

RESOLUTION NO. 19-01261

In the matter of approval of prior meeting) County Commissioners’ Office,
minutes from the regular session held on) Wood County, Ohio
November 21, 2019.) November 26, 2019

WHEREAS, in accordance with §121.22 (“Sunshine Law”), and §305.11, Revised Code of Ohio, “immediately upon the opening of each day’s session of the board of county commissioners, the records of the proceedings of the session of the previous day shall be read by the clerk of the board, or provided to each commissioner in written form, and, if correct, approved and signed by the commissioners”; and

WHEREAS, the Board of County Commissioners met in regular session on the 21st day of November 2019 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for November 21, 2019 was as follows:

I. 9:15 a.m. -- Reading of minutes from preceding meeting

Commissioner Herringshaw called the meeting to order and requested reading of the prior meeting minutes. Administrator Andrew Kalmar, Assistant Administrator Carri Stanley and Clerk Sandy Long were also present.

II. -- Consider Approval of Resolutions immediately following item I
See Resolution Listing

There were no out of state travel requests submitted. The personnel actions submitted were from Wood Haven for the resignation of LPN Shane Wilson, STNA’s Hannah Paul and Sonya Hartman, and Dietary Aide Daniel Martinez; from Child Support Enforcement Agency for the retirement of Case Manager Supervisor Elizabeth Walston; from Information Technology a recommendation to advance one step in pay grade for IT System Administrator Catherine Potridge.

Commissioner LaHote moved to approve the resolutions on the attached listing with the exception of resolution 19-01260 (transfer of funds) which will be voided. Commissioner Bowlus seconded the motion. All voted aye and the motion carried.

III. -- Staff Reports

Buildings and Grounds Monthly Update (9:35 a.m.) – Facilities Director Steve Blausey, who was joined by Maintenance Worker II Joe Simon, provided the attached information which was referenced throughout the discussion. Sentinel-Tribune Editor Debbie Rogers was also present. The meeting concluded at 9:45 a.m. Mr. Blausey and Mr. Simon exited at this time.

Records Center Quarterly Update (9:45 a.m.) – Records Center Manager Brenda Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:58 a.m. Mrs. Ransom exited at this time.

Historical Museum Quarterly Update (9:58 a.m.) – Historical Center Director Kelli Kling shared the attached information which was referenced throughout the discussion. The meeting concluded at 10:12 a.m. Ms. Kling exited at this time.

Commissioner Herringshaw moved to recess until the next scheduled meeting. Commissioner LaHote seconded the motion. All voted aye and the motion carried at 10:13 a.m.

Joel Smith form Empower Retirement re: Enhancements and Changes to the County Commissioners Association of Ohio Deferred Compensation Plan (10:37 a.m.) – Commissioner Herringshaw called the meeting back to order with Commissioners LaHote and Bowlus, Mr. Kalmar, Mrs. Stanley, Ms. Long, Ms. Rogers and Mr. Smith present. Mr. Smith shared a short video showcasing the Deferred Compensation Plan participant experience including estimating your retirement income, projecting healthcare costs and how to make changes to your portfolio. The Commissioners thanked Mr. Smith for sharing this information. The meeting concluded at 10:46 a.m. Mr. Smith exited at this time.

IV. -- *Open Forum Citizens Comments/Concerns*




No one from the public was present. Commissioner Herringshaw moved to adjourn and Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 10:47 a.m.

The Board of County Commissioners will attempt to provide reasonable accommodations for any disabled person. Requests for special accommodations shall be made to the Office of the County Commissioners twenty-four (24) hours prior to the time such accommodations are required; now therefore, be it

RESOLVED, by the Board of County Commissioners of Wood County, Ohio, that the foregoing minutes be and are hereby approved; and be it further

RESOLVED, that these proceedings shall be kept on file in the office of the County Commissioners and open at all time to public inspection.

Commissioner LaHote moved and Commissioner Bowlus seconded the motion and the roll being called on its adoption, the vote resulted as follows:

DR. THEODORE H. BOWLUS	<u>yes</u>	<u></u>
CRAIG LAHOTE	<u>ya</u>	<u></u>
DORIS I. HERRINGSHAW, Ed.D.	<u>yes</u>	<u></u>

*Board of County Commissioners,
Wood County, Ohio*

Attest: 
Clerk of said Board

RESOLUTION INDEX

BUD - BUDGET/APPROPRIATIONS -ALL

19-01257 11/21/2019 ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS
19-01258 11/21/2019 SUPPLEMENTAL APPROPRIATION - VARIOUS FUNDS
19-01260 11/21/2019 TRANSFER OF FUNDS - VARIOUS FUNDS

COMM - COMMISSIONERS

19-01250 11/21/2019 APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 11/19/19
19-01251 11/21/2019 AUTHORIZE PAYMENT OF VOUCHERS
19-01252 11/21/2019 APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES
19-01253 11/21/2019 AUTHORIZE VARIOUS PERSONNEL ACTIONS
19-01259 11/21/2019 AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$58,719.12 OF SPECIAL ASSESSMENT BONDS (GERALD MOSER DITCH IMPROVEMENT NO. 2480).

EMA - EMERGENCY MANAGEMENT AGENCY

19-01254 11/21/2019 AUTHORIZE AGREEMENT WITH THE TOWNSHIP OF LAKE TO PARTICIPATE IN THE ONSOLVE CONTRACT (MASS EMERGENCY VOICE, TEXT AND/OR EMAIL MESSAGES TO COUNTY RESIDENTS) WITH WOOD COUNTY EMERGENCY MANAGEMENT AGENCY.
19-01255 11/21/2019 AUTHORIZE AGREEMENT WITH THE VILLAGE OF WALBRIDGE TO PARTICIPATE IN THE ONSOLVE CONTRACT (MASS EMERGENCY VOICE, TEXT AND/OR EMAIL MESSAGES TO COUNTY RESIDENTS) WITH WOOD COUNTY EMERGENCY MANAGEMENT AGENCY.

REC - RECORDER

19-01256 11/21/2019 PO#911050 - STAPLES ADVANTAGE - AUTHORIZING THE PURCHASE OF A HON STORAGE CABINET FOR THE RECORDERS OFFICE. \$591.99

Buildings & Grounds Monthly Update

November 21, 2019

Completed Projects

The soundproofing work in the Prosecutor's office is now finished.

New data drops were installed for the Board of Elections.

The control work is complete on the new roof top units at JRC. We have scheduled a training session with Earl Mechanical tomorrow for our maintenance team.

Current Projects

Work at the Public Defender's Office on the front entryway is on-going. The basement window areas have been blocked up and they just need to put the caps on the new structures that flank the front steps. Tuck pointing was also performed in various areas.

Our "ditch project" at the east drive of the Sheriff's Office is progressing slowly. Ditch has been dipped out but it still needs a drive pipe lowered down by Rt. 6 and we still want the extension added to the south side of the drive at the Sheriff's Office.

We have started installation of 2 lights for the salt shed at the Highway Garage.

Brick work is completed on the exterior of the Power House at the Museum. They have now moved to the interior work on the building.

Upcoming Projects

We expect to see the Recorder's Office carpet replacement job to start the week of Dec. 9th

Misc.

Just want to inform everyone that the Courthouse Clock is broken and that we are on the search for parts. It is getting increasingly difficult to find parts but we are trying.

We have increased the size of the wiring to the high speed doors for the parking garage as we were getting a voltage drop at the control panel when doors were going through their cycles. We hope this corrects the situation.

We are putting away items for winter.

Wood County Records Center

Brenda Ransom, Records Manager

*A department under the Board of County Commissioners
Doris I. Herringshaw, Ed.D • Craig LaHote • Dr. Theodore H. Bowlus*



Highlights August 21-November 20, 2019:

- As of November 20, 2019, there were **8,629.5** cubic feet of space in use – 82% capacity.
- Intake August 21-November 20, 2019 = 100 cubic feet
- Shredding (inside and outside of Records Center) August 21-November 20, 2019 = 700 pounds; 0 cubic feet of storage space opened during this period
- Loss of staff member in August and awareness of security issues has resulted in some planned procedural changes within the Records Center. More comprehensive information will be provided to originating offices to keep them aware of what they have stored at the Records Center and who has access to it. Records Center staff will do more sharing of duties than has been the case in recent years.
- Brenda attended Hyland (OnBase) Community Live convention in Cleveland with Heidi Knitz from Clerk of Courts Office on September 17-19. There was a lot of great information and potential in the future to leverage OnBase for a huge positive impact on County government.

For instance, the latest OnBase version has a comprehensive system for human resources. Electronic forms can be created within OnBase and routed to the required personnel for review using Workflow. The system would create efficiencies and cut out errors within the HR process.

- This fall the Records Center has been contacted by multiple local government jurisdictions outside of Wood County regarding records reformatting. In 2019, microfilm has been produced for Williams, Mercer, and Hancock Counties. Putnam County (a previous customer) has indicated interest in microfilming, as has Seneca County. Washington Township Trustee Steve Powell visited the Records Center to learn about reformatting as well as the process of scheduling and managing records.
- Records Commission will meet on December 17 in the Commissioners' Session Room.

Annual Records Center Reports (beginning December 2019)

Board of County Commissioners

Memo explaining purpose of information being provided

Power Point of Records Management information and tips (replaces manual published in 2002)

Inventory of records in storage

Vital records inventory (if applicable)

List of records eligible for disposal

List of files/boxes checked out

Report of authorized users

Odds and ends (records that are "in limbo" or have questions)

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- **Flash drive containing the above information will be provided to each Office/Department, with contact person asked to follow through on action items listed in memo**
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2019 September-October-November Highlights

POLICIES & PROCEDURES

- County / Society Policy Update - still pending
- Board/Staff Strategic Plan - action items added; approved at November board meeting
- Need 2020-2022 County Board Appointee
- 2020 Society & Tax Appropriation Budget; approved at November board meeting

FACILITY & PROPERTY

- Hog Barn - Compton repaired concrete corner, tuckpoint brick on south wall, parged brick w/ 1/2" thick skim coat of mortar, fixed holes in cement/asphalt, repaired glass in window
- Power House - bat guano removed and brick tuck-pointing/sealing underway
- West Attic - plaster repairs underway
- South Driveway and Handicap Parking Lot seal-coated (bi-annual)
- Annual Inspections PASSED: Habitec fire, Thyssen-Krupp elevator, boilers (museum, asylum, boomtown)

DEVELOPMENT

- Annual Campaign update - 104 donations = \$11,205 (goal \$16,000)
- Development Coordinator job posting (Society) - closes Dec. 2

MEDIA, PROMOTIONS, & PRESS COVERAGE

- **Free First Friday** (sponsored by the BGCVB)
- free Friday attendance surpasses all other Fridays combined.
- **Chanticleer Newsletter**
- **Press coverage:** NPR/WGTE "My Economy" (Holly), History News, Ohio Magazine, Sentinel, BG Independent News
- **WGTE** - Live Broadcast Sept. 5
- **FaceBook and social media growth** - Exceeded goal of 30,000 followers



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SEARCH

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OHIO LIFE

A Helping Hand

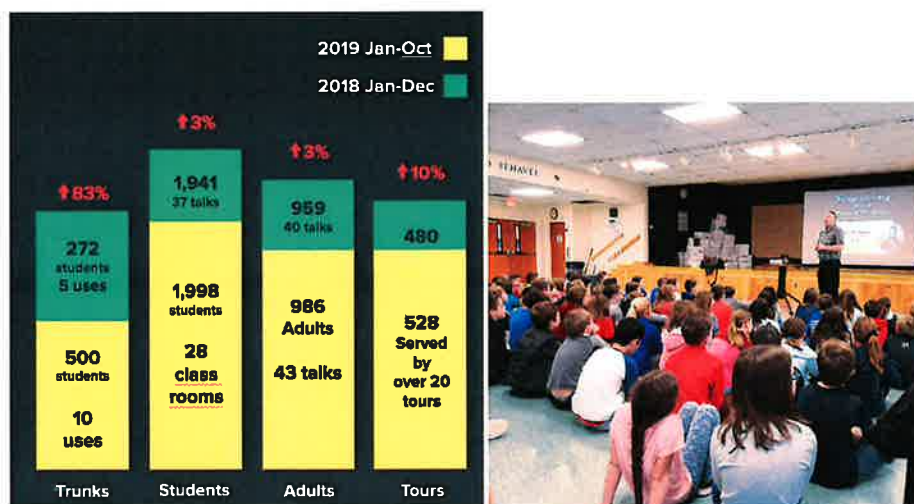
The Wood County Historical Center & Museum presents an exhibit commemorating one of Ohio's...

2019 September-October-November Highlights

OUTREACH & LEARNING OPPORTUNITIES – committees, resources, serving our county

- Hosted November BG Chamber Business, Briefing, & brew (Marissa)
- Ohio Federation of K9 Search Teams
- Utilize volunteers from Bittersweet Farms, WoodLane, SEARCH, and community service (1,947.25 hours) (Daniel)
- Leadership BG and Historic Preservation Committee (Holly)
- Public Opinions Survey – BGSU & Community (BGSU Masters of Public Administration students) (Kelli)

TALKS, TOURS, AND PUBLIC OUTREACH



YOUTH TALKS & TOURS & TRUNKS (Mike) (many repeat visits):

Crim Elementary – trunk
 Elmwood HS – trunk
 Home Schoolers – Native American, History of Wood County, Night the Sky Fell, Underground RR
 Kenwood Elementary – Native American Basket
 Oregon Elementary

Otsego – Native Americans
 Rossford 4th – Native American
 Toth Elementary (3rd, 4th) – Colonial Trunk, Native American Basket, 1812, Native American program
 Wood County Courthouse school tours w/ Rossford, Eastwood, and Otsego

ADULT TALKS & TOURS: (Mike, unless noted otherwise)

BGSU Department of History classes (tours) (Mancuso, Herndon, Moore)
 BGSU Public History class talk (Kelli/Marissa)
 BGSU College of Ed – Colonial Trunk teaching tool
 BG Sr. – Jacob Riis & the County Home
 BGCVB Dark Tour (Ann Arbor Mystery Bus)
 Defiance Co Genealogy – Co Homes of Ohio (Holly)
 Exchange Club – Woodbury House
 University of Findlay tour (Holly)
 Fostoria DAR - WWI
 Grand Rapids Sr. – Woodbury House, UFO
 KanDo Findlay Sr. – tour (Holly)
 North Baltimore Sr – WWI

Ohio History Connection – Director tour (H/K)
 Pemberville Sr – WWI
 Plain Township Church – Metcalf Field
 St. Clare Commons – Pigeons
 Terra Community College – Spiritualism
 Tiffin DOTS Retired Teachers tour (Holly)
 Waterville – Spiritualism
 Wayne Sr – Shutnok, Night the Sky Fell
 Woodhaven – Jacob Riis
 Walbridge Sr – Shutnok, Museum Tour
 Behind-the-scenes tour for major donors
 Library after-hours tour

VISITATION

1,439 museum visitors Jan-Oct (down 500 from 2018) – almost 60 Ohio counties represented (goal 88)

2019 September – October - November Highlights



BOWLING GREEN STATE UNIVERSITY • EVENT DETAILS



Local History Publication Award Lecture Series: The Finger Saga: One Museum's Quest to Turn the Macabre into the Meaningful

🕒 Tuesday, October 29 at 4:00pm to 6:00pm

📍 Jerome Library, Pallister Conference Room
 jerome Library, Bowling Green, OH 43403

EXHIBITS & COLLECTIONS

Ohio State Historic Preservation Award for Public Education and Awareness honoring the current exhibit *For Comfort & Convenience: Public Charity in Ohio By Way of the Poor Farm.*

The Ohio Local History Alliance (OLHA) has awarded the Wood County Historical Center & Museum with a History Outreach Award for Exhibits and Displays with an operating budget over \$25,000 for the current exhibit "For Comfort & Convenience: Public Charity in Ohio By Way of the Poor Farm."



EVENTS

- **Park District Folklore & Funfest | Oil Derrick Demonstration Day**
- **Monthly Tea & Talk Series**
 - 2020 tea cards sold
 - WGTE KnowledgeStream (education too)
- **Du lieber Gott! German-American Religion** (sponsored by Aldi)
- **Friday Night Folklore** – Devil's Hole Road, Ghost Towns, Nazareth Hall, Hull's Trace 1918, Mungen Rx Remedies
- **Annual Society Board Election & Brunch**
- **Spirit of Wood County Awards** - George Stossel, Lyle R. Fletcher Good Citizenship Award
- **Gala Fundraiser** – Dec. 14
 - Awesome Experiences Auction | Candy Bar & Birthday Fun (Ben's) | Catered by Penta Culinary School
 - Ohio Beverage Tasting, Rootbeer Floats (Sundae Station) | Live Music by Timmy C
- **Wood County Bicentennial**



Wood County Historical Center & Museum is with The Cookie **

Jar Bowling Green and 13 others.

October 31 at 4:00 PM

ICYMI: Here's a highlight of this year's Friday Night Folklore event 🥰
 Thank you to all of our sponsors and volunteers! Without you, this event would not be possible.



