

**RESOLUTION NO. 21-01137**

In the matter of approval of prior meeting ) County Commissioners' Office,  
minutes from the regular session held on ) Wood County, Ohio  
September 21, 2021. ) September 23, 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, or provided to each commissioner in written form, by the clerk of the board and, if correct, approved and signed by the commissioners”; and

*WHEREAS*, the Board of County Commissioners met in regular session on the 21<sup>st</sup> day of September 2021 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

*WHEREAS*, the Commissioners’ Agenda for September 21, 2021 was as follows:

*I. 9:16 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  
Authorize Payroll*

There was one out of state travel request submitted from Wood Haven for Tammie Laytart and Darlene Selvey to attend the American Health Care Association/National Center for Assisted Living meeting in National Harbor, Maryland.

The personnel actions submitted were from Wood Haven for the resignation of STNA Kathryn Haver and from Job and Family Services for the resignation of Protective Services Worker 3 Jessica Fitch.

Commissioner LaHote moved to approve the resolutions on the attached listing with the exception of resolution 21-01136 (PRC Plan #23) which will be held until later in the day’s session. Commissioner Bowlus seconded the motion. All voted aye and the motion carried.

*III. -- Staff Reports*

Introduction of New Job and Family Services (JFS) Employees (9:21 a.m.) – Income Maintenance Supervisor Janelle Smith presented new Income Maintenance unit employees Ally Boback, Sara Baldwin and Angelique Jenkins. Ms. Smith stated today is their first day at JFS. They will determine eligibility for Medicaid and cash assistance and help with the SNAP Program. The Commissioners welcomed them all to the team of Wood County employees. Photos were taken. (BG Independent News journalist Jan McLaughlin entered at 9:25 a.m.)

JFS Employment and Support Services Supervisor Shannon Fisher re: Wood County Prevention, Retention and Contingency (PRC) Plan (9:26 a.m.) – Ms. Fisher was joined by new employee Maria Bernard as she reviewed the changes to the 2021 PRC Biennial Plan. Please see the attached

for more information. Commissioner LaHote moved to approve resolution 21-01136 (PRC Plan #23) and Commissioner Bowlus seconded the motion. All voted aye and the motion carried. Photos were taken of Ms. Bernard and the Commissioners. The meeting concluded at 9:37 a.m. Ms. Smith, Ms. Boback, Ms. Baldwin, Ms. Jenkins, Ms. McLaughlin, Ms. Fisher and Ms. Bernard exited at this time.

Mr. Kalmar mentioned that a request has been received regarding placing a bench on the courthouse grounds in honor of a Wood County citizen. With the exception of the new Veterans Memorial and the Police Memorial there are currently no items on the grounds in honor/memory of any individual. The Commissioners agreed the individual may be worthy of the honor, but they do not wish to start this type of trend.

Mr. Kalmar received an e-mail from the Auditor's Office regarding the Big Fix Program. The Auditor is ready to send the renewal forms for dog licenses and asked if the Commissioners would like to include the vouchers for the Big Fix spay/neuter program again this year. The Commissioners appropriated \$6,000 for the program in 2021 and all agreed to appropriate the same amount for 2022.

Mr. Kalmar asked, in light of the COVID-19 Delta variant, whether the Commissioners would like to move forward with the Spirit of Wood County Awards (November 7<sup>th</sup>) and the Employee Recognition program (November 9<sup>th</sup>). Both events are held in the Alvin L. Perkins Atrium. The Commissioners agreed to move forward with the Spirit of Wood County Awards as social distancing will be easily accommodated. More discussion regarding the Employee Recognition program will be held.

Discussion was held regarding vacancies and appointments to Boards and Commissions.

Mr. Kalmar revisited the request discussed last Thursday during session regarding a change for the Administrative Assistant position in the Domestic Relations department from part-time to full-time. Mr. Kalmar recommended the change as there has been an increase in the workload and the court is having a difficult time finding someone to fill a part-time position, given the current labor market. The Commissioners agreed with the change in the position from part-time to full-time.

Ms. Stanley stated there is availability September 30<sup>th</sup> for the Commissioners to complete their mandatory Sunshine Law training. The training begins at 9:00 a.m. The Commissioners agreed to move the beginning of session to 8:30 a.m. on September 30<sup>th</sup> so they may attend the training.

#### *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 10:04 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

yes

Theodore H Bowlus

CRAIG LAHOTE

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ABSENT

DORIS I. HERRINGSHAW, Ed.D.

yes

Doris Herringshaw

Board of County Commissioners,  
Wood County, Ohio

Attest:

Sandy A. Long  
Clerk of said Board

Resolution	Date	Description	PO	Cost
21-01120	9/21/2021	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 9/16/2021		
21-01121	9/21/2021	AUTHORIZE PAYMENT OF VOUCHERS		
21-01122	9/21/2021	KALIDA TRUCK EQUIPMENT, INC. - AUTHORIZING THE PURCHASE OF (1) REPLACEMENT BOSS 7'6" STEEL SUPER DUTY SNOW PLOW PACKAGE FOR THE WOOD COUNTY BUILDINGS & GROUNDS DEPARTMENT.	134800	\$6,100.00
21-01123	9/21/2021	APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES.		
21-01124	9/21/2021	SUMMIT 360 - AUTHORIZING THE PURCHASE OF (10) CISCO CATALYST 3850-48U NETWORK SWITCHES FOR ALL COUNTY TECHNOLOGY.	134803	\$29,000.00
21-01125	9/21/2021	AUTHORIZE AGREEMENT AND ADDENDUM TO THE PERRY PROTECH SERVICES AGREEMENT ON BEHALF OF WOOD COUNTY AUDITOR'S OFFICE.		
21-01126	9/21/2021	PERRY PRO TECH - AUTHORIZING THE PURCHASE OF A HP E45028DN COLOR PRINTER FOR THE WOOD COUNTY AUDITOR'S OFFICE.	134801	\$739.22
21-01127	9/21/2021	ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS		
21-01128	9/21/2021	REIMBURSEMENT OF FUNDS - JOB & FAMILY SERVICES		
21-01129	9/21/2021	AUTHORIZE CONTRACT BETWEEN WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND CHILDREN'S SERVICES ASSOCIATION DBA CHILDREN'S RESOURCE CENTER FOR THE PURCHASE OF VISITATION AND TRANSPORTATION SERVICES.		
21-01130	9/21/2021	AUTHORIZE SUBGRANT AGREEMENT BETWEEN THE WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND WOOD COUNTY CHILDREN'S SERVICES ASSOCIATION, DBA CHILDREN'S RESOURCE CENTER FOR MEDICAID NET TRANSPORTATION SERVICES.		
21-01131	9/21/2021	DELL MARKETING - AUTHORIZING THE PURCHASE OF A DELL OPTIPLEX 5090 MICRO DESKTOP COMPUTER FOR THE AUDITOR'S OFFICE.	134802	\$780.00
21-01132	9/21/2021	AUTHORIZE CONTRACT BETWEEN WOOD COUNTY BOARD OF COMMISSIONERS ON BEHALF OF WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND THE COCOON SHELTER FOR THE PURCHASE OF REIMBURSEMENT SERVICES.		
21-01133	9/21/2021	AUTHORIZE CHANGE ORDER NO. 2 - PY18 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) VILLAGE OF NORTH BALTIMORE NEIGHBORHOOD REVITALIZATION GRANT.		
21-01134	9/21/2021	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
21-01135	9/21/2021	FIXING RATE OF COMPENSATION FOR ALL JURORS CALLED BY THE COMMON PLEAS COURTS OF WOOD COUNTY, OHIO (ORC SECTION 2313.22)		
21-01136	9/21/2021	ACCEPTING AND APPROVING THE BIENNIAL PREVENTION, RETENTION AND CONTINGENCY (PRC) PLAN #23, FOR THE WOOD COUNTY DEPARTMENT OF JOB & FAMILY SERVICES		

## PRC Biennial Plan 2021 Changes

### **Overall:**

- Resource Limit Update
  - Increased from \$50 to \$500

Rationale: allow families to have funds to cover any upcoming bills

### **Housing:**

- Verification of Homelessness
  - Extended timeframe for verification of a stay in a shelter or from a family being evicted by court order
  - Allows for self-attestation of homelessness for those who cannot provide any third-party documentation
    - Must show that last address of rental or home buying was in Wood County or have obtained or currently employed in Wood County

Rationale: The emergency lodging through the Salvation Army has been limited due to lack of hotels willing to accept homeless families/individuals. Affordable housing stock is low currently and/or landlords are choosing not to rent or will only rent when larger deposits are paid.

### **Utilities:**

- Removal of waived rule to apply for EHEAP first

Rationale: Rule expires 9/30/21 and was implemented due to state of emergency to reduce burden of obtaining documentation.

### **Vehicle Repair:**

- Increased Assistance to \$2,000 maximum

Rationale: This has not been increased since 2002. Cost of repairs are higher. Cost of used cars has increased.

- Changed language about activity needed to receive

Rationale: Names of work activity programs are changing.

- Domestic violence survivors receiving services may qualify without employment

Rationale: Access to a working vehicle will assist survivors with self-sufficiency and to help obtain housing and/or employment.

- Removal of second estimate requirement

Rationale: Reduce burden on applicant. Applicants choose the business already and may choose to obtain more estimates to use the assistance wisely.

### **Youth Employment:**

- Addition of pre-apprenticeship opportunities as a service

Rationale: New initiatives by the county to support pre-apprenticeships with local businesses for youth.

PRC Scope of Contingency Services

Housing/Shelter Expenses

Item	# of times available	Cap
1. Past month's rent or mortgage payment	1 time per one-year period from date of approval	Up to four months of past due rent- maximum of \$800 per month; no late or other fees
2. First Month's Rent and/or Deposit for housing	1 time per one-year period from date of approval (must be done at same time as first month's rent)	\$800 for first month of rent/\$800 for deposit (DV survivors- \$1,600 for first two months/\$800 deposit)
3. Credit check	1 time per adult per one-year period from date of approval	\$30 per adult
4. Utilities (heat, electric, water, sewer)	1 time per one-year period from date of approval	\$750

Employment Services

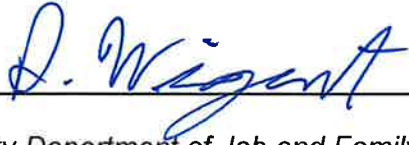
Item	# of times available	Cap
Items 7 and 8 are for employment purposes only and are available over a one-year period from date of approval.		
7. Vehicle repairs	1 or more times until reaches cap	\$2,000
8. Towing	1 or more times until reaches cap	\$100

Special Programs

12. OWF Applicant Gasoline Card	1 or more times in a one-year period from date of approval	\$100 (Only for those in Work Activities)
13. K-12 Fitted for Success	1 time per school year	Basic school supplies; other items vary by year

**VI. SIGNATURE**

The Wood County Department of Job and Family Services agrees to implement PRC County Plan #23 as written above.



\_\_\_\_\_  
Director  
Wood County Department of Job and Family Services



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Date

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Reviewed by Wood County DJFS Planning Committee on 9-17-21.  
Approved by the Wood County Commissioners : Resolution No.

Effective Date for PRC Plan #23: October 1, 2021

