

RESOLUTION NO. 21-00132

In the matter of approval of prior meeting) County Commissioners' Office,
minutes from the regular session held on) Wood County, Ohio
January 28, 2021.) February 2, 2021

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 28th day of January 2021 with the following members present: THEODORE H. BOWLUS and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for January 28, 2021 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 and Clerk Sandy Long were present.

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

(Commissioner Craig LaHote entered at 9:24 a.m.) The personnel actions submitted were from Wood Haven to request personal leave without pay for Account Clerk I Lynette Collins, amend resolution 20-01392 to extend end date for Receptionist Timothy Meyers, amend resolution 21-00054 to reflect correct start date of STNA Kimberly Nye, abolish Receptionist position effective February 13, 2021.

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

Mr. Kalmar stated that Wood County Museum Curator Holly Kirkendall was contacted by a constituent regarding the Saint Mary Mother of Sorrows Cemetery in Middleton Township. The constituent is concerned with the preservation of the approximately 5 acre parcel. Mr. Kalmar stated that a meeting was held in 2018 with the St. Mary Mother of Sorrows Committee members, Commissioner Herringshaw, Mr. Kalmar, Middleton Township Trustee Fred Vetter, General Counsel of the Catholic Diocese Thomas Antonini and a representative of Buckeye Builders to consider a solution to the property. Fencing off the cemetery was suggested, but who will maintain the property is in question. Mr. Kalmar stated the county cannot own a cemetery, as they are generally the responsibility of townships. He will reach out to Mr. Antonini for an update on this subject.

Buildings and Grounds Monthly Update (9:32 a.m.) – Facilities Director Steve Blausey shared the attached information which was referenced throughout the discussion. (Wood County Veterans Service Executive Director Zach Migura entered at 9:36 a.m.) The meeting concluded at 9:47 a.m. Mr. Blausey exited at this time.

Veterans Service Office (VSO) Update (9:48 a.m.) – Mr. Migura, who has been in his position at the VSO since October 2020, provided an overview of his background. (BG Independent News journalist Jan McLaughlin and WBGU Radio host Clint Corpe entered at 9:52 a.m.) Mr. Migura enlisted in the Army in 2002, was deployed to Iraq and to Afghanistan, and has been an Army Reservist since 2006, currently in a non-deployable position. His rank is Sergeant First Class. (Wood County Engineer John Musteric entered at 9:59 a.m.) Mr. Migura stated the Veterans Assistance Center has been renamed as the Veterans Service Office and a new website should be operational next week. He stated that he is looking for easier, more efficient, and better for client operational changes. Please see the attached information for additional changes and goals of the VSO. (Engineer Musteric exited at 10:10 a.m.) Mr. Migura stated that he will be looking for a new office location with more space. The VSO currently pays \$27,000 annually for rent and there is 2 ½ years left on that contract. He noted there have been federal policy changes which allows his office to help veterans from other counties, however they cannot help with financial assistance or transportation as those services are county-funded. The Commissioners noted their appreciation of Mr. Migura’s willingness to reach out to help people, looking into all aspects of the office and his communication with Wood County employees and residents. Mr. Kalmar stated that he has worked in the Commissioners’ Office for 22 years and there has never been an update from the Veterans Assistance Center. He thanked Mr. Migura for taking the time to come in. Mr. Migura stated that he will be looking into creating a program to assist veterans with financial assistance. Mr. Kalmar suggested he reach out to Job and Family Services for help. The Commissioners thanked Mr. Migura for the update. The meeting concluded at 10:25 a.m. Mr. Migura, Mrs. McLaughlin and Mr. Corpe exited at this time.

Mr. Kalmar stated that he was contacted by Tim Schneider of the Toledo Area Chamber of Commerce regarding the Small Business Relief Program. Mr. Schneider stated the Lucas County Commissioners pledged \$2 million to the program and received applications totaling \$7 million. Mr. Kalmar stated the criteria for eligibility in Lucas County was different than Wood County. Also, a business in Lucas County was eligible for up to \$25,000 in grant funds in comparison to \$5,000 in Wood County. Wood County CARES Act funding was spent down at the end of 2020. Therefore, if the Commissioners consider additional small business relief it will be through general fund dollars. The Prosecutor’s Office has been consulted for guidance.

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 10:40 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	Date	Description	PO	Cost
21-00118	1/28/2021	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 1/26/2021		
21-00119	1/28/2021	AUTHORIZE PAYMENT OF VOUCHERS		
21-00120	1/28/2021	PAYMENT FOR SERVICES - COURIER SERVICE FOR THE WOOD COUNTY DOG SHELTER, DEPARTMENT OF JOB & FAMILY SERVICES, CHILD SUPPORT ENFORCEMENT AGENCY, WOOD HAVEN, ECONOMIC DEVELOPMENT, NORTHWEST COMMUNITY CORRECTION CENTER, LANDFILL AND AUTO TITLE FOR 2021.		
21-00121	1/28/2021	APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES.		
21-00122	1/28/2021	ADVANCE OF FUNDS - CDBG FUNDS		
21-00123	1/28/2021	RETURN ADVANCE OF FUNDS		
21-00124	1/28/2021	SUPPLEMENTAL APPROPRIATION - VARIOUS FUNDS		
21-00125	1/28/2021	AUTHORIZING ANDREW S. KALMAR, WOOD COUNTY ADMINISTRATOR TO SIGN THE SUBSCRIPTION FOR PURCHASE OF UNITED STATES TREASURY TIME DEPOSIT SECURITIES - STATE AND LOCAL GOVERNMENT SERIES (WOOD COUNTY HOSPITAL FACILITIES REFUNDING REVENUE BONDS, SERIES 2021)		
21-00126	1/28/2021	PAYMENT FOR SERVICES - 12/20 CENTRAL SERVICES		
21-00127	1/28/2021	AUTHORIZING ANDREW S. KALMAR, WOOD COUNTY ADMINISTRATOR TO SIGN G17 DISCLOSURE FORM FOR WOOD COUNTY HOSPITAL FACILITIES REFUNDING REVENUE BONDS, SERIES 2021.		
21-00128	1/28/2021	ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS		
21-00129	1/28/2021	AUTHORIZE AGREEMENT WITH CHILDREN'S RESOURCE CENTER (CRC) ON BEHALF OF WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES FOR THE PURCHASE OF IN-HOME MENTAL HEALTH AND CRISIS SERVICES FOR ABUSED AND NEGLECTED YOUTH.		
21-00130	1/28/2021	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
21-00131	1/28/2021	PAYMENT FOR SERVICES - JUVENILE RESIDENTIAL CENTER NATURAL GAS FOR THE PERIOD OF 12/11/20-1/14/21 AND MAINTENANCE STAFF FOR JANUARY 2021.		

Buildings & Grounds Monthly Update

January 28, 2021

Completed Projects

New fencing was installed around the new generator at JRC. This generator serves both JRC and JDC. This ends this project.

Four skylights on the North end of the sign shop building at the Highway Garage complex have been overlaid with a rubber membrane which will stop them from leaking.

Two new wall unit heaters were installed last week in the lower levels of the Office Building stairwell.

In a continuous effort to provide space for the Board of Elections, we have relocated the balance of the voting machine cases to the basement tunnel area. All cases are now in the basement in 3 different areas. We are now also storing more election equipment out at the Fuel Building.

Current Projects

The wall relocation project in Board of Elections has started back up after a year hiatus. Again, this will require a sprinkler head to be moved. Once the wall is complete, this area will be given to Genealogy which will free up space for Central Services.

All of the quotes are in for the Court 1 Renovation project. We are anticipating another meeting to be scheduled soon to discuss these quotes and then this will be presented to the Commissioners. Once this is underway we will move right into the Court 2 renovation.

A minor roof leak was discovered at JFS this past week. The company holding the warranty was contacted and a contractor did arrive to inspect. The problem was diagnosed and they will be back to repair it correctly when temperatures allow.

Upcoming Projects

A pre-construction meeting will be scheduled soon with Earl Mechanical to plan for the Boiler Replacement at JDC.

We have asked Commercial Comfort to give us a quote to replace the cooling tower at JDC while on site working on the Wood Haven AHU and RTU replacement project. This way we can make full use of the crane for 1 day instead of 2 separate days. We are also waiting for CSO to get all their needed equipment for the Wood Haven project.

Kelly Jackson, our Project Coordinator has been meeting with Sandy Snow, Food Service Director at the Jail to discuss replacing the floor tile with the Eco-Grip flooring system. Some areas have already been completed using this product and it has performed well.

We will be meeting soon with Dynamic Engineering to discuss the Communication Center/ IT server room cooling. Need to get this underway before summer.

Misc.

Meetings are still being held via zoom with K2M and NWCCC in regards to the Female Expansion project. Should be getting a full set of prints for review soon.

At the present time we are caught up on the building of sneeze guards.

There are a total of 11 light fixtures that illuminate the south facade of the Courthouse. Currently only 3 are working. We would like permission to update all lights to LED which should lesson the amount of maintenance here.



Wood County Veterans Service Office

1616 E Wooster St #22
Bowling Green, OH 43402
419-354-9147



woodcountyvets.com

January 28, 2021

WCVSO: Executive Summary and Near-Term Goals for the Wood County Board of County Commissioners
Prepared by: Zach Migura, WCVSO Exec. Dir. & CVSO

Items currently completed or in motion:

1. Office renamed from "Veterans Assistance Center" to "Veterans Service Office".
2. Office Logo (top left picture on this page) has been completed.
3. Website is being created by a BGSU intern. It should be operational next week.
4. Digital storage and submission for clients' VA claims.
5. Records Retention Schedule change to electronic storage only (to be reviewed at next Records Commission meeting).
6. All staff (2- County Veterans Service Officers (CVSO), 1- Social Services Worker, and myself) have county email addresses.
7. All three CVSOs are members of the national and state CVSO associations.
8. Office computer servers to be reconfigured by County IT (Ben Hendricks) for better IT collaboration, backup, and support. Our backup server will be with the County IT Department.
9. A new excel accountability/ tracking system is operational with the CVSOs.
10. Financial Assistance Program is being reviewed internally.
11. Office signage is being recreated with new office name/ logo.
12. Presentations to Veterans and Community Organizations
13. Radio broadcasts with The Morning Show

Near-Term Items and Goals:

1. Conduct a Strategic Planning Day Feb 24th in the BCC Hearing Room. To discuss office staff communications styles and personalities, review organizational mission, vision, goals, processes, etc.
2. Fill the Administrative Assistant position in our office.
3. Conduct Outreach:
 - a. County departments to identify Veterans, spouses, and family for an office Zoom presentation.
 - b. To the various veterans' service organizations around the county.
 - c. To township, city, village leadership for collaboration (promote Veteran Banner project).
 - d. To civic groups throughout the county.
4. Increase VA accreditations held by CVSOs.
5. Start to identify a long-term office location. Ideally at a County facility.

Concerns:

1. Too much change too quickly for office staff.
2. Unable to efficiently handle a drastic increase in client volume.
3. COVID will be a challenge for some time in service delivery and community outreach.

