

RESOLUTION NO. 20-01343

In the matter of approval of prior meeting) County Commissioners' Office,
minutes from the regular session held on) Wood County, Ohio
November 10, 2020.) November 12, 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 10th day of November 2020 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for November 10, 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 Acting Clerk Janese Diem were present.

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

The personnel actions submitted from Wood Haven included a request for intermittent FMLA (paid and unpaid) for STNA Stephanie Clark; request for status changes from full-time to intermittent for STNA Kristie Gilliam and from part-time to intermittent STNA Anthony Onyekelu; an anniversary increase for Housekeeping Aide Mattison Hillard; and the appointment of part-time Housekeeping Aide Tatelynn Linares. The Records Center also submitted a PA to cancel the appointment of James Thompson as Records Technician as he has accepted other employment. (Emergency Management Director Jeff Klein entered at 9:26 a.m.)

III. -- Staff Reports

Reappointment to Great Lakes Community Action Partnership (GLCAP) (9:30 a.m.) – Ms. Carmen Beltran was present for her reappointment and stated that she has served on this board since 2011 and is looking forward to continuing her service. The Commissioners thanked her for her willingness to serve another term.

Commissioner LaHote moved to approve the resolutions on the attached listing including resolution 20-01339 (reappointment to GLCAP) and inclusion of resolution 20-01304 (prior meeting minutes) which was tabled from Thursday’s session. Commissioner Bowlus seconded the motion. All voted aye and the motion carried. Photos were taken. Ms. Beltran exited at 9:33 a.m.

Emergency Management Agency Quarterly Update (9:34 a.m.) – Mr. Klein shared the attached information which was referenced throughout the discussion. Mr. Klein noted that not much has changed since his last report as COVID-19 continues in the community. He added that the county has a fair amount of PPE available. The highest demand in the county at this time is testing supplies. Mr. Klein reported that employee email addresses have been updated in the CodeRED system to reflect the new woodcountyohio.gov address. In regard to training, Mr. Klein noted that virtual trainings are taking place including a virtual conference for LEPC. The Emergency Operations Center exercise is tentatively scheduled for March. The Environmental Protection

Agency mandates this exercise and Mr. Klein stated that the requirement to conduct the training may be waived for 2021 due to the pandemic. Commissioner Bowlus noted his appreciation for the cooperative effort put forth by EMA and the Health Department. Mr. Klein exited at 9:48 a.m.

Information Technology Quarterly Update (9:49 a.m.) – IT Director Ben Hendricks reported that the Commissioners new wi-fi access point was installed and noted that an additional access point can be deployed in the Commissioners’ Hearing Room if needed in the future. Mr. Hendricks stated that an Office 365 pilot group has been created with the conversion of emails to start this week. Looking ahead, IT staff will be completing wi-fi access point roll-outs and firewall upgrades. Mrs. Stanley asked if all of the laptops purchased through CARES Act funding have been allocated. Mr. Hendricks noted that some have been permanently assigned to staff with a few assigned temporarily to others with 16 remaining. Mr. Hendricks also noted the CISCO phone system has software that can route calls through a computer instead of forwarding phones to personal cell phones if needed. Some work will need to be done to implement, but this is an available option should the Commissioners wish to utilize in the future. Mr. Hendricks also stated that he reached out to BGSU regarding the possibility of obtaining additional phones after the university completes the transition to a new system. Mr. Hendricks exited at 10:05 a.m.

Mr. Kalmar noted that the resolution for payment for criminal prosecution through the Municipal Courts will need to be considered by the Commissioners in the coming week. He noted that this is a three year agreement and that the Commissioners have the ability to set the rate. He noted that former Commissioner Kuhlman and former Assistant Administrator Joe Fawcett created a formula to determine amounts paid to the three municipal courts. Commissioner LaHote asked if the case load has changed enough to warrant a change in the formula. Mrs. Stanley noted that updated numbers have not been received and this year’s numbers may be down due to the pandemic.

Mr. Kalmar stated that he reached out to the Wood County Bar Association regarding reimbursement rates for appointed counsel following review of current rates with the Commissioners, he offered several possible meeting dates, but did not receive any response. He recommended proceeding with a resolution with a January 1 effective date that would raise the Wood County rates to the Ohio Public Defender’s state maximum. Mrs. Stanley noted additional language needs to be included in the resolution in regards to extraordinary fees so those funds would qualify for reimbursement from the State.

Mr. Kalmar reported that he is drafting a memo to Commissioners’ Department Heads regarding the required use of masks and facial coverings while at work.

Mr. Kalmar noted two topics for discussion with State legislators. Legislation regarding virtual meetings for public bodies is set to expire on December 1. A letter will be prepared supporting extension of this legislation due to the continued pandemic. A second letter will be prepared in support of funding for the construction of the female housing at the Northwest Community Corrections Center which will be discussed as part of the capital budget. Commissioner LaHote also noted the letter regarding State inspections at Wood Haven. Mr. Kalmar stated that Mr. Orłowski is providing additional information for that letter.

Mr. Kalmar noted that the Employee Handbook outlines vacation limits for employees. The Commissioners have always followed the two-year accrual limit. A large pay-out is expected for the Veterans’ Assistance Center. Mr. Kalmar has requested the Veteran Service Commission president to research what was approved by their Board.

Mr. Kalmar updated the Commissioners on a discussion held with Economic Development Director Wade Gottschalk regarding a new solar field development near Weston. Mr. Gottschalk relayed

that the developer is looking for the same considerations given to the Bowling Green site, as outlined in the Ohio Revised Code.

Mrs. Stanley noted that a decision on CARES Act funds is needed by November 20. The question of whether to encumber every dollar was raised. It was recommended to encumber as much as possible. Mrs. Stanley will have additional discussion with Auditor Oestreich and Treasurer Spoerl regarding remaining funds.

Mrs. Stanley reported that the review of the strategic budget is nearing completion. A few minor edits were made and areas have been marked for additional discussion with the Commissioners. A meeting is scheduled for next Thursday to review the information with the Board.

IV. -- Open Forum Citizens Comments/Concerns

No one from the public was present. Commissioner Herringshaw moved to adjourn and Commissioner LaHote seconded the motion. All voted aye and the motion carried at 10:35 a.m.

V. 5:15 p.m. -- Reappointment of members to the Planning Commission

Commissioners Herringshaw, LaHote and Bowlus met with John Schuerman and noted that they approved his reappointment to the Planning Commission earlier in the day. Planning Director Dave Steiner was also present. The Commissioners thanked him for his willingness to serve on the Wood County Planning Commission. Photos were taken.

VI. 5:30 p.m. -- Planning Commission Meeting – Commissioners’ Hearing Room

Commissioners Herringshaw, LaHote and Bowlus attended. No official action was taken.

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

AUD - AUDITOR

20-01340 11/10/2020 AUTHORIZING AN ADDENDUM TO THE PERRY PROTECH MAINTENANCE SERVICES AGREEMENT ON BEHALF OF THE WOOD COUNTY AUDITOR.

BUD - BUDGET/APPROPRIATIONS -ALL

20-01330 11/10/2020 PAYMENT FOR SERVICES - ID/FOB CARDS FOR JFS

20-01331 11/10/2020 PAYMENT FOR SERVICES - OCTOBER 2020 MEALS FOR INMATES AT JDC & JRC.

20-01332 11/10/2020 PAYMENT FOR SERVICES - NORTHWEST COMMUNITY CORRECTIONS CENTER MAINTENANCE STAFF FOR NOVEMBER 2020.

20-01333 11/10/2020 PAYMENT FOR SERVICES - ECONOMIC DEVELOPMENT NOVEMBER 2020 LEASE PAYMENT.

COMM - COMMISSIONERS

20-01304 11/10/2020 APPROVAL OF PRIOR MEETING MINUTES FOR THE REGULAR SESSION HELD ON 11/3/2020 (TABLED FROM 11/5/20)

20-01322 11/10/2020 APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 11/5/2020

20-01323 11/10/2020 AUTHORIZE PAYMENT OF VOUCHERS

20-01325 11/10/2020 AUTHORIZE VARIOUS PERSONNEL ACTIONS

20-01334 11/10/2020 FIXING THE DATE AND AUTHORIZING PUBLICATION OF NOTICE FOR THE 5TH PUBLIC HEARING FOR THE PROPOSED PY 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR FUNDING UNDER THE CRITICAL INFRASTRUCTURE GRANT (CIG) WOOD COUNTY, OHIO

20-01339 11/10/2020 REAPPOINTING MEMBERS TO THE GREAT LAKES COMMUNITY ACTION PARTNERSHIP BOARD OF DIRECTORS FOR THE 2021 CALENDAR YEAR

20-01341 11/10/2020 AUTHORIZING PAYMENT OF VISION CLAIMS FROM THE WOOD COUNTY EMPLOYEES' TRUST INSURANCE FUND FOR THE MONTH OF NOVEMBER, 2020.

20-01342 11/10/2020 REAPPOINTMENT OF MEMBERS TO SERVE ON THE WOOD COUNTY PLANNING COMMISSION (TERMS EXP. 12/31/23)

EMA - EMERGENCY MANAGEMENT AGENCY

20-01327 11/10/2020 AUTHORIZE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN WOOD COUNTY EMERGENCY MANAGEMENT AGENCY AND PERRYSBURG TOWNSHIP FOR THE ACCEPTANCE AND CALIBRATION OF EQUIPMENT.

20-01329 11/10/2020 AUTHORIZE AGREEMENT WITH BLOOM TOWNSHIP FOR PARTICIPATION IN WOOD COUNTY'S EMERGENCY MANAGEMENT PROGRAM.

ENGR - ENGINEER AND HIGHWAY GARAGE

RESOLUTION INDEX

- 20-01326 11/10/2020 AUTHORIZE PURCHASE AND SALE AGREEMENT WITH BLOOM, PERRY AND MONTGOMERY TOWNSHIPS FOR THE PURCHASE OF 2009 INTERNATIONAL/ETNYRE TAR DISTRIBUTOR FOR THE USE OF THE WOOD COUNTY ENGINEER.
- 20-01335 11/10/2020 AGREEMENT WITH STEARNS & SONS EXCAVATING, LLC. FOR 2020 HOURLY RATES FOR EQUIPMENT AND OPERATION THEREOF FOR DITCH MAINTENANCE.
- 20-01336 11/10/2020 AGREEMENT WITH B. HILL'Z EXCAVATING, INC. FOR 2020 HOURLY RATES FOR EQUIPMENT AND OPERATION THEREOF FOR DITCH MAINTENANCE.
- 20-01337 11/10/2020 AGREEMENT WITH NEFF CONSTRUCTION, LLC FOR 2020 HOURLY RATES FOR EQUIPMENT AND OPERATION THEREOF FOR DITCH MAINTENANCE.

IT - INFORMATION TECHNOLOGY

- 20-01328 11/10/2020 AUTHORIZE AGREEMENT WITH NEW ERA TECHNOLOGY FOR PROFESSIONAL SERVICES TO UPGRADE UNITY CONNECTION (VOICE MAIL) TO THE LATEST COMPATIBLE VERSION SUPPORTED BY CALLMANAGER VERSION 11.0.1.

PC - PLANNING COMMISSION

- 20-01324 11/10/2020 AUTHORIZE CHANGE ORDER NO. 1 - FINAL WITH GEDDIS PAVING & EXCAVATING, INC. FOR THE PY18 CDBG PERRYSBURG HEIGHTS ASSOCIATION NRG COMMUNITY CENTER PARKING LOT AND BROAD STREET SIDEWALK IMPROVEMENT PROJECTS.

RECCTR - RECORDS CENTER

- 20-01338 11/10/2020 AUTHORIZE TO ADVERTISE FOR REQUEST FOR PROPOSALS FOR THE PURCHASE OF A DIGITAL MICROFILM WRITER FOR USE IN THE WOOD COUNTY RECORDS CENTER.

WOOD COUNTY E.M.A.

2020 4th QUARTER EMA/LEPC UPDATE w/BCC

11/10/2020

FINANCE/GRANTS UPDATE

- **Emergency Management Performance Grant (EMPG FY'19)**
EMA has already submitted and received a total of \$94,317. This is a 50/50 match grant that is used for operations (salaries & benefits).
- State Homeland Security Program (SHSP) Grant, assisted Perrysburg Township to file for haz mat equipment

COVID

- Bi-weekly Tuesday/Thursday time slot BG Morning Show
- Weekly conference call with Health Department, Wood County Hospital, BGSU Admin, local communities
- Weekly conference call with BGSU Emergency Management Team
- Tuesday, Thursday conference call NC Sector EMA
- Tuesday, Thursday conference call Ohio EMA
- Tuesday conference call with Commissioner's and political jurisdictions
- Monitor Governor DeWine Press Conference
- Maintain situational awareness with surrounding county EMA's
- Assist Wood County Health Department in dispersing PPE to first responders, long term care facilities and other needed requests
- Assist Economic development Jobs Ohio Small Business PPE Kits.
- Community Leaders Meeting with Health Department
- Pop-up testing assist Health Department
- Assist Health Department with getting SNS PPE supplies
- NW Healthcare Coalition virtual meeting

CodeRED

- Continue with new employee updates
- Emails changed to @woodcountyohio.gov
- Monthly IPAWS tests and webinars

PLANNING/TRAINING UPDATE

- OH606 Recovery from Disaster
- OH-607 Damage Cost Assessment
- Homeland Security Webinar Series (4)
- G418 Mass Care Emergency Assistance virtual training

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

- EOC Exercise Canceled, tentatively Spring 2021
- LEPC November 19, 2020 Meeting
- Attend LEPC Virtual Conference

OTHER EMA/LEPC ACTIVITIES

- Attend virtual SERC Meetings
- NW Sector Meeting
- Wood county Senior Resource virtual meeting
- Distribute Emergency Response Guide books to first responders
- Safe Communities virtual meetings
- WTVG earthquake and emergency preparedness interviews

