

RESOLUTION NO. 20-00264

In the matter of approval of prior meeting) County Commissioners' Office,
minutes from the regular session held on) Wood County, Ohio
February 27, 2020.) March 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 27th day of February 2020 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for February 27, 2020 was as follows:

I. 9:18 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*

There were no out of state travel requests submitted. The personnel actions submitted were from Wood Haven to amend resolution 20-00004 to request extension of temporary appointment of Receptionist Joyce Sarver, the resignation of STNA Taylor Gambler, recommend new hire part-time STNA Jennifer Parkman, and a request to post full-time RN-Shift Supervisor; from Job and Family Services to request personal leave without pay for Protective Services Worker 3 Staci Swing and recommend new hire full-time Protective Services Worker 3 Carrie Camp.

Commissioner LaHote moved to approve the resolutions on the attached listing and Commissioner Bowlus seconded the motion. All voted aye and the motion carried. Sentinel-Tribune Editor Debbie Rogers entered at 9:23 a.m.

III. -- Staff Reports

Mr. Kalmar reminded the Commissioners that the annual Community Improvement Corporation (CIC) meeting will be held today at 10:30 a.m. The CIC will vote on the organization for 2020.

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 9:39 a.m. Mr. Blausey exited at this time.

Records Center Quarterly Update (9:41 a.m.) – Records Center Manager Brenda Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:51 a.m. Mrs. Ransom exited at this time.

The Commissioners reviewed invitations to upcoming meetings.

Historical Center Quarterly Update (10:03 a.m.) – Historical Center Director Kelli Kling, who was joined by Historical Society Board Vice President Hal Brown and new Historical Society Development Coordinator Melissa Krieger, shared the attached information which was referenced throughout the discussion. Ms. Kling shared a copy of the proposed new logo for the museum. Mr. Brown noted the graphics used were in the likeness of the porch railing at the museum. The Commissioners all agreed to use the new logo from this point forward. The meeting concluded at 10:24 a.m.

IV. -- Open Forum Citizens Comments/Concerns

No one from the public was present. Commissioner Herringshaw moved to recess until 11:00 a.m. and Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 10:25 a.m.

V. 10:30 a.m. -- Community Improvement Corporation Annual Meeting – Commissioners' Hearing Room

Minutes for this meeting are maintained separately by this office.

VI. 11:03 a.m. -- Wood Haven Update

Commissioner Herringshaw called the regular session back to order with Commissioners LaHote and Bowlus, Mr. Kalmar, Mrs. Stanley, Ms. Long, Human Resources/Benefits Manager Pam Boyer, Assistant Human Resources Manager Janese Diem, Wood Haven Administrator Jeff Orłowski and Finance Manager Dan Scherger present. Mr. Orłowski stated the census for Wood Haven has been consistently in the 70's in the last few months and is currently at 79 with 6 pending admissions. He stated that with the increase in census comes the challenge of staffing. Most of the clinical positions are part-time and they need to fill holes in the schedule with a temporary staffing agency. Mr. Orłowski stated that he anticipates there will be even more residents due to the upcoming closing of the Bowling Green Care Center. He also mentioned that a new care facility, Trilogy, will be built and in need of personnel. He stated that Wood Haven may lose part-time employees to full-time positions at Trilogy. He asked the Commissioners to consider additional full-time STNA and LPN positions as well as more part-time positions of both to try and relieve most of the need to fill gaps in scheduling with agency staff. He noted that agency staff does not have as much accountability as Wood Haven employees. Mr. Orłowski stated that Wood Haven is known for its caring, devoted and compassionate staff and he wants to maintain this dedication to residents as the census increases. Mr. Kalmar suggested posting for STNA and LPN positions, but more discussion will need to be held regarding the number of additional staff needed. The Commissioners concurred. The meeting concluded at 11:47 a.m.

Commissioner Herringshaw moved to adjourn and Commissioner LaHote seconded the motion. All voted aye and the motion carried at 11:47 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 Herringshaw 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 _____ ABSENT

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

BG - BLDGS & GROUNDS EFF. 6/1/13

- 20-00248 02/27/2020 PO#134619 - NICHOLS PAPER & SUPPLY CO. - AUTHORIZE THE PURCHASE OF VARIOUS CUSTODIAL EQUIPMENT FOR THE WOOD COUNTY BUILDINGS & GROUNDS DEPARTMENT.
\$6,700.00

- 20-00255 02/27/2020 AUTHORIZE AGREEMENT WITH HABITEC SECURITY, INC. ON BEHALF OF WOOD COUNTY COURT SECURITY TO REPLACE SECURITY KEYPADS AND INSTALL EMERGENCY DOOR EXIT SWITCHES TO THE BASEMENT AND SECURITY GARAGE AT THE WOOD COUNTY COURTHOUSE COMPLEX AND PROVIDE RADIO BACK-UP SERVICES.

- 20-00256 02/27/2020 AUTHORIZE AGREEMENT WITH HABITEC SECURITY, INC. ON BEHALF OF WOOD COUNTY COURT SECURITY TO PROVIDE AND INSTALL A SECURITY CARD READER FOR THE PLANNING COMMISSION OFFICE.

- 20-00257 02/27/2020 AUTHORIZE AGREEMENT WITH HABITEC SECURITY, INC. ON BEHALF OF WOOD COUNTY COURT SECURITY TO PROVIDE AND INSTALL A SECURITY CARD READER FOR THE CLERK OF COURTS OFFICE.

- 20-00263 02/27/2020 AUTHORIZE AGREEMENT WITH HABITEC SECURITY, INC. TO PROVIDE LABOR AND MATERIALS FOR THE ANNUAL ALARM INSPECTIONS AND MONITORING AT THE WOOD COUNTY COURTHOUSE COMPLEX AND THE 639 DUNBRIDGE ROAD BUILDING.

BUD - BUDGET/APPROPRIATIONS -ALL

- 20-00245 02/27/2020 PAYMENT FOR SERVICES - JANUARY 2020 TRASH DISPOSAL

- 20-00247 02/27/2020 PAYMENT FOR SERVICES - JUVENILE RESIDENTIAL CENTER NATURAL GAS FOR THE PERIOD OF 1/16/20-2/14/20 AND MAINTENANCE STAFF FOR FEBRUARY, 2020.

- 20-00251 02/27/2020 PAYMENT FOR SERVICES - TREASURER DELINQUENT REAL ESTATE TAX FUND TO GENERAL FUND FOR PICK UP OF TAX PAYMENTS BY COURIER

- 20-00259 02/27/2020 ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS

- 20-00260 02/27/2020 SUPPLEMENTAL APPROPRIATION - VARIOUS FUNDS

COMM - COMMISSIONERS

- 20-00241 02/27/2020 APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 2/25/2020

- 20-00242 02/27/2020 AUTHORIZE PAYMENT OF VOUCHERS

- 20-00243 02/27/2020 APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES

- 20-00253 02/27/2020 AUTHORIZE VARIOUS PERSONNEL ACTIONS

ED - ECONOMIC DEVELOPMENT

RESOLUTION INDEX

20-00249 02/27/2020 PO#392390 - CDW-G - AUTHORIZE THE PURCHASE OF (1) NAS SERVER AND (4) INTERNAL HARD DRIVES FOR THE WOOD COUNTY ECONOMIC DEVELOPMENT OFFICE. \$1,021.70

ENGR - ENGINEER AND HIGHWAY GARAGE

20-00246 02/27/2020 ADVERTISE FOR BIDS FOR 2020 HOURLY RATES FOR EQUIPMENT FOR MAINTENANCE OF DITCHES FOR THE WOOD COUNTY ENGINEER AND HIGHWAY GARAGE.

20-00252 02/27/2020 AUTHORIZE VARIOUS ROAD WORK WITHIN MIDDLETON TOWNSHIP WITH COUNTY FORCES (FORCE ACCOUNT).

IT - INFORMATION TECHNOLOGY

20-00244 02/27/2020 AUTHORIZE AGREEMENT WITH MEYER HILL LYNCH CORPORATION TO PROVIDE HARDWARE AND SOFTWARE SUPPORT FOR FORTIGATE AND ASA FIREWALLS AT THE COURTHOUSE AND EAST GYPSY LANE COMPLEXES.

JFS - JOB & FAMILY SERVICES (Eff. 7/1/2000)

20-00258 02/27/2020 AUTHORIZE AGREEMENT WITH ENHANCING ABILITIES TO PROVIDE RESIDENTIAL SERVICES AND SUPPORT TO A MINOR CHILD IN THE CARE AND CUSTODY OF WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES (WCDJFS) THROUGH A MEDICAID WAIVER CONTRACT WITH WOOD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (WCBDD).

SHER - SHERIFF

20-00250 02/27/2020 AUTHORIZE ANDREW S. KALMAR, COUNTY ADMINISTRATOR TO SIGN ADDITIONAL DOCUMENTS FOR THE SHERIFF'S 2020 VAWA GRANT.

20-00254 02/27/2020 AUTHORIZE TOW OPERATOR AGREEMENT WITH SMITH TIRE SALES & SERVICE, PURSUANT TO OHIO REVISED CODE SECTION 4513.61.

20-00261 02/27/2020 AUTHORIZE TO ADVERTISE FOR SEVEN BLACK 2020 PURSUIT RATED POLICE SUV ALL WHEEL DRIVE (AWD) VEHICLES ON BEHALF OF THE WOOD COUNTY SHERIFF.

20-00262 02/27/2020 PO#134620 - GOVDIRECT- AUTHORIZING THE PURCHASE OF (7) LAPTOPS FOR THE SHERIFF PATROL VEHICLES. \$24,740.00

Buildings & Grounds Monthly Update

February 27, 2020

Completed Projects

A new 3/4 ton pick-up with snowplow has been added to the fleet at EGLC. This allows us to pass down another truck to the guys at Wood Haven.

Control Systems of Ohio has finished updating the controls for F-dorm at the jail.

Current Projects

We just got the new gears for the clock motor, but before we put the motor back in place, we are working with The Tower Clock Company to perform a complete inspection and service on all working mechanisms to insure everything will work as designed, thus trying to prevent further damage.

Once the new flooring has been decided, work will begin on a restroom project for Public Defender. This is on the second floor and it will be performed by Comte Construction.

We are waiting for approval from Building Inspection to proceed with a wall relocation project on the first floor of the Office Building. This will affect Genealogy and Central Services.

Maintenance has been working with Clerk of Courts on a large office remodel here. Another meeting is scheduled for tomorrow to finalize furniture selections. This will be a coordinated effort with many moving parts so planning will be key.

Upcoming Projects

Agreements are drawn up with S.A. Comunale for the installation of a backflow device and replacement of sprinkler heads that are approaching 50 years old at Wood Haven. Both projects will be done simultaneously to avoid two water interruptions.

Generator "preventative maintenance" is scheduled for next week.

Control System of Ohio will be updating the controls at the Dunbridge Road building soon.

Comte Construction will be doing a floor repair in the Justice Center's kitchen. This work will have to be performed during "off hours".

Our maintenance crews will be doing painting in the Treasurer's Office.

Waiting for the agreement with S.A. Comunale for the repair of tamper switches on the fire sprinkler system.

We will be getting a quote from Wadsworth Solutions for repairs to the latching mechanism to the entryway doors of the Sheriff's Office.

Misc

We have been asked to look into doing some brush clearing along the edges of County owned farm fields out near the East Gypsy Lane Complex.

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 Year 2019 and January-February 2020:

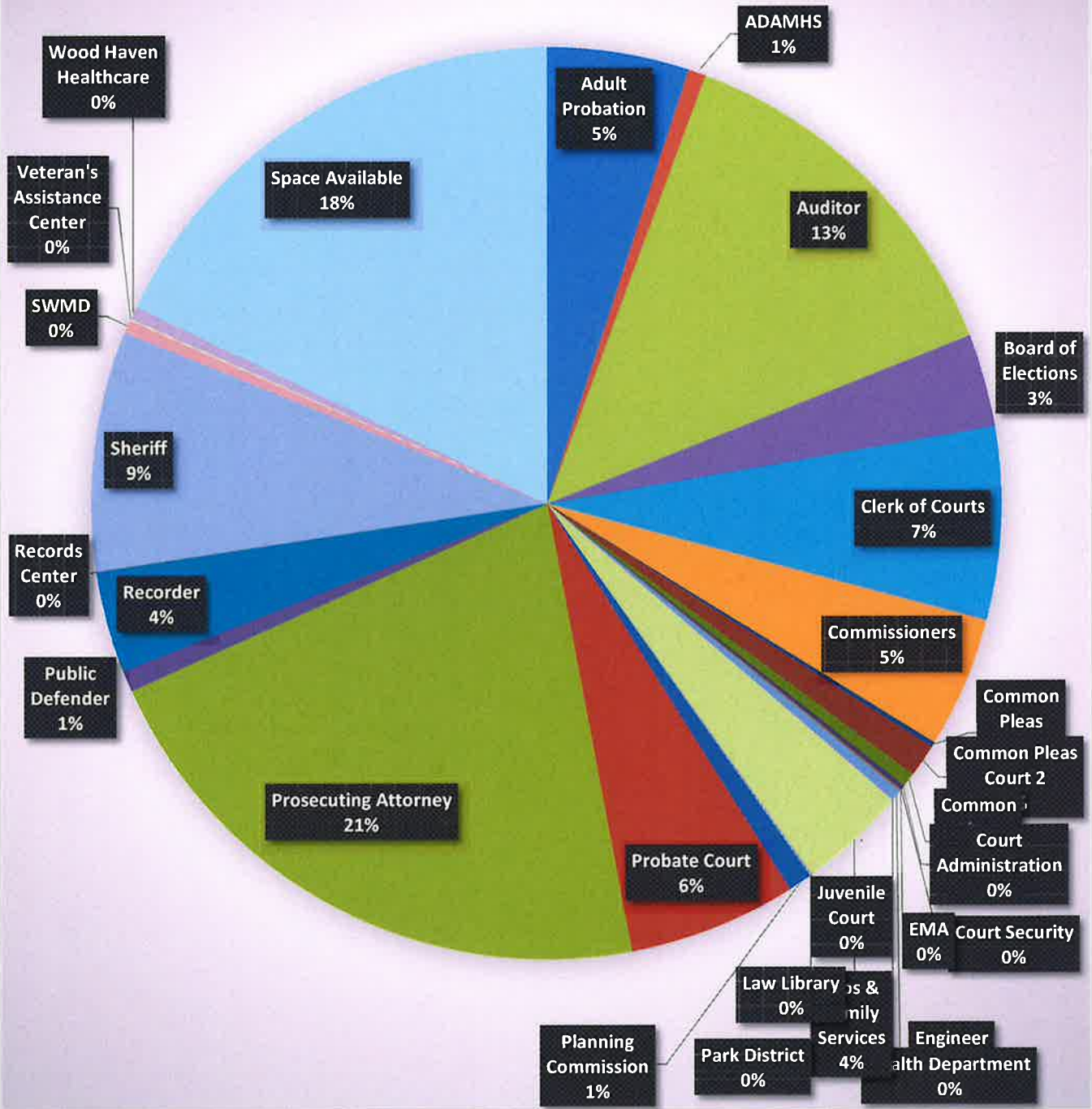
- As of February 25, 2020, there were **8,897.5** cubic feet of space in use – 84% capacity.
- Intake 2019 = 441 cubic feet. Intake January-February 25, 2020 = 285.5
- Shredding (inside and outside of Records Center) 2019 = 8.9 tons; 276 cubic feet of storage space opened during this period. Shredding January-February 25, 2020 = .8 of a ton; 54 cubic feet of storage spaced opened.
- Capacity is still very much a concern. Being short one records technician slowed shredding in the second half of 2019 and continues to be a factor in 2020. The job opening is currently posted, so hopefully we will be able to move forward more rapidly in coming months.
Notably, intake in 2019 was the lowest since the Records Center opened up, but January-February was one of the highest.
- A total of 609 cubic feet of records are eligible for destruction, either reaching retention limits in 2020 or dating back a couple years. There are also 296 boxes of Sheriff's Inmate Files that are nearly all scanned into OnBase but still need to be microfilmed and portions of the files saved before the bulk can be destroyed.

WLI scanner operators continue to contribute to moving permanent records to destruction after reformatting. By the end of 2020, all Inmate files from 1940's-2018 will be microfilmed and/or digitized.

Unfortunately, while there are other potential projects available, many are complex and not appropriate for WLI workers. The Records Center is currently dealing with the likelihood of having to drop one of the two part-time workers due to lack of jobs. We have years of Public Defender records for our full-time worker and one part-timer will be able to stay up to date on inmate files. Auditor Matt Oestreich has agreed to allow for the scanning and eventual shredding of upwards of 69 boxes of Budgets. About 40 boxes are Township, Municipality, School, and Library budgets from 1969-1995. This is will be a quick project, but will extend the second worker's time so that WLI can help find new employment.

- Records Commission met February 25 and approved HR schedule for Board of DD and additions to Sheriff's schedule that will enable better management of video and audio recordings.

Utilization as of December 31, 2019





Quarterly Highlights Dec 2019 | Jan & Feb 2020

DEVELOPMENT

- Development Coordinator – Melissa Krieger
- 2019 Annual Campaign update = **\$12,945**
- 2020 Goals in place; action plan taking shape

EVENTS & EXHIBITS

- GALA – raised almost \$11,000, 129 attended
- UTOPIA – photography exhibit opened Feb. 1
 - Ribbon Cutting & Artist Talk Feb. 21 (97 attended)
- BACH Reinterpretation – May 2020



POLICIES & PROCEDURES

- Updated Museum Operations Manual for staff and volunteers
- WCHS Policy sub-committee formed for 2020

FACILITY & PROPERTY

- Completed construction repairs on Hog Barn
- Completed plaster repair and painting of West Attic
- 2020 porch project, continue to monitor asylum rising damp

MEDIA, PROMOTIONS, & PRESS COVERAGE

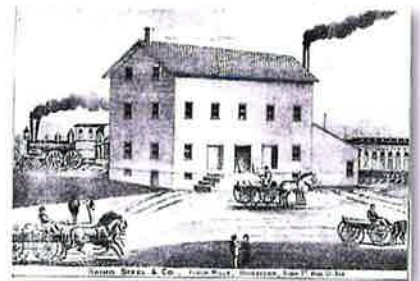
- **Free First Friday** (sponsored by the BGCVB)
- **Chanticleer Newsletter**
- **“Utopia” press coverage:** WTOL Your Day, WNWO 24, BG Independent Media, Sentinel, WBGU Morning Show, Perrysburg Messenger Journal, various online outlets. FaceBook event reached over 7,000 people.
- Continue to get accolades and article coverage for **Poor Farm exhibit**
- New video component to “Utopia” exhibit and on FaceBook

TALKS, TOURS, AND PUBLIC OUTREACH : 14,824 served in 2019

- 1,771 visitors to museum
- nearly 5,000 grounds visitors (counted)
- 537 served with on-site group tours (education)
- 4,540 served with off-site talks (education and general)

OUTREACH & LEARNING OPPORTUNITIES

- Public Opinions Survey complete. Over half students surveyed were unaware of museum. Of those that were, over half have not visited.
- Proposed new logo and branding



Is it local folklore or a curse?

Tales of the Misty Past Volume II
Adult Talk based on the
1910 Pioneer Scrapbook by Charles Evers.

Evers and Van Tassel will be
featured honorees in August at
2020 Living History Day



LEAVE BEHIND A PHOTO
THAT INSPIRES YOU



COMMUNITY ARTIST WALL

WE INVITE YOU TO BE PART OF THE
"UTOPIA" EXHIBIT

BRING IN YOUR OWN PICTURE THAT
YOU'VE TAKEN OF WOOD COUNTY TO PUT
ON THE ARTIST WALL

PLEASE LIMIT PICTURES TO 5X7 SIZE

PICTURES MAY ALSO BE EMAILED TO
MARKETING@WOODCOUNTYHISTORY.ORG OR BY USING
#WOODCOUNTY_UTOPIA TO BE INCLUDED

YOU'RE INVITED TO AN EXHIBIT
OPENING FOR...

UTOPIA



A VISUAL STORYTELLING
OF OUR HOME

PHOTOGRAPHS BY TAYLOR HOIPT AYRES

RIBBON CUTTING & OPEN HOUSE

FEBRUARY 21, 2020

4:00 PM-7:00 PM

LIGHT REFRESHMENTS & BEVERAGES WILL BE SERVED

FOLLOW [#WOODCOUNTY_UTOPIA](https://www.instagram.com/woodcounty_utopia)

WOOD COUNTY
Historical center
& museum

WITH SUPPORT FROM

 AmericanFrame

YOU'RE INVITED TO AN EXHIBIT
OPENING FOR...

Carl & Mary Bach:

A 21st Century

Perspective

RIBBON CUTTING & OPEN HOUSE

MAY 8, 2020

4:00 PM-7:00 PM

LIGHT REFRESHMENTS & BEVERAGES WILL BE SERVED

WOOD COUNTY
H
istorical center
& museum

