

**RESOLUTION NO. 23-00223**

In the matter of approval of prior meeting ) County Commissioners’ Office,  
minutes from the regular session held on ) Wood County, Ohio  
February 9, 2023. ) February 28, 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 9<sup>th</sup> day of February 2023 with the following members present: DORIS I. HERRINGSHAW, THEODORE H. BOWLUS and CRAIG LAHOTE; and

*WHEREAS*, the Commissioners’ Agenda for February 9, 2023, was as follows:

*I. 9:15 a.m. -- Reading of minutes from preceding meeting*

Commissioner LaHote called the meeting to order and requested the reading of the prior meeting minutes. Administrator Carri Stanley, Assistant Administrator Dan Scherger and Sandy Long were also present.

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

There were three out of state travel requests submitted from Job and Family Service (JFS) for Christina Bradner and Jessica Johnson to attend the American Society on Aging Conference in Atlanta, Georgia; Kristin Weymer, Shelby Smith, Elizabeth Harden and Lisa Swartz to attend the National Interstate Compact on the Placement of Children Conference in New Orleans, Louisiana; Maureen Veit and Shelby Smith to attend the National Protection Services Association Conference and the 14<sup>th</sup> Annual National Elder Abuse Financial Exploitation Summit in Boston, Massachusetts.

The personnel actions submitted were from Wood Haven to acknowledge prior service for RN Shift Supervisor Jessica Armentrout, resignation of Dietary Aide Rusha Jackson, appointment of full-time STNA Zeirica Wolford.

Commissioner Bowlus moved to approve the resolutions on the attached listing with the exception of resolution 23-00222 (appointment to GLCAP) which will be voided. Commissioner Herringshaw seconded the motion. All voted aye and the motion carried.

*III. -- Staff Reports*

Ms. Stanley mentioned that the Solid Waste Management District public hearing regarding the solid draft plan update was held on Wednesday. The plan must be submitted to the OEPA by August 18, 2023.

Ms. Stanley mentioned that she was approached by Human Resources Manager Boyer requesting approval to attend the National Public Employer Labor Relations Association meeting in Louisville, Kentucky. Commissioner Bowlus inquired if she would be the only staff member to attend. Ms. Stanley stated that it is likely the Assistant HR Manager would also attend. The Commissioners agreed to the travel.

Records Center Quarterly Update (9:29 a.m.) – Records Center Manager Brenda Ransom was joined by Records Technician Kim Barnes and WLI Scanner Operator Joe Kerwin. Ms. Ransom stated that Mr. Kerwin has worked in the Records Center for 15 years, beginning with using a

camera for microfilming and switching over to scanners in 2011. Mr. Kerwin has helped with the Sheriff's inmate, Auditor's budget, and Public Defender files. The Commissioners thanked him for his work which helped remove approximately 216 boxes off the shelves. Mr. Kerwin and Ms. Barnes exited at 9:32 a.m. Ms. Ransom reviewed the attached information. She mentioned that she spoke with HR Manager Pam Boyer regarding posting the vacant position from the recent passing of Records Technician Robbie Perkins. Discussion was held regarding the hiring of a part-time employee to review Prosecutor files. Ms. Ransom stated these files go back to the late 1960's. Prosecutor Dobson would need to set guidelines for what documents would need to be kept and in what form. More discussion will be held at a later date. The meeting concluded at 9:47 a.m. Ms. Ransom exited at this time.

Emergency Management Agency (EMA) Quarterly Update (9:47 a.m.) – EMA Director Jeff Klein was joined by Deputy Director Erin Konecki and Administrative Assistant Suzette Hall to share the attached information. Sentinel-Tribune Editor Debbie Rogers was also present. The meeting concluded at 10:03 a.m. Mr. Klein, Ms. Konecki and Ms. Hall exited at this time.

Job and Family Services (JFS) Child Protective Services Supervisor Brandy Laux re: Update (10:03 a.m.) – JFS Director Dave Wigent was also present. Please see the attached information which was referenced throughout the discussion. Mr. Wigent stated that the number of investigations conducted in 2022 was likely the highest number recorded for Wood County. He noted that during the pandemic the numbers dropped statewide due to the lack of interaction by required reporters of abuse. Mr. Wigent mentioned the state instituted a program to work with families for kinship placement, which is far less expensive than placing children in foster care. Ms. Laux stated that approximately two years ago a Kinship Worker position was created at JFS to oversee the program. She noted the biggest issue with kinship care is the financial impact on the family, but the number of children in foster care has decreased. Ms. Laux also mentioned that JFS does a lot of protective supervision allowing children to remain with their parents. The Commissioners thanked them for the update. The meeting concluded at 10:16 a.m. Ms. Laux and Mr. Wigent exited at this time.

Wood County Engineer John Musteric re: Potential Joint County Ditch Project (10:17 a.m.) – Engineer Musteric was joined by Drainage Construction Coordinator Duane Abke, Technician Cameron Brown, and Road Project Manager Jason Sisco. Engineer Musteric stated that discussions have been held among the Wood, Ottawa, and Sandusky County Engineers, and landowners who are considering petitioning for the cleaning of Packer Creek. He stated that the main issue with drainage is within the Village of Genoa in Ottawa County which is causing a bottleneck. A large amount of rock was discovered years ago when cleaning was attempted resulting in the need to flatten the grade in the area. Consideration has been given to re-routing the watercourse around Genoa. Commissioner Bowlus asked about the length of the bottleneck area. Mr. Abke stated it is approximately 3 or 4 blocks long. He noted that the fall from either side of Genoa is approximately 7 feet. Commissioner Bowlus asked how much this would need to decrease to fix the issue. Mr. Abke stated anywhere from 3 to 4 feet. It was determined the best course would be to petition the entire watershed but concentrate on the bottleneck area. The proposed project would be located from Benton-Carroll Road in Ottawa County (about 10 miles east of Genoa) to near State Route 25 in Wood County, and include approximately 280 acres within Sandusky County. The project would affect approximately 14,000 parcels in Wood County. Mr. Abke stated that a private clean-out of a portion of Packer Creek along Mercer and Devils Hole Road was recently completed. Engineer Musteric stated there may not be a need for construction work to be done to the ditch in some areas. If the proposed project would be approved, the entire length of Packer Creek noted above would be

placed under maintenance. More discussion will be held regarding the proposed project. The meeting concluded at 10:46 a.m.

IV. -- Open Forum Citizens Comments/Concerns

There were no comments from the public. Commissioner Herringshaw moved to adjourn and Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 10:46 a.m.

Commissioner LaHote called session back to order at 10:51 a.m. with Commissioners Bowlus and Herringshaw, Ms. Stanley, Mr. Scherger, Ms. Long and Human Resources/Benefits Manager Pam Boyer present. Commissioner Bowlus moved to enter into executive session to consider the compensation of a public employee and to discuss details relative to the security arrangements for a public body or office. Commissioner Herringshaw seconded the motion. All voted aye and the motion carried. The Commissioners left executive session at 11:52 a.m. Commissioner Bowlus moved to adjourn and Commissioner Herringshaw seconded the motion. All voted aye and the motion carried at 11:52 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 Herringshaw moved and Commissioner LaHote 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 Herringshaw</u>
DR. THEODORE H. BOWLUS	<u>          </u>	<u>ABSENT</u>
CRAIG LAHOTE	<u>yes</u>	<u>Craig LaHote</u>

*Board of County Commissioners,  
Wood County, Ohio*

Attest: Sandy A. Long  
Clerk of said Board

Resolution	Date	Description	PO	Cost
23-00196	2/9/2023	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 2/7/2023		
23-00197	2/9/2023	AUTHORIZE PAYMENT OF VOUCHERS		
23-00198	2/9/2023	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
23-00199	2/9/2023	PAYMENT FOR SERVICES - JANUARY 2023 TRASH DISPOSAL FROM VARIOUS DEPARTMENTS TO WOOD COUNTY LANDFILL		
23-00200	2/9/2023	AUTHORIZE TO ADVERTISE BIDS FOR 2023 DITCH SPRAYING PROJECTS		
23-00201	2/9/2023	TRANSFER OF FUNDS - VARIOUS FUNDS		
23-00202	2/9/2023	AUTHORIZE CONTRACT WITH GARDINER FOR 2023 PREVENTATIVE MAINTENANCE/CONSULTING SUPPORT FOR CHILLERS LOCATED AT THE WOOD COUNTY OFFICE BUILDING, COURTHOUSE, ATRIUM, JUSTICE CENTER AND WOOD HAVEN HEALTH CARE		
23-00203	2/9/2023	AUTHORIZE CONTRACT WITH LABORIE ENTERPRISES, LLC TO RENOVATE THE COMMON PLEAS COURTROOM NO. 2 JURY ROOM AND JUDGE'S BENCH		
23-00204	2/9/2023	AUTHORIZING CONTRACT FOR PREMIER ONE YEAR CODEC ONLY AND PREMIER ONE YEAR REAL PRESENCE TOUCH MAINTENANCE ON THE POLYCOM VIDEO CONFERENCING SYSTEMS LOCATED IN COMMON PLEAS COURTROOM 1, COMMON PLEAS COURTROOM 2, COMMON PLEAS COURTROOM 4, DOMESTIC RELATIONS COURTROOM, AND PROBATE COURTROOM		
23-00205	2/9/2023	PAYMENT FOR SERVICES - JANUARY 2023 MEALS FOR INMATES AT JDC & JRC		
23-00206	2/9/2023	LEADER MACHINERY CO - AUTHORIZING THE PURCHASE OF A DURACO DURAPATCHER MODEL P2 TRAILER MOUNTED SPRAY INJECTION MACHINE EQUIPPED WITH A CRACK SEALING ATTACHMENT WITH 25' HOSE AND RECOIL REEL, TANK CONTENTS GAUGE, ELECTRIC BOOM MOUNTED EMULSION VALVE WITH BOOM MOUNTED CRACK FILLER ATTACHMENT, TOOL KIT AND 12 VOLT NOZZLE HEATER FOR THE WOOD COUNTY HIGHWAY GARAGE. SAID PURCHASE WILL BE MADE THROUGH STATE PURCHASING SCHEDULE NUMBER 800851	314112	\$81,996.00
23-00207	2/9/2023	AUTHORIZE TO ADVERTISE FOR BIDS FOR 2023 HOURLY RATES FOR EQUIPMENT FOR MAINTENANCE OF DITCHES FOR THE WOOD COUNTY ENGINEER AND HIGHWAY GARAGE.		
23-00208	2/9/2023	AUTHORIZE TO ADVERTISE FOR BIDS FOR STONE FOR 2023 FOR THE WOOD COUNTY ENGINEER.		
23-00209	2/9/2023	AUTHORIZE TO ADVERTISE FOR BIDS FOR LIQUID BITUMINOUS FOR USE BY THE WOOD COUNTY HIGHWAY GARAGE DEPARTMENT FOR 2023 PROJECTS.		
23-00210	2/9/2023	AUTHORIZE TO ADVERTISE FOR SUPERSTRUCTURE REPLACEMENT OF GYPSY LANE ROAD BRIDGE NO. 1-324C OVER NORTH BRANCH OF THE PORTAGE RIVER, CENTER TOWNSHIP, WOOD COUNTY, OHIO.		
23-00211	2/9/2023	AUTHORIZE CONTRACT WITH BEST EQUIPMENT CO. FOR THE PURCHASE OF ONE (1) ROVVER BASIC SYSTEM WITH INTEGRATED LIFT, ONE (1) TYGER TAIL 2" FOR MANHOLE BOTTOM CABLE RVX, ONE (1) TOP MANHOLE CABLE ROLLER FOR RVX, AND ONE (1) MEDIUM AGGRESSIVE WHEEL QC FOR THE JET TRUCK OPERATED BY THE WOOD COUNTY HIGHWAY GARAGE. SAID PURCHASE WILL BE MADE THROUGH SOURCEWELL AGREEMENT #120721-EVS.		
23-00212	2/9/2023	APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES		
23-00213	2/9/2023	AUTHORIZE CONTRACT WITH HAZCORP ENVIRONMENTAL SERVICES, INC. TO PERFORM INSPECTION AND TESTING OF SUSPECT THERMAL SYSTEM INSULATION ASSOCIATED WITH THE TRUCK BAY AT THE WOOD COUNTY HIGHWAY GARAGE.		
23-00214	2/9/2023	BEST EQUIPMENT CO INC - AUTHORIZE THE PURCHASE OF ONE (1) ROVVER BASIC SYSTEM WITH INTEGRATED LIFT, ONE (1) TYGER TAIL 2" FOR MANHOLE BOTTOM CABLE RVX, ONE (1) TOP MANHOLE CABLE ROLLER FOR RVX, AND ONE (1) MEDIUM AGGRESSIVE WHEEL QC FOR THE JET TRUCK OPERATED BY THE WOOD COUNTY HIGHWAY GARAGE. SAID PURCHASE WILL BE MADE THROUGH SOURCEWELL AGREEMENT #120721-EVS	314107	\$103,959.84

Resolution	Date	Description	PO	Cost
23-00215	2/9/2023	PAYMENT FOR SERVICES - ECONOMIC DEVELOPMENT FEBRUARY 2023 LEASE PAYMENT		
23-00216	2/9/2023	PAYMENT FOR SERVICES - NORTHWEST COMMUNITY CORRECTIONS CENTER MAINTENANCE STAFF FOR FEBRUARY 2023		
23-00217	2/9/2023	LABORIE ENTERPRISES, LLC - AUTHORIZE LABORIE ENTERPRISES, LLC TO PROVIDE LABOR AND MATERIALS TO RENOVATE THE COMMON PLEAS COURTROOM #2 JURY ROOM AND JUDGE'S BENCH, PURSUANT TO BCC CONTRACT #23-203, DATED 2/9/2023	134973	\$49,980.00
23-00218	2/9/2023	AUTHORIZE CONTRACT WITH TRANSTAR ELECTRIC SECURITY AND TECHNOLOGIES TO PROVIDE LABOR AND MATERIALS FOR IDENTIFICATION OF FIVE (5) INDOOR CIRCUIT PANELS WITH NEW TYPED PANEL SCHEDULES AT WOOD HAVEN HEALTH CARE		
23-00219	2/9/2023	AUTHORIZING EMERGENCY TEMPORARY STAFFING PAY FOR WOOD HAVEN EMPLOYEES FOR THE PERIOD FEBRUARY 21 THROUGH APRIL 16, 2023		
23-00220	2/9/2023	VANCE OUTDOORS INC - AUTHORIZING THE PURCHASE OF A X26P TASER WITH MAGAZINE AND HOLSTER FOR WOOD COUNTY COURT SECURITY.	134969	\$1,753.50
23-00221	2/9/2023	ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS		
23-00222	2/9/2023	APPOINTING DIANE KRILL TO THE GREAT LAKES COMMUNITY ACTION PARTNERSHIP BOARD OF DIRECTORS FOR THE 2023 CALENDAR YEAR (TERM EXP. 12/31/23)		

# 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

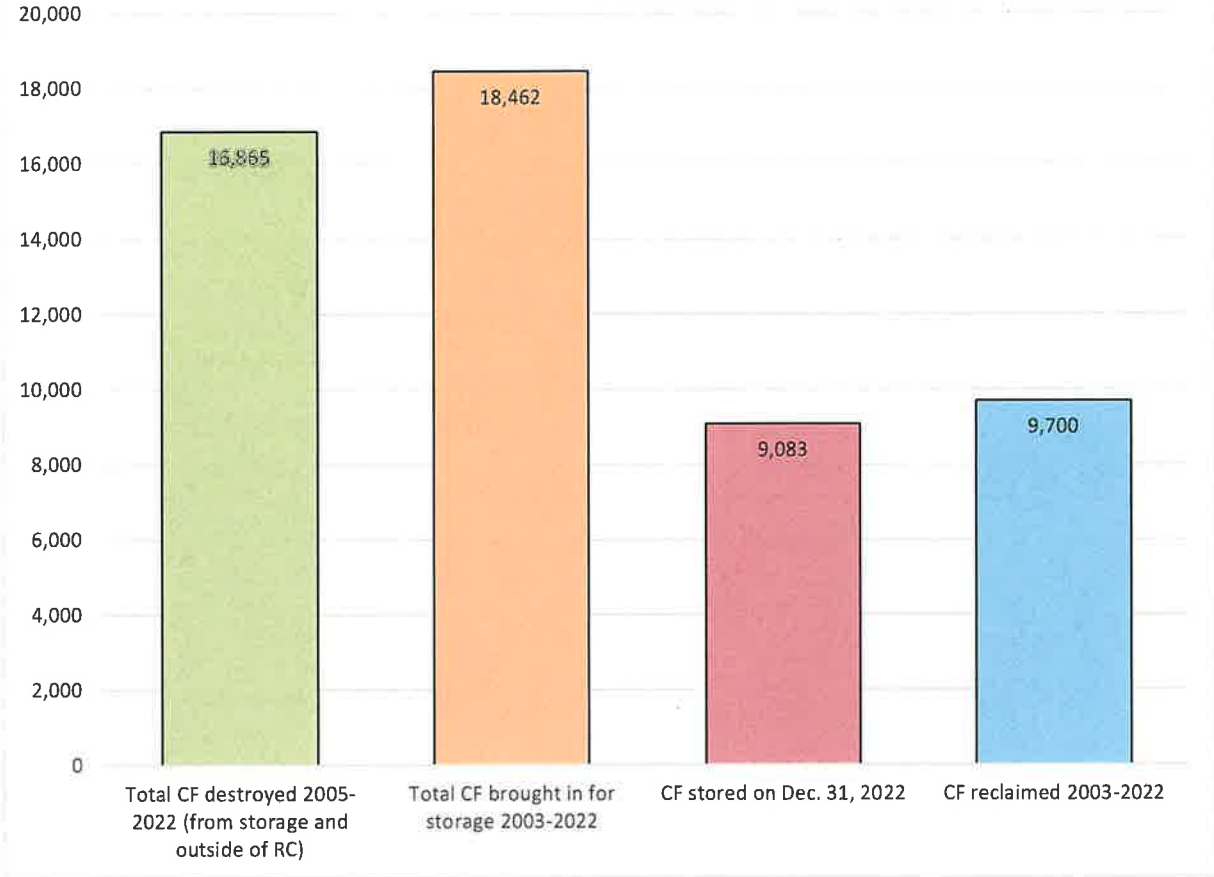
### Highlights Year 2022 and January-February 7, 2023:

- As of February 7, 2023, there were **9,016** cubic feet of space in use – 86% capacity.
- Intake 2022 = 540 cubic feet. Intake January-February 7, 2023 = 90 cubic feet.
- Shredding (inside and outside of Records Center) 2022 = 14.4 tons; 626 cubic feet of storage space opened. Shredding (inside and outside of Records Center) January-February 7, 2023 = 1.3 tons; 91 cubic feet of storage space opened.
- WLI contracted scanner operators produced 4,363 new documents in OnBase for the Auditor, Public Defender, and Sheriff in 2022, and another 542 documents in January-February 7, 2023. Andrew (full-time) and Joe (part-time) have been assets to the Records Center, preparing and capturing document images for the last 15 years. Joe started working in February 2008, when the project involved microfilming with a 16mm camera, and has captured Sheriff's inmate files and Auditor's budgets from other jurisdictions. He and Andrew moved from the cameras to scanners in 2011.

Since 2007, WLI workers have made it possible to remove 616 cubic feet of Sheriff and 117.5 cubic feet of Auditor records from storage and took away 146 cubic feet of Public Defender records from that office's basement.

- Records Technician Robbie Perkins died in January following a long health decline. She had worked for more than 19 years in the department. She was a loyal employee, full of ideas both innovative and practical. She took charge of in-house shredding program when the commercial shredder was added in early 2005 and was a key part of the development of the Records Center.
- The OP800 microfilm writer was returned to service in December after five months of waiting for a replacement air compressor. The cost of the new compressor was covered by the County's annual equipment maintenance agreement with The Crowley Company. In 2022, before the compressor failed, 154 rolls of microfilm were produced. From January-February 7, 2023, 81 rolls have been created.
- Work has been ongoing between the Records Center, Public Defender, and Clerk of Courts, to get Public Defender personnel files into OnBase.
- JFS has indicated that retention rules should be put in place for Help Me Grow files in the first half of this year. There are 53 cubic feet of these files at the Records Center. JFS is also working on digitizing Children Services case files, with the Records Center set to back them to microfilm. Eventually, 281 cubic feet of records dating from 1988-2004 will come off Records Center shelves.

### Historical Physical Storage Management 2003-2022



# WOOD COUNTY E.M.A.

## 2023 1st QUARTER EMA/LEPC UPDATE w/BCC

02/09/2023

### FINANCE/GRANTS UPDATE

- Emergency Management Performance Grant (EMPG FY22) EMA was approved for \$107,752.00. This is a 50/50 match grant that is used for operations (salaries & benefits). We have not received our agreement, but per Ohio EMA we are not expecting any changes.

### COVID/ Public Health

- Monthly conference call with Health Department, Wood County Hospital, BGSU Admin, local communities
- Assist Wood County Health Department in dispersing PPE and testing.
- ODH Weekly update and weekly vaccine update virtual meetings

### CodeRED

- Continue with new employee updates
- Department tests at their request.
- Monthly IPAWS tests and webinars
- Training webinar with CodeRED.
- Plain Twp CodeRED Training

### LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

- Full-scale exercise scheduled with the City of Bowling Green Fire Department May 3, 2023.
- Next LEPC Meeting February 16, 2023
- Annual NW Ohio LEPC Hazmat Conference combined with NOVFA March 11-12, 2023

### PLANNING/TRAINING REQUESTED CLASSES

- G-271 Hazardous Weather and Flooding Preparedness
  - March 1-3, 2023 (Virtual)
- NIMS 300 ICS Training
  - March 21-23, 2023, (BG Recreation Center 1175 Newton RD, Bowling Green)
- NIMS 400 ICS Training
  - April 9-11, 2023 (BG Recreation Center 1175 Newton RD, Bowling Green)
- G-358 Evacuation and Re-entry
  - April 19-20, 2023 (Virtual)

### OTHER EMA/LEPC ACTIVITIES

- Tuesday time slot BG Morning Show
- Weekly conference call with BGSU Emergency Management Team
- Monthly conference call Ohio EMA
- Ohio EMA Training Council
- Attend virtual SERC Meetings



- NW Sector Meeting
- NC Sector Meeting
- Ohio Cyber Collaboration Committee (OC3) Cyber Protection Sub-Committee
- Statewide MARCS SIEC virtual meeting
- NWS Cleveland virtual weekly meeting
- Hospital Coalition Virtual Meeting
- Hospital Coalition Steering Committee Meeting
- Attended Joint Terrorism Task Force Meeting
- NWS Cleveland Winter SKYWARN Webinar
- 2024 Solar Eclipse Overview Webinar for Wood County political subdivisions provided by Ohio EMA.
- Wood County Fire Chiefs
- Region 1 MARCS Meeting
- Regional TICP
- School EOC Tours
- Attend Wood County Health Department Radiation Exercise
  
- EMAO
  - Monthly Ohio EMA Leadership Call
  - Winter Conference
  - Publications Committee

## Overall Stats 2022

	Physical Abuse	Sexual Abuse	Neglect	Emotional Abuse	Dependency	FINS	AR Physical Abuse	AR Neglect	AR Emotional Abuse	ICPC/Other (not in total)	Drug Involved (not in total)	Total in 2022	Total in 2021
January	14	10	22	5	4	1	11	14	1	1	20	82	77
February	12	11	24	3	1	5	11	14	2	0	17	83	74
March	15	17	28	2	1	1	8	23	1	0	22	96	66
April	10	11	17	4	3	2	10	28	2	0	24	87	78
May	17	10	15	2	6	8	8	18	3	0	16	87	64
June	11	10	18	0	3	8	8	23	1	0	22	82	58
July	5	5	20	2	2	7	10	12	4	1	21	67	51
August	6	14	9	1	4	0	13	15	3	2	13	65	57
September	13	6	22	2	2	6	11	26	2	0	24	90	84
October	11	14	10	1	3	6	11	26	1	1	15	83	101
November	11	10	12	0	1	2	24	28	2	0	18	90	79
December	6	8	13	0	0	0	10	20	0	1	11	57	68
<b>Total</b>	<b>131</b>	<b>126</b>	<b>210</b>	<b>22</b>	<b>30</b>	<b>46</b>	<b>135</b>	<b>247</b>	<b>22</b>	<b>6</b>	<b>207</b>	<b>969</b>	<b>857</b>

## 2022 Screened Out

January	February	March	April	May	June	July	August	September	October	November	December	Total
48	82	97	86	97	60	62	87	91	91	63	81	945

**ATTENDANCE ROSTER**

The following persons were in attendance at a public meeting/hearing of the Board of County

Commissioners on the 9th day of February, 2023.

**PLEASE PRINT**

**NAME**

**DEPARTMENT/ADDRESS**

Brenda Ransom

Records Center

Joe Kerwin

Records Center

Kim Barnes

Records Center

Erin Konecki

EMA

Suzette Hall

EMA

JEFF KLEIN

EMA

Deb Regus

Sentinel

Duane Abke

Engineers

John Mustick

}

Jason Sisco

}

Cameron Brown

}

Pam Boyer

BCC

Linda F. Holmes

Prosecutor's Office