

**RESOLUTION NO. 23-01117**

In the matter of approval of prior meeting ) County Commissioners’ Office,  
minutes from the regular session held on ) Wood County, Ohio  
August 29, 2023. ) August 31, 2023

*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 29<sup>th</sup> day of August 2023 with the following members present: DORIS I. HERRINGSHAW and THEODORE H. BOWLUS; and

*WHEREAS*, the Commissioners’ Agenda for August 29, 2023, was as follows:

*I. 9:37 a.m. -- Consider Resolutions – See Resolution Listing*

Commissioner Bowlus called the meeting to order with County Administrator Carri Stanley, Clerk of the Board Sandy Long, Job and Family Services Assistant Director Michael Fuller and Protective Services Supervisor Shelby Smith also present. Commissioner Bowlus noted the receipt of the minutes of the previous session. No corrections were requested.

The personnel actions submitted were from Wood Haven for the voluntary separation of LPN Alejandra De La Cruz, resignation of Environmental Services Aide Samantha Meyers and RN Shift Supervisor Henry Osando, probationary termination of LPN Jennifer Ostrander, change from part-time to intermittent status for Activities Leader Penny Soboleski.

Commissioner Bowlus moved to approve the resolutions on the attached listing and Commissioner Herringshaw seconded the motion. All present voted aye and the motion carried.

*II. -- Staff Reports*

Job and Family Services re: Foster Care Per Diem Rates (9:40 a.m.) – Mr. Fuller stated the foster parent per diem rates have been the same since 2011. A survey was conducted with current foster parents asking questions regarding support, finances, etc. Rates in surrounding counties were also obtained. Due to the rise in the cost of living as well as current inflation rates, Mr. Fuller proposed per diem rate increases for foster homes with children aged 0-15 of \$5.00 per day and an increase of \$10 per day for children 16-over. He also suggested an additional \$20 per day for difficulty of care. Ms. Smith stated that difficulty of care includes children who require in-home nursing such as those with feeding tubes. Commissioner Herringshaw asked how many children require this type of care. Ms. Smith stated not many, however sometimes children with self-harm behaviors can be considered for difficulty of care during the time such behavior occurs.

Mr. Fuller stated that JFS would like to pursue licensing treatment level foster homes due to the increase in youth who exhibit difficult behaviors. Some behaviors include self-harm, substance abuse, significant mental health needs, children who flee, and those who have been in Juvenile Court. Ms. Smith stated there are three different treatment levels in which a child can be placed based on these behaviors. Ms. Smith stated the rates suggested reflect maintenance care rates which mirror private agencies. Ms. Stanley asked how these rates are paid. Mr. Fuller stated a combination of federal and levy funds are used. The Commissioners agreed to the change in foster home per diem rates including rates for treatment level homes. A resolution will be prepared for consideration

on Thursday with an effective date of September 1, 2023. Mr. Fuller and Ms. Smith thanked the Commissioners for their time. The meeting concluded at 9:47 a.m.

Commissioner Bowlus moved to recess until 10:00 a.m. and Commissioner Herringshaw seconded the motion. All present voted aye and the motion carried at 9:48 a.m.

Records Center Quarterly Update (10:00 a.m.) – Commissioner Bowlus called the meeting back to order with Commissioner Herringshaw, Ms. Stanley, Ms. Long, Records Center Manager Brenda Ransom and Records Technician Molly Walters present. Ms. Ransom reviewed the attached information which was referenced throughout the discussion. The meeting concluded at 10:18 a.m.

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

No one from the public was present. Commissioner Bowlus moved to adjourn and Commissioner Herringshaw seconded the motion. All present voted aye and the motion carried at 10:18 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 times 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:

DORIS I. HERRINGSHAW, Ed.D.	<u>yes</u>	<u>Doris I. Herringshaw</u>
DR. THEODORE H. BOWLUS	<u>yes</u>	<u>Dr. T. H. Bowlus</u>
CRAIG LAHOTE	_____	<u>ABSENT</u>

Board of County Commissioners,  
Wood County, Ohio

Attest: Sandy A. Long  
Clerk of said Board

Resolution	Date	Description	PO	Cost
23-01096	8/29/2023	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 8/22/2023		
23-01097	8/29/2023	APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES		
23-01098	8/29/2023	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
23-01099	8/29/2023	AUTHORIZE PAYMENT OF VOUCHERS		
23-01100	8/29/2023	AMAZON CAPITAL SERVICES - AUTHORIZING THE PURCHASE OF (7) LED AMAZON FIRE TV MONITORS AND MOUNTS FOR THE COMMUNICATION CENTER LOCATED AT THE WOOD COUNTY SHERIFF'S OFFICE.	135029	\$4,044.11
23-01101	8/29/2023	DELL MARKETING - AUTHORIZING THE PURCHASE OF (2) DELL OPTIPLEX MICRO PLUS 7010 30MB COMPUTERS FOR WOOD COUNTY BOARD OF ELECTIONS.	272664	\$1,634.00
23-01102	8/29/2023	PAYMENT FOR SERVICES - JULY 2023 FUEL FACILITY		
23-01103	8/29/2023	PAYMENT FOR SERVICES - JULY 2023 LANDFILL TRASH DISPOSAL		
23-01104	8/29/2023	PAYMENT FOR SERVICES - SECOND QUARTER NET PLUS TRANSPORTATION SERVICES.		
23-01105	8/29/2023	GRANGER CONSTRUCTION - AUTHORIZE AMENDMENT TO PO #134827 FOR CHANGE ORDER NO. 2 AND CHANGE ORDER NO. 3 FOR CONSTRUCTION OF THE WOOD COUNTY JAIL EXPANSION/RENOVATION PROJECT.	134827A	\$368,853.54
23-01106	8/29/2023	AUTHORIZE MEMORANDUM OF AGREEMENT FOR NORTHWEST OHIO MANUFACTURING PRE-APPRENTICESHIP BETWEEN THE TOLEDO REGIONAL CHAMBER OF COMMERCE, OWENS COMMUNITY COLLEGE, THE EDUCATIONAL SERVICE CENTER OF LAKE ERIE WEST, WOOD COUNTY OHIO MEANS JOBS/JOB AND FAMILY SERVICES, MAUMEE STAMPING AND ASSEMBLY AND PARTICIPATING SCHOOLS.		
23-01107	8/29/2023	AUTHORIZE CHANGE ORDER NO. 1 WITH KLEINFELDER, INC. FOR PY2022 COMMUNITY HOUSING IMPACT & PRESERVATION (CHIP) PROGRAM.		
23-01108	8/29/2023	AMENDING THE RATE OF APPOINTED COUNSEL REIMBURSEMENT FOR CAPITAL REPRESENTATION OF INDIGENT DEFENDANTS PURSUANT TO SECTION 120.33(A)(3) OF THE OHIO REVISED CODE		
23-01109	8/29/2023	SUPPLEMENTAL APPROPRIATION - VARIOUS FUNDS		
23-01110	8/29/2023	ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS		
23-01111	8/29/2023	AUTHORIZE AGREEMENT WITH ELITAIRE, LLC DBA CRITICALAIRE TO PROVIDE A GPS AIR PURIFICATION SYSTEM TO INCREASE INDOOR AIR QUALITY AND REDUCE AIR PATHOGENS, PARTICULATES AND ODORS AT THE JUVENILE DETENTION CENTER AND JUVENILE RESIDENTIAL CENTER.		
23-01112	8/29/2023	AUTHORIZE AGREEMENT WITH HORIZON TECHNOLOGY GROUP, LLC FOR 3RD PARTY SECURITY OPERATIONS CENTER (SOC) SERVICES FOR ALL COUNTY TECHNOLOGY.		
23-01113	8/29/2023	AUTHORIZE AGREEMENT WITH DYNAMIC MEP FOR CONSULTING, DESIGN, AND ADMINISTRATIVE SERVICES FOR REPLACEMENT OF HYDROPONIC PIPES AT THE WOOD COUNTY HIGHWAY GARAGE.		
23-01114	8/29/2023	AUTHORIZE CONTRACT BETWEEN WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND ADRIEL, INC. FOR THE PURCHASE OF FAMILY SUPPORT SERVICES.		
23-01115	8/29/2023	AUTHORIZE CHANGE ORDER NO. 1 - FINAL FOR THE REPLACEMENT OF LUCKEY ROAD BRIDGE NO. 4-11B OVER DITCH 2250, TROY TOWNSHIP, WOOD COUNTY, OHIO.		
23-01116	8/29/2023	CRITICALAIRE - AUTHORIZE THE PURCHASE OF GPS AIR PURIFICATION SYSTEMS TO INCREASE INDOOR AIR PURIFICATION AND REDUCE AIR PATHOGENS, PARTICULATES AND ODORS AT JUVENILE DETENTION CENTER AND JUVENILE RESIDENTIAL CENTER.	135030	\$9,480.00

# Wood County Records Center

Brenda Ransom, Records Manager

*A department under the Board of County Commissioners  
Craig LaHote • Dr. Theodore H. Bowlus • Doris I. Herringshaw, Ed.D*



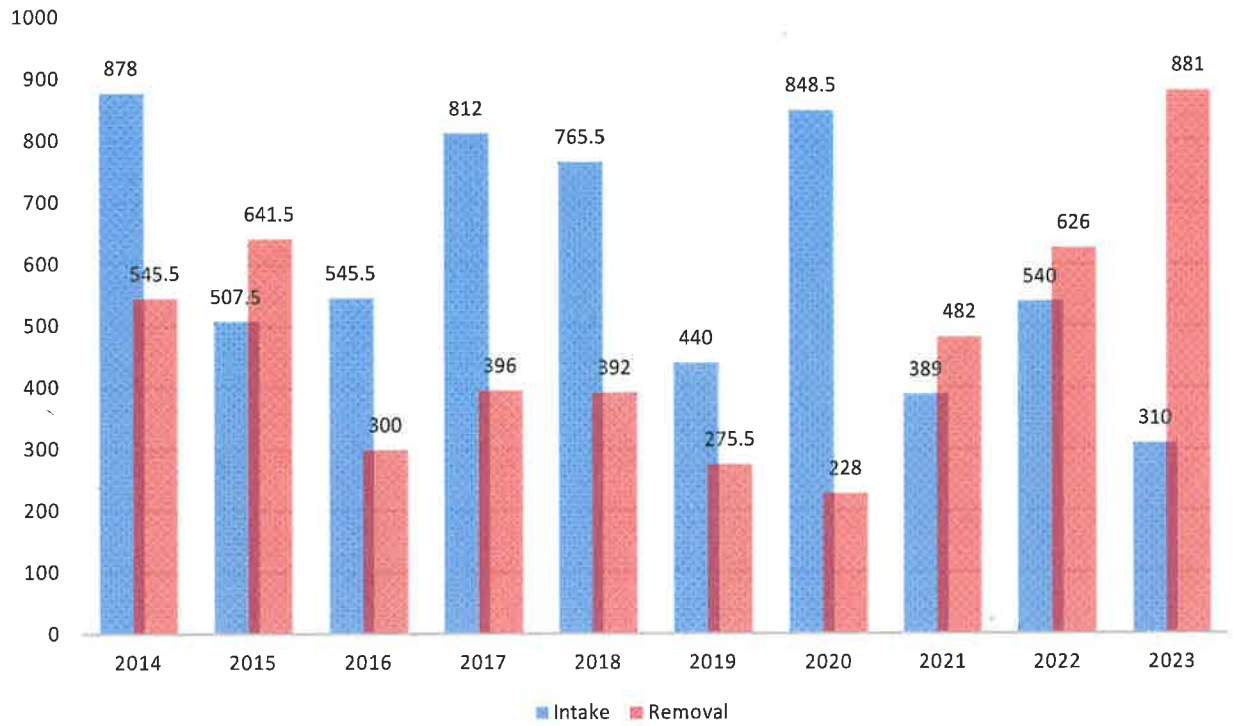
## Records Center Quarterly Report Highlights May 20-August 27, 2023:

- As of August 25, 2023, there were **8,525** cubic feet of space in use – 81% capacity.
- Intake for May 20-August 25, 2023 = 127 cubic feet.
- Shredding (inside and outside of Records Center) from May 20-August 27, 2023 = 2.5 tons; 224 cubic feet of storage space opened.

At the beginning of 2023, there were 169 boxes that had reached destruction eligibility in 2022 or prior. At the end of August, that number stands at 20. Of 871 cubic feet removed in 2023, a total of 264 were permanent records that were digitized and backed up to microfilm – the bulk being Children Services records.

- Molly Walters, new records technician, has completed four weeks on the job and has jumped into several different experiences. In addition to shredding records, she has completed data entry for ease of locating Court records and dove into a long-term project digitizing Sheriff's offense reports.
- Being at full staff has allowed the department to expand on a monthly rotation system for common tasks. Retrieving records and shredding are two large parts of the Records Center's day-to-day operations and in the past has been handled more extensively by certain staff members. In order to spread out the duties more fairly as well as ensure that everyone knows how to do the jobs, a rotation was set up beginning in early 2021. With four people, each person takes the lead in retrieving for a month, backing up retrieval the following month, shredding for a month, and then backing up shredding the following month.
- Email 101 and 201 training began with two sessions of 101 on August 23. Two more sessions are scheduled for August 31 and four 201 sessions will be held on September 21 and October 12. Brenda Ransom will also present records training for a Human Resource group skills sharpening meeting on September 13.
- Between May 20-August 27, 98 rolls of microfilm were produced. The total created since the beginning of the year stands at 325 rolls, including 219 rolls for the Auditor, Board of Elections, Clerk of Courts, Probate Court, Public Defender, and Recorder. The remaining rolls were run for Putnam, Mercer, and Williams Counties, who pay for the service.

### Intake vs. Removal 2014-2023



Cubic feet brought in or removed from storage areas annually; 2023 = January-August

