

RESOLUTION NO. 20-01430

In the matter of approval of prior meeting) County Commissioners’ Office,
minutes from the regular session held on) Wood County, Ohio
December 1, 2020.) December 3, 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 in regular session on the 1st day of December 2020 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for December 1, 2020 was as follows:

I. 9:15 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 Sentinel-Tribune Editor Debbie Rogers were present.

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

The personnel actions submitted were from Wood Haven to request medical leave with and without pay for STNA Stephanie Clark, and requests to continue intermittent status for LPN’s Angela Betancourt, Lindsay Birkenkamp, Barbara Dunn, Kayla Williams, and Renee Vollmar, as well as RN Shift Supervisors Taylor Hammond and Rebecca Sawaya, and STNA’s Jenna Grames, Olethia Ketcham, Anthony Onyekelu, Madison Langhals and Jessica Wright.

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

Buildings and Grounds Monthly Update (9:27 a.m.) – Facilities Director Steve Blausey shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:40 a.m. Mr. Blausey exited at this time.

Mr. Kalmar mentioned that he spoke with Economic Development Executive Director Wade Gottschalk regarding the Small Business Relief Program. Mr. Gottschalk stated there were seven applications submitted for CARES Act funding and five will be moving forward.

Wood County Health Commissioner Ben Robison re: Update (9:47 a.m.) – Commissioner Bowlus asked Mr. Robison how many COVID-19 vaccines Wood County would receive. Mr. Robison stated that more data would need to be formalized so he is not certain at this time. Mr. Robison stated the number of positive COVID cases in Wood County remains high even though we are 62nd in the state. He estimates that 1 in 45 people are contagious and encourages limited gatherings and following the social distancing, hand washing and mask wearing protocols. He also noted there may be another surge of cases in 2-3 weeks following the Thanksgiving holiday. Commissioner Bowlus

asked if there were any hot spots. Mr. Robison stated that right now there is an increase across the county. He stated that Perrysburg has the most cases currently, but it is everywhere. He mentioned the Health Department has received requests for data broken down by townships. He acknowledged that with the uptick in cases, they have fallen behind by 2 days in their contact tracing which is less than the weeks behind of many counties. The Health Department has received another \$200,000 of CARES Act funding which is being used for hiring more contact tracers. Commissioner LaHote asked if the Auditor's Office GIS department could help with mapping. Mr. Robison stated that is a good idea and he will reach out to the Auditor.

Mr. Kalmar stated that Governor DeWine has talked about state employees not coming back to work in the office yet. He asked Mr. Robison for his thoughts at the county level. Mr. Kalmar noted that each department is different with the amount of employees and ability to social distance. Following Thanksgiving, most Job and Family Services employees are working remotely with only 8 in the building today. Mr. Kalmar used the size of the Commissioners' Hearing Room and the ability to social distance as an example of this office. Mr. Robison stated the Health Department works on a rotating schedule and he encourages offices to do that as much as possible.

Mr. Robison mentioned that most people have a misconception about the number of people infected. He stated the red or purple levels are not only about the number infected, but about the ability to provide adequate medical care for an extended period of time. Commissioner LaHote asked about ultraviolet light as a sanitizing option. Mr. Robison stated effectiveness depends on the brand used but it does work effectively. He noted that surfaces are a concern, but if you touch a contaminated surface and immediately wash your hands as long as you have no broken skin you will be fine.

Mr. Robison stated that once the vaccines are received they will try to make them widely available as soon as possible. He noted the 1st phase of vaccines will be given to emergency responders and health care workers with the 2nd phase going to long-term care residents. Commissioner Herringshaw asked Mr. Robison how many people he thinks will take the vaccine. He stated current polling shows about 50%. He stated that he is confident that we have produced a safe and effective vaccine. (Sentinel-Tribune photojournalist JD Pooley and Records Center Manager Brenda Ransom entered at 10:12 a.m.) He is hopeful the virus will be under control by July 1st, 2021. Mr. Robison stated that new technology was used to produce the vaccine which does not include any of the active virus, making it safe for even cancer patients. Mr. Robison stated they will know more soon once guidance and allocations are received. He thanked the Commissioners for their support acknowledging that not all county health departments have as good of a relationship with their elected officials. The Commissioners thanked him for all he is doing. The meeting concluded at 10:23 a.m. Mr. Robison, Ms. Rogers and Mr. Pooley exited at this time.

Records Center Quarterly Update (10:23 a.m.) – Mrs. Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 10:37 a.m. Mrs. Ransom exited and Human Resources/Benefits Manager Pam Boyer entered at this time.

Commissioner Herringshaw moved to enter into executive session to review collective bargaining negotiations for public employees. Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 10:38 a.m. The Commissioners left executive session at 11:08 a.m.

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 11:09 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 approval of the resolution, 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

- 20-01419 12/01/2020 TRANSFER OF FUNDS - VARIOUS FUNDS
- 20-01427 12/01/2020 ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS

COMM - COMMISSIONERS

- 20-01416 12/01/2020 APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 11/24/2020
- 20-01417 12/01/2020 AUTHORIZE PAYMENT OF VOUCHERS
- 20-01418 12/01/2020 AUTHORIZE VARIOUS PERSONNEL ACTIONS
- 20-01420 12/01/2020 AUTHORIZE AGREEMENT WITH STEVEN SPIRN TO PROVIDE LABOR RELATIONS AND HUMAN RESOURCE ADVISORY SERVICES TO THE BOARD OF WOOD COUNTY COMMISSIONERS.
- 20-01421 12/01/2020 AUTHORIZE SUBGRANT AGREEMENT WITH WOOD COUNTY ALCOHOL DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD AWARD OF CORONAVIRUS RELIEF FUNDS.
- 20-01422 12/01/2020 CONFERRING THE COUNTY ADMINISTRATOR WITH THE POWERS AND DUTIES PURSUANT TO THE OHIO REVISED CODE SECTION 305.30 THROUGH DECEMBER 31, 2021.
- 20-01423 12/01/2020 REAPPOINTING MEMBERS TO SERVE ON THE WOOD COUNTY REGIONAL AIRPORT AUTHORITY (TERM EXP. 12/31/2023)
- 20-01425 12/01/2020 EXTENDING AUTHORITY OF BOARD TO PARTICIPATE IN MEETINGS AND HEARINGS REMOTELY DURING THE COVID-19 EMERGENCY THROUGH JULY 1, 2021.
- 20-01428 12/01/2020 RECEIVING PROPOSALS AND AWARDED CONTRACT FOR LIFE INSURANCE FOR WOOD COUNTY EMPLOYEES
- 20-01429 12/01/2020 AUTHORIZE ANDREW S. KALMAR, WOOD COUNTY ADMINISTRATOR TO SIGN UPDATED FORMS FOR THE WOOD COUNTY PORT AUTHORITY ECONOMIC DEVELOPMENT ADMINISTRATION FOR THE DEIMLING ROAD/LIME CITY ROAD INFRASTRUCTURE IMPROVEMENTS.

ENGR - ENGINEER AND HIGHWAY GARAGE

- 20-01426 12/01/2020 AUTHORIZE LPA STATE FUNDS EXCHANGE PROJECT AGREEMENT WITH THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION FOR MERMILL ROAD BRIDGE NO. 4-28E REPLACEMENT OVER BULL CREEK, PORTAGE TOWNSHIP, WOOD COUNTY, OHIO.

PJC - PROBATE/JUVENILE COURTS - ALL

- 20-01424 12/01/2020 PO#134705 - EARL MECHANICAL SERVICES - AUTHORIZING EARL MECHANICAL TO PROVIDE LABOR AND MATERIALS FOR THE JUVENILE DETENTION CENTER BOILER REPLACEMENT PROJECT. \$53,457.00

Buildings & Grounds Monthly Update

December 1, 2020

Completed Projects

Roofing projects have been completed at JDC and the Sheriff's Office by Tremco. This is "phase 1" of a 2 phase process to get these roofs to a 20 year warranty again.

Maintenance crews assisted the Health Dept. in carpet cleaning and floor waxing last month.

New signage was requested by WIC so clients have an easier time finding them at the Health Dept. These were installed yesterday.

A new heat exchanger was installed yesterday in a roof top unit at Wood Haven.

A new salt spreader was installed on one of the gators at EGLC.

Current Projects

Many sneeze guards have been built by maintenance crews and installed at various offices throughout county buildings. JFS has been the latest group with 8 different guards put up in various offices. The Health Dept. also received 2 more last week.

We expect the new generator to be installed soon for JRC/JDC. The concrete pad has been enlarged for this and it will require some fence work after installation.

We are working with Dave Wilson on drawings for reconfiguring space in Central Services to provide 2 more offices for Adult Probation.

Upcoming Projects

We expect the trees for the Courthouse parking lot island areas will be planted soon.

We have contracted with Gearhart Plumbing to do a grease trap replacement in the kitchen at the Jail.

Due to high winds a couple of weeks ago, repairs are now needed to the roofs on JDC and NWCCC. Estimates have been provided.

Filming for the Board of Election's windows is scheduled to begin on Dec 15th.

Misc.

Still having meetings with K2M at NWCCC.

Had to purchase various parts for equipment in preparation for snow and ice.

Looking at repairs to the piping system for the main building at the Highway Garage.

Still building sneeze guards.

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 26-November 29, 2020:

- As of November 30, 2020, there were **9,184.5** cubic feet of space in use – 87% capacity.
- Intake August 26-November 29 = 68 cubic feet.
- Shredding (inside and outside of Records Center) August 26-November 30 = x.x tons; 94 cubic feet of storage space opened during this period.
- Recent months have been a mix of “more of the same” and moving toward changes at the Records Center:
 1. Work Leads to Independence scanner operators continued to work half their usual schedules, and will do so at least through the end of 2020. One part-time worker is seeking a new job as the Records Center is running out of suitable projects. Current scanning projects being done by WLI include Public Defender misdemeanor and juvenile case files, Sheriff inmate files (caught up to 2019), and Sheriff offense reports (currently no mechanism for disposing of paper).
 2. The vacant records technician position was filled, became vacant and was filled again. April Hugg of the Commissioners’ Office is scheduled to begin working at the Records Center in January.
 3. Kathie Funk from American Interiors provided information for the renovation of the center’s first floor office space, planning for 2022.
 4. A Request for Proposals has been advertised for the purchase of a new microfilm writer. Brenda is scheduled to visit the Franklin County Recorder’s Office after hours on December 2 for an equipment demonstration.
- While capacity numbers have not dropped since the August quarterly report, they have stayed steady and will hopefully drop quickly once the department is fully staffed. There are 540 cubic feet of records in storage that are currently eligible for disposal but have not yet authorized for destruction. The delay can also be attributed to the pandemic affecting the priorities of originating offices.

After January 1, 2021, another 399 cubic feet of records will become eligible for disposal. Brenda will be sending out reports and requests for authorization to dispose of records in December. If all 939 cubic feet can be cleared in 2021, current capacity would drop to 78%.

It's also worth noting that approximately 378.5 cubic feet of the records shredded thus far in 2020 have come directly from originating offices rather than off Records Center shelves. Over the years, between 27% and as much as 61% of all records shredded have come from offices rather than storage.



1. Began shredding in-house 2006
2. 2009 – total cf off shelves higher than total cf shredded (1,375 compare to 1,255) – 2009-2012 major efforts to repackage and condense space used in storage
3. Total cf shredded is based on pounds shredded. Pounds shredded is estimated 25 pounds per bag
4. 2020 percentage is based on numbers as of November 25.

