

**RESOLUTION NO. 23-00670**

In the matter of approval of prior meeting ) County Commissioners' Office,  
minutes from the regular session held on ) Wood County, Ohio  
May 23, 2023. ) May 25, 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 23<sup>rd</sup> day of May 2023 with the following members present: THEODORE H. BOWLUS and CRAIG LAHOTE; and

*WHEREAS*, the Commissioners’ Agenda for May 23, 2023, was as follows:

*I. 9:53 a.m. -- Reading of minutes from preceding meeting*

Commissioner LaHote called the meeting to order and waived the reading of the prior meeting minutes. Assistant County Administrator Dan Scherger, Clerk of the Board Sandy Long, Fiscal Manager Dee Stewart and Records Center Manager Brenda Ransom were also present.

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

No out of state travel requests were submitted. The personnel actions submitted were from Wood Haven to amend resolution 23-00645 to reflect correct start date for LPN Jill Patton and the voluntary separation of STNA McKenna Powell.

Mr. Scherger mentioned that resolution 23-00650 (authorizing a change order for the jail renovation project) was submitted for consideration following discussion with Gary McAnally, the architect for the jail renovation project. A few additional items which need to be addressed were identified, including an extension to a load bearing wall on the south side requiring the addition of multiple steel jack posts.

Mr. Scherger also mentioned resolution 23-00665 (purchase order with Axon Enterprise). Ms. Stewart stated that the Sheriff applied for grant funding for the purchase of the virtual reality product to be used for training. The purchase is to be made using general fund monies and then reimbursed with the grant funds once received.

Commissioner Bowlus moved to approve the resolutions on the attached listing and Commissioner LaHote seconded the motion. All present voted aye and the motion carried. (Ms. Stewart exited at 9:59 a.m.)

*III. -- Staff Reports*

Records Center Quarterly Update (9:59 a.m.) – Ms. Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 10:06 a.m. Ms. Ransom exited at this time.

Mr. Scherger mentioned that Verdantas, engineering consultants for the landfill, recently responded after looking into potential issues if the Commissioners were to allow an abutting property owner to purchase some of the landfill property. Verdantas noted that the facility boundary would need to be updated and would require a permit alteration. Existing probes that are located between the residences and the landfill are considered permanent and would require installation of new probes.

Reducing the distance between the landfill and dwellings could result in future permitting complications. Further discussion will be held at a later date.

IV. -- Open Forum Citizens Comments/Concerns

No one from the public was present. Commissioner Bowlus moved to adjourn and Commissioner LaHote seconded the motion. All present voted aye and the motion carried at 10:09 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 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. \_\_\_\_\_

ABSENT  
[Signature]

DR. THEODORE H. BOWLUS yes

CRAIG LAHOTE yes

Craig LaHote  
Board of County Commissioners,  
Wood County, Ohio

Attest: Sandy A. Dong  
Clerk of said Board

Resolution	Date	Description	PO	Cost
23-00650	5/23/2023	AUTHORIZE CHANGE ORDER NO. 2 WITH GRANGER CONSTRUCTION COMPANY FOR THE WOOD COUNTY JAIL EXPANSION/RENOVATION PROJECT (TABLED 5/18/2023)		
23-00656	5/23/2023	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 5/18/2023		
23-00657	5/23/2023	AUTHORIZE PAYMENT OF VOUCHERS		
23-00658	5/23/2023	AUTHORIZING CRAIG LAHOTE, PRESIDENT OF THE BOARD OF COUNTY COMMISSIONERS, TO SIGN THE JUVENILE COURT GRANT AGREEMENT AND FUNDING APPLICATION WITH THE OHIO DEPARTMENT OF YOUTH SERVICES.		
23-00659	5/23/2023	AUTHORIZE PLANS AND TO ADVERTISE FOR BIDS FOR THE REPLACEMENT OF MERMILL ROAD BRIDGE NO. 4-28E OVER BULL CREEK, PORTAGE TOWNSHIP, WOOD COUNTY, OHIO.		
23-00660	5/23/2023	TRAFFIC STOP UNIFORM SUPPLY - AUTHORIZING THE PURCHASE OF (2) ARMOR EXPRESS VORTEX LEVEL IIIA BODY ARMOR, (2) ARMOR EXPRESS ARA SHOCK ICW INSERTS, AND (2) ARMOR EXPRESS REVOLUTION CARRIERS FOR WOOD COUNTY DOG SHELTER DEPUTIES. SAID PURCHASE WILL BE MADE THROUGH OHIO STATE PURCHASING CONTRACT #RS901918, GDC006.	142894	\$2,000.00
23-00661	5/23/2023	CDW-G - AUTHORIZING THE PURCHASE OF A HP COLOR LASERJET ENTERPRISE MFP M480F - MULTIFUNCTION PRINTER - COLOR FOR THE WOOD COUNTY PLANNING COMMISSION.	58970	\$639.79
23-00662	5/23/2023	AUTHORIZE INCUMBENT WORKER TRAINING AGREEMENT BETWEEN OHIOMEANSJOBS WOOD COUNTY AND PINNACLE PLASTIC PRODUCTS.		
23-00663	5/23/2023	ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS		
23-00664	5/23/2023	SUPPLEMENTAL APPROPRIATIONS - VARIOUS FUNDS		
23-00665	5/23/2023	AUTHORIZE PURCHASE WITH AXON ENTERPRISE, INC. (SOLE AUTHORIZED DISTRIBUTOR) FOR THE PURCHASE OF TASER BRAND ENERGY WEAPON VIRTUAL REALITY PRODUCTS FOR THE WOOD COUNTY SHERIFF AS A SUBRECIPIENT FOR COVID-19 DETECTION MITIGATION IN CONFINEMENT FACILITIES THROUGH THE WOOD COUNTY HEALTH DISTRICT, PURSUANT TO BCC APPROVED CONTRACT #23-442 DATED APRIL 4, 2023.	135000	\$151,006.76
23-00666	5/23/2023	RECEIVE AND AWARD BID FOR THE PURCHASE OF A 2024 GMC SIERRA 2500 HD CREW CAB TRUCK FOR THE WOOD COUNTY HIGHWAY GARAGE.		
23-00667	5/23/2023	APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES		
23-00668	5/23/2023	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
23-00669	5/23/2023	SUMMIT INFORMATION RESOURCES DBA SUMMIT 360 - AUTHORIZING THE PURCHASE OF REPLACEMENT NETWORK SWITCHES FOR ALL COUNTY TECHNOLOGY.	135001	\$29,775.00

# 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 February 8-May 19, 2023:

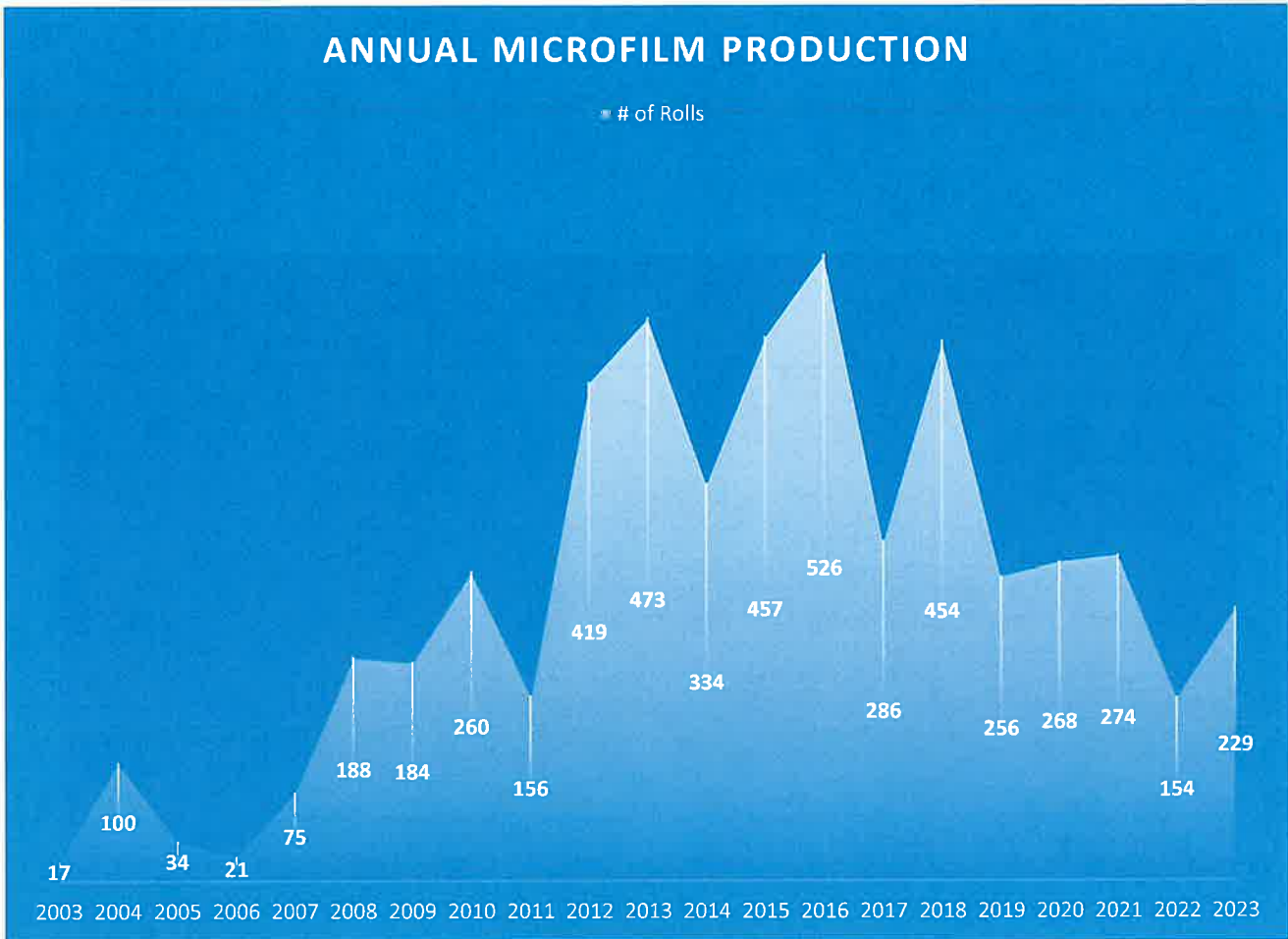
- As of May 19, 2023, there were **8,622** cubic feet of space in use – 82% capacity.
- Intake for February 7-May 19, 2023 = 93 cubic feet.
- Shredding (inside and outside of Records Center) from February 7-May 19, 2023 = 7.4 tons; 566 cubic feet of storage space opened.

Space has also been realized through removal of 123 cubic feet of records from Job & Family Services that are being scanned, transferred to microfilm, and shredded by a vendor. This large project, which has been discussed at least since 2004 or 2005, will eventually clear 299 cubic feet of space.

- In February, longtime Records Center employee Kim Barnes was selected to fill the new position of Assistant Records Manager. She's been taking on about 95 percent of that role in the last few years already and has been an asset to the County for more than 20 years.

Her new position replaces the third records technician position, while one of the remaining two remains open. That job is posted through June 9.

- Microfilm production has ramped up in the 2023. As of May 19, 148 rolls of microfilm have been created, plus 81 rolls produced between the beginning of 2023 through February 7. Of that figure, 87 rolls of Auditor, Board of Elections, and Recorder records have been sent to Iron Mountain for permanent storage, and 34 Clerk of Courts rolls are ready to be sent soon.
- In addition to the digitization project, JFS also updated its records retention schedule, and we will be able to dispose of 53 cubic feet of Help Me Grow records that were sent to the Records Center for "temporary" storage in 2014.
- A printer was installed to replace a 2012 model and a new Epson paper scanner has been set up at the desk of the vacant records technician.
- The Records Center has benefitted from the efforts of two Workers' Compensation transitional workers so far this year, with a Sheriff's deputy helping to clean up jail inmate files and a Wood Haven employee working on projects for the Commissioners and Auditor and shredding for several departments.



**Notes:**

- 2003-2022 total = rolls produced in each full year; 2023 = through May 19.
- July-December 2022, microfilm writer not run due to faulty air compressor.

**ATTENDANCE ROSTER**

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

Commissioners on the 23rd day of May, 2023.

**PLEASE PRINT**

**NAME**

**DEPARTMENT/ADDRESS**

Brenda Ransom

Records Center

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_