

REGULAR SESSION

TUESDAY

MARCH 3, 2020

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.

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the February 18, 2020 and February 20, 2020 meeting(s) were presented to the Board. Terry Boose made the motion to waive the reading of the minutes of the February 18, 2020 and February 20, 2020 meeting(s) and approve as presented. Bruce Wilde seconded the motion. Voting was as follows:

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

20-059

**IN THE MATTER OF CERTIFYING CLAIMS SCHEDULES TO THE HURON COUNTY
AUDITOR FOR PAYMENT**

Terry Boose moved the adoption of the following resolution:

WHEREAS, as per Ohio Revised Code 305.10, a resolution must be made by the Board of Huron County Commissioners to accompany the Claims Schedule to the Huron County Auditor's Office for payment; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners does hereby approve Claim Schedule 03/03/2020 and authorizes the Huron County Auditor to make the necessary warrants; 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.

***Discussion:** Terry Boose to abstain from voting on the payments to Norwalk Concrete.

- This claims schedule includes Then and Now payments to Public Agency Training Council in the amount \$700 and Rakich & Rakich in the amount of \$799.99 for the Sheriff's Office.

The roll being called upon its adoption, the vote resulted as follows:

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

MARCH 3, 2020

Warrant Date	Claimant	Batch ID	PO #/Ltr #	Line Description	Amount	Warrant #
03/05/2020	Office of the Chief Guardian	235949	2020-0027517	Assigned Guardian Fee	\$48.00	
03/05/2020	Office of the Chief Defender	235949	2020-0027517	Assigned Defender Fee	\$18.00	
Account 001 104.000710 (Attorney Fees) Total:					\$66.00	
Department Miscellaneous Total:					\$985.50	
Fund 001 - General Fund Total:					\$94,771.31	
Department: DUI Enforcement						
03/05/2020	National Patent Intellectual Systems Inc	235949	2020-0027771	Repair on Data Master	\$317.42	
Account 105 100.00080 (Expenditures) Total:					\$317.42	
Department DUI Enforcement Total:					\$317.42	
Fund 103 - DUI Enforcement & Education Total:						
Fund 104 - Indigent Guardianship						
Department: Indigent Guardianship						
03/05/2020	Linkage & Kinship	235949	2020-0027791	Attorney Fees	\$48.66	
03/05/2020	Linkage & Kinship	235949	2020-0027814	Attorney Fees	\$16.00	
03/05/2020	Linkage & Kinship	235949	2020-0027814	Attorney Fees	\$86.66	
03/05/2020	Linkage & Kinship	235949	2020-0027814	Attorney Fees	\$16.00	
Account 105 104.000710 (Supplies) Total:					\$168.10	
Department Indigent Guardianship Total:					\$168.10	
Fund 104 - Indigent Guardianship Total:						
Fund: 105 - Dog & Kennel						
Department: Dog & Kennel						
03/05/2020	Coast Solutions	235949	2020-0015461	Trash bags	\$33.09	
03/05/2020	Coast Solutions	235949	2020-0015461	Security Sale	\$168.69	
Account 105 100.00175 (Supplies) Total:					\$196.08	
03/05/2020	Coast Solutions	235949	2020-0015511	Wagz	\$196.36	
03/05/2020	Coast Solutions	235949	2020-0015511	Wagz	\$196.36	
Account 105 105.00275 (Contract Repairs) Total:					\$227.35	
03/05/2020	Coast to Coast Solutions Inc	235949	2020-0015441	Thank you note	\$164.91	
Account 105 105.00475 (Other Expenses) Total:					\$164.91	
Department: Dog & Kennel Total:					\$591.34	

Claims Register for Payment Batches						Amount	Warrant #
Warrant Date	Client	Batch ID	PO #	Line #	Description	Amount	Warrant #
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-January 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-February 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-March 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-April 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-May 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-June 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-July 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-August 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-September 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-October 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-November 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-December 2020	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-January 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-February 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-March 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-April 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-May 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-June 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-July 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-August 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-September 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-October 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-November 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-December 2021	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-January 2022	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-February 2022	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-March 2022	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-April 2022	\$149.50	
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03/05/2020	Frontier	205448	2020-006271	1	Phone Services-June 2022	\$149.50	
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03/05/2020	Frontier	205448	2020-006271	1	Phone Services-February 2024	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-March 2024	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-April 2024	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-May 2024	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-June 2024	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-July 2024	\$149.50	
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03/05/2020	Frontier	205448	2020-006271	1	Phone Services-July 2025	\$149.50	
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03/05/2020	Frontier	205448	2020-006271	1	Phone Services-January 2026	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-February 2026	\$149.50	
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03/05/2020	Frontier	205448	2020-006271	1	Phone Services-December 2029	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-January 2030	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-February 2030	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-March 2030	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-April 2030	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-May 2030	\$149.50	
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03/05/2020	Frontier	205448	2020-006271	1	Phone Services-October 2030	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-November 2030	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-December 2030	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-January 2031	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-February 2031	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-March 2031	\$149.50	
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03/05/2020	Frontier	205448	2020-006271	1	Phone Services-June 2031	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-July 2031	\$149.50	
03/05/2020	Frontier	205448	2020-006271	1	Phone Services-August 2031		

MARCH 3, 2020

Warrant #	Client Health Plan	Batch ID	PO Line #	Description	Amount	Warrant #
03/06/2020	Jefferson Health Plan	235949		Healthcare Premium-March	\$173,985.02	
Account 125-125.00500 (Hospitalization) Total:					\$173,985.02	
Department Auto Tax Administrative Total:					\$179,425.16	
Department Auto Tax Road						
03/06/2020	New York Central Insurance and Bond	235949	2020-000091	2019 - 2nd Qrt Motor Vehicle Docking	\$114,472.03	abgben I abgben I
03/06/2020	New York Central Insurance and Bond	235949	2020-000091	Cash Basis Rent	\$64.00	
03/06/2020	Norwalk Connecticut Industry Inc	235949	2020-000091	Cash Basis Toll & Grades	\$1,290.00	
03/06/2020	North American Insurance Co	235949	2020-000091	2019 - 2nd Qrt Motor Vehicle Docking	\$1,290.00	
03/06/2020	Compass Minerals America Inc	235949	2020-000091	140.01 Tons Solid Delivered	\$116,164.41	
03/06/2020	Compass Minerals America Inc	235949	2020-000091	212 Tons Solid Delivered	\$116,164.41	
Account 125-125.00410 (Materials) Total:					\$445,500.28	
Department Auto Tax Road						
03/06/2020	American Diesel	235949	2020-000091	Big First, Body Right Light	\$335.07	
03/06/2020	American Diesel	235949	2020-000091	ETEG Van Repairs #119	\$335.07	
Account 125-125.00275 (Contract Repairs) Total:					\$680.75	
03/06/2020	John Deere Financial	235949	2020-000091	Property Tech, Cables, Clamp Cable	\$277.87	
Account 125-125.00475 (Other Expenses) Total:					\$277.87	
Department Auto Tax Road Total:					\$986,226.06	
Fund 125 - Auto Tax Road						
Department: Records Technology						
03/06/2020	Meredith Columbia Northwest	235949	2020-001461	Held Stay-Speary CE	\$146.00	
03/06/2020	Linn Bank Equipment Finance	235949	2020-001461	Equipment Finance	\$250.91	
03/06/2020	Linn Bank Equipment Finance	235949	2020-001461	Rickus 2554 Lanes	\$250.91	
Account 131-131.00000 (Equipment) Total:					\$650.91	
Department Records Technology Total:					\$650.91	
Fund 131 - Records Technology Total:					\$650.91	
Fund 137 - DYS Substity						
Department: DYS Substity						
03/06/2020	Intercont Conference Committee	235949	2020-000001	2020 Intercont Conference Registration Fee	\$186.00	
Account 137-137.00380 (Program Administration) Total:					\$186.00	
Department DYS Substity Total:					\$186.00	
Fund 137 - DYS Substity Total:					\$186.00	
Fund 145 - Childrens Services						

Warrant Date	Claim	Batch ID	PO Number	Security Description	Amount	Warrant #
03/05/2020	R. Reed Protective Systems Inc	203549	2020-000181	Security Camera	\$735.00	
Account 152,152.00475 (Program Expenditures) Total:						\$735.00
Department Juvenile Probation Services Total:						\$735.00
Account 152 - Juvenile Probation Supervision Total:						\$735.00
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Unit: 17 - Emergency Management						
Department Emergency Management						
03/05/2020	Tieks LLC	203549	2020-00181H	Tieks Relabel Thru Computer	\$422.00	
03/05/2020	Blue Empire LLC	203549	2020-00181	Outboard Engine	\$422.00	
Account 177,177.00075 (Other Expenses) Total:						\$844.00
03/05/2020	US Bank Employee Finance	203549	2020-001891	EMA Monthly Copie	\$346.02	
Department Emergency Management Total:						\$844.02
Account 177,177.00025 (Contract Services) Total:						\$844.02
Department Emergency Management Total:						\$844.02
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Unit: 185 - 911						
Department 911						
03/05/2020	Via Bank	203549	2020-00131	185-00380 911 Coordinat Fuel February	\$143.16	
03/05/2020	Tyng Island	203549	2020-00131	185-00380 Reimbur Tyng Island Conference Rng	\$1,000.00	
Account 185,185.00050 (Training) Total:						\$1,143.16
03/05/2020	US Bank	203549	2020-001361	185-00384 HCS09 911 Trust Roper	\$325.00	
Department 911 Total:						\$1,468.16
Account 185,185.00024 (Contract Services) Total:						\$1,468.16
Department 911 Total:						\$1,468.16
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Unit: 185 - 911 Total:						
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Unit: 500 - Landfill						
Department Landfill						
03/05/2020	John Deere Pumps	203549	2020-002551	Waterford Sewer/Cur Wash	\$50.72	
03/05/2020	John Deere Pumps	203549	2020-002551	Wre Washing Sold	\$39.96	
Account 500,500.00775 (Supplies) Total:						\$100.71
03/05/2020	CIA & Environmental Consultants Inc	203549	2020-002581	Gas Contingent	\$1,450.00	
03/05/2020	Environmental Consultants Inc	203549	2020-002581	Environmental Consulting	\$1,450.00	
03/05/2020	Coles Energy Mid Ohio	203549	2020-002581	On & Off Road Diesel	\$911.37	
03/05/2020	CIA & Environmental Consultants Inc	203549	2020-002581H	January 2020 IPQIES	\$272.14	
03/05/2020	CIA & Environmental Consultants Inc	203549	2020-002581H	Leakable February 2020	\$1,064.70	
Account 500,500.00775 (Supplies) Total:						\$3,548.87
Department Landfill Total:						\$3,548.87

MARCH 3, 2020

2/28/2020 4:20 PM

Auditor's Office Approval
(If Signature is absent the approval is Initiated through Then and Now Workflow)

Auditor's Office Approval
(If Signature is absent the approval is initiated through Then and Now Workflow)

ent Type
ent Number
s: 001
arrant

**IN THE MATTER OF APPROVING REQUESTS FOR EXPENDITURE OF OVER \$1,000.00
SUBMITTED TO THE BOARD MARCH 3, 2020**

WHEREAS, requests for expenditures of over \$1,000.00 have been submitted for approval by the Board of Huron County Commissioners as follows:

\$4,318.33
now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby approves of the requests for expenditure of over \$1,000.00 as listed above: and further

REGULAR SESSION

TUESDAY

MARCH 3, 2020

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

20-061

**IN THE MATTER OF AMENDING THE HUMAN RESOURCE/LOSS
PREVENTION/REVENUE ENHANCEMENT OFFICER POSITION TO REMOVE THE
DUTIES OF REVENUE ENHANCEMENT OFFICER**

Terry Boose moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners desires to amend the current Human Resource/Loss Prevention/Revenue Enhancement position to remove the Revenue Enhancement Officer duties; and

WHEREAS, the new position title will be Director of Human Resource and Loss Prevention with amended job description as attached hereto and incorporated herein; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners approves the amended Director of Human Resource and Loss Prevention job description as attached hereto and incorporated herein; 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.

***Discussion:** Ms. Ziemba explained all the duties that reference the Revenue Enhancement officer were removed. All the other duties remain the same.

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: Director of Human Resource and Loss Prevention – HR/LP

Status: Unclassified, full-time, FLSA exempt

Job Summary: This position reports directly to and is supervised by the Huron County Administrator. The HR/LP is responsible for the management and administration of human resource policies and procedures, employee benefits, labor relations, Workers' Compensation, training and development, health and safety, risk management and loss prevention, accident analysis and prevention, building inspections, loss trends and analysis, a county-wide safety committee, wellness and employee assistance programs, drug-free workplace policy development and administration, employment and retention, Equal Opportunity Employment, and legal and regulatory compliance. This position may also serve as the County Wellness Coordinator.

Essential Functions:

- Researches and advises Commissioners on human resources and loss prevention matters.
- Stays abreast of current practice, legislation, and trends.
- Drafts policies and procedures and makes recommended changes to policies and procedures in need of revision.
- Works with agents, brokers, and consortiums to comply with insurance and employment legislation and to recommend changes as indicated for maintaining adequate levels of coverage for lives and property.
- Manages employee training and development and offers regular training in areas of risk, such as harassment, discrimination, termination, health, safety, and loss prevention.

- Oversees the Workers' Compensation Program including claims management and loss control, review of injury/illness reports, and regular collaboration with the County's MCO and TPA.
- Ensures compliance with all federal and state regulations and reporting requirements, including PERRP, EEO, ADAAA, FMLA, etc.
- Conducts or coordinates regular safety inspections of all county locations and buildings and provides written recommendations to resolve unsafe conditions and follow up on corrective action.
- Conducts or arranges for work site inspections of contractors performing work on county property and responds immediately to solve unsafe conditions or practices.
- Oversees liability incident reporting and investigation, including personal injury and vehicle accidents and makes recommendations as to causation and prevention and reports claims to the local insurance agent and CORSA.
- Manages the employment function, including job postings, recruitment, screening, interviewing, selection, hiring, background checks, resignations, terminations, and retirements
- Maintains and revises as necessary a classification and compensation plan for County employees.
- Handles employee disciplinary problems; counsels employees and works with supervisors and department heads to resolve personnel issues.
- Administers employee benefit plans and assists employees with issues or questions
- Represents the Huron County Commissioners in union negotiations, grievances, arbitrations, and hearings.
- Assures legal and regulatory compliance with federal, state, and local legislation or agencies, such as OSHA, PERRP, HIPPA, ADA, ADEA, Title VII, FLSA, etc.
- Assures prompt and complete reporting of all County accidents and incidents, including investigation and follow-up, proper documentation, claims processing, and prevention analysis.
- Coordinates risk management programs, including reviewing claims reports, reporting community loss trends to county leadership, and proposing programs to reduce losses.
- Coordinates a driver eligibility program, including development and implementation of a driving policy, obtaining drivers' license abstracts pre-employment and annually, and arranging driver education training courses.
- Responds to all safety concerns and issues, providing technical assistance and solutions.
- Participates in safety associations, including the County Loss Control Coordinators Association, CORSA, Safety Council, and Ohio PRIMA.
- Coordinates a fleet inspection program and oversees the fleet inspection policy development and administration.
- Communicates regularly with County leadership and employees regarding health, safety, and loss prevention issues.
- Completes and submits reports as necessary or requested.
- Administers an effective EEO and Affirmative Action Program.
- Acts as liaison between department heads and agents, agencies, or legal counsel on claims, charges, complaints, or legal action.
- Attends meetings, trainings, seminars, workshops, etc. as required or requested
- Performs other related duties as required or requested.
- Other duties as assigned.
- Maintains regular and predictable attendance.
- Develops and maintains effective working relationships.
- Performs all the essential job functions with or without reasonable accommodation.

Preferred Knowledge and Skills:

- Familiarity with county budgeting.
- Supervisory experience.
- Valid Ohio driver's license and satisfactory driving record.
- Knowledge of office practices and procedures, computer systems, software programs, and accounting and budgeting practices.
- Must be able to follow directions, manage information, and maintain accurate records.
- Must have the demonstrated ability to maintain confidentiality, safeguard information of a sensitive nature.
- Must be detail-oriented and maintain accurate records.
- Must have advanced knowledge of the principles and practices of public administration and county operational systems, procedures, and functions.
- Must have excellent written and oral communication skills.

Preferred Education and Experience:

- A Bachelor's degree or higher in business, government, or a related field.
- Five or more years of government or public sector experience with a noticeable strength in the Human Resources field.

Equipment Required:

- All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.

Work Environment:

- Work is performed in a climate controlled office setting. Incumbent may drive to meetings, seminars, or other County offices as required, which may require outside exposure. Prolonged sitting is required, but is interrupted by standing and walking. Minimal bending, twisting, or lifting. No heavy lifting, hazardous, or physically demanding work. Must be able to type, record, communicate, and perform the essential functions of the position with or without reasonable accommodation.

20-062

IN THE MATTER OF ADVERTISING FOR THE POSITION OF DIRECTOR OF HUMAN RESOURCE AND LOSS PREVENTION FOR HURON COUNTY

Terry Boose moved the adoption of the following resolution:

WHEREAS, it is the desire of the Board of Huron County Commissioners to hire a Human Resource and Loss Prevention Director for Huron County; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby authorizes the Huron County Administrator/Clerk to post and advertise for the position in accordance with Huron County Policies and Procedures Manual; and further

BE IT RESOLVED, that said position has been determined an unclassified, FLSA exempt position and is in the pay range of \$40,000.00 - \$60,000.00 annually; and further

BE IT RESOLVED, that applicants must submit a Huron County Application for Employment to the Huron County Commissioners' Office. Applications will be accepted until the position is filled; 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

NOTICE OF JOB OPENING

Job Title: Director of Human Resource/Loss Prevention – Full-time, Unclassified, FLSA exempt.

Wages: \$40,000 - \$60,000 annually

Job Duties and Responsibilities: (not all inclusive)

The HR/LP is responsible for the management and administration of human resource policies and procedures, employee benefits, labor relations, Workers' Compensation, training and development, health and safety, risk management and loss prevention, accident analysis and prevention, building inspections, loss trends and analysis, a county-wide safety committee, wellness and employee assistance programs, drug-free workplace policy development and administration, employment and retention.

See complete job description online at www.hccommissioners.com.

Application and Selection Procedures:

Candidates should submit Huron County Application for Employment, which can be found at (<http://www.hccommissioners.com>), to the Huron County Commissioners' Office, 180 Milan Ave. Ste. 7, Norwalk, OH 44857. Applications will also be accepted electronically at vziemba@hccommissioners.com. Full job description can also be found at the aforementioned site. The successful candidate will be subject to pre-employment drug testing, a driving record check and a full background investigation. Only those to be interviewed will be contacted. Position is open until filled.

MARCH 3, 2020

Job Applications are subject to public records law.

Terry Boose moved to approve the following travel request this day. Bruce Wilde seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Bruce Wilde

- Nikita McCann, Meredith Tavenner & Tammie Lewis, JFS, to Sugar Creek, Ohio for Eastern Ohio Leadership on March 25 – 27, 2020.
- Jan Tkach, Recorder, to Dublin, Ohio for Spring C.E. on April 1 – 2, 2020.
- Lenora Minor, JFS, to Columbus, Ohio for PCSAO New Executive Orientation on April 30 – May 1, 2020.

Certificate of Substantial Completion

****Discussion: Mr. Boose stated to check with Mr. Welch to verify we have the warranty.***

Aye – Bruce Wilde

AIA®

Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: (name and address)
Huron County Courthouse Re-Roof
2 East Main Street
Norwalk, Ohio 44857

OWNER: (name and address)
Huron County Commissioners
180 Milan Avenue, Suite 7
Norwalk, Ohio 44857

CONTRACT INFORMATION:
Contract For: General Construction
Date: May 22, 2019

ARCHITECT: (name and address)
Gerstman-Miller & Associates, Inc.
38 S. Lincoln Drive, P.O. Box 71
Minster, Ohio 43065

CERTIFICATE INFORMATION:
Certificate Number: 001
Date: February 19, 2020

CONTRACTOR: (name and address)
Dunsander-Roofing, Inc.
2228 Hayes Avenue
Fremont, Ohio 43420

The Work identified below has been reviewed and found to be the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the point in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date of Substantial Completion. (Identify the Work, or portion thereof, that is substantially complete.)

Gerstman-Miller &
Associates, Inc.
ARCHITECT (Print Name)

SIGNATURE

Gisa Trick, AIA, LEED
A/E/BC

PRINTED NAME AND TITLE

12/07/2019

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as noted below. (Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows: (Identify the list of Work to be completed or corrected.)

The failure to include any items on each list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment to the date of final payment, whichever comes first. The Contractor will complete or correct the Work or portion of the list of items attached hereto within () days from the above date of commencement.

Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utility, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance coverage should review insurance requirements and coverage.)
The Owner will assume full responsibility as of 5:00 am December 10, 2019.

The Owner and Contractor hereby agree the responsibilities assigned to them in this Certificate of Substantial Completion:

Dunsander-Roofing, Inc.
CONTRACTOR (Print Name)
Name
Huron County
Commissioners
OWNER (Print Name)

PRINTED NAME AND TITLE

Dana M. Howell, President
Dana M. Howell, President

PRINTED NAME AND TITLE

DATE

DATE

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Old Business

Courthouse elevator. Ms. Stebel has received another invoice. Ms. Ziembra still has not been contacted by anyone from Schindler. Mr. Boose asked Mr. Strickler to send them a letter telling them they need to finish the project. The barrels of hydraulic fluid are gone, but the floor still needs to be painted.

Board of Elections space. The room is finished and has been turned over to them.

Mr. Boose asked if Mr. Mead had been given approval to put in all new LED lights at EMA. Mr. Wilde said he had not.

Sheriff's vehicles - Ford & Dodge. Three out of four of the Fords are in. Hopefully we will be able to take delivery within the next week or two. Chief Deputy Ditz is working on the Dodge vehicles. The vehicles we received quotes on are not on State term purchasing. Mr. Strickler said we either have to put them out to bid or find out if they are on some other cooperative purchasing program. There are some national programs we could possibly go through.

Sheriff is getting another, non-police, vehicle. Mr. Boose is against adding to our fleet. Would like this held up until we have more information.

Senior Service contract. Nothing new.

Broadband. Ms. Ziemba has not heard anything else on this. She can try to reach out again.

Cook Road. Mr. Strickler said it was in process, Mr. Stevens is working on it.

IT Department. Meeting Thursday with Elected Officials and Department Heads. Sandusky County and CORSA will be present. Mr. Wilde will try to put together a committee, with an Executive Committee. He would like as many of those members as possible to attend a two hour seminar at Terra State Community College. Cyber Security - Navigating the Modern Workplace. March 18 from 8:00 – 10:00.

Budget – estimate shows \$300,000 for interest. Mr. Boose thought we may want to lower this because of concerns about the effects of the coronavirus and the feds coming out saying they may reduce the interest.

At 9:30 a.m. Kristen Cardone, MHAS. Ms. Cardone wanted to give some updates on what has been going on with the Board. Last month they contracted with Let's Get Real for peer support. They received four proposals, two from treatment agencies, and two from peer run organizations. The Board felt it was best to go with a peer run organization because that is what they specialize in. Let's Get Real will be starting up as soon as they can get everything in place. The plan is for them to move into the basement at the new MHAS building, at least temporarily. They are based out of Lorain County, but will be operating as Let's Get Real of Huron County. Mr. Boose asked if there were any items out at the old peer center they could use. Ms. Cardone said she would like to look at what furniture is available. She was told Mr. Minor could go with her and make a list of what she was taking. She was told she could take anything she can use.

Ms. Cardone said last month they also approved funding for a part time staff position for NOMI, which had been solely volunteer up until now. The majority of calls they receive are from people seeking support for mental health. Currently there is nowhere to refer them to other than treatment, which isn't always what they want. They will also be using space at the new MHAS building.

They have also funded a part time position for a LOSS team – Local Outreach to Suicide Survivors. This person will build a team of volunteers that will go out after a suicide, work with the people impacted by it, and provide them with resources for treatment, funeral homes, or whatever they may need. They have discussed possibly expanding that to be an outreach for people who have lost someone to overdose. Ms. Cardone had some information from the Ohio Health Department regarding suicides and overdoses. Unfortunately, their numbers are always going to be a year behind. She is looking for ways to get informal numbers, without having to wait until they put out their formal report. Mr. Wilde asked if there were any numbers on attempted suicides. Ms. Cardone said she was going to talk to Ms. Bond to see if she could get the 9-1-1 reports on a daily basis so she can review them. They do this in other counties.

Ms. Cardone said they are working on expanding community engagement. A frequent topic at the Prevention Coalition is how to reach parents. She is working with Huron County Development Council and Norwalk Economic Development to try to get into the work force and work places to provide resources.

Ms. Cardone also said there is a grant they are looking at applying for. It is an opiate grant, but can be used for all substance use, including alcohol. It is a \$1 million, three year grant. They realize they currently have money in the reserves, but want to make sure they are keeping it filled so they can expand the services they offer. Part of that funding, if they receive it, will go toward community engagement and outreach. Transportation is a big part of that. However, they found out that last year Erie County received the grant for Huron County. Ms. Cardone called Trey Hardy. He could not provide a clear picture of what had been done with the money, but indicated no funds were going directly to Huron County. He indicated they have five total grants in Huron County's name. She questioned who agreed to this. She said his response was

“We have always worked with local sheriff as well as Commissioners Boos and Wildman. They have always been invited to stakeholder meetings and included in Circle of Care discussions surrounding grants”. Mr. Wilde said he had been to some of the meetings but did not think he authorized any grants. Mr. Strickler said he can’t authorize anything because he is one of nothing without another vote in a public meeting. Ms. Cardone said they are trying to figure out how this works - one of the questions on the grant is have you ever received the funding in the past. Technically no, Huron County has never received these funds. Mr. Strickler thought they should explain on the grant application – *“Erie County applied for it in our name, however we have received neither funds nor benefit from said funds”*. Mr. Strickler thought they should add that, *“furthermore, we did not even know the grant was being pursued in our name”*. Ms. Cardone is afraid Huron County will not be able to get funds in the future because they are going to say they have already given it to us. She said Erie County also applied for quite a few of these in Sandusky County’s name. She is going to be meeting with the Board Director from Sandusky County to find out if he is aware of this. She is guessing he is probably not.

Ms. Cardone said their relationships with the schools have improved drastically. She is working with them on building a post-vention plan – what to do after a crisis in the schools. The feedback MHAS has received is they don’t know what to do after a youth suicide. MHAS is putting a concrete plan in place, step by step, so they know how to manage everything.

Finally, Ms. Cardone said they have had discussions about combining Reach our Youth with the Willard Community Connectors in Willard. Currently one organization is just in the schools, one is just in the communities. The Courthouse does not feel comfortable housing this with no guarantees of funding. They are looking at possibility putting it under FCFC.

At 9:40 a.m. Terry Boose left the meeting to participate in a conference call with the state.

At 9:57 a.m. the board recessed.

At 10:15 a.m. the board resumed regular session. Commissioner Boose resumed the meeting.

Mr. Wilde reported on a phone call he made to Frank Glaszner, Integrated Network Concepts regarding broadband for our community. Spoke with Mr. Glaszner’s boss and he will be reaching out to Mr. Glaszner and contacting Ms. Ziemba to schedule.

Mr. Boose reported on a conference call with Governor’s office regarding Coronavirus. He thought Mr. Mead should be aware there will be another conference call at 1:45 today for public safety officials. Mr. Mead had wanted to attend the meeting on Thursday. However, that is for health officials, so Mr. Boose didn’t think he needed to go. He thought we should leave it to the Health Department to answer health questions. They said Ohio is at very low risk. Every county or city should know what the Health Department’s plan is for infectious diseases. Mr. Boose would like Mr. Hollinger to come in and tell the Board what that plan is. Mr. Boose said if anybody wants information, there is a website – coronavirus.ohio.gov. It is updated throughout the day. The State is expecting to receive testing kits sometime this week. Once they are received they will be dispersed throughout the State. The Arnold Classic is scheduled for this weekend and is a huge issue – people from all over the world will be attending. The Columbus Department of Health will be handling it. Mr. Boose said if anybody has any questions about policy or what is going on at state level, the contact person is Budget & Management, Stacy Macy, 614-338-4795. Mr. Wilde stated he appreciates Mr. Boose’s knowledge on state level topics

Old Business continued

Adult parole lease. Mr. Wilde and Ms. Ziemba will attend the Park District meeting on Monday at 4:00 p.m. Mr. Boose said there are a lot of things in the lease that need to be reviewed.

Elevator for Administration building. We were denied the critical infrastructure. Ms. McConnell at GLCAP is talking to the State to find out what happened. They thought it had pretty much been approved. New London’s project was also denied.

Administration building internet. Mr. Strickler is still reviewing the Spectrum contract. Mr. Boose said last week the Board of Elections could not update their equipment because internet service was so slow. Mr. Hintz was concerned that there would be an automatic renewal. Mr. Strickler thought we should put them on notice we are done at the end of the contract. Mr. Wilde said we need to have Spectrum set up prior to terminating the Frontier contract.

CEBCO meeting on April 3.

HCDC. No response from Ms. Knapp on the Board’s request to be on the Executive Board. Ms. Ziemba will send an email on this, as well as on the Transportation Improvement District. There are currently no active Board members, but they are having meetings.

REGULAR SESSION**TUESDAY****MARCH 3, 2020**

Damschroder is scheduled for March 17. Ms. Ziemba is going to request Ms. Frick attend this meeting also.

Proposal from RKS for generators at Administration Building. Roughly \$4,000 for the used equipment that is already installed in the building. Mr. Boose thought we needed more information. We need to know what we are buying - what the generators will do, what the system is and how it is currently hooked up. Mr. Wilde noted everything has to go through the transfer switches, so we need to know what they are hooked into.

At 10:50 a.m. Lenora Minor, DJFS Director and Mary Valentine, new Administrator of Children Services. Ms. Minor brought the contract for Nikki Cross in for signature.

Ms. Minor asked about new flooring for the Children's Services visitation room. She would like to remove the carpet and put in linoleum and a throw rug. This will hopefully cost less than \$2,000. There are a lot of kids that play in the room and she feels this would be easier to clean and therefore more sanitary.

Mr. Boose said a couple weeks ago we had a claims schedule with \$60,000 worth of foster care for residential treatment outside the county. Mr. Boose wanted to know if that was a one-time thing, or if it was going to be a regular thing. Also, the State Director told him there is money from the state to pay for that. Ms. Minor said that is what they are doing - they are pulling that 66% down from the state. They are also using the MSY (multi-system youth) monies. This is new money and they are working with FCFC on this. Of all the kids from that Claims Schedule, there are only 2 remaining. They will potentially be adopted through placement. Three children were returned to Michigan. There were seven kids with Kids Count Too, they are now down to two. By the end of summer there will be seven children that will be adopted and hopefully eleven total by the end of the year. JFS has been working very hard to find placement when kids come in. They have recruited for foster homes and have six new foster homes in our area. They are working diligently to get the word out we need help with our children.

Mr. Boose said he had questions about this week's Claims Schedule as well. Ms. Minor said these had more to do with WIOA. Mr. Boose said there was a whole group for Ehope. He didn't realize education was so expensive at Ehope. Ms. Minor explained this was because of the classes they were taking. They are required to obtain an "in demand" certification or degree to qualify for funds. Ms. Minor said one of the other questions they had was for Sharpnack. This was a grandparent that took custody of their grandchild. They needed car repairs, so they helped with that out of the kinship.

Mr. Boose said he has learned that kids are not getting their driver's licenses and it is becoming a huge issue. Ms. Minor said it is because of the expense. Schools are no longer teaching it. Ms. Minor said this is why she thinks transportation is so important in the County. JFS is looking at a variety of different options to help with this.

Ms. Minor said currently they have 30 kids in care. The average is about 25-30. Four are possible reunifications. This is why they have the wrap-around and why they are looking at expanding FCFC. They have received opioid money which can be used to do this. She would like to add someone to help with the kids that are getting missed. Mr. Boose asked if these 30 included people in kinship. Ms. Minor said it did not. There were about 100 in kinship, at one point it was up to 120. Ms. Minor said the Board had a question about kinship money that was being reimbursed. She explained they had received Best Practice money they needed to spend. They went back and paid for some technology items, such as Surface Pros and Speak Write, that qualified for these funds.

Mr. Boose also mentioned the recent fingerprinting payments. Recent law changes have greatly increased the number of people that are required to be fingerprinted.

Ms. Minor said there had been one other question on kinship. This was in regard to the monies and the MOU. They are using money from the State for the kinship program - for grandparents, aunts, uncles. The money was added to their PRC program so they could get it out faster. That means the money gets pulled from the PA, and then needs to be paid back to Children's Services. Ms. Minor asked if they could just put it in a resolution saying the money can flow back and forth as they have done in the past. Mr. Strickler thought they could and will draft something.

Imagination Library. Ms. Minor said they are moving forward on this. This is a program that mails books to children age 0-5. Dolly Parton and the State each contribute, and they would like a local match as well.

Firelands Forward. Mr. Boose will forward the email he received from Ms. Bemis last week. It is a copy of the final report and a brief plan for moving forward.

Mayors meeting. Ms. Minor is still trying to set this up. Mr. Wilde said he asked Ms. Cardone to attend.

REGULAR SESSION

TUESDAY

MARCH 3, 2020

Produce Perks. Ms. Minor said they are looking for someone who can do this.

Commissioner Hintz report

Ditch maintenance program. Mr. Hintz met with Mr. Stacklin's son Mark and Mr. Robinson out at Soil & Water last week. He will follow up.

Cattleman's dinner. Mr. Bauer contacted Mr. Hintz to find out if anyone would be attending. Ms. Ziemba said that he had contacted her as well. She wanted to make sure – there was no sponsorship and no one was planning to attend the dinner. Mr. Hintz may contribute and will contact Mr. Bauer.

March 20, 2020 at 10:00 a.m. is the CORSA renewal meeting in Columbus.

Ditch maintenance report. Mr. Robinson is scheduled to come in and discuss the report on March 10.

Commissioner Boose report

Erie County's deposition will start on Thursday. Mr. Boose would like to attend the deposition and will not be attending the Board meeting.

OSU Extension is asking who is included in the Fair Buyers Group. Mr. Boose would like it to be those who donate money. It is basically all elected officials. He would like to find out who plans to donate at the Elected Official/Department Head meeting on Thursday. If he knows who is donating he will collect the money. He would also like to know ahead of time so we know who to put on the Board. Mr. Hintz noted that traditionally the donation was \$100. Mr. Boose suggested we may want to include Judge Weisenberger as an elected official. Mr. Strickler pointed out he is a city employee, not a county employee. Ms. Ziemba suggested they include Judge Aigler from Bellevue as well.

Thursday, April 8th is next the Firelands Forward meeting, although no one was sure of the time or place. Mr. Wilde said there is a TAC meeting that day too.

Leader in Me on Thursday, March 19. Mr. Boose thinks the Board meeting can be done by 1:30 that day to attend this. Mr. Hintz pointed out the MRDD breakfast was that morning as well.

Budget. Time is running out and we have a new dollar amount. Ms. Ziemba has some things to move around. She will get working on it. Once the Commissioners are happy with the budget it still has to go the Auditor for review and finalization before they can approve it.

Inspector general. Mr. Boose was not aware that counties could have inspector generals. Mr. Strickler wasn't either - he thought that was a state office. Mr. Boose said that Cuyahoga County has one. Mr. Strickler explained they are a charter county, so they can create offices in their charter. We are a statutory county.

4-H Leader banquet next Monday.

Attica HUB opening a branch in Bellevue.

Commissioner Wilde report

Tax Incentive Review Committee meeting in Norwalk at 3 on Thursday, March 5.

4:00 on Thursday, March 5 the 4-H group will be at the Office Building giving out cupcakes.

Monday, March 9 at 6:00 p.m. is the Leader's banquet in North Fairfield.

March 9 is Park District at 4:00.

Wednesday, March 11 is the Prevention Coalition meeting.

Thursday, March 12 is the Township meeting at Townsend.

Thursday, March 12 is the TIRC at 1:00 at their City Hall.

Administrator/Clerk report

Ms. Ziemba said that last week Mr. Strickler had forwarded the Ohio Memorandum of Understanding to the Board. She asked if we were doing anything with it – it was due on the 6th. Mr. Strickler clarified it was for the opioid suit. He said they sent the letter that had been discussed in Executive Session. He explained some people joined, some people signed the Memorandum as submitted. We were part of a group that sent a letter to the Governor with things we had discussed. We are waiting to hear back. Mr.

REGULAR SESSION

TUESDAY

MARCH 3, 2020

Strickler had received an email yesterday saying the letter had been sent and received by the Governor and the Attorney General. We are waiting to hear back. Ms. Ziemba clarified we did not need a resolution at this time. Mr. Strickler said as soon as he hears he will let her know.

Mr. Boose asked Ms. Ziemba to add the 3% to the budget and thought they should discuss it next Tuesday.

At 11:58 a.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 March 3, 2020.

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 11:58 a.m.

_____	_____
	Terry Boose
_____	_____
	Joe Hintz
_____	_____
	Bruce Wilde

ATTEST

Clerk to the Board