

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

2023 MEETING

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 11/9/2023

Time: 8:00AM – 11:24AM

Present: Commissioners: Russ Zimmerman– Vice President; Scott Miller

Present: Theresa Garcia – County Administrator

Others Present: Melanie Allen, Ron Hiser

(*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)	*** Commissioner Schwochow was unable to attend session today	Russ Zimmerman, Vice President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 11/2/2023 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Russ Zimmerman Scott Miller		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Schwochow absent)
DJFS	Melanie Allen – DJFS. Melanie came in for her regular meeting with the Commissioners. See attachment for agenda items. Placement count is up from last month. The high need cases are starting to uptick with children who need that special placement. Some of these cases are not eligible for group placement and it makes it difficult to find the best place for them. There is still an offer for the Commissioners to ride along with a case manager to observe what they do on a daily basis. They still have several staff positions open. Union negotiations have begun. They are expanding their treatment Foster Care program and need more foster homes in our area. Foster kids Christmas party on December 14th. A formal invitation will be coming. Melanie provided some statistics on benefits provided in the county and the numbers using these benefits.	Melanie Allen - Director		

Review of External board / Meetings Attended by Commissioners	<p>Commissioners all attended the grand opening at Terra State Community College for their new National Machinery CNC Lab on Friday. They gave a tour of the new welding lab that was built. They received funding from National Machinery out of Tiffin to set up the lab. This type of training in the trades that will be beneficial for the community.</p>	<p>Russ Zimmerman Scott Miller</p>		
	<p>Commissioner Miller attended the Clydescope meeting this morning. Today at the meeting they had to make decisions for Clydescope moving forward. They discussed three options, plan to move forward in the same manner until they no longer have funds to sustain the group; cease to exist after all business is finalized; shift their focus to a downtown projects with a new director. The board members voted on their recommendations. Clydescope will cease to exist December 31, 2023. Board members gave updates on their organizations. Commissioner Miller gave an update for the County.</p>	<p>Scott Miller</p>		
Commissioners and Administrator Discussion	<p>Commissioner Miller asked about getting new name badges for the Commissioners. All three need new ones and will be order so they have them for winter conference.</p> <p>Administrator Garcia reached out to Board of DD to obtain a date for the Commissioners to come out and present a proclamation to the staff for their outstanding accreditation. Next Wednesday at 8:30 most of the staff would be in the office to make the presentation.</p> <p>Administrator Garcia had forwarded and played an odd voice mail regarding spraying and railroad cars. The decision was to have the President of the Board respond.</p> <p>The Auditor reached out to our IT to talk about some solutions for the mapping. IT did not feel this was something they should be making decisions on. Commissioner Zimmerman has had a discussion with the Auditor and is following up on this matter.</p>			
	<p>Commissioner Miller had a discussion with the Visitors Bureau about the new sign. There was a question on</p>	<p>Scott Miller</p>		

	how they are landscaping around the poles. He asked them to look at the progress to make sure they are putting the dirt around the posts in the right area.			
* Then /Now Documents	<p>One certificate was presented by EMA. Project carry over, didn't put an initial PO in for 2023 portion. One invoice makes up this certificate. Burkett Industries - \$8,698.28</p> <p>One certificate was presented by Common Pleas Court. PO was not in place prior to the evaluation. One invoice makes up this certificate. Central Behavioral - \$1,375.00</p> <p>One certificate was presented by Board of DD. The PO for this invoice has already been closed. One invoice makes up this certificate. PAR - \$150.00</p>	<p>EMA</p> <p>Common Pleas</p> <p>Board of DD</p>	<p>\$8,698.28</p> <p>\$1,375.00</p> <p>\$150.00</p>	<p>*Motion: Move to Approve certificates Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Schwochow absent)</p>
* Personnel	None			
* Travel Requests	None			
* Resolutions	2023 – 305 APPROVING VACATION CASH OUT, PERSONAL LEAVE AND LONGEVITY POLICY SECTION 4.20 IN THE PERSONNEL POLICY AND PROCEDURE MANUAL	Commissioners		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Schwochow absent)
	2023 - 306 ENTERING INTO AGREEMENT WITH GREAT LAKES COMMUNITY ACTION PARTNERSHIP (GLCAP) TO ACT AS INDEPENDENT CONTRACT FOR THE HEALTHY AGING GRANT FUNDS	Healthy Aging Grant		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Schwochow absent)
	2023 - 307 AUTHORIZING THE SANDUSKY COUNTY AUDITOR TO ALLOCATE FUNDS TO THE CITY OF FREMONT FROM THE COUNTY MOTOR VEHICLE LICENSE TAX FUND	Permissive Tax	\$80,053.78	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Schwochow absent)
	2023 - 308 APPROVING APPROPRIATION TRANSFER FOR	Sheriff MPA	\$338.11 \$18.69	*Motion: Move to Approve resolution

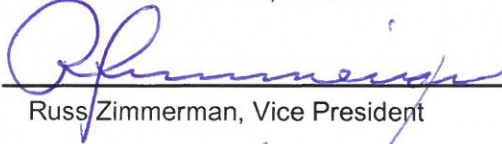
	SHERIFF MPA FUND SUPPLIES TO WAGES (\$338.11) AND BENEFITS (\$18.69) AND CONTRACT SERVICES TO BENEFITS (\$27.11) FOR 2023 EXPENSES		\$27.11	Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Schwochow absent)
	2023 – 309 APPROVING APPROPRIATION TRANSFERS FOR DITCH MAINTENANCE FROM CONTRACT SERVICES TO CAPITAL OUTLAY (\$140,000.00) AND SUPPLIES TO INTERDEPARTMENT (\$60,000.00) AND SUPPLEMENTAL APPROPRIATIONS TO SUPPLIES (\$20,000.00) AND INTERDEPARTMENTAL (\$15,000.00)	Ditch Maintenance	\$140,000.00 \$60,000.00 \$20,000.00 \$15,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Schwochow absent)
	2023 - 310 APPROVING SUPPLEMENTAL APPROPRIATION TO SENIOR LEVY FUND PAYMENTS TO OTHER AGENCIES (\$659,474.22) AND APPROPRIATION TRANSFER FROM FEES (\$5,981.22) AND ADVERTISING (\$11.60) FOR SECOND HALF FUNDS	Senior Levy	\$659,474.22 \$5,981.22 \$11.60	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Schwochow absent)
	2023 - 311 AUTHORIZING DISTRIBUTION OF FUNDS FROM THE SENIOR CITIZENS TAX LEVY TO GREAT LAKES COMMUNITY ACTION PARTNERSHIP (GLCAP) FREMONT OHIO SENIOR SERVICES	GLCAP	\$633,916.98	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Schwochow absent)
	2023 – 312 APPROVING END OF YEAR TRANSFER OF FUNDS FROM BENEFITS (\$50,000.00) AND INTERDEPARTMENTAL (\$10,000.00) TO CONTRACT SERVICES. SUPPLEMENTAL APPROPRIATION TO WAGES (\$450,000.00) TO COVER END OF YEAR EXPENSES	EMS	\$50,000.00 \$10,000.00 \$450,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Schwochow absent)
	2023 - 313 AWARDING BID TO WARNER MECHANICAL CORP., 1609 DICKINSON ST. FREMONT, OHIO 43420 FOR THE JUVENILE DETENTION CENTER UPGRADE PROJECT	JJC Project	\$458,033.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Schwochow absent)
	2023 - 314 APPROVING SUPPLEMENTAL APPROPRIATION TO	Common Pleas	\$10,000.00	*Motion: Move to Approve resolution

	COMMON PLEAS COURT JUROR FEES (\$10,000.00) FOR REMAINING 2023 JURY TRIAL EXPENSES			Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 2 (Schwochow absent)
Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – none			
Facility Management	Ron Hiser – Facility Management. Ron came in for his regular meeting with the Commissioners. See attachment for agenda items. There are still some problems with the elevator at the jail. They had to have the vendor back in to make do more work. Holiday light show is about 90% set up, the tree and projectors are set. The fuel depot diesel pumps are down and he put in a service call. They continue to work on the renovation in the old jail. Board of Health work is almost complete. Habitec work at the courthouse for additional camera for security will start the week of December 11th. Bids were open for the JJC project and bid will be awarded today. Received another update on the EMS building. It looks good. They have a PO in place to start taking down the Park Avenue building.	Ron Hiser - Director		
	Judge Smith stopped to turn keys over to vehicles he was swapping out with fleet vehicles. He talked about vehicles in his fleet and some plans.			
* Adjournment (11:24am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Scott Miller 2nd: Russ Zimmerman

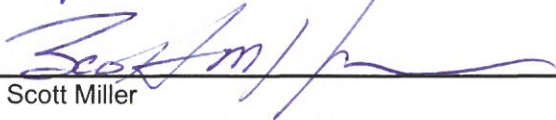
Signature of:



Charles Schwochow, 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

November Commissioner's Agenda

11/9/23

- I. Placements
 - a. Current custody: **42** (38 last month) +5, -1
 - b. Forecasting Placement-\$800k will be close
 - c. High needs cases are starting to uptick
- II. Building / Staffing status
 - a. Schedule a ride along
 - b. Still several openings
 - c. Union negotiations
- III. Foster care programs
 - a. Expanding treatment foster care, need more foster homes in our area
 - b. Foster kids Christmas party. 12/14

Sandusky



CDJFS
2511 Countryside Dr.,
Fremont, OH 43420

Website

Director: Melanie Allen

Locations: 1

Hours: 8:00a-4:30p PA; CSEA lobby closed

Agency Type: Combined (PA, PCSA, CSEA, & OMJ)

County Population Overview

58,715 Population of County **\$55,245** Median Income

10.4% Poverty Rate **42.4** Median Age

Data.census.gov as of 2020 Census

County Staff Overview

Case Management Model **Combination**

Average Tenure **7.8 years**

Staff < 1 year **1**

Customer Service Standardization

Group

1

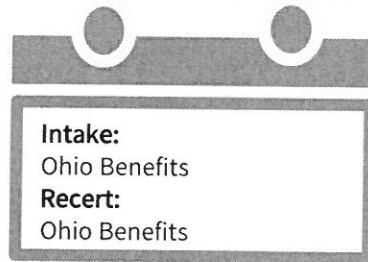
CSS Tools:

- ✓ Outbound Campaign Usage
- ✓ Self-Service IVR Marketing

Appointments

Types Utilized:

- ✓ Call-In
- ✓ Call-Out
- ✓ Walk-In
- ✓ Scheduled In-Person



Active Program Blocks

Program block data is as of 8/3/2023

Child Care	225	RSS Cash	0
LEAP	0	SNAP	2,787
LTC	786	SNAPET	12
Medicaid (Non-LTC)	8,574	TANF	147
RCA	1	TWA	20

Outstation Locations



N/A

In-House Trainers



1

In-house Trainers

Contracted-Out Programs



None

Staff



[Return to County Map](#)

23

Total Eligibility Workers



19

Combined-program Caseworkers*



0

SNAP-only Caseworkers



0

TANF-only Caseworkers

2



0

Medicaid-only Caseworkers

0



2

LTC Caseworkers

3



2

Child Care Caseworkers



0

SNAPET & TWA workers



1

QC / QA Workers



5

Eligibility Supervisors



3

Support & Clerical staff



1

Benefit Recovery workers

*Combined includes those who process MST and LTC, ES, or CC

Sandusky County Commissioners Agenda



Topics of Discussion for the meeting Dated November 9th, 2023.

1. The Jail elevator has locked out a couple of times. Ryan was on site Monday to replace the valve package unit and work out some issues.
2. The Holiday light show at the courthouse is 90% complete. Some work is to be done on setting up the tree and projectors.
3. The fuel depot (diesel pumps) is not working currently. We have contacted Oscar Larson they will be on-site tomorrow.
4. Kramer Interiors & KDH continues to work on wallpaper, wall repairs, replacing ceiling tiles, and painting. Traci's office is complete. Ian and Dr. Williams have been moved into the conference room and their offices are being renovated. Their carpet will be installed tomorrow (11/10/2023) and we will be returning them to their office next week.
5. The BOH air distribution system (diffusers and dampers) project is complete. V.M. has to revisit the ag department (AHU #2 was not running at 100%) so a return visit is required to complete the air balancing. They will be completing this tomorrow (11/10/2023).
6. We are continuing to work on C.H. Security. Habitec to start their security upgrades (week Of De. 11th). PO# has also been issued to install a camera in the elevator. We have another follow-up meeting on November 20th.
7. Cousino's Restoration is 100% complete the countertops and vanities have been installed.
8. The JDC HVAC bid opening was 11-2-23. Warner Mechanical was awarded the contract. Construction is scheduled to start 3-25-24 and substantial completion 6-24-24. We have secured additional quotes for the JDC office area HVAC.
9. Working with Jeff's team and Thomas Porter on design for the new EMS buildings. We are having weekly meetings. We have also visited the EMA to get current layout and space requirements for the county offices building.
10. The boiler replacement project at the Sheriff Office is complete. Automatic Logic is still working on the controls. We need to add another pump for the domestic hot water to work correctly and it should be installed next week.
11. We received the W-9 and corrected quote from Justin Terry for 108 demolition work, PO# has been issued. Terry is securing quotes for the demolition contractors to palletize the red sandstone and deliver it to F.M.
12. On 10/5/2023 I had a turn the page review with PDG on the Dog warden, Communication center, and the Commissioner Bld. locations. They are working on the Woodville court location and then we can go out for bid.
13. We are replacing 2 broken exterior windows at the jail today.

