

**RESOLUTION NO. 22-00717**

In the matter of approval of prior meeting ) County Commissioners' Office,  
minutes from the regular session held on ) Wood County, Ohio  
May 26, 2022. ) May 31, 2022

*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 26<sup>th</sup> day of May 2022 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I HERRINGSHAW; and

*WHEREAS*, the Commissioners’ Agenda for May 26, 2022, was as follows:

*I. 9:19 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*

No personnel actions were submitted.

Commissioner LaHote moved to approve the resolutions on the attached listing with the exception of resolution 22-00713 (personnel actions) which will be voided. Commissioner Bowlus seconded the motion. All voted aye and the motion carried.

*III. -- Staff Reports*

Mr. Kalmar stated he received a request from the fair board for a letter of support for their plan to move the dates of the Wood County fair by one day allowing it to run from Sunday to Sunday rather than Monday to Monday. He also stated they would like to have discussion about combining efforts between the Ag Society and OSU Extension that would result in a full-time Junior Fair Coordinator/Fairgrounds Event Manager. Mr. Kalmar will schedule a meeting on this topic.

Buildings and Grounds Monthly Update and Presentation of 2021 Employee Recognition Award (9:28 a.m.) – Facilities Director Steve Blausey was joined by Maintenance Worker II Dean Heilman to review the attached information. The Commissioners presented Mr. Heilman with a recognition award for 5 years of county service. Photos were taken. The meeting concluded at 9:41 a.m. Mr. Blausey and Mr. Heilman exited at this time.

Records Center Quarterly Update and Presentation of 2021 Employee Recognition Award (9:42 a.m.) – Records Center Manager Brenda Ransom shared the attached information which was referenced throughout the discussion. The Commissioners presented Ms. Ransom with a recognition award for 20 years of county service. Photos were taken. The meeting concluded at 9:51 a.m. Ms. Ransom exited at this time.

Ms. Stanley mentioned the recent request received from Clerk of Courts Cubberley regarding staff wages. She stated the request is specific to two positions. Ms. Stanley stated that wage adjustments

were made during the 2022 budget process and noted that some larger wage change requests approved from other offices were split at that time between the 2022 and 2023 budgets. Mr. Kalmar stated the requests are for a significant amount and comes less than six months after significant wage adjustments were made at the beginning of 2022. He suggested considering the request during the 2023 budget cycle. The Commissioners concurred. Ms. Stanley will inform Mr. Cubberley of the decision.

Mr. Kalmar stated that Rob Eaton, Director of Courthouse Complex Security, contacted him regarding the starting wage of part-time security officers. Mr. Eaton stated new hires start at the minimum of Pay Grade 6 even if they have 25 years of experience in law enforcement. He asked if it is possible to move the employee to a higher wage within the same pay grade due to experience. Mr. Kalmar stated that it is possible. (Human Resources/Benefits Manager Pam Boyer entered at 9:59 a.m.) Mr. Eaton requested a wage change for 3 deputies. He also requested an additional 15 hours of part-time work be available. The change of wage rate and additional hours equates to approximately \$31,000 annually. Mr. Eaton stated that his budget for 2022 will be able to cover the funds for the remainder of 2022 and would not affect the budget until 2023. The Commissioners agreed with all of his requests.

Commissioner Herringshaw moved to enter into executive session to consider the employment of a public employee. Commissioner LaHote seconded the motion. All voted aye and the motion carried at 10:04 a.m.

The Commissioners left executive session at 10:50 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 voted aye and the motion carried at 10:51 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	<u>yes</u>	<u></u>
CRAIG LAHOTE	<u>yes</u>	<u></u>
DORIS I. HERRINGSHAW, Ed.D.	<u>yes</u>	<u></u>

*Board of County Commissioners,  
Wood County, Ohio*

Attest:   
Clerk of said Board

Resolution	Date	Description	PO	Cost
22-00708	5/26/2022	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 5/24/2022.		
22-00709	5/26/2022	AUTHORIZE PAYMENT OF VOUCHERS		
22-00710	5/26/2022	NORTHWOOD DOOR, LLC. - AUTHORIZE THE PURCHASE OF (1) FIRE RATED DOOR AND OTHER MATERIALS TO REFURBISH THE MAIN WORK AREA AT THE WOOD COUNTY RECORDS CENTER.	134898	\$1,176.00
22-00711	5/26/2022	PAYMENT FOR SERVICES - JUVENILE RESIDENTIAL CENTER NATURAL GAS FOR THE PERIOD OF 4/13/22 - 5/13/22 AND MAINTENANCE STAFF FOR MAY 2022.		
22-00712	5/26/2022	PAYMENT FOR SERVICES - APRIL 2022 TRASH DISPOSAL		
22-00713	5/26/2022	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
22-00714	5/26/2022	PRESIDIO NETWORK SOLUTIONS - AUTHORIZING THE PURCHASE OF MERAKI MR46 WI-FI AND MERAKI MR ENTERPRISE LICENSE FOR THE HIGHWAY GARAGE. SAID PURCHASE WILL BE MADE THROUGH STATE TERM PURCHASE CONTRACT 534612	314086	\$784.27
22-00715	5/26/2022	MTECH COMPANY - AUTHORIZING THE PURCHASE OF (1) COMHUB 5/100, 2 CHANNEL DECT 7 WITH (3) APEX WIRELESS DECT HEADSETS, AND CHARGING CASE FOR THE WOOD COUNTY ENGINEER'S OFFICE.	314087	\$6,000.00
22-00716	5/26/2022	AUTHORIZING 2022 MILEAGE REIMBURSEMENT RATE INCREASE		

# Buildings & Grounds Monthly Update

## May 26, 2022

### Completed Projects

Work on the Courthouse roof is now finished. Lights have been changed out and various tiles replaced. Debris was removed from gutters to insure proper function along with general roof upkeep.

The wall install for Court 4 is complete.

New carpet for Courthouse Security has been installed. This was done by Toledo Flooring.

New carpet has also been installed in the front offices at Wood Haven. This work was also performed by Toledo Flooring.

EGLC maintenance crews were asked to move some old equipment that was on the Museum grounds in preparation for upcoming events. Once the equipment was moved, stumps were removed, dirt was hauled in, leveling and seeding was then completed. We also did some dirt work and seeding in other areas on the grounds.

### Current Projects

Plans are being drawn up to submit to Building Inspection for the installation of a new wall in the first floor of the Records Center. This wall will create an enclosed office area here.

Courthouse maintenance crews are spending a little more time on various landscape improvements on the complex. This will probably take most of the summer as there are many areas we would like to address.

We are reviewing prints and specs for both the Jail Expansion Project and the Health Dept. Renovation Project.

### Upcoming Projects

The new security fence/gate for Board of Elections is scheduled to be installed this week. This is being installed by Northwood Door.

Replacement of two tube heaters at the Highway Garage should begin next week. This work is being done by Core Mechanical.

Courthouse maintenance crews are going to do some minor kitchen upgrades in Court Administration.

Minor touch up painting in Adult Probation will begin next week. This will be done by Courthouse maintenance crews.

### MISC.

Fire Safety inspections are complete and all went well.

Lots of mowing going on right now.

# 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*



## Records Center Quarterly Report

February 23-May 24, 2022:

- As of May 24, 2022, there were **9,142.5** cubic feet of space in use – 87% capacity.
- Intake February 23-May 24, 2022, = 124 cubic feet.
- Shredding (inside and outside of Records Center) February 23-May 24, 2022, = 5.5 tons; 199 cubic feet of storage space opened. Staff is making headway on catching up on backlog of shredding. Additional space is also being opened through microfilming projects.
- WLI scanner operators are busy with their regular projects; Andrew completed a job for Probate Court and has returned to Public Defender juvenile and misdemeanor case files. Joe is working on 2019 Sheriff's inmate files; earlier in the year he scanned 11 boxes of Auditor's budget files (other jurisdictions).
- Furniture has been ordered for first floor renovation, which includes moving records manager's office to main work area. Once wall is up and built-in counter has been removed, all four staff members will be based in same part of building. Joe and Andrew's prep tables will be moved into room where their scanners are located.

In August, the Records Center will reach 20 years in operation.

- Auditor and Board of Elections both supporting projects that will enable the disposal of permanent records after microfilming. Brenda Torres-Sanchez is working on Auditor's real estate tax duplicates from the 1970's into the 2000's. When the microfilm and destroy part of the project is done, duplicates from 1952-2020 will be accessible by the Auditor's Office via OnBase and approximately 415 cubic feet of space will be cleared (129 cubic feet already removed as of May 24).

In April, Brenda Ransom began running microfilm of images from the Board of Elections scanned over several years by the office. The records to be removed from the Records Center are voter registration cards and account for 65 cubic foot boxes.

- Brenda R. is stepping down from the County Archivists and Records Managers Association board after 8 years, including 4 years as chairperson and the past 4 years as secretary.

- A cooperative project between the Records Center and Wood County Museum over the past six months has been the digitization of around 700 letters written by LaVerne (Snyder) and Harold Patten during World War II. The couple began dating while employed at the Wood County Infirmary and LaVerne continued to work for Frank and Lottie Brandeberry throughout the war. Several of her letters include fascinating and humorous glimpses of life in Wood County and at the "Poor House."



REGULAR MEETING THE SECOND TUESDAY OF EACH MONTH

## Wood County Home

COUNTY COMMISSIONERS

D. D. GROSS      ROLAND ECKERT      CHARLES E. PETTEYS

FRANK BRANDEBERRY, SUPERINTENDENT  
BOWLING GREEN, OHIO

R. F. D. No. 3. *July 3* 194*2*

Dear Hon - xxxx

I'm sorry that you haven't received more letters lately and it isn't because you haven't been able to send them to me. I have just been pretty busy working and running around, no boyfriends but just have places to go and to things. Now, Hon, if a girl is doing something now that a man did before, then she must be a defense worker. If that's right, then I'm a defense worker because I have been taking Lottie to town and getting the bread and papers since Frank has been busy in the fields. They have the eye all out and he wants to go through the corn for the third, and probably the last time, before they have to cut wheat. That is almost

*it has it out when...*  
"Now, Hon, if a girl is doing something now that a man did before then she must be a defense worker. If that's right, then I'm a defense worker because I have been taking Lottie to town and getting the bread and papers since Frank has been busy in the fields."

