/or offer more sessions options for current members.
- **Project Support and Events**
 - Project clinics would help youth learn more about their project area from Extension staff or community professionals. In addition to enhancing the learning experience, clinics would provide support for all families but be especially useful for families newer to the 4-H Program.
- **Volunteer Training and Support**
 - The 4-H Club model relies on both adults serving as club leaders and youth serving in club officer and committee roles. The better we can train and support all of these volunteers, the better experience everyone will have in the program.

4-H Members are:

4X more likely to give back to their communities
2X more likely to make healthier choices
2X more likely to be civically active (vote, run for office)

4-H members build developmental assets, which:

- Reduces their likelihood of risk behaviors such as alcohol, tobacco, inhalants, drug use, driving under the influence, anti-social behavior, early sexual activity, violence, school truancy, depression, and attempting suicide.
- Increases thriving indicators such as: success at school, help others, value diversity, maintain good health, exhibit leadership, resist danger, delay gratification, overcome adversity.

