

Sandusky County Commissioners - 622 Croghan Street, Fremont, OH 43420

MEETING 2017

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 12/7/17

Time: 8:00 AM - 10:18AM

Present: Commissioners: Kay E Reiter, V-President; Scott Miller

Present: Theresa Garcia, County Administrator

Not Present: Charles Schwochow, President

Others Present: Dave Thornberry, Jaime Wolfe, Tom Fullen

(*action items)

AGENDA ITEMS	BRIEF DESCRIPTION / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION/VOTE:
Call to Order Pledge of Allegiance (8:00am)	Commissioner Schwochow did not attend meeting due to other obligations.	Vice President Kay E Reiter		
*Review & Approval of Commissioner Meeting Minutes, In-coming Mail Review & External Meeting Notices	The 12/5/17 minutes were reviewed/approved by the Board. The Board reviewed incoming office mail and external meeting notices.	Kay E Reiter, Scott Miller		
Review of External board/Meetings Attended by Commissioners	Commissioner Reiter attended the EDC Strategic Planning session on Wednesday 12/6/17. There was round table discussion on how to "sell" the plan to investors.	Kay E Reiter		
	Commissioner Miller attended an eagle scout ceremony on Sunday 12/3/17. It was interesting to attended a second ceremony to see the difference between the two ceremony's. Both were very well done and impressive.	Scott Miller		
Commissioners and County Administrator Discussion	The County Administrator reviewed revenue numbers that should still be coming in for December and went line by line with the Commissioners. Commissioner Reiter gave a heads up that EDC has a new project that is going to need to have an abatement approved. Beth Hannam, EDC Executive Director, will be submitting documents for approval and will be requesting to meet with the Commissioners next Thursday. County Administrator gave an update on placing an ATM at the courthouse. Croghan Colonial referred the County to ATM Systems Ohio. ATM Systems contracts for the placement of the ATMS.			

Visitors Bureau (8:05am)	Dave Thornberry from Visitors Bureau came in to drop off a check to pay for the electrical work that was done in the dungeon during the renovation. Commissioners asked how things were going at the Bureau. Dave talked about the projects they are already working on for 2018. They are already working on fishing season, the new visitors guide is completed and ready to go out and many other projects.	Dave Thornberry		
*Then/Now Documents	One certificate was presented from the Commissioner's Office. The PO was not established for this vendor prior to receiving the invoice due to a clerical error. One invoice makes up this certificate. City of Fremont - \$1,500.00		\$1,500.00	*Motion: Move to Approve then and now certificates Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
*Personnel	None at this time			
*Travel Requests	None at this time			
County Human Resource Specialist (8:30am)	Jaime Wolfe, HR Specialist, came in to review some policy updates that had been requested. She has reworked the Disability Leave and Separation policy (Section 4.09). After a recent EEOC complaint, which the county was not found at fault, the EEOC recommended the length of time should be adjusted. She also updated the Sick Leave Conversion Policy (Section 4.03). The Auditors office had requested we look at this policy and eliminate the payment options and only offer lump sum payments. Jaime also submitted a new policy for consideration for Volunteer and Emergency Personnel which would be Section 4.19. The County has always allowed emergency personnel to leave when needed. We have never had a policy in place regarding how this should be handled and there have been questions when these situations come up. The policy will allow this and will give each elected official the option on how to handle what they do in their areas. Commissioner Reiter and Commissioner Miller approved of the changes to the policies and the additional policy. County Administrator requested a motion to approve the changes and additional policy.	Jaime Wolfe		*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
*Resolutions (10:00am)	2017- 405 APPROVING APPROPRIATION TRANSFER FROM INTER DEPARTMENT TO UTILITIES (\$4,500.00) FOR YEAR END EXPENSES		\$4,500.00	*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
	2017 – 406 APPROVING SUPPLEMENTAL APPROPRIATION TO COMMISSIONERS ADVANCE OUT FOR ADVANCES TO DRUG TASK FORCE (\$20,000.00) AND VOCA GRANT (\$12,520.00) FOR END OF YEAR EXPENSES		\$20,000.00 \$12,520.00	*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2

	2017 – 407 APPROVING APPROPRIATION TRANSFERS FOR SHERIFF FROM ADMIN AND COMMUNICATION WAGES, CONTRACT SERVICES, MEDICAL AND SUPPLY LINES TO ROAD AND CORRECTIONS WAGES (\$84,689.17)		\$84,689.17	*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
	2017 – 408 APPROVING APPROPRIATION TRANSFER FOR SHERIFF FROM ADMIN UTILITIES TO CORRECTION WAGES (\$2,429.83)		\$2,429.83	*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
	2017 - 409 APPROVING BLANKET RESOLUTION FOR ALL OUT OF COUNTY TRAVEL FOR THE CHILDREN SERVICES DEPARTMENT, DAY CARE WORKERS, ASSISTANT DIRECTOR AND DIRECTOR OF THE SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES (SCDJFS) FOR CALENDAR YEAR 2018.			*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
	2017 – 410 ESTABLISHING POLICY FOR SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES (SCDJFS) FOR EMPLOYEE, VOLUNTEER, FOSTER PARENT, DAY CARE PROVIDERS, AND GENERAL MEETING AND PUBLIC RELATIONS EXPENDITURES FOR THE			*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
	2017 - 411 AUTHORIZING CYNTHIA A. BILBY, THE DIRECTOR OF THE SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, TO SIGN ANY AND ALL CONTRACTS ENTERED INTO BY THE SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES			*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
	2017 - 412 INCREASING THE AMOUNT OF SALARY FOR CINDY BILBY, DIRECTOR OF SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES FOR 2018.			*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
	2017 - 413 ADOPTING A COUNTY WIDE CAPITAL ASSET ACCOUNTING POLICY			*Motion: Move to Approve Moved by: 2nd: Yes - 2
	2017 - 414 AMENDING THE DATE & TIME FOR THE OPENING OF BIDS ON BEHALF OF THE SANDUSKY COUNTY SANITARY ENGINEER FOR THE WHITE STAR PARK UTILITIES PROJECT			*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2
	2017 - 415 AUTHORIZING THERESA GARCIA, COUNTY ADMINISTRATOR/CLERK TO THE BOARD OF SANDUSKY COUNTY COMMISSIONERS, TO ENDORSE DESIGNATED DOCUMENTS AND AGREEMENTS PERTAINING TO THE SALE OR PURCHASE OF REAL ESTATE AND ACT ON BEHALF OF THE BOARD OF COUNTY COMMISSIONERS			*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2

Public Open Session	Citizens Attendees - none Attendees - Tom Fullen, WFRO Elected Officials - none	Media		
*Adjournment (10:18 am)	With business completed a motion was made to adjourn.			*Motion: Move to Approve Moved by: Scott Miller 2nd: Kay E Reiter Yes - 2

Signature of:

Charles Schwochow, President

Kay E Reiter, Vice President

Scott Miller

Board of County Commissioners, Sandusky County, Ohio

Attest: _____
Clerk to the Board / County Administrator

I, the undersigned, Clerk of the Board of Commissioners,
Sandusky County, Ohio, do hereby certify that the foregoing
Is a true and correct copy from the official record of said
Board of County Commissioners as recorded in its Journal.

Clerk, Board of County Commissioners, Sandusky County, Ohio