

**RESOLUTION NO. 20-00435**

In the matter of approval of prior meeting ) County Commissioners’ Office,  
minutes from the regular session held on ) Wood County, Ohio  
April 14, 2020. ) April 21, 2020

*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 via teleconference in regular session on the 14<sup>th</sup> day of April 2020 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

*WHEREAS*, the Commissioners’ Agenda for April 14, 2020 was as follows:

*I. 9:16 a.m. -- Reading of minutes from preceding meeting*

Commissioner Herringshaw called the meeting to order and waived the reading of the prior meeting minutes. Administrator Andrew Kalmar, Assistant Administrator Carri Stanley, Clerk Sandy Long and Information Technology Director Ben Hendricks were present.

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

The personnel actions submitted were from Child Support Enforcement Agency to request personal leave without pay for Case Manager Supervisor Jessica Clements; from Wood Haven to request medical leave without pay for Environmental Services Supervisor Lydia Sifuentes and change of pay rate due to completion of probation period for Dietary Aide Hannah Shaffer.

Commissioner LaHote moved to approve the resolutions on the attached listing and Commissioner Bowlus seconded the motion. All voted aye and the motion carried.

*III. -- Staff Reports*

Mr. Kalmar mentioned that statement of qualifications have been received for architect/engineer services for the Northwest Community Corrections female housing project. The Ohio Department of Rehabilitation and Corrections wishes to keep this project moving. He asked the Commissioners to review them, complete their score sheets and e-mail them back to him.

Mr. Kalmar mentioned that the Health Department and BGSU have held conversations regarding the possibility of housing 1<sup>st</sup> responders in dorm rooms if they have come into contact with COVID-19. This would limit exposure to their families. Much more discussion will be needed.

Commissioner Bowlus asked about the status of Wood Haven. Mr. Kalmar stated that he spoke with Administrator Jeff Orłowski and they are doing well. Mr. Kalmar directed him to continue to run operations as normal as possible even with the pandemic. Mr. Kalmar also mentioned that things are going well at the jail and the inmate population is 107 which is down from the usual count of +/- 150.

Mr. Kalmar stated that Facilities Director Steve Blausey worked with the highway garage staff to create signage for recycling locations. A sign has been posted at the Grand Rapids and Tontogany sites stating the site is closed until emptied on Wednesday. The signage includes notice that citations may be issued for leaving items on the ground. Signs will also be placed at the Portage Township and Weston locations.

Conference Call with Chief Building Official Mike Rudey re: Quarterly Update (9:30 a.m.) – Mr. Rudey stated the revenue for the first quarter of 2020 was \$363,332 and expenses were \$369,600. Mr. Kalmar asked about staffing during the current circumstances. Mr. Rudey stated the building inspectors begin their day from home and use laptops to obtain their inspection schedule and input all reports. Two clerical staff are currently out of the office and two are in the office daily. There are generally 3 people in the office at one time. No public is allowed into the office. All plans are left in a drop box with courthouse security at the main entrance to the courthouse complex. Phone calls are routed to Mr. Rudey and Assistant Chief Building Official Rob Cendol. He stated that everyone seems to be adapting. Mr. Rudey stated that Amazon has shut down construction of the distribution center in Rossford for 72 hours due to COVID-19 concerns. He also mentioned they are doing a lot of video inspections, inspectors are not going into occupied homes, and furnace and hot water replacements will be inspected at a later date; this is to keep staff away from the general public. Mr. Kalmar stated that staff should be informed they need to wear a mask while on a job site. Mr. Rudey stated they still have a substantial amount of plans coming in as people are looking ahead at projects both residential and commercial. He also stated that inspections have slowed by about half as many as usual. He mentioned that Michigan has totally stopped construction within the state. Mr. Kalmar noted that ODOT is continuing with road construction projects. Mr. Rudey stated that his office is still providing all services. The meeting concluded at 9:39 a.m.

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

No one from the public was present. Commissioner LaHote moved to adjourn and Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 9:40 a.m.

*V. 10:00 a.m. -- Conference Call with Townships and Municipalities re: Update on the Coronavirus from Health Commissioner Ben Batey and Emergency Management Agency (EMA) Director Jeff Klein*

Each mayor of all Wood County municipalities as well as trustees of each township were contacted and invited to participate in the conference call for an update on the Coronavirus. The Wood County Commissioners, Mr. Batey, Mr. Klein, State Senator Theresa Gavarone, and State Representative Haraz Ghanbari participated via teleconference. Mr. Kalmar, Mrs. Stanley, Ms. Long, Mr. Hendricks, and Sheriff Mark Wasylshyn were present for the update.

Mr. Batey stated the Health Department is busy following up on cases of COVID-19. He stated that Wood County has moved into the maintaining stage. There are currently 59 cases in the county which include confirmed as well as probable cases. He stated they follow-up with all of these individuals. He noted the numbers are higher due to the difference in tracking cases. Mr. Batey stated the Health Department is working with businesses on more effective ways to social distance, including making one-way aisles by placing directional signage on the floor to keep people from passing one another in limited space. He stated it is important that while in public you wear a mask as another layer of protection. He noted that employees should wear masks if they are within 6 feet of another employee and mentioned that at home you should try to limit close contact. Wood County is still seeing a steady number of cases, and work is on-going to prevent a surge. Mr. Batey stated that everyone should continue doing what they are doing to help slow the spread of the virus. He believes that Wood County is still looking to peak in early May.

Mr. Klein stated that Wood County is set fairly well for Personal Protective Equipment (PPE). He encouraged local entities to be judicious about use. The Ohio EMA is expecting to receive more PPE in 4-8 weeks, but this could change. He asked everyone to please e-mail his office at [woodcountyema@co.wood.oh.us](mailto:woodcountyema@co.wood.oh.us) if there is a need for PPE. Mr. Klein stated they continue to discuss alternate care facilities with BGSU, but they may not be needed.

Senator Gavarone thanked Mr. Klein for the daily update provided by his office. She inquired about sterilizing and re-using masks. Mr. Klein stated that Wood County Hospital (WCH) sent some N-95 masks to Battelle in Columbus to be sterilized with a 5-day turnaround. He noted the masks cannot be damaged or have any marks on them, including make-up. He stated that some entities have lost approximately 50% of their masks due to this. Mr. Klein mentioned that UV lights are being used to sterilize trucks, but there is no FDA approval yet to use on masks. Mr. Batey stated that you can't just send masks to be sterilized. You have to have an agreement with Battelle first. He stated that WCH has an agreement and they had an 80% return rate on the masks they sent.

Senator Gavarone stated that the increase in the number of cases is due to the inclusion of probable cases. She asked if they will be able to be tested. Mr. Batey stated they will not and the fact that there are not enough testing kits available is the most frustrating part.

Sheriff Wasylyshyn stated that everyone is still working well within the Sheriff's Office. They are required by law to continue issuing CCW permits, however they are not doing any renewals as the deadline for these has been extended. His office continues to offer WebCheck. The jail is doing well, with 107 inmates currently. Changes within the courtrooms have allowed for less mandated incarceration. Sheriff Wasylyshyn noted his appreciation of his deputies and their positive attitudes. He stated their call volume is down, but there has been a little uptick in domestic issues.

Representative Ghanbari encouraged all businesses to check the government website regarding essential business. Work is being done to make sure funeral directors have access to PPE and are not overlooked. He mentioned that ODOT is allowing mobile food vendors to set up at rest areas. Representative Ghanbari thanked everyone for staying engaged.

Village of Luckey Mayor Cory Panning stated the village has purchased iPads for all council members so meetings can be done as a videoconference. He stated it was a minimal investment and anyone who would like more information may contact him.

Village of Tontogany Mayor Matt Shanahan stated that many residents are having a hard time paying their utility bills and asked if it was something they should be tracking. Representative Ghanbari stated that Wood County Job and Family Services has a provisional amount of \$100,000 to help with utility payments. He encouraged people to reach out to them. He asked Mayor Shanahan to forward him the data if they do track the information.

Another update will be provided next Tuesday at 10:00 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

yes

Theodore H. Bowlus

CRAIG LAHOTE

yes

Craig Lahote

DORIS I. HERRINGSHAW, Ed.D.

yes

Doris I. Herringshaw

Board of County Commissioners,  
Wood County, Ohio

Attest:

Sandy Long  
Clerk of said Board

## RESOLUTION INDEX

### BUD - BUDGET/APPROPRIATIONS -ALL

20-00424 04/14/2020 PAYMENT FOR SERVICES - FUEL FACILITY FOR MARCH, 2020.

20-00425 04/14/2020 PAYMENT FOR SERVICES - 2ND QUARTER JFS BUILDING REPAIRS AND IMPROVEMENTS.

20-00428 04/14/2020 ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS

20-00429 04/14/2020 SUPPLEMENTAL APPROPRIATION - VARIOUS FUNDS

20-00430 04/14/2020 PAYMENT FOR SERVICES - ECONOMIC DEVELOPMENT APRIL 2020 LEASE PAYMENT.

20-00431 04/14/2020 PAYMENT FOR SERVICES - NORTHWEST COMMUNITY CORRECTIONS CENTER MAINTENANCE STAFF FOR APRIL 2020.

20-00432 04/14/2020 PAYMENT FOR SERVICES - PROCESSED FINGERPRINTING FOR 1ST QUARTER.

### COMM - COMMISSIONERS

20-00418 04/14/2020 AUTHORIZE A TELEWORK POLICY FOR COMMISSIONERS' RELATED DEPARTMENTS FOR USE DURING THE CORONAVIRUS PANDEMIC (TABLED 4/7/20)

20-00422 04/14/2020 APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 4/7/2020

20-00423 04/14/2020 AUTHORIZE PAYMENT OF VOUCHERS

20-00426 04/14/2020 AUTHORIZE VARIOUS PERSONNEL ACTIONS

### ENGR - ENGINEER AND HIGHWAY GARAGE

20-00434 04/14/2020 COOPERATE WITH THE OHIO DEPARTMENT OF TRANSPORTATION OFFICE OF CONTRACTS/PURCHASING SERVICES COOPERATIVE PURCHASING PROGRAM FOR THE PURCHASE OF ROCK SALT FOR THE 2020-2021 WINTER SEASON FOR USE BY THE WOOD COUNTY ENGINEER.

### IT - INFORMATION TECHNOLOGY

20-00433 04/14/2020 AUTHORIZE AGREEMENT WITH MEYER HILL LYNCH CORPORATION FOR HARDWARE AND SOFTWARE SUPPORT SERVICES, SERVER MAINTENANCE AND INTERNET PROTOCOL TELEPHONY SERVICES AND EQUIPMENT (IPT) FOR VARIOUS WOOD COUNTY OFFICES THROUGH GSA SCHEDULE #GS-35F-0454U.

### PC - PLANNING COMMISSION

20-00427 04/14/2020 AUTHORIZE AGREEMENT WITH MIDWEST CONTRACTING, INC. FOR THE PY18 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NEIGHBORHOOD REVITALIZATION GRANT (NRG) PERRYSBURG HEIGHTS COMMUNITY CENTER ROOF IMPROVEMENTS PROJECT.