

RESOLUTION NO. 21-00658

In the matter of approval of prior meeting) County Commissioners’ Office,
minutes from the regular session held on) Wood County, Ohio
May 25, 2021.) June 1, 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 25th day of May 2021 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for May 25, 2021 was as follows:

I. 9:20 a.m. -- Reading of minutes from preceding meeting

Commissioner Herringshaw called the meeting to order and requested 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 was one out of state travel request submitted from Job and Family Services for Melissa Tokar to travel to visit a youth in Midvale, Utah. There were no personnel actions submitted.

Mr. Kalmar explained that the change orders listed in resolution 21-00650 for the Community Development Block Grant project were actually done in December, but this office only recently found out. Mr. Kalmar stated that Poggemeyer Design Group (PDG), who helps administer the grants, authorized the changes for the contractor at a cost of approximately \$8,000. Mr. Kalmar stated this is not the correct procedure. Mr. Kalmar and Fiscal Manager Dee Stewart met with PDG to discuss the situation. Mr. Kalmar requested a letter from PDG to explain why the change orders moved forward without obtaining Commissioner approval first. Mrs. Stanley will attend the next CDBG pre-construction meeting to outline the procedures more clearly.

Commissioner Bowlus moved to approve the resolutions on the attached listing with the exception of resolutions 21-00642 (personnel actions) and 21-00652 (adjustment to appropriations) which will be voided and resolutions 21-00654 (agreement with Wachtel & McAnally) and 21-00657 (agreement with CGS Imaging) which will be tabled. Commissioner LaHote seconded the motion. All voted aye and the motion carried.

III. -- Staff Reports

Buildings and Grounds Monthly Update (9:29 a.m.) – Facilities Director Steve Blausey shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:42 a.m. Mr. Blausey exited at this time.

Records Center Quarterly Update (9:43 a.m.) – Records Center Manager Brenda Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 10:02 a.m. Mrs. Ransom exited at this time.

Mr. Kalmar requested a brief executive session to discuss the promotion of a public employee and to consider the purchase of property for public purposes. Commissioner Herringshaw moved to enter into executive session for the aforementioned purposes and Commissioner LaHote seconded the motion. All voted aye and the motion carried at 10:03 a.m.

The Commissioners left executive session at 10:18 a.m.

IV. -- *Open Forum Citizens Comments/Concerns*

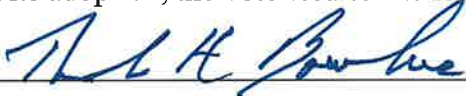

No one from the public was present. Commissioner Herringshaw moved to adjourn and Commissioner Bowlus seconded the motion. All present voted aye and the motion carried at 10:19 a.m.

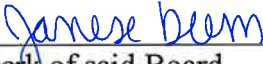
The Board of County Commissioners will attempt to provide reasonable accommodations for any disabled person. Requests for special accommodations shall be made to the Office of the County Commissioners twenty-four (24) hours prior to the time such accommodations are required; now therefore, be it

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 Bowlus moved and Commissioner Herringshaw seconded the approval of the resolution, and the roll being called on its adoption, the vote resulted as follows:

DR. THEODORE H. BOWLUS	<u>yes</u>	<u></u>
CRAIG LAHOTE		<u>absent</u>
DORIS I. HERRINGSHAW, Ed.D.	<u>yes</u>	<u></u> Board of County Commissioners, Wood County, Ohio

Attest: 
acting Clerk of said Board

Resolution	Date	Description	PO	Cost
21-00639	5/25/2021	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 5/20/2021		
21-00640	5/25/2021	AUTHORIZE PAYMENT OF VOUCHERS		
21-00641	5/25/2021	AUTHORIZING DORIS I. HERRINGSHAW, PRESIDENT OF THE BOARD OF COUNTY COMMISSIONERS, TO SIGN THE JUVENILE COURT GRANT AGREEMENT AND FUNDING APPLICATION WITH THE OHIO DEPARTMENT OF YOUTH SERVICES.		
21-00642	5/25/2021	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
21-00643	5/25/2021	PAYMENT FOR SERVICES - APRIL 2021 TRASH DISPOSAL		
21-00644	5/25/2021	PAYMENT FOR SERVICES - MAY 2021 WOOD HAVEN BUS		
21-00645	5/25/2021	PAYMENT FOR SERVICES - APRIL 2021 CENTRAL SERVICES		
21-00646	5/25/2021	APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES.		
21-00647	5/25/2021	CLEVELAND TIME CLOCK SVC CO - AUTHORIZING THE PURCHASE OF A REPLACEMENT RAPID PRINT AR-E TIME AND DATE STAMP WITH DIE PLATES TO BE USED BY JUVENILE COURT.	535481	\$937.00
21-00648	5/25/2021	AUTHORIZE AGREEMENT BETWEEN WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND INFOSTREAM SOLUTIONS FOR THE PURCHASE OF DIGITAL MARKETING AND WEBSITE SUPPORT SERVICES.		
21-00649	5/25/2021	AUTHORIZE CHANGE ORDER NO. 1 WITH COMTE CONSTRUCTION CO. FOR PY18 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PERRYSBURG HEIGHTS ASSOCIATION NEIGHBORHOOD REVITALIZATION GRANT (NRG) PAVILION CONSTRUCTION PROJECT.		
21-00650	5/25/2021	AUTHORIZE CHANGE ORDER NO. 1, 2 AND 3 WITH HENRY W. BERGMAN, INC. FOR THE PY18 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) VILLAGE OF NORTH BALTIMORE NEIGHBORHOOD REVITALIZATION GRANT (NRG).		
21-00651	5/25/2021	PAYMENT FOR SERVICES - JUVENILE RESIDENTIAL CENTER NATURAL GAS FOR THE PERIOD OF 4/14/21-5/13/21 AND MAINTENANCE STAFF FOR MAY, 2021.		
21-00652	5/25/2021	ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS		
21-00653	5/25/2021	DELL MARKETING - AUTHORIZING THE PURCHASE OF (10) DELL LATITUDE 3510 LAPTOPS AND (10) DELL 24" MONITORS FOR USE BY WOOD COUNTY JUVENILE DETENTION CENTER.	134771	\$11,460.00
21-00654	5/25/2021	AUTHORIZE AGREEMENT WITH WACHTEL & MCANALLY ARCHITECTS/PLANNERS INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE WOOD COUNTY JAIL EXPANSION/RENOVATION PROJECT.		
21-00655	5/25/2021	AUTHORIZING PAYMENT TO SHERIN KURUVILLA FOR INSURANCE PROGRAM TECHNICAL SUPPORT FROM THE WOOD COUNTY EMPLOYEE HEALTH CARE TRUST FUND.		
21-00656	5/25/2021	SUPPLEMENTAL APPROPRIATION - VARIOUS FUNDS		
21-00657	5/25/2021	AUTHORIZE AGREEMENT WITH CGS IMAGING FOR THE PURCHASE AND INSTALLATION OF (3) NEW ALUMINUM FLAGPOLES FOR THE WOOD COUNTY VETERANS MEMORIAL PROJECT.		

Buildings & Grounds Monthly Update

May 25, 2021

Completed Projects

New gate valves and fittings were installed last Thursday night for the Office Building booster pump.

The waxing of the Atrium floors was completed a couple weeks ago.

The RTU and AHU project at Wood Haven is complete.

The new cooling tower at JDC is up and running and training for maintenance is scheduled for tomorrow.

A drop box for CSEA was installed in front of the building.

Current Projects

Courtroom 1 remodel is progressing, painting is almost completed, new cabinets will be installed in the kitchenette this week, and the artist will be done with the work on the mural on Thursday.

Still getting quotes for concrete work at JFS. New picnic tables have been ordered along with planters.

Fire inspections are being done by Comunale.

Maintenance crews are repairing concrete curbs in the Courthouse parking lots and then painting them where needed.

Window washing for the whole Courthouse complex started last week, should be completed sometime this week.

Upcoming Projects

We will be meeting with Dimech to discuss another phase of toilet/lav combo unit replacement at JDC.

We have had an informal meeting with the Health Dept. folks about an upgrade to their building. We will be meeting with an engineering firm the first part of June to gather more information.

The Boiler Replacement project at JDC should start next week.

Getting quotes for a possible handicap ramp installation at the main entrance of the courthouse. This is being helped along by the Board of Elections.

Misc.

Getting quotes for whole house painting of Public Defender's Office.

Bird boxes have been installed at a couple locations on county property.

Veterans Memorial update

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 24-May 23, 2021:

- As of May 23, 2021, there were **9,367.5** cubic feet of space in use – 89% capacity.
- Intake February 24-May 23, 2021 = 35 cubic feet.
- Shredding (inside and outside of Records Center) for the period = 2.2 tons; 61 cubic feet of storage space opened.

Worth noting: Thus far in 2021, 4.1 tons of records have been shredded, vs. 5.43 for entire year in 2020. Over 9 years prior to 2020, average shredding was 12.4 tons a year. Approved but not yet shredded this year includes Sheriff disposal, which will take off 211 cf. Board of Elections approval is pending and will remove another 144 cf.

- The new Zeutschel OP800 microfilm writer was installed in March and will begin full production this week. A new pricing schedule will be established, though charges of 3 cents per image for non-general fund agencies and other Counties for 16mm film will likely stay the same. From 2016-2020, approximately 1.3 million images were microfilmed for Mercer, Hancock, Seneca, Putnam, and Williams Counties.
- Brenda and staff met with Adela Williams from American Interiors to tweak first proposal for updating the main first floor work area of the Records Center. The Buildings & Grounds Department will be consulted with regarding flooring and option of building a wall for the Records Manager's office vs. purchasing a panel system.
- In addition to planning for next year's hoped for workspace improvements, cleanup and reorganization has been ongoing. There will be several items to put on the County auction.
- Staff have participated in numerous online seminars this spring, including refreshers on records retention, managing electronic records, and developments in machine learning.
- Beginning April 19 and running to June, Records Center has been able to benefit from transitional work assignment of a Sheriff's patrol deputy recovering from surgery. He is checking scanned inmate files for problems before they are transferred to microfilm.

- Work Leads to Independence updates:

1. Andrew (full-time) and Joe (part-time), our scanner operators, returned to their regular schedules on April 5 and have gotten right back into the swing of their pre-pandemic workload.
2. Our first project, begun with Andrew in August 2007, was microfilming and later also digitizing Sheriff's inmate files dating from the 1940's forward. In April, Joe finished scanning 2019 files. Once all remaining boxes have been backed to microfilm and the project is declared finished, there will have been around 700 boxes removed from what would've otherwise been permanent storage.
3. Since catching up on inmate files, Joe has moved on to Auditor's budget files from other jurisdictions. This will eventually remove about 70 boxes from storage.
4. Andrew continues to scan Public Defender misdemeanor and juvenile case files, easing storage issues for the PD's office.

