

**REGULAR SESSION**

**THURSDAY**

**JUNE 1, 2017**

The Board of Huron County Commissioners met this date in Regular Session. Roll being called found the following members present: Terry Boose, Joe Hintz, Bruce Wilde.

**At 9:05 a.m.** Terry Boose moved to enter into Executive Session ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual. Bruce Wilde seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose  
Aye – Joe Hintz  
Aye – Bruce Wilde

**At 9:54 a.m.** Terry Boose moved to end Executive Session ORC 121.22 (G) (1). Bruce Wilde seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose  
Aye – Joe Hintz  
Aye – Bruce Wilde

**Action taken**

Mr. Hintz stated there was a letter of reprimand that was given to Jason Roblin, EMA Director.

**At 9:55 a.m.** Public Comment -No Comment

17-179

**IN THE MATTER OF HIRING FOR THE POSITION OF CUSTODIAL WORKER, A PERMANENT, FULL TIME, CLASSIFIED EMPLOYEE FOR THE HURON COUNTY BUILDINGS AND GROUNDS, AND COVERED BY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE HURON COUNTY BOARD OF COMMISSIONERS AND AFSCME/OHIO COUNCIL 8, LOCAL 710, CUSTODIAL/MAINTENANCE UNIT.**

Terry Boose moved the adoption of the following resolution:

**WHEREAS**, it is the desire of the Board of Huron County Commissioners to hire a Custodial Worker as a permanent, full time, classified employee for the Huron County Buildings and Grounds Department; and

**WHEREAS**, this position was posted and advertised in accordance with the Huron County Personnel Policies Handbook, and

**WHEREAS**, all applications were reviewed and two applicants were interviewed, and

**WHEREAS**, the Huron County Director of Operations, recommends the hiring of Steve Reer for the position of Custodial Worker, now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves the appointment of Steve Reer to the position of Custodial Worker, effective June 19, 2017, at the starting rate of \$11.40 per hour, with an increase of 50 cents per hour, upon successful completion of a 120 calendar-day probationary period; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Bruce Wilde seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose  
Aye – Joe Hintz  
Aye – Bruce Wilde

HURON COUNTY COMMISSIONERS, JOB DESCRIPTION

Title: Custodial Worker

Status: Classified, full-time, non-exempt

Job Summary: Responsible for cleaning County facilities and may also perform some light-duty maintenance tasks. Receives direct supervision from the Buildings and Grounds Maintenance Supervisor.

Essential Functions:

- Performs routine and scheduled cleaning of County-owned facilities to include dusting, vacuuming, scrubbing, sweeping, waxing, and disposal of garbage.
- Cleans offices, hallways, bathrooms and other areas within facilities.
- Washes windows, walls, woodwork, and ceilings.
- Polishes brass and other metal surfaces.
- Collects recyclable materials on a regular schedule.
- Ensures that doors are secured at designated times.
- Handles, including raising, lowering, or replacing flags as appropriate.
- Moves or stacks furniture in the process of cleaning specific areas.
- Replaces light bulbs when necessary.
- Mows lawns and removes snow from walkways.
- Ensures that cleaning supplies are stocked adequately.
- Prepares meeting rooms upon request.
- Performs other related duties as requested or assigned.
- Completion of all tasks as assigned in a timely manner.

Marginal Functions:

- Temporary assignment to other positions within the unit as required.

Requirements:

High School diploma or equivalent; valid Ohio driver’s license, ability to follow safe practices and procedures, ability to operate floor scrubbers, buffers, and strippers; ability to follow oral and written instructions; ability to work with minimal supervision; ability to perform physical tasks requiring lifting up to 50 pounds, bending, stooping, kneeling, reaching, pushing, pulling, and sustained physical exertion; ability and willingness to work under sometimes adverse weather conditions; ability to develop and maintain effective working relationships with supervisors, the general public, and co-workers.

Preferred Qualifications:

Previous custodial experience and knowledge of cleaning equipment and procedures.

Huron County Board of Commissioners

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee: \_\_\_\_\_

Date placed in employee’s file: \_\_\_\_\_

**IN THE MATTER OF HIRING FOR THE POSITION OF MAINTENANCE WORKER II, A PERMANENT, FULL TIME, CLASSIFIED EMPLOYEE FOR THE HURON COUNTY BUILDINGS AND GROUNDS POSITION, AND COVERED BY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE HURON COUNTY BOARD OF COMMISSIONERS AND AFSCME/OHIO COUNCIL 8, CUSTODIAL/MAINTENANCE UNIT**

Terry Boose moved the adoption of the following resolution:

**WHEREAS**, it is the desire of the Board of Huron County Commissioners to hire a Maintenance Worker II as a permanent, full time, classified employee for the Huron County Buildings and Grounds Department, and

**WHEREAS**, this position was posted and advertised in accordance with the Huron County Personnel Policies Handbook, and

**WHEREAS**, all applications were reviewed and five applicants were chosen to be interviewed, and

**WHEREAS**, applicant Michael Armstrong was deemed by experience, skills, and work history to be the most qualified for the position, and

**WHEREAS**, the Huron County Director of Operations recommends the hiring of Michael Armstrong to the position of Maintenance Worker II effective June 19, 2017, now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves the appointment of Michael Armstrong to the position of Maintenance Worker II at the starting rate of \$17.01 per hour, with an increase of 50 cents per hour following successful completion of a 120 calendar-day probationary period, and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Bruce Wilde seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose  
Aye – Joe Hintz  
Aye – Bruce Wilde

**HURON COUNTY COMMISSIONERS, JOB DESCRIPTION**

**Title:** Maintenance Worker II

**Status:** Classified, AFSME, Ohio Council 8, Local 710

**Full-time**

**Job Summary:** The Maintenance Worker II is responsible for complex repairs and maintenance tasks in Huron County buildings and grounds. This position may also function as a working supervisor at times. The incumbent will receive direct supervision from the Buildings and Grounds Supervisor and will complete all tasks as assigned in a timely and professional manner.

**Essential Functions:**

- Performs maintenance, replacement, minor installation, and repair of plumbing equipment (e.g., water and steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, showers, heating and air conditioning, piping, drinking fountains). Work may require the use of hand or power tools.
- Performs maintenance, replacement, minor installation, and repair of electrical equipment (e.g., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, fire and other security alarms, and meters).

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- Performs rough and finished carpentry work involving maintenance, alteration, or repair to buildings, equipment, and wooden structures (e.g., doors, windows, walls, woodwork, floors, partitions, stairways, furniture, door closers). Performs spot roof repair and installs security devices, locks, and window air conditioners.
- Paints or assists in painting of fixtures, rooms, buildings, signs, and equipment. Patches plaster and prepares surfaces for painting. Performs or assists in masonry work.
- Operates machine tools to make repairs to metal parts and equipment as well as performing maintenance and repair on maintenance and other general equipment owned by the County.
- Performs interior custodial duties and exterior grounds-keeping duties, including snow removal, when required.
- Performs maintenance and repair on general equipment owned by the County.
- Notifies supervisor of needed repairs or malfunctions.
- Ensures that reports, logs, and forms are completed in a timely manner.
- Provides support for operating and servicing boilers.
- Completes all tasks as assigned in a timely manner.
- Must be able and willing to be on call and work overtime as needed.
- Is able to perform all essential duties with or without reasonable accommodation.

**Marginal Other Tasks that May Be Assigned:**

- Performs building checks during designated hours.
- Assembles, repairs, and moves office furniture.
- Performs other functions and related duties as requested or assigned.

**Requirements:**

- High School diploma or equivalent.
- Training and previous experience (at least five years) in maintenance and repair work (e.g., basic electrical circuitry and controls, plumbing and pneumatic controls, carpentry, masonry repair, mechanical as well as use of associated hand and power tools and equipment).
- General knowledge of building and grounds maintenance, methods, tools, materials, and supplies.
- Knowledge of small engine maintenance.
- Demonstrated knowledge of construction and safety practices and procedures.
- Ability to work under minimal supervision, but also as part of a team.
- Ability to follow oral and written instructions and to communicate effectively orally and in writing.
- Ability to perform heavy physical labor, lift 50 pounds, and to occasionally work under adverse weather conditions.
- Ability to develop and maintain effective working relationships with elected officials, department heads, supervisors, co-workers, and the general public.
- Skilled at operating equipment, hand, and power tools.
- Ability to read blue prints and estimate cost of maintenance repairs.
- Valid Ohio driver's license with an acceptable driving record.
- Ability and willingness to follow safe practices and procedures and attend training as required or requested.

**Preferred Qualifications:**

- Working knowledge of heating and air conditioning.

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- Huron County or neighboring county resident.
- Valid Ohio commercial driver’s license.
- Huron or neighboring county resident so as to be able to respond quickly to after-hours or emergency calls.

**Essential Physical Requirements:**

Must be able to lift 50 pounds and perform physical labor. Must be able to lift, bend, stoop, push, pull, walk, stand, sit, and squat. Must be able to place and climb ladders. Must be able and willing to work at heights and on roofs. Must be able to work in confined spaces. Must be able to plow and shovel snow. Must be able to complete yard work as needed, such as mowing, trimming, and landscaping. Must be able to see, hear, communicate, touch, feel, grasp, turn, and manipulate small tools and equipment or be able to perform the essential functions of the position with reasonable accommodation. Must be able to work under various climate and weather conditions, including heat, cold, snow, ice, and sometimes wind or rain. Must be willing and able to respond to after-hours or emergency calls within a reasonable amount of time. Must be willing to work around criminal offenders.

Huron County Board of Commissioners

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee: \_\_\_\_\_

Date placed in employee’s file: \_\_\_\_\_

01-06  
Rev. 5-10-12

**OTHER BUSINESS**

Mr. Boose discussed putting together a coalition with the Mental Health Board. Mr. Boose stated their intentions are to have a 10-15 member board, then have subcommittees. Mr. Boose stated that the Mental Health Board is ready to move forward, and they will get a list together to suggest who should be on the board, they would like the Commissioners to do the same. One person from each board will sit on the coalition. Mr. Brown stated he would like to sit on this board, not as a voting member, he has some experience with this issue. Mr. Boose stated that it will be too hard for one Commissioner to sit on the coalition and work on the recovery center. Mr. Boose stated there is a lot of work on both areas. Mr. Boose will work on the recovery center. Mr. Hintz and Mr. Wilde will attend the meeting to decide who will participate on the coalition. Mr. Hintz to contact Beth Wilson to set up a meeting for next week.

**At 10:12 a.m.** the board recessed. Will reconvene for building tours.

**At 10:35 a.m.** the board resumed regular session to tour the Sheriff’s Office. Commissioners, Pete Welch, Steve Minor, Tim Bettac, Mitch Zurcher and Vickie Ziemba in attendance.

Items identified as needing attention include:

- parking lot
- sidewalk trip hazard
- trees too close to the building
- remove bushes/shrubs on west side of jail
- main entrance lighting need to all be working and the same color
- main entrance north wall (previous water leak) needs repaired and repainted (north wall)
- floor in roll call room needs repaired

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- replace carpet in main control
- floor in B control needs replaced
- sally port floor has salt damage
- kitchen needs grout
- washer & dryer need replaced (Mr. Welch has quotes)
- generator behind EMA needs service
- files stored in multiple rooms throughout the building
- jail showers

**At 12:06 p.m.** the board recessed.

**At 2:30 p.m.** the board resumed regular session to tour Job & Family Services. Commissioner Boose, Commissioner Wilde, Pete Welch, Steve Minor, Tim Bettac, and Vickie Ziemba in attendance.

**At 2:39 p.m.** Commissioner Hintz in attendance

Items identified as needing attention include:

- parking lots
- spots in carpet
- roof
- boiler – replacement for two smaller boilers
- ceiling leaks – spots on ceiling tiles. Look into plastic ceiling tiles

The board had a conversation with John Chimes, Family Life Counseling, during their building tour. Discussed the space at 12 East Main St which was vacated by Warren Brown. Discussed different options for HVAC in the space. If Family Life Counseling is willing to cover the costs associated with cooling the office, then the board is okay with allowing them to use the space with no rent. Mr. Chimes and his staff (including HVAC person) will work with Mr. Bettac to come up with a solution.

**At 3:56 p.m.** Terry Boose moved to adjourn. Bruce Wilde seconded the motion. The meeting stood adjourned.

**IN THE MATTER OF CERTIFICATION**

The Clerk to the Board does hereby attest that the foregoing is a true and correct record of all actions taken by the Board of Huron County Commissioners on June 1, 2017.

**IN THE MATTER OF ADJOURNING**

The meeting was called to order at 9:00 a.m. With no further business to come before the Board, the meeting was adjourned at 3:56 p. m.

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Terry Boose

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Joe Hintz

\_\_\_\_\_  
Bruce Wilde

**ATTEST**

\_\_\_\_\_  
Clerk to the Board