

REGULAR SESSION

THURSDAY

MARCH 5, 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.

20-063

IN THE MATTER OF APPROVING THE HURON COUNTY FAMILY AND CHILDREN FIRST COUNCIL DIRECTOR CONTRACT

Terry Boose moved the adoption of the following resolution:

WHEREAS, the Huron County Family and Children First Council and Nicole Cross have entered into an employment contract for the position of HCFCF Council Director commencing on February 3, 2020. The position is solely based on available funding through partnerships and grants; and

WHEREAS, it is the desire of the Board of Huron County Commissioners to approve such contract; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby approves the contract by and between Huron County Family and Children First Council and Director Nicole Cross commencing on February 3, 2020 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. The roll being called upon its adoption, the vote resulted as follows:

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

**Contract on file*

SIGNING

Terry Boose moved to approve signing the letter of support for Firelands Forward. 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***

March 11, 2020

Erie County Economic Development Corporation
247 Columbus Ave., Suite 126
Sandusky, Ohio 44870

SUBJECT: Firelands Forward Application to the Industry Sector Partnership Grant Program

Dear Abbey,

As a community leader and participant in the 2019 Firelands Forward strategic planning process, I am writing in strong support of the Firelands Forward application to the Industry Sector Partnership (ISP) program. The Firelands region of our state has made incredible strides in the last 12 months building a collaborative foundation to tackle the region's workforce challenges. This application provides a wonderful opportunity to innovate, launch, and serve the region in new ways to improve employment opportunities for our workers and solve critical workforce challenges for our businesses. This application will gain immediate momentum and have long-term impact because of the hard work that has gone into the Firelands Forward strategic plan.

As Huron County Commissioners, workforce development is one of our main priorities. We look forward to working with Firelands Forward.

The Firelands Forward planning process identified two critical initiatives for action in 2020 that have strong support among public and private partners: (1) strengthening workforce connections for non-college bound high school graduates, and (2) improving job retention and career advancement opportunities for frontline workers. This application to the ISP program will focus on the latter (#2) initiative by marshalling retention and advancement services focusing on frontline workers in the healthcare, manufacturing, and tourism/hospitality sectors.

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Our role will include participating in strategic leadership and planning processes, supporting ongoing cross-jurisdictional and cross-functional alignments, and collaborating in communication and fundraising efforts.

This application aligns with priorities in our community and serves an important need in the Firelands region. The Firelands Forward partners are an excellent collaboration resource for us here as we work to align the efforts in our community with the needs of regional workers and businesses. For these reasons, we strongly support this application. Should you need additional information, please feel free to contact me at main@hccommissioners.com or 419-668-3092

Sincerely,
THE BOARD OF HURON COUNTY COMMISSIONERS
Terry Boose, Joe Hintz, Bruce Wilde

Discussion regarding CEBCO meeting and voting members.

At 9:10 a.m. Public comment – none

Commissioner Boose report

Mr. Boose asked if everyone reviewed the additional budget for the Public Defender. The Board is in agreement to add the two additional requests. One is for equipment; one for indirect costs.

Mr. Strickler stated he made some changes in the Prosecutor budget. He explained the prosecutor salary and FOJ was reduced. Mr. Strickler stated he didn't realize the prosecutor salary increase could not take effect in the middle of his term. The money was added into the employee salary line. The bottom line number did not change. Mr. Strickler explained they are having trouble attracting attorneys with the salary they can offer. The board is okay with the change.

At 9:14 a.m. Terry Boose left the meeting to attend a meeting in Erie County

Commissioner Wilde report

Mr. Wilde will be attending the Norwalk TIRC meeting at 3:00 today. Cupcakes for 4-H at the Office Building at 4 today.

Invitation from Richard Stegman for the ribbon cutting for the HUB tomorrow at noon in Bellevue. The Mayor also called asking if they would be there. Mr. Wilde and Mr. Boose plan to attend.

Monday the 9th at 4:00 is a Park District meeting.

Monday at 4 p.m. is the 4-H Leadership banquet in North Fairfield.

At 9:16 a.m. the board recessed.

At 9:30 a.m. the board resumed regular session with **Susan Hazel and Lenora Minor to discuss the Title IV-D contract.** Ms. Hazel stated the Clerk of Courts and JFS have had a IV-D contract since 2004. Each year they submit a contract to the State for approval through the local CSEA office. When they put together the contract, the budget has to be in line. However, no single line item can accumulate beyond the budget or they have to submit a revised budget. They know when they submit the budget it is going to be more than they are actually going to get. This year's total contract is \$29,809.34. The federal reimbursement portion of that is \$19,882.83. They know they won't get that much, but they could. Each month they do a budget for the Clerk's actual costs and the actual work they did. Ms. Minor said every case is reviewed and sent back, so there is an audit trail.

20-064

IN THE MATTER OF APPROVING AGREEMENT BY AND BETWEEN HURON COUNTY CHILD SUPPORT ENFORCEMENT AGENCY (CSEA) AND HURON COUNTY CLERK OF COURTS (CONTRACTOR)

Bruce Wilde moved the adoption of the following resolution:

WHEREAS, pursuant to Title IV-D of the Social Security Act, Section 3125.13 and 3125.14 and rule 5101:12 -10-45.2 and its supplemental rules of the Ohio Administrative Code promulgated by the Ohio Department of Job & Family Services, the Huron County Child Support Enforcement Agency is authorized to enter into this contract with Huron County Clerk of Courts hereinafter referred to as "Contractor" for the purchase of services on the first day of January, 2020; and

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WHEREAS, this contract will be effective from the first day of January, 2020 through the 31st day of December 2020 unless terminated according to the terms of paragraph 23 of the attached contract;
and

WHEREAS, Huron County CSEA desires to enter into agreement with the Contractor, and agrees to purchase for, and Contractor agrees to furnish to eligible individuals those specific services detailed in attachment;
now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby approves the above mentioned agreement 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.

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

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

At 9:37 a.m. the board recessed.

At 12:00 p.m. the board resumed regular session with the **Elected Officials and Department Heads meeting**.

Mr. Wilde reported on 2020 Census. He noted it was very important for our county – every person we miss can cost us \$1,800 in funding. He explained that census responses are confidential and private. Responses are not shared and cannot be used against you. Individuals are required to respond – it is the law. He offered posters to those in attendance. Some of the programs affected by this are after school activities, school meal programs, Head Start, etc. Starts April 1.

Theresa Garcia, Sandusky County Administrator. Sandusky County has had an IT staff since 1999. It started with one person and they are now up to four staff members. They have collaborated with the City of Fremont and now handle all the IT for the city. The staff continually works on networking systems, programming, ordering computers, and the different needs of each office. Everything stays consistent. All staff members know how each office works. They work on the same programs, the same systems, and the same servers. The staff has done a lot of research. Ms. Garcia said when you have a dedicated staff protecting your network, it makes things much easier for everyone. The IT staff is under the County Commissioners, and takes care of approximately 95% of the IT for the county. They are well versed in special programs that are run by some of the departments, and are able to work with those vendors. They are also able to assist the departments that have State equipment but their own servers. Some county departments have their own computer funds set up, which is used to assist with major overhauls. For example, they are currently switching everyone over to Windows 10. The IT staff has hit every computer in the County and switched them. This also allows them to purchase a better package deal. The County has a program set up so they replace five computers every year. This has been put in the budget to make sure they are continually updating servers and backup programs. With a dedicated staff, they can always watch what is going on with the network. Last September they got hit with a Ransomware attack. The staff got notification something wasn't right and identified it. They shut down all the servers immediately. They went through every unit in the County to make sure it wasn't infected. They went through the backups and restored as much as they could. Ms. Garcia thought it would have very detrimental if the IT staff had not acted as quickly as they had. Because these days it is not if you will get hit, but when. It took eight weeks to get things fully restored. They were able to restore about 97% of what they had, because of the way the backups work and because of the IT staff.

Ms. Garcia believes having a dedicated staff is the best option. If an office is having issues the IT staff understands what they are working with and what the program does. It keeps things consistent. They can work with a vendor and understand the computer lingo and what they are looking for. Sandusky County currently has ten backups. Each one does something different. If one gets hit with a virus, it is not communicating with another backup, so there is always something to restore. There was another county that got hit and they came back up after six weeks. Two weeks later they were back down. They did not have the staff make sure each and every unit was thoroughly cleaned.

Sandusky County's 2020 budget for payroll and benefits for the IT staff is \$214,000. The County receives \$127,000 from the City of Fremont, which basically covers one full time and one part time person. But it gives them the benefit of the full county staff. The City is treated just like any other department. There is

a ticket system in place, similar to Facility Dude. If a department has a problem, they put a ticket in. When the ticket is pulled, the IT staff will come in, physically or remotely, and fix what they need to fix. There is also a vendor that the County purchases 500 hours from each year. If something comes up, the vendor can come in and help out. However, there are times when the vendor is not available to come in and do what needs to be done. If you get hit hard, you need a backup plan. With a dedicated IT staff, there is someone watching the system all the time. Even so, Ms. Garcia pointed out you should have paper copies of documents available. You never know when you will have to go back to pen and paper.

Ms. Hazel asked if the \$214,000 was budgeted with the General Fund. Ms. Garcia said it was. Ms. Hazel asked if this amount included the 500 hours for outside vendors. Ms. Garcia said it did not, that was just for the staff. She said they also have a county wide fund. That fund is to help pay for anything that is going to benefit the majority of the offices within the County. They budget their networking, computer and IT needs in that county-wide fund. This eliminates the individual offices from having to budget for it. And the IT staff knows what the needs are, so they know how to budget for it.

Mayor Light noted that the population of Fremont and the population of Norwalk were about the same. He asked what the population of Sandusky County was. Ms. Garcia said it was around 60,000. Mr. Wilde said Huron County was at about 57,000 – 58,000, so we are close. Ms. Garcia said the City of Fremont originally had one person on staff to do their IT. That person resigned and the Mayor was trying to decide what he was supposed to do. They had a discussion, and the City now has the benefit of having four full time IT staff and an administrative person. They are on the same rotation as any of the county departments. It has worked out very well.

Mr. Tkach asked about Ms. Garcia's statement – "they know how the programs work". He wanted to know exactly what that meant. She said this is because they install everything and they know what the requirements are. They know what kind of server space is needed, who needs to access it, what kind of space the computers need. They understand how that program is supposed to work and how it is functioning for the county. So if something happens to that program, they know who to call or how to fix it themselves. They are involved with everything from the beginning, so they understand what is happening. Mr. Tkach said they are not a user, he assumed that statement was they know how to plug it in, but they wouldn't know how to actually use the system. Ms. Garcia agreed they are not actual users on the system, they don't work for the Auditor. They are not actually working on the programs on a daily basis. But they do know who the vendors are, what the needs are and what the programs are supposed to be doing. Mr. Tkach said it was his understanding the virus came through the Clerk of Courts system, and asked if there were other systems that were infected. Ms. Garcia said it did not come through Clerk of Courts, it came in through an email system. The Clerk of Courts was using a separate outside vendor. There were some records that were not able to be restored from that vendor's backup. The Clerk of Courts was just getting ready to change that backup program. Mr. Tkach wondered how that affected the whole system. Ms. Garcia said everything else was able to be restored because they disconnected right away. This prevented anything else from being infected. Mr. Wilde clarified that it had been a precautionary measure to go through each and every system. Ms. Garcia agreed and said that CORSA will tell you too – when you get into that, you do not know where it has gone. Because they caught it as early as they did, they looked at all the other systems. They were clean. Because they were clean, they were able to bring everything up one at a time. The better someone understands your system and your networking, the easier it is to bring it back up.

Mr. Wilde said that on March 18th there was a Cybersecurity meeting at Terra State. Mr. Wilde will be attending if anyone would like to go with him.

Mr. Wilde passed around a sign up form for anyone interested in being on the County IT committee. He said there would also be a smaller Executive Committee. He would like to get working on this as soon as possible, although it is going to be a long process.

The IT department in Henry County was started by Henry County Commissioner Miller. Mr. Wilde would like the Huron County IT Committee to visit Henry County to see what they are doing and how they were doing it. Things are running well and Mr. Wilde thought we could benefit from their experience. Also, CORSA was going to help. He introduced Jim Hale and Frank Hatfield, from CORSA.

Frank Hatfield, CORSA Risk Control Manager. Mr. Hatfield explained they are the property and casualty insurance provider for the county. He strongly suggested the Committee visit either Henry County or Sandusky County. Both counties have been very active in a preventative way. Attacks on public entities are increasing year after year. CORSA began cyber coverage about five years ago and the claims are ever-evolving. Now ransomware and malware is written so it can get in without human assistance. There has also been an increase in social engineering and phishing. Last year their Loss Control program subsidized anti-phishing software. They are encouraging loss control and being proactive. CORSA will help in any way they can. There is a sample cybersecurity policy they can share. They have a number of other preventative measures as well. Mr. Hatfield also suggested every department should have a plan or protocol in place in the event of a complete lockout. Everyone should be prepared in the event it is necessary to go

back to pen and paper. He thought Huron County was doing a good thing by addressing the situation before there was a crisis. Now was the time for the county to take inventory of what systems they have, who the vendors are, etc. Because even if you are doing everything right, you can still get hit. It is up to the county how they shape the system, but CORSA is willing to assist in any way they can to keep the county proactive.

Jim Hale, CORSA. Mr. Hale began with best practice. He thought fragmentation was a recipe for disaster. He provided some statistics. CORSA has over 100 different organizations they cover. Over 26% of their members have reported cyber losses in the last couple years. But there are a lot that are not being reported to CORSA. In CORSA, the average cyber claim as was about \$58,000. This includes small ones of a couple thousand dollars up to some that exceed a quarter of a million dollars. A lot of people don't realize the extent of CORSA's coverage throughout the County. In addition to the obvious, such as the Auditor and Treasurer, CORSA also covers Soil & Water, Senior Enrichment, the Transit Authority and Artist's Open Studio, to name a few. If any board, authority or commission has a cyber loss, it is a loss for the county.

Mr. Hales said a lot of times a virus will get into the system and be there for a long time looking for personal identifiable information. That is what they are actually after. On the way out, they leave ransomware to cover their tracks. In other words, the ransomware is a smokescreen. It still encrypts everything and causes all kinds of headaches. What they were really after is all the personal information. A lot of the higher cost claims have to do with the forensics necessary to go through all of the logs and the system to find out exactly what was stolen. Mr. Hatfield said a lot of times ransomware and malware will come in and be dormant for a long time. They are there to do a couple things. One is to harvest that HIPPA data. On the way out, they lock the system. Just about everyone has received a notice from a health care provider, or a bank, that their information may be compromised. Mr. Hale said ransomware makes the headlines, but they are also farming. This happened to a diocese in Cleveland. A fake invoice was submitted to the Diocese. The church paid it and was out that money. Mr. Hale thought that was one reason it was good that Huron County was being proactive.

Mr. Hale said there is an organization in Columbus called the Strategic Analysis Information Center. They put out bulletins all the time. Which is why an integrated IT department is so important. He said right now the bulletin shows 11 critical patches for Microsoft products. So unless all the vendors went out and patched all Microsoft products last month, the County is wide open right now. He said this was an example of what an integrated IT department should be able to get a handle on. A lot of them are very specialized. They will mention one particular router, one particular switch, or one particular piece of software. An IT department knows what routers, switches and software you have.

Ms. Bond asked if all that wasn't pretty much useless if an employee clicks on an infected email. Mr. Hale agreed and said the other best practice is educating your employees. CORSA subsidizes phishing training software. They will actually send out emails to employees that they shouldn't click on. If they do, it takes them to a landing page that puts them through a training process. Training is critical. Mr. Hatfield said they also offer CORSA University online that provides training on phishing and cybersecurity basics. It is really to drive awareness up. Mr. Hale said training has to be constant.

Ms. Bond asked if it didn't make more sense to not have the entire county system tied together. Mr. Hale said no, because it is tied together via email and Outlook. The way it spreads through a lot of counties is, the first thing the software does is get into Outlook contacts and sends an email. Mr. Hales said that doesn't mean you can't pass bad things through the network - you can. But a good IT department should have systems in place to detect that - that is their function. Certainly the best practice is an integrated system. But you still need to look at the specifics and get with the people with the professional expertise to make the determination on how to structure and service your systems. Mr. Hale said when the County is closer to actually implementing some of this, they would be more than happy to come back and assist with some best practices. For instance, he suggested that new hires, as part of the intake process, should take the CORSA University course on phishing detection. Ms. Blevins said the Board of Elections had taken this and it is very good.

Mr. Wilde thanked them for coming. He invited the City of Norwalk to be a part of the IT committee. He did not want to make any guarantees about anything, but thought they may be able to provide some input along the way. Ms. Hazel asked where we were getting the budget funds for this. Mr. Wilde said the budget is not final, but they have set aside \$200,000 for an IT budget. We don't know what we will actually need. He is hoping we will be able to hire someone this year, we will need salary for that.

At 12:53 p.m. Bruce Wilde moved to adjourn. Joe Hintz seconded the motion. The meeting stood adjourned.

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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 5, 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 12:53 p.m.

Terry Boose

Joe Hintz

Bruce Wilde

ATTEST

Clerk to the Board