

RESOLUTION NO. 24-00556

In the matter of approval of prior meeting) County Commissioners’ Office,
minutes from the regular session held on) Wood County, Ohio
April 18, 2024) April 23, 2024

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 18th day of April 2024, with the following members present: DORIS I. HERRINGSHAW, THEODORE H. BOWLUS and CRAIG LAHOTE; and

WHEREAS, the Commissioners’ Agenda for April 18, 2024, was as follows:

I. 9:31 a.m. -- Consider Resolutions – See Resolution Listing

Commissioner LaHote called the meeting to order with County Administrator Carri Stanley, Assistant Administrator Dan Scherger and Clerk of the Board Sandy Long present.

No out of state travel requests were submitted. The personnel actions submitted were from Wood Haven for a change in hire date for Environmental Services Aide Keenan Burton, appointment of full-time LPN Victoria Braman, part-time Environmental Services Aide Gracie Villarreal, intermittent STNA Zoe Woods, rehire intermittent LPN Tadra Maragne and full-time STNA Stephanie Clark, and cancel the appointment of STNA Grace Herroon.

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

II. -- Staff Reports

Commissioner Herringshaw stated she received a phone call from Senator Gavarone regarding the county’s One Time Strategic Community Investment Fund (OTSCIF) application. Senator Gavarone said she has received 100 submissions, with a total request of \$300 million, and there is \$24 million of available capital funds. Senator Gavarone asked if Wood County would accept less than its \$20 million request. Commissioner Herringshaw stated that any amount of funding would be welcome. Senator Gavarone will be submitting her budget on Monday and meeting with Senate Finance Committee Chair Matt Dolan on Tuesday to discuss the submissions.

Insurance Update (9:36 a.m.) – Human Resources/Benefits Manager Pam Boyer, HR Manager Janese Diem, Assistant HR Manager Erica Noel, Benefits Clerks Shelby Williams and Josh Schroeder, and Jake Cox from Savage and Associates were present. Ms. Boyer stated the Employee Health Benefits Committee (EHBC) met earlier this morning. The EHBC would like to revisit the vision program and telehealth. Also, spousal coverage was also questioned. Ms. Diem stated that in 2023 there were 124 annual employee biometric screenings and 185 new hire screenings. Ms. Diem stated that Teri Laurer, Director of Wellness at the Wood County Hospital, provided the EHBC with the synopsis of the screenings and she called out the need to cut back on red meats and get more relaxation time. Ms. Diem stated the EHBC will look into more relaxation programs. Ms. Diem also stated the A1C test, to measure average blood sugar levels, is part of the screening and has helped identify some members who are in the cautionary area of pre-diabetes. She noted some may have

not been aware of this without the wellness screening and it has allowed them the opportunity to make necessary lifestyle changes. Ms. Williams stated that both the fitness and summer swim program participants increased in 2023 and noted the new yoga program registered 23 employees. Mr. Cox stated the EHBC discussed cochlear implants and has recommended a lifetime limit being capped at \$150,000 per member which would cover surgery and hardware and software updates. The Commissioners agreed to proceed with the capped amount. Ms. Boyer stated that due to the decreasing balance in the Trust Fund she will not be recommending a premium holiday at this time. The Commissioners thanked them for the update. The meeting concluded at 10:12 a.m. Ms. Boyer, Ms. Diem, Ms. Noel, Ms. Williams, Mr. Schroeder and Mr. Cox exited at this time.

Information Technology Update (10:12 a.m.) – IT Director Ben Hendricks reviewed the attached information about the new email security system. He stated that he receives this report monthly. He mentioned the IT staff track the sites that users frequent and should be able to produce trends. Mr. Hendricks stated that IT is able to see all e-mail flow in Outlook no matter where and what device is used. The Commissioners thanked him for the information. The meeting concluded at 10:28 a.m.

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

There were no public comments. Commissioner Bowlus moved to adjourn and Commissioner Herringshaw seconded the motion. All voted aye and the motion carried at 10:29 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>yo</u> | <u>Doris I Herringshaw</u> |
| DR. THEODORE H. BOWLUS | <u>yes</u> | <u>Th H Bowlus</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 |
|------------|-----------|---|--------|-------------|
| 24-00544 | 4/18/2024 | AUTHORIZE CHANGE ORDER NO. 11 FOR ALVADA CONSTRUCTION COMPANY, INC., FOR THE NORTHWEST COMMUNITY CORRECTIONS CENTER FEMALE WING ADDITION, LOCATED AT 1740 E. GYPSY LANE ROAD, BOWLING GREEN, OHIO (TABLED FROM 4/16/24) | | |
| 24-00546 | 4/18/2024 | APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD | | |
| 24-00547 | 4/18/2024 | AUTHORIZE PAYMENT OF VOUCHERS | | |
| 24-00548 | 4/18/2024 | AUTHORIZE VARIOUS PERSONNEL ACTIONS. | | |
| 24-00549 | 4/18/2024 | AUTHORIZING CRAIG LAHOTE, PRESIDENT OF THE BOARD OF COUNTY COMMISSIONERS TO SIGN THE 2024-2025 SUB-GRANT AGREEMENT BETWEEN THE GREATER OHIO WORKFORCE BOARD (GOWBI) (LOCAL AREA 7) AND WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES. | | |
| 24-00550 | 4/18/2024 | PERRY PROTECH - AUTHORIZING THE PURCHASE OF A BIZHUB 4050I BLACK AND WHITE MULTIFUNCTIONAL COPIER AND A BIZHUB 650I COPIER FOR WOOD COUNTY JUVENILE COURT AND CASA. | 135101 | \$12,835.00 |
| 24-00551 | 4/18/2024 | AUTHORIZING CONTRACT WITH BIO-KEY INTERNATIONAL, INC. TO PROVIDE MULTI-FACTOR AUTHENTICATION TECHNOLOGY SOLUTIONS INCLUDING LICENSES AND SUPPORT PLAN FOR ALL COUNTY TECHNOLOGY. | | |
| 24-00552 | 4/18/2024 | AUTHORIZING A SETTLEMENT WITH MERITAIN HEALTH FOR CREDIT OF FEES PAID FROM THE WOOD COUNTY EMPLOYEE HEALTH BENEFITS PLAN | | |
| 24-00553 | 4/18/2024 | RECEIVE AND AWARD BIDS FOR LIQUID BITUMINOUS FOR USE BY THE WOOD COUNTY HIGHWAY GARAGE DEPARTMENT FOR 2024 PROJECTS. | | |
| 24-00554 | 4/18/2024 | RECEIVE AND AWARD BIDS FOR STONE FOR USE ON 2024 WOOD COUNTY ROAD AND BRIDGE PROJECTS FOR THE WOOD COUNTY ENGINEER. | | |
| 24-00555 | 4/18/2024 | APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY | | |

**Employee Health Benefits Plan
Ongoing Update Presented to Board
April 18, 2024**

2023 Wellness Utilization:

Shelby Williams/Janese Diem

Other Updates:

Pamela Boyer/Jake Cox

Trust Fund Update as of March Month End:

| County | 2024 | 2023 | 2022 | 2021 |
|---------------|---------------------|---------------------|---------------------|---------------------|
| Active | \$15,389,627 | \$ 14,602,501 | \$ 16,624,759 | \$ 15,067,781 |
| Long Term | \$ - | \$ 2,031,240 | \$ 2,007,932 | \$ 1,997,545 |
| Total | \$15,389,627 | \$16,633,741 | \$18,632,691 | \$17,065,325 |

Next Meeting: May 16

Prescription Utilization



WOODCOUNTYOHIO

SECURITY CHECKUP

April 07, 2024 - April 14, 2024





TABLE OF CONTENTS

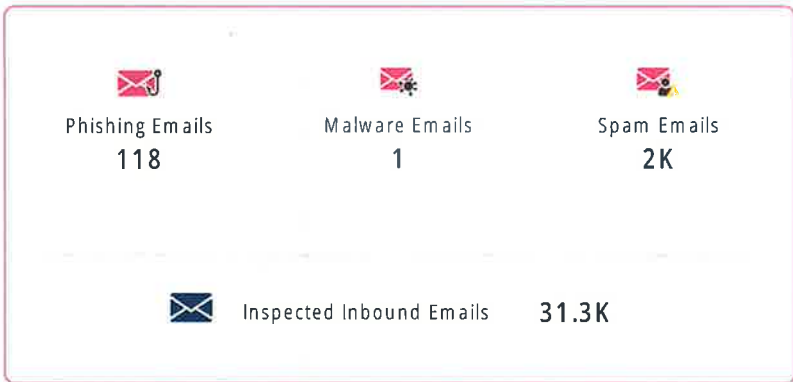
| | |
|----------------------------------|-----------|
| EXECUTIVE SUMMARY | 3 |
| EMAIL PROTECTION OVERVIEW | 4 |
| EMAIL PROTECTION | 6 |
| MALWARE PROTECTION | 7 |
| SPAM PROTECTION | 8 |
| SAMPLE OF DETECTIONS | 9 |
| DATA LOSS PREVENTION | 10 |
| SHADOW IT | 11 |
| ONE DRIVE | 12 |
| SHAREPOINT | 13 |

SECURITY CHECKUP | EXECUTIVE SUMMARY

April 07, 2024 - April 14, 2024



This Security Checkup report provides a periodic overview of the threats detected in emails and other protected collaboration applications and how they were handled by the policy.



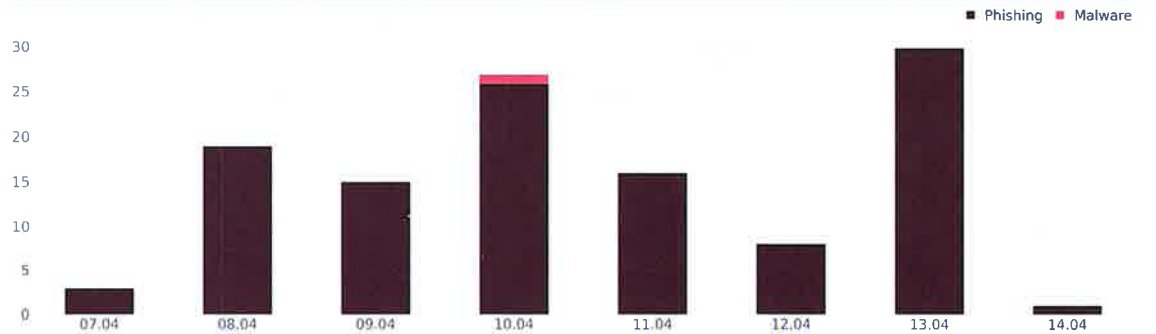
Events by Platform



Top Attacked Users

| User Name | User Title | Department | Count |
|--|----------------------------------|-------------------|-------|
| Julie Allison jallison@woodcountyohio.gov | Accounts Payable | Auditor | 7 |
| Diane Krill dkrill@woodcountyohio.gov | Chief Operating Officer | Health Department | 5 |
| Lana Gore lgore@woodcountyohio.gov | Director of Environmental Health | Health Department | 5 |
| Amy Jones ajones@woodcountyohio.gov | Deputy Health Commissioner | Health Department | 4 |
| Dee Stewart dstewart@woodcountyohio.gov | Fiscal Manager | Commissioners | 4 |

Events Trend



SECURITY CHECKUP | EMAIL PROTECTION | OVERVIEW

April 07, 2024 - April 14, 2024



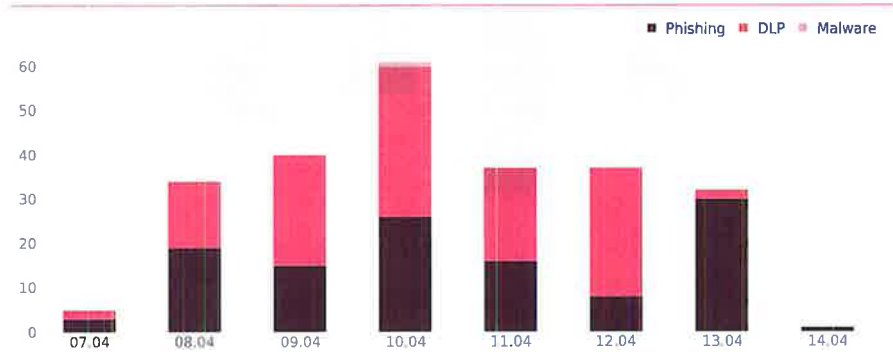
This page provides an overview of the detected email threats and how they were handled by the policy.

Total Security Events 2.2K

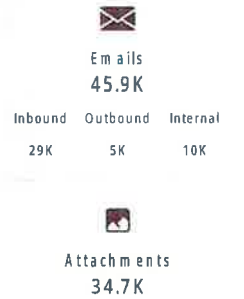
Out of which:

| | | | |
|------------|----------|------------|-----------|
| Phishing | Malware | DLP | Spam |
| 118 | 1 | 128 | 2K |

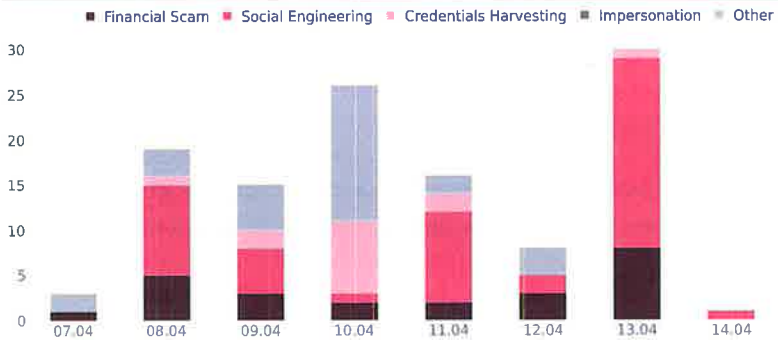
Events Trend



Scanned Elements



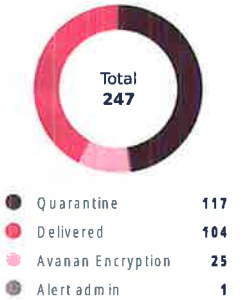
Top Phishing Detection Reasons



Top Attacked Users

| User Name | User Email | Attacks |
|---------------|---------------------------------|---------|
| Julie Allison | jallison@woodcountyo hio.gov | 7 |
| Diane Krill | dkrill@woodcountyo hio.gov | 5 |
| Lana Glore | lglore@woodcountyo hio.gov | 5 |
| Amy Jones | ajones@woodcountyo hio.gov | 4 |
| Dee Stewart | dstewart@woodcountyo hio.gov | 4 |

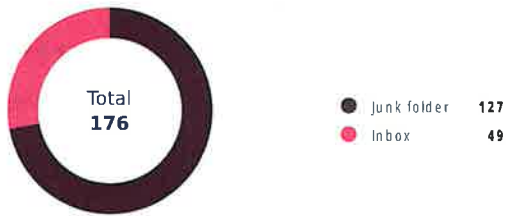
Security Events by Enforcement



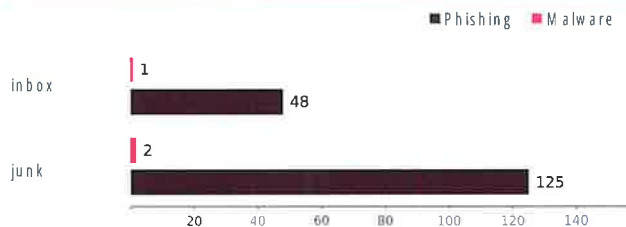


This page separates threats that Microsoft would deliver to the Inbox vs. Junk folder, if it wasn't for Check Point.

Threats Delivered by Microsoft to:



Threat Types in Inbox vs. Junk Folder



Some emails might have been quarantined by Microsoft, after being delivered to end users.

Top Attacked Users - Inbox vs. Junk Folder

| User Name | User Email | User Title | Department | Inbox | Junk Folder |
|-----------------|-----------------------------|----------------------------------|-------------------|-------|-------------|
| Julie Allison | jallison@woodcountyohio.gov | Accounts Payable | Auditor | 2 | 14 |
| | jfs@woodcountyohio.gov | | JFS | 1 | 3 |
| Dee Stewart | dstewart@woodcountyohio.gov | Fiscal Manager | Commissioners | 1 | 5 |
| Mary Dennis | mdennis@woodcountyohio.gov | Contact Tracing Lead | Health Department | 0 | 6 |
| Lana Gloré | lglore@woodcountyohio.gov | Director of Environmental Health | Health Department | 5 | 0 |
| Paul Dobson | pdobson@woodcountyohio.gov | Prosecutor | Prosecutor | 1 | 4 |
| Amy Jones | ajones@woodcountyohio.gov | Deputy Health Commissioner | Health Department | 0 | 4 |
| Carri Stanley | cstanley@woodcountyohio.gov | County Administrator | Commissioners | 0 | 4 |
| Diane Krill | dkrill@woodcountyohio.gov | Chief Operating Officer | Health Department | 0 | 4 |
| Elizabeth Mertz | emertz@woodcountyohio.gov | Assistant Public Defender | Public Defender | 0 | 4 |



Top Attacked Users - All

| User Name | User Email | User Title | Department | Phishing |
|-----------------|----------------------------------|----------------------------------|-------------------|----------|
| Julie Allison | jallison@woodcountyohio.gov | Accounts Payable | Auditor | 7 |
| Diane Krill | dkrill@woodcountyohio.gov | Chief Operating Officer | Health Department | 5 |
| Lana Glone | lglore@woodcountyohio.gov | Director of Environmental Health | Health Department | 5 |
| Amy Jones | ajones@woodcountyohio.gov | Deputy Health Commissioner | Health Department | 4 |
| Dee Stewart | dstewart@woodcountyohio.gov | Fiscal Manager | Commissioners | 4 |
| Elizabeth Mertz | emertz@woodcountyohio.gov | Assistant Public Defender | Public Defender | 4 |
| Briar King | bking@woodcountyohio.gov | Weights & Measure | Auditor | 3 |
| Richard Nelson | rnelson@woodcountyohio.gov | Finance Director | Health Department | 3 |
| N/A | clerkofcourts@woodcountyohio.gov | N/A | Clerk of Courts | 2 |
| Ben Robinson | brobinson@woodcountyohio.gov | Highway Worker 2 | Highway Garage | 2 |

Security Events by Department



Clicks on Malicious Links

No clicks on malicious links



This page provides an overview of the malware detected files and how they were handled by the policy.

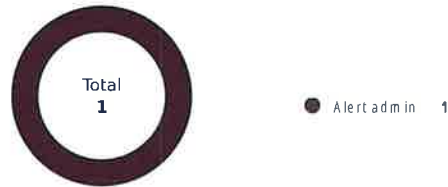
Top Attacked Users

| User Name | User Email | User Title | Department | |
|--------------------|-----------------------------------|-------------|---------------------------|---|
| Benjamin Hendricks | bhendricks@woodcount yohio.gov | IT Director | Information Technology | 1 |

Malware Trend



Malware Events by Enforcement



Top File Types





This page provides an overview of the detected Spam emails and how they were handled by the policy.

Inbound Emails 31.3K

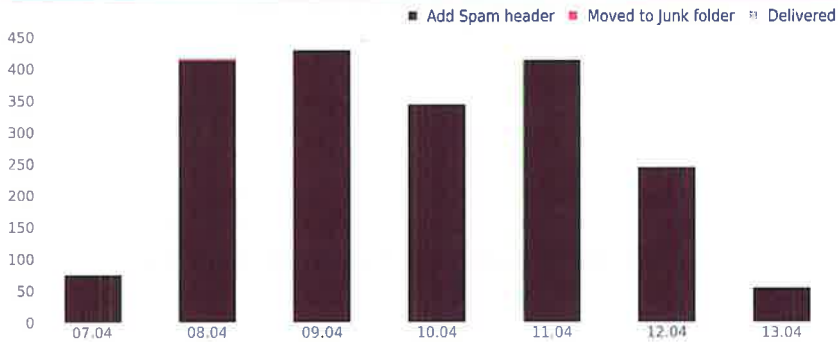
Out of which:

Spam Emails 2K

Spam Events by Enforcement



Events Trend



Top Spammed Users

| User Name | User Title | Department | Count |
|---|-------------------------|-------------------|-------|
| Diane Krill dkrill@woodcountyohio.gov | Chief Operating Officer | Health Department | 104 |
| Dee Stewart dstewart@woodcountyohio.gov | Fiscal Manager | Commissioners | 61 |
| Pamela Boyer pboyer@woodcountyohio.gov | Human Resources Manager | Commissioners | 61 |
| Bart Nenadovich bnenadovich@woodcountyohio.gov | Payroll Specialist | Auditor | 51 |
| clerkofcourts@woodcountyohio.gov | N/A | Clerk of Courts | 46 |

Top Spammers

| | |
|---|-----|
| reports@pbp-reports.com | 127 |
| pesi@pesieducation.com | 47 |
| osba@ohiobarmail.org | 42 |
| cgiesler@ataauroralearningadvantage.com | 36 |
| dvd@bvhne-utilisent.org | 35 |

SECURITY CHECKUP | EMAIL PROTECTION | DETECTION SAMPLES

April 07, 2024 - April 14, 2024



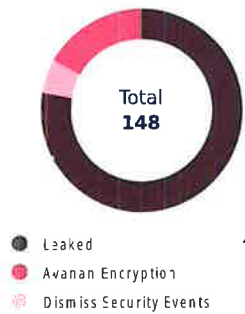
| Detection | Detection Reasons | Subject | Recipient | Sender | Receive Time |
|-----------|---|--|---|---|------------------------|
| Phishing | 'From' and 'Reply to' are different DMARC check is only bestguesspass Undisclosed recipients +4 more | Re: Smile | Lana Glore lglore@woodcountyo... | Jo memoreno@montferria... | 00:32:20 2024-04-14 |
| Phishing | 'From' and 'Reply to' are different Undisclosed recipients Your users didn't communicate with the sender +2 more | Inquiry | Thomas Milbrodt tmilbrodt@woodcounty... | Judith kingabba622@gmail.co.. | 23:13:58 2024-04-13 |
| Phishing | 'From' and 'Reply to' are different Missing DKIM signature Your users didn't communicate with the sender +2 more | Kathy Beakas | Lindsay King lking@woodcountyo... | Kathy Beakas kbeakas@buckeye-expr.. | 12:40:13 2024-04-13 |
| Phishing | 'From' and 'Reply to' are different Missing DKIM signature Your users didn't communicate with the sender +2 more | Kathy Beakas | Tammy Harmon tharmon@woodcountyo... | Kathy Beakas kbeakas@buckeye-expr.. | 12:40:13 2024-04-13 |
| Phishing | Missing DMARC Undisclosed recipients Missing DKIM signature +3 more | on behalf of Lee Chau-kee Foundation | Julie Allison jallison@woodcountyo... | Nikola Ivanovic Nikola.Ivanovic7@udg.. | 01:20:57 2024-04-13 |
| Malware | | Undeliverable: Revised PO | Benjamin Hendricks bhendricks@woodcount... | postmaster@woodcount yohio.gov | 06:04:17 2024-04-10 |
| Phishing | DMARC check is only bestguesspass Undisclosed recipients Your users didn't communicate with the sender +3 more | Thank you for your Order (#221208846). | jfs@woodcountyo... | Monika Stolarska mstolarska@365.edu.p... | 19:23:05 2024-04-08 |
| Phishing | Suspected name impersonation from (Denison, Kaitlin, NU...) Your users didn't communicate with the sender Insignificant historical reputation with sender +1 more | New:REQ-DD | Richard Nelson rnelson@woodcountyo... | Kaitlin Denison dbox85601@gmail.com | 17:05:49 2024-04-08 |
| Phishing | 'From' and 'Reply to' are different Your users didn't communicate with the sender Insignificant historical reputation with sender +2 more | Fwd: Urgent - Price List Request - | Linda Holmes lholmes@woodcountyo... | SAFCO Gen Trading & .. ORDERS@TEXASTOOLTRAD... | 14:41:01 2024-04-08 |
| Phishing | 'From' and 'Reply to' are different Your users didn't communicate with the sender Insignificant historical reputation with sender +2 more | Fwd: Urgent - Price List Request - | James Anderson janderson@woodcounty... | SAFCO Gen Trading & .. ORDERS@TEXASTOOLTRAD... | 13:41:04 2024-04-08 |

SECURITY CHECKUP | DATA LOSS PREVENTION

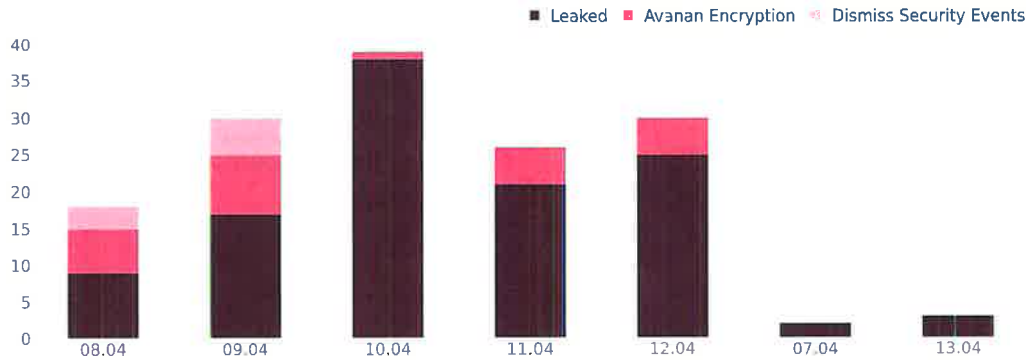
Apr 07, 2024 - April 14, 2024



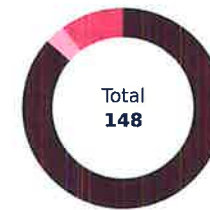
DLP Events by Action



DLP Events Trend



DLP Events by Platform

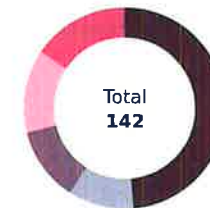


- Office 365 Mail 128
- Office 365 OneDrive 15
- Office 365 SharePoint 5

Top Violating Users

| User Name | User Email | User Title | Department | Count |
|------------------|-------------------------------------|---------------------|--------------------------------|-------|
| Joshua Schroeder | jschroeder@woodcountyo.hio.gov | Benefits Clerk | Commissioners | 12 |
| Jerry Crawford | jcrawford@woodcountyo.hio.gov | WCSO Sgt. Civil | Sheriff - Civil Patrol Command | 11 |
| | JuvCourtENotice@woodcountyo.hio.gov | N/A | Juvenile Court | 8 |
| Teresa Mapes | TMapes@woodcountyo.hio.gov | RN Supervisor MDS | Wood Haven | 8 |
| Jackie Mears | jmears@woodcountyo.hio.gov | Public Health Nurse | Health Department | 6 |

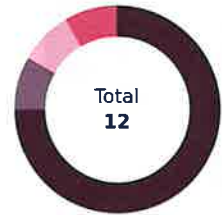
Top Data Types Leaked



- USA social security number 69
- USA vehicle identification number 22
- ICD10 description match 17
- USA drivers license number 15
- Other 19

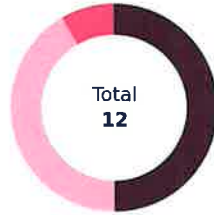


Newly Detected Platforms



- Collaboration 9
- Endpoint Security Compliance 1
- Online Marketing 1
- Search Engine 1

Detected Apps by Risk



- Lowest 6
- Low 1
- Medium 5

Detected Apps by Category



- Collaboration 9
- Endpoint Security Compliance 1
- Online Marketing 1
- Search Engine 1

Top Popular Services



Top Active Users

| User Name | User Title | Department | Count |
|--|---------------------------------|--------------------------|-------|
| Allison Freeman afreeman@woodcountyohio.gov | Admissions Coordinator | Wood Haven | 1 |
| Aspen Short ashort@woodcountyohio.gov | Community Relations Director | Wood Haven | 1 |
| Benjamin Hendricks bhendricks@woodcountyohio.gov | IT Director | Information Technology | 1 |
| Doug Houtz dhoutz@woodcountyohio.gov | WCSO Director of Communications | Sheriff - Administration | 1 |
| Jeff Klein jklein@woodcountyohio.gov | Director | EM A | 1 |



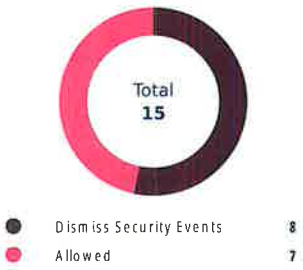
Total Security Events 15

Out of which:

DLP 15

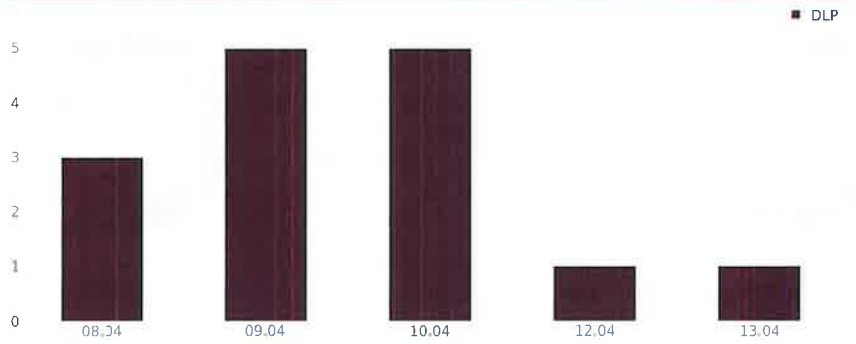
Enforcement Actions

Top Users Uploading Malware



No data

Security Events Over Time



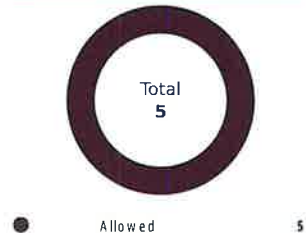


Total Security Events 5

Out of which;

DLP 5

Enforcement Actions



Top Users Uploading Malware

No data

Security Events Over Time



Top Users Leaking Sensitive Data

| User Name | User Email | User Title | Count |
|---------------|--|------------|-------|
| Wildman, Kami | kwildman@woodcountyo-hio.gov | N/A | 5 |

ATTENDANCE ROSTER

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

Commissioners on the 18th day of April, 2024.

PLEASE PRINT

NAME

DEPARTMENT or ADDRESS

Pam Boyer

BCC

Shelby W

BCC

Josh Schroeder

BCC

Jake Cox

Savage + Associates

JAMES N LEM

BCC

Eric Muel

BCC

Ben Hendricks

IT