

RESOLUTION NO. 20-00457

In the matter of approval of prior meeting) County Commissioners' Office,
minutes from the regular session held on) Wood County, Ohio
April 21, 2020.) April 28, 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 21st 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 21, 2020 was as follows:

I. 9:20 a.m. -- Reading of minutes from preceding meeting

Commissioner Herringshaw called the meeting to order and requested 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
Authorize Payroll*

The personnel actions submitted were from Child Support Enforcement Agency to amend resolution 20-00374 requesting extension of personal leave without pay for Case Manager Supervisor Jessica Clements; from Wood Haven to recommend new hire part-time LPN Jane Hofacker and recommend abolishing the vacant Receptionist position.

Ms. Long stated that resolution 20-00437 is to consider annexation of territory in Perrysburg Township to the City of Perrysburg. She stated that per Ohio Revised Code (ORC) Section 709.023, the City is required to adopt a statement of services stating what services they will provide the territory proposed to be annexed. Ms. Long stated the City has not provided the statement of services within the time allotted by the ORC and therefore the proposed annexation will need to be denied. Resolution 20-00437 states denial of the petition.

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

Job and Family Services (JFS) Director Dave Wigent called in with an update regarding JFS staff telecommuting and provided the attached information. Mr. Wigent stated that Wood County JFS is unique because they were already set up to do off-site staff monitoring due to a statewide pilot program that began last fall. They are using the existing data system and are able to hold video chats with the employees. Mr. Wigent noted that children services cases are currently down by about 50% and anticipates when schools open back up the number of cases will rise dramatically. He noted that the fiscal staff are doing more work in the office and are rotating shifts. The amount of income maintenance cases has doubled and likely will rise further in the fall. Mr. Wigent stated

employment services generally receives 30 applications per week, but this number keeps rising and they received 275 applications last week. The Commissioners thanked Mr. Wigent for this update. The meeting concluded at 9:47 a.m.

Mr. Kalmar asked the Commissioners to review a draft press release to be sent as a reminder of the status of county buildings and offices. The press release state a requirement that people entering county buildings must wear a mask.

Mr. Kalmar mentioned that Board of Developmental Disabilities (DD) Superintendent Brent Baer contacted him regarding the building security updates at the Board of DD complex as well as the storage building project. The plans for both projects are complete and they are ready to go to bid. The Board of DD intends to move forward with both projects.

Mr. Kalmar stated that Chief Dog Warden Andrew Snyder informed him there has been an uptick in dog bites, but there is only one dog in the shelter 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 9:50 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, and State Senator Theresa Gavarone participated via teleconference. Mr. Kalmar, Mrs. Stanley, Ms. Long, Mr. Hendricks, Sheriff Mark Wasylyshyn and Wood County Engineer Road Project Manager Jason Sisco were present for the update.

Mr. Batey stated that as of yesterday there are 82 confirmed and probable cases in Wood County with 51 of these related to long-term care facilities, including residents and staff. He noted that once a case is identified within a long-term care facility, response is quick. Most facilities with positive cases are located within the Perrysburg area. The Health Department is working with Mercy Health to send care givers into the facility and test people within the building. Unfortunately, they are seeing a spread within these facilities. He stated there is still a shortage on test kits. Mr. Batey stated that May 1st is still the projected date to start re-opening businesses in Ohio. He mentioned that Wood County is holding steady, but when re-opening occurs the number of cases will likely rise. Mr. Batey reminded everyone that on May 1st everything will not just go back to normal and the virus will remain. The Health Department is working with local businesses to create plans to keep customers and employees safe for the long-term.

Mr. Klein stated that EMA operations are holding steady. They have been receiving requests for Personal Protective Equipment, mainly from home health care.

Senator Gavarone stated that it is important to start planning for re-opening the state as there is concern of a second wave of cases. She stated she has heard from constituents who are concerned with keeping unemployment status if they are asked to come to work, but are too worried to go in. She reminded everyone that Governor DeWine will be leading the way for re-opening.

Sheriff Wasylyshyn stated that last week he required all of his staff to wear a mask when they may come into contact with anyone. He stated it has been a smooth transition. The number of inmates in the jail as of yesterday was 87 and he noted his appreciation of everyone that helps to keep this number low.

Village of Pemberville Mayor Carol Bailey asked about opening the community pool. She stated that the village is grandfathered into being able to keep their current pool area as long as they are in operation consistently each season. She also asked about the upcoming softball/baseball season. Mr. Batey stated that he cannot give a definitive answer and believes the Governor will address these matters soon. Mr. Batey offered his opinion which suggests the pool may be treated like the parks. He stated it is good for people to get outside and get some exercise. Consideration would need to be given on how to distance people and the sanitizing of surfaces. Mayor Bailey stated that a decision will need to be made soon regarding the Pemberville Free Fair. Mr. Batey stated he believes the Governor will begin addressing this topic after May 1st. He reminded everyone that outdoor sports were restricted after indoor sports and if these were to be permitted, people would still not be able to gather closely.

Village of Tontogany Mayor Matt Shanahan asked if there was a specific type of cleaning process recommended for outdoor playground equipment. Mr. Batey stated they should use what they would normally use. They could use Clorox wipes or soap and water, but likely there is no longer any virus existing on the equipment if they have not been in use. He did suggest wiping them down once again just prior to opening the playground to the public.

Village of Grand Rapids Mayor John Berry stated he has heard from some employers that some of their employees are afraid to come back to work and they are not sure how to overcome this. Mr. Batey stated this is a challenge for all businesses regarding how to make people feel safe. This becomes an issue because they need their job, but they, or a family member may be more susceptible to the virus. Mayor Berry asked if people should be wearing gloves. Mr. Batey stated that food handlers absolutely should and all surfaces should be cleaned more often.

Mr. Batey stated that we will need to be careful as we open things back up because we may have sheltered so well that many may not have been exposed.

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 A. Long
Clerk of said Board

RESOLUTION INDEX

BUD - BUDGET/APPROPRIATIONS -ALL

20-00442 04/21/2020 ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS

20-00443 04/21/2020 SUPPLEMENTAL APPROPRIATION - VARIOUS FUNDS

20-00444 04/21/2020 TRANSFER OF FUNDS - VARIOUS FUNDS

20-00446 04/21/2020 PAYMENT FOR SERVICES - MARCH, 2020 MEALS FOR INMATES AT JDC & JRC.

20-00447 04/21/2020 REIMBURSEMENT OF FUNDS - JOB & FAMILY SERVICES

20-00448 04/21/2020 TRANSFER OF FUNDS - COUNTY MANDATED SHARE FROM THE GENERAL FUND TO THE PUBLIC ASSISTANCE FUND FOR FOURTH QUARTER SFY 2020 (APRIL - JUNE, 2020)

COMM - COMMISSIONERS

20-00435 04/21/2020 APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 4/14/2020

20-00436 04/21/2020 AUTHORIZE PAYMENT OF VOUCHERS

20-00437 04/21/2020 CONSIDER ANNEXATION OF TERRITORY IN PERRYSBURG TOWNSHIP TO THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO. (PETITION #20-1)

20-00439 04/21/2020 AUTHORIZE VARIOUS PERSONNEL ACTIONS

20-00450 04/21/2020 CHARGE FOR SERVICES FOR THE WORKERS' COMPENSATION INDIVIDUAL RETROSPECTIVE RATED PROGRAM FOR THE 2020 PLAN YEAR.

ENGR - ENGINEER AND HIGHWAY GARAGE

20-00438 04/21/2020 PO#032071 - SHERRY CHRYSLER DODGE JEEP INC - AUTHORIZING THE PURCHASE OF A 2020 DODGE DURANGO FOR THE ENGINEER'S OFFICE. SAID PURCHASE WILL BE MADE THROUGH STATE PURCHASING CONTRACT #RS901720. \$26,920.50

20-00445 04/21/2020 PO#314036 - ALLEN COUNTY TREASURER - AUTHORIZING THE PURCHASE OF A 2006 STERLING VACTOR COMBO SEWER CLEANER FOR HIGHWAY GARAGE. SAID PURCHASE IS EXEMPT FROM COMPETITIVE BIDDING, PURSUANT TO OHIO REVISED CODE SECTION 307.86 (C). \$90,000.00

20-00451 04/21/2020 ACQUIRING A TEMPORARY EASEMENT AND RIGHT-OF-WAY (PARCEL #2-T) FOR PUBLIC HIGHWAY, ROAD AND DRAINAGE PURPOSES FROM DAVID AND TABITHA ADAMCZAK FOR THE REPLACEMENT OF ANDERSON ROAD BRIDGE NO. 4-93B OVER PACKER (TWO ROOT) CREEK, WEBSTER TOWNSHIP.

20-00452 04/21/2020 ACQUIRING A PERPETUAL EASEMENT AND RIGHT-OF-WAY (PARCEL #2-SH) FOR PUBLIC HIGHWAY, ROAD AND DRAINAGE PURPOSES FROM DAVID AND TABITHA ADAMCZAK FOR ANDERSON ROAD BRIDGE NO. 4-93B REPLACEMENT OVER PACKER (TWO ROOT) CREEK, WEBSTER TOWNSHIP, WOOD COUNTY, OHIO.

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20-00453	04/21/2020	ACQUIRING A PERPETUAL EASEMENT AND RIGHT-OF-WAY (PARCEL #1-SH) FOR PUBLIC HIGHWAY, ROAD AND DRAINAGE PURPOSES FROM RANDALL Z. LEWIS FOR ANDERSON ROAD BRIDGE NO. 4-93B REPLACEMENT OVER PACKER (TWO ROOT) CREEK, WEBSTER TOWNSHIP, WOOD COUNTY, OHIO.
20-00455	04/21/2020	AUTHORIZE LPA NON FEDERAL LOCAL-LET PROJECT AGREEMENT WITH STATE OF OHIO DEPARTMENT OF TRANSPORTATION FOR THE REPLACEMENT OF STONY RIDGE ROAD BRIDGE NO. 1B-10B OVER TOUSSAINT CREEK, WEBSTER TOWNSHIP, WOOD COUNTY, OHIO.
20-00456	04/21/2020	AUTHORIZE LPA NON FEDERAL LOCAL-LET PROJECT AGREEMENT WITH STATE OF OHIO DEPARTMENT OF TRANSPORTATION FOR ANDERSON ROAD BRIDGE NO. 4-93B REPLACEMENT OVER PACKER (TWO ROOT) CREEK, WEBSTER TOWNSHIP, WOOD COUNTY, OHIO.

IT - INFORMATION TECHNOLOGY

20-00441	04/21/2020	AUTHORIZE AMENDMENT TO THE MASTER SERVICE AGREEMENT AND ADDENDUM TO THE AGREEMENT WITH INDEPENDENTS FIBER NETWORK, LLC TO PROVIDE AN INTERNET DATA CIRCUIT AT 1960 EAST GYPSY LANE ROAD, BOWLING GREEN, OHIO.
20-00449	04/21/2020	AUTHORIZE AGREEMENT WITH PARK PLACE TECHNOLOGIES, LLC FOR HARDWARE AND SOFTWARE SUPPORT FOR CISCO NETWORK SWITCHES AND WIRELESS NETWORK, SUPPORT FOR SERVERS AND CISCO CORE NETWORK REPLACEMENTS FOR VARIOUS LOCATIONS AT THE COURTHOUSE AND EAST GYPSY LANE COMPLEXES.

PJC - PROBATE/JUVENILE COURTS - ALL

20-00454	04/21/2020	PO#134635 - CDW-G - AUTHORIZE THE PURCHASE OF (8) REPLACEMENT HP SB PRODESK 400 COMPUTERS FOR JUVENILE COURT. \$5,932.08
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SHER - SHERIFF

20-00440	04/21/2020	AUTHORIZE AMENDMENT TO AGREEMENT WITH SOUND COMMUNICATIONS, INC. TO INCLUDE COSTS FOR A DUAL PORT INSTEAD OF A SINGLE PORT NECESSARY TO COMPLETE THE UPGRADE TO WOOD COUNTY'S 9-1-1 SYSTEM.
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WOOD COUNTY JFS TELECOMMUTING

Children Services

- **Monitoring**

- Approving the tasks that workers are completing such as safety assessments, family assessments, case plans, SAR's, etc. Supervisors are also video chatting (randomly) with each worker daily to check in on them and answer any questions. Supervisors are reviewing SACWIS and ODAPS to review dictation.

- **Workload**

- Intakes across the state are currently down by 50%, so intake workers have had the opportunity to catch up on being busy the previous 2 months. Intake is always current with their work because they have to close cases within 60 days. All case activities have to be completed prior to closing.
- Ongoing- has had fewer new cases transfer from intake due to intakes being down. The ongoing staff have been using this opportunity to catch up on case dictation and putting emails into SACWIS. Ongoing is not able to close some cases as quickly because there have been no court hearings in person. When not everyone is in agreement with something the hearings are being set out for months.
- Specialists/Adult Protective Services – are working on cleaning up any backlog- this will be accomplished prior to the COVID restrictions being lifted. Foster Care/Adoption are current with their work.

Children Services

- **Productivity**

- **Kinship Home Studies**

At the onset of telecommuting on 3/24/19, I had 5 pending kinship home studies all in various states of progression. I have completed the intake case, the kinship home study, the scanning, and closed 4 (Hoffsis, Smith, Nunez, Rodriguez) of those 5 cases as of 4/17/20. The fifth one (Carrillo) is uncooperative so doesn't factor into the numbers. I have received 5 new cases since 3/16/20 and due to catching up the pending cases, I am able to turn my attention into the new cases and am working on those now and two are ready to be typed. I also created a master log tracker.

- **KPIP (37 cases total)**

Since beginning telecommuting, I was able to merge all KPIP cases onto my caseload. I created new folders and approval and re-determination letters for the new cases and updated the existing ones. I created a master Excel list for KPIP tracking for current cases and closed cases. I updated all the KPIP form. I created a new way to obtain OWF verification on a monthly basis. I organized the KPI Program and started scanning the backlog cases that were not in Traverse and finished the system of how to enter content. All KPIP cases are up to date for being sent, mailed, processed (7 during this time), and current info scanned, including adding 2 new cases, and answered inquires for possible other ones. Still need to work on getting all cases into Traverse and look into cases that started but never had responses.

- **ICPC cases (2)**

Current on monthly home visits. Had dictation to complete for both cases and emails that needed in. Now current on all dictation and all communication activity logs and NIECE communication. Able to get both cases uploaded into Traverse which had needed to be done.

- **KCP**

Was already up to date. No new applications.

Employment Services Monitoring

- With the equipment we have available to us now, we are unable to video chat or make phone calls. Supervisors will communicate with staff through Teams and email. If phones or webcams become available, these will be utilized for verbal and visual contact. Supervisors will check in at random times with each staff member individually and may hold a group chat for the entire team at a scheduled time.
- Tasks will be given to staff daily and updates must be given to the supervisor throughout the day.
 - Staff may be asked to provide a list of cases/case numbers
- Supervisors will monitor all computer systems to review work.
 - OWCMS- indicates when a caseworker has updated a client file or has communicated with an employer.
 - Sharepoint- feature where when a spreadsheet has been updated, it sends an email to the supervisor.
 - OhioMeansJobs.com and Facebook posts- ensure jobs are being posted and resumes have been searched.
 - BIC Cognos- reports that can be pulled that will indicate when a new client or employer has been entered in OWCMS and other activities.
 - EDMS- monitor all workflow queues- child care , work activities and PRC.
 - Ohio Benefits and CCIDS- monitor journal notes and case actions.
 - RMS- ensure completed correct and timely.
- Supervisors will be available by phone, email and Teams to answer questions and will provide regular updates on policies and procedures.



FISCAL DEPARTMENT

- **MONITORING**

- Supervision is being done randomly via TEAMS. Workers are sending a daily list of what they worked on for the day to their supervisor. Supervisor can then check CFIS, check in with the workers they say they helped, etc.

- **WORKLOAD**

- Fiscal staff is currently caught up. The Data Security Coordinator has a big to do list because there is never ending IT issues.

INCOME MAINTENANCE

- **MONITORING**

- Administration and Supervisors communicate with staff on a daily basis through MSTEAMS in several ways:

- To post information and updates

- To chat and video chat on a one-on-one basis

- To video chat for weekly meetings between individuals and their Supervisor

- To video chat to hold meetings with the entire IM unit

Administrator and Supervisors call staff and speak with them regarding questions and clarifications as needed.

We monitor and manage the hours that staff are working in the Right Stuff payroll system.

We assign each worker to a set of case numbers they are responsible for so we can easily see if any of the workers are falling behind on case processing.

We monitor pending reports for all programs and remind staff of cases due each day to ensure completion of cases on time, we check at the end of the day to make sure they are all completed.

Supervisors monitor the various work flow queues in EDMS on a daily basis to make sure that all documents are processing within the allowable time lines. Ex: we check the New Documents queue to make sure all documents are processing within 10 days of the date they were received.



INCOME MAINTENANCE

- **MONITORING CONTINUED**

Administration and Supervisors communicate with staff on a daily basis through We have one of our support workers complete a QC status report each Tuesday to ensure that documents in all queues are being completed timely. This report shows if any of the workers are late on processing of the documents in their assigned number set.

We have established a system to monitor timely completion of OBWP system alerts. We check to make sure that each worker completes all alerts by the given deadline and can easily tell if someone is falling behind.

Our call center coordinator monitors reports that we get from our Call Center phone system. With this report we are able to see if workers are performing up to standard.

Our Quality Assurance workers review cases prior to authorization and do random reviews to ensure accuracy of benefit issuance.

We address an concerns or performance issues with the worker as they are identified. We also gather the statistics from these various reports and QC reviews and compile them in a Quarterly review that is issued to each individual.

INCOME MAINTENANCE

- **WORKLOAD**

Our caseworkers moved to work at home on March 23rd.

We are not currently doing renewals and redets for the SNAP/TANF and Medicaid programs.

NH Admissions are down due to COVID-19.

We are not processing negative changes to Medicaid cases.

We are receiving about 3 times as many new applications, but they are quicker and easier to process due to relaxed verification requirements.

New 7200 (Combined programs) Applications Counts:

December 2019	205
January 2020	234
February 2020	190

210 avg. per month

Week of 03/09/20	37
03/16/20	90
03/23/20	96
03/30/20	95
04/06/20	136
04/13/20	143