

RESOLUTION NO. 20-00596

In the matter of approval of prior meeting) County Commissioners' Office,
minutes from the regular session held on) Wood County, Ohio
May 28, 2020.) June 2, 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 28th day of May 2020 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for May 28, 2020 was as follows:

I. 9:17 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 and Clerk Sandy Long were present.

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

The personnel actions submitted were from Job and Family Services for the resignation of Protective Services Worker 3 Cassandra Wilson, a request to post full-time Protective Services Worker 3 position, recommend full-time Protective Services Worker 3 new hires Bailey Speakman and Sydney Jevince; from Building Inspection the resignation of Inspector Larry Temme; from Wood Haven to recommend the continuation of intermittent status through 12/31/2020 for LPN Barbara Dunn, request medical leave with pay for Activity Leader Cindy Dow, resignation of Housekeeping Aide Mackenzie Dowling, amend resolution 20-00511 to reflect correct ending balances for former employee Jhai-Yon Jones

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

Records Center Quarterly Update (9:25 a.m.) – Records Center Manager Brenda Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:39 a.m. Mrs. Ransom exited at this time.

Conference Call with Wood County Historical Museum Director Kelli Kling re: Quarterly Update (9:40 a.m.) – Ms. Kling shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:51 a.m.

Mr. Kalmar stated that he spoke with Wood Haven Administrator Jeff Orłowski and Finance Manager Dan Scherger on Wednesday regarding money received from Medicare. Wood Haven has received over a half million dollars from the Federal CARES Act to pay for costs associated with

the pandemic. The Commissioners staff will work with them to deposit the funds and use accordingly.

Mr. Kalmar stated that he met with Mrs. Stanley and Fiscal Manager Dee Stewart to discuss tracking the country of origin for items purchased by Commissioners' departments. One suggestion is to track all purchases over \$500 because they require a separate purchase order, and to track any purchase related to personal protective equipment. Additional discussion will be held with Auditor Oestreich. Additional information will be presented at a future meeting.

Commissioner Bowlus mentioned that he listened via teleconference to the Northwestern Water and Sewer District Board of Trustees meeting this morning. He noted that Rex Huffman, legal counsel for the Port Authority, mentioned the federal grant offered by the Economic Development Administration. The Port Authority is considering applying for road work on Deimling Road. Mr. Huffman stated the project cost is approximately \$4-\$5 million and he is optimistic that CARES Act funding may cover 80% of the project cost.

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 9:59 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>Theodore H. Bowlus</u>
CRAIG LAHOTE	<u>yes</u>	<u>Craig LaHote</u>
DORIS I. HERRINGSHAW, Ed.D.	<u>yes</u>	<u>Doris I. Herringshaw</u>

Board of County Commissioners,
Wood County, Ohio

Attest: Sandy A. Long
Clerk of said Board

RESOLUTION INDEX

AP - ADULT PROBATION

20-00591 05/28/2020 PO#98141 - DELL MARKETING - AUTHORIZING THE PURCHASE OF (16) DELL LAPTOPS FOR ADULT PROBATION STAFF TO UTILIZE WHILE TELEWORKING. \$14,480.80

BUD - BUDGET/APPROPRIATIONS -ALL

20-00587 05/28/2020 PAYMENT FOR SERVICES - 4/20 CENTRAL SERVICES

20-00588 05/28/2020 PAYMENT FOR SERVICES - JUVENILE RESIDENTIAL CENTER NATURAL GAS FOR THE PERIOD OF 4/14/20-5/13/20 AND MAINTENANCE STAFF FOR MAY, 2020.

20-00592 05/28/2020 PAYMENT FOR SERVICES - 1ST QUARTER 2020 FUEL, SIGNAGE AND VARIOUS SERVICES.

20-00593 05/28/2020 ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS

20-00595 05/28/2020 SUPPLEMENTAL APPROPRIATION - VARIOUS FUNDS

COMM - COMMISSIONERS

20-00583 05/28/2020 APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 5/26/2020

20-00584 05/28/2020 AUTHORIZE PAYMENT OF VOUCHERS

20-00585 05/28/2020 AUTHORIZE VARIOUS PERSONNEL ACTIONS

20-00590 05/28/2020 AUTHORIZE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES

CTADMIN - COURT ADMINISTRATION (GEN DIV)

20-00586 05/28/2020 PO#134640 - DELL MARKETING L.P. - AUTHORIZE THE PURCHASE OF (2) DELL LATITUDE 3510 LAPTOPS TO BE USED TO CONTINUE ESSENTIAL OPERATIONS FOR COURT ADMINISTRATION BY TELEWORK DUE TO COVID-19 PANDEMIC. \$1,850.08

ENGR - ENGINEER AND HIGHWAY GARAGE

20-00589 05/28/2020 RECEIVE BIDS AND AWARD CONTRACT FOR ANDERSON ROAD BRIDGE NO. 4-93B REPLACEMENT OVER PACKER (TWO ROOT) CREEK, WEBSTER TOWNSHIP, WOOD COUNTY, OHIO.

PC - PLANNING COMMISSION

20-00594 05/28/2020 AMENDMENT TO ORIGINAL AGREEMENT 18-1268 DATED 11/20/18 FOR PY18 COMMUNITY DEVELOPMENT BLOCK GRANT FOR EXTENSION OF GRANT COMPLETION DATE TO FEBRUARY 28, 2021

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 February 26-May 26, 2020:

- As of May 26, 2020, there were **9,000.5** cubic feet of space in use – 85% capacity.
- Intake February 26-May 26 = 155 cubic feet.
- Shredding (inside and outside of Records Center) February 26-May 26 = .87 tons; 47 cubic feet of storage space opened during this period.
- While capacity at an all-time high with 85 percent of allocated space in use, there are 488 cubic feet of records on the shelves that are eligible for destruction. Once approval is gained from the originating offices, the records can be shredded, with all hopefully gone by the end of the year.
- Transfer of records originally scanned into the Recorder's system over to OnBase has been completed. A transitional work employee of the Sheriff's Office moved the last of the inmate files into OnBase and another began work on checking for completeness and making correction. Brenda Ransom has moved the Auditor's Real Estate Tax Lists (1988-2011) into OnBase and doing cleanup and correction. Once that's done, microfilming will start, eventually leading to the disposal of 295 cubic feet of Sheriff's and 270 cubic feet of Auditor's records.
- Throughout COVID-19 pandemic lockdown, the Records Center has continued to operate. Each of the three staff members stayed home for a week in March and Kim Barnes worked at home on an inventory for three weeks. Beginning April 6 and continuing into June, Robbie Perkins has worked from 11:00 a.m.-7:00 p.m. daily. Two Clerk of Courts employees have utilized equipment and space on the first floor for much of April and May and Recorder's staff has continued to use the microfilm writer and book scanner as needed.

There's been an average of about 20 files retrieved and/or returned per week since March 23.

- The Work Leads to Independence scanning program was shut down March 23-May 27. The three scanner operators will begin working a half-time schedule on June 1, with our full-time worker Andrew, working 8:30-12:30 Monday-Friday and part-timers Joe and Paige alternating weekly at 12:30-4:30 Monday-Friday. This will likely go on through all of June and into July.

- On May 8, Brenda participated in a video conference version of the Spring meeting of the Ohio County Archivists and Records Managers Association (CARMA). During the meeting, she was re-elected to a second and final two-year term as secretary. The Fall meeting, which was scheduled for October in Summit County, may be another video conference, as many counties have restricted travel due to the pandemic.
- As the State reopens, jurisdictions using the Records Center's microfilming services are restarting their projects. The Putnam County project has been completed, Mercer County's is underway, and Hancock County will be starting soon.
- Brenda has written a short article about the Records Center for the Wood County Historical Society's Chanticleer Newsletter, sharing, with Clerk of Courts Cindy Hofner's authorization, election records from the Civil War. Poll Books from 1863 show where Wood County soldiers were stationed with their units when they voted; tally sheets counted the number of votes cast for County and State officials.

POLL-BOOK of the election held on the second Tuesday of October, 1863, by the qualified electors of ¹ *Wood* County, State of Ohio, in Company ² *B*, of ³ *57th* Regiment, ⁴ *Atchafalpa* County, and State of ⁵ *Mississippi*, ⁶ *James C. Switzer*, ⁷ *Abner S. Miller* and ⁸ *Jeremiah C. Baugh* being judges, and ⁹ *James M. Gentry* and ¹⁰ *James C. Gentry* clerks of said election, were severally sworn, as per certificate attached hereto.

No.	NAMES OF ELECTORS	COUNTY. (In Ohio.)	TOWNSHIP OR WARD.
1	<i>Harrison Bonner</i>	<i>Wood</i>	<i>Portage</i>
2	<i>Isaac Richardson</i>	<i>Wood</i>	<i>Liberty</i>
3	<i>Jeremiah C. Baugh</i>	<i>Wood</i>	<i>Perry</i>

2020 March-April-May Highlights



COVID-19 IMPACT

As of March 16, 2020, the Wood County Historical Center & Museum temporarily closed to the public due to the COVID-19 Pandemic. All staff began to work from home. All income and expenses were scrutinized. All events and activities were re-evaluated.

Due to the nature of our business, we know a great deal about public health and the havoc a pandemic can wreak on communities, historically speaking. The staff of the Historical Museum and Society Board and Staff immediately began to put a new plan into action to serve our role as community resource for the public at a time when they were looking for information and solace.

PUBLIC INFORMATION: Exhibits & Activities

Knowledge is power, and at the onset of the COVID-19 Pandemic, it was important to remind our community about the history of pandemics and public health to show how our nation has gotten through this before.

Our goal was to provide relevant educational resources to supplement education at home.

- **ONLINE EXHIBIT - A CLEAN BILL OF HEALTH: Societal Response to Disease**
Hand-washing and social distancing of the last hundred years (this exhibit is also inside the Pest House)
- **ONLINE EXHIBIT - UTOPIA: A Visual Storytelling of Our Home**
This pictorial of Wood County by photographer Taylor Houpt Ayres (Perrysburg) celebrates our bicentennial but also looks to Wood County's future. This exhibit (in the museum gallery space) will be open through 2021. Added features: All exhibit prints are available for purchase. Public are encouraged to submit their own Wood County photos for a public gallery.
- **ONLINE AUDIO TOUR - WOOD COUNTY (non)DRIVING TOUR**
32-tracks about Wood County with stories on the Courthouse, Devil's Hole Road, Great Black Fire of North Baltimore, Legacy of Edward Ford, and more (also available in CD from all Wood County libraries)
- **ONLINE EXHIBIT - CHASING THE WHITE RABBIT: An Historical Look at American Mental Illness**
Knowing that mental health is greatly impacted by the pandemic, we opened this exhibit online (this exhibit is also located inside the Lunatic Asylum)
- **PORCH EXHIBITS!** – Outside on East Porch
This new series of outdoor exhibits began with *Journey Stories*. Created as a companion exhibit to the Smithsonian's *Museum on Main Street* traveling exhibit of the same name (2013), our version focuses on the evolution of mobility to Wood County and the Poor Farm - travelers with hopes of fresh starts and the grim realities of the Black Swamp. The second PORCH EXHIBITS! installment opens Wednesday, May 27.
- **LYLE FLETCHER ARBORETUM** – Online guide to the grounds
Our website offers a guide to identify all trees on the grounds, site history, and encourages social-distanced activity in a natural setting.



EVENTS & PROGRAMS

- Most events are postponed to 2021: Demonstration Day Series, Tea & Talk Series, Folklore events, and Gala Fundraiser. WCHS and WCOGS will not participate in the Wood County Fair.
- Limited programs in 2020, and only if they meet state and county guidelines for safety: Living History Day (Aug), Historical Whiskey Tasting (Sept), German-American Day (Oct)
- **THE BACH STORY** – Exhibit opening rescheduled to October 1, 2020 in conjunction with Domestic Violence Awareness Month. Opening event activities pending.

2020 March-April-May Highlights

FACILITY & PROPERTY

- Continue to monitor asylum rising damp – patch remains dry
- Seal-coated visitor parking lot
- Completed fire extinguisher inspection and monthly elevator inspections
- Renewed Ohio Department of Commerce operations policy on Boomtown (oil derrick) boiler. 2019 inspection good until 2022
- Renewed annual site insurance



POLICIES & PROCEDURES

- Implemented county telework policy for county and society employees
- Developed COVID-19 operations policy

MEDIA & PRESS COVERAGE

- Received American Association for State & Local History (AASLH) Leadership in History Award of Excellence - *For Comfort & Convenience: Public Charity in Ohio By Way of the Poor Farm* (4th award)
- Active social media, e-mail blasts, and promotional videos keep members and public informed and engaged.
- **Here For Good** t-shirt fundraiser (~\$400)
- Two **Network for Good** Facebook Birthday fundraisers (~\$1,600)
- *Chanticleer* newsletter mailed to over 600 members and supporters. Online version available.
- Several summer promotions in the works including video glimpses into the collections, outdoor scavenger hunt, and educational program components.



EDUCATION

School and adult programs have been halted by COVID-19. We anticipate the need for programs to return in the autumn of 2020, but not at the rate we have seen in the past two years. However, new programs have been developed for use online and in alternate ways.

- The History of Wood County by the Way of the Life of Charles Evers
- Adam Phillips: Wood County Pioneer
- Wood County's First Museum: Sheriff Brown's Cabinet of Curiosities
- The Most Famous Wood Countian You've Never Heard Of

DEVELOPMENT

- APPLIED: Ohio Humanities Council Grant (\$10,000 for WCHS General Operations)
- APPLIED: Ohio Museum Association Grant (\$1,000 for WCHS Salaries)
- Sponsorship initiative steady
- Society membership steady