

AUGUST 11, 2015

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the August 6, 2015 meeting(s) were presented to the Board. Gary W. Bauer made the motion to waive the reading of the minutes of the August 6, 2015 meeting(s) and approve as presented. Joe Hintz seconded the motion. Voting was as follows:

15- 263

Joe Hintz moved the adoption of the following resolution:

BE IT RESOLVED, that the Board of Huron County Commissioners does hereby approve Claim Schedule 08/11/15, 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.

Aye – Gary W. Bauer
Aye - Tom Dunlap
Aye – Joe Hintz

Huron County

Claims Register for Payment Batches

Payment Type: All
Warrant Numbers: All
Funds: 001 to 850

Warrant Dates: 8/1/2015 to 8/1/2015
Payment Batches: 214629 to 214637

Warrant Date	Claimant	Batch ID	PO #/Line #	Line Description	Amount	Warrant #
Fund 001 - GENERAL FUND						
Department: Debt Processing						
8/1/2015	Amesbury Phil LLC	214629	2015-000161	Vouchers	\$117.75	
8/1/2015	Account 001.003.0010 (SUPPLIES) Total:				\$117.75	
Department: Information Technology						
8/1/2015	Digital Data Technologies Inc	214629	2015-000161	Account Data Maintenance	\$1,350.00	
8/1/2015	Account 001.003.0010 (SUPPLIES) Total:				\$1,350.00	
Department: Information Technology						
8/1/2015	Digital Data Technologies Inc	214629	2015-000161	Account Data Maintenance-August	\$460.00	
8/1/2015	Account 001.003.00275 (CONTRACT/SERVICES) Total:				\$460.00	
Department: Data Processing Total:						
					\$2,517.75	
Department: Common Pleas						
8/1/2015	DIRECTOR'S PUBLISHING	214629	2015-000171	2015 Ohio Legal Directory	\$69.63	
8/1/2015	Account 001.008.00475 (OTHER EXPENSES) Total:				\$69.63	
Department: Common Pleas Total:						
					\$69.63	
Department: Common Pleas						
8/1/2015	Critica Media One	214629	2015-000171	Refinancing-Refused Land Shales	\$86.49	
8/1/2015	Account 001.008.00475 (OTHER EXPENSES) Total:				\$86.49	
Department: Common Pleas Total:						
					\$86.49	
Department: Juvenile						
8/1/2015	KOPPEL MATHEN-H	214629	2015-000221	Jury Advertising (Bellevue Gazette)	\$25.32	
8/1/2015	Account 001.008.00325 (ADVERTISING & PRINT) Total:				\$25.32	
Department: Juvenile Total:						
					\$25.32	
Department: Clerk of Courts						
8/1/2015	Noble Court & Topham	214629	2015-000221	ROY Travel Expense Reimbursement	\$65.58	
8/1/2015	Account 001.008.00075 (OTHER EXPENSES) Total:				\$65.58	
Department: Clerk of Courts Total:						
					\$65.58	
Department: Clerk of Courts						
8/1/2015	Noble Court & Topham	214629	2015-000221	ROY Travel Expense Reimbursement	\$146.27	
8/1/2015	Account 001.008.00075 (OTHER EXPENSES) Total:				\$146.27	
Department: Clerk of Courts Total:						
					\$146.27	
Department: Clerk of Courts						
8/1/2015	Noble Court & Topham	214629	2015-000221	ROY Travel Expense Reimbursement	\$146.27	
8/1/2015	Account 00					

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V.3.2

Claims Register for Payment Batches

Warrant Date	Claimant	Batch ID	PO #/Line #	Line Description	Amount	Warrant #
8/1/2015	County of Huron	214629	2015-000176	Printing & Shipping for County of Huron (SUPPLIES) Total:	\$178.97	
Department: Clerk of Courts Total:						
					\$178.97	
Department: Police						
8/1/2015	City of Norwalk	214629	2015-000101	Norwalk 018-00094	\$47,546.93	
8/1/2015	Account 001.010.00554 (NORWALK) Total:				\$47,546.93	
Department: Police Multi Court Total:						
					\$47,546.93	
Department: Building and Grounds						
8/1/2015	One Electric	214629		Electric	\$32.89	
8/1/2015	One Electric	214629		Electric	\$32.89	
8/1/2015	Account 002.00026 (ELECTRIC) Total:				\$65.78	
Department: Building and Grounds Total:						
					\$65.78	
Department: Sheriff						
8/1/2015	One Bank	214629	2015-000011	018 Gas-July	\$4973.54	
8/1/2015	One Bank	214629	2015-000011	018 Gas-July	\$4973.54	
8/1/2015	Account 001.023.00175 (SUPPLIES) Total:				\$9947.08	
Department: Sheriff Total:						
					\$9947.08	
Department: Jail Operations						
8/1/2015	One Bank	214629	2015-000271	018 Gas-July	\$662.28	
8/1/2015	Account 001.0176 (SUPPLIES) Total:				\$662.28	
8/1/2015	One Bank	214629	2015-000011	018 Gas-July	\$429.00	
8/1/2015	Account 001.003.00175 (MEDICAL/GENE) Total:				\$170.00	
8/1/2015	One Bank	214629	2015-000011	018 Gas-July	\$170.00	
8/1/2015	Account 001.003.00175 (MEDICAL/GENE) Total:				\$644.00	
8/1/2015	Business Facilities Ltd	214629	2015-000111	Prints for Court	\$140.00	
8/1/2015	Business Facilities Ltd	214629	2015-000111	Prints for Court	\$140.00	
8/1/2015	Account 001.003.00175 (MEDICAL/GENE) Total:				\$140.00	
8/1/2015	ATCO INTERNATIONAL	214629	2015-000111	Regain Treatment	\$184.00	
8/1/2015	Account 001.003.00175 (CONTRACT REPAIRS) Total:				\$184.00	
Department: Jail Operations Total:						
					\$2,775.10	
Department: Maintenance						
8/1/2015	Donor Paid	214629	2015-000191	Appointed Counsel Fees	\$346.00	
8/1/2015	Donor Paid	214629	2015-000191	Appointed Counsel Fees	\$346.00	
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8/1/2015	Donor Paid	214629	2015-000191	Appointed Counsel Fees	\$346.0	

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TUESDAY

AUGUST 11, 2015

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[illegible]

Aye – Gary W. Bauer
Aye - Tom Dunlap
Absent – Joe Hintz

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TUESDAY

AUGUST 11, 2015

At 9:55 a.m. Gary W. Bauer moved to end Executive Session ORC 121.22 (G) (1). Tom Dunlap seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer
Aye - Tom Dunlap
Absent – Joe Hintz

15-264

IN THE MATTER OF LETTING BIDS FOR THE SHADY LANE COMPLEX ADA ACCESSIBILITY PROJECT

Joe Hintz moved the adoption of the following resolution:

WHEREAS, Huron County is seeking bids for the Shady Lane Complex ADA Accessibility Project; and

WHEREAS, notice must be placed in a newspaper of general circulation, pursuant to Section 307.87 of the Ohio Revised Code; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners does hereby approve of letting bids for the Shady Lane Complex ADA Accessibility Project; and further

BE IT RESOLVED, that notice of this will be placed in a newspaper of general circulation on Wednesday, August 12, 2015, Wednesday August 19, 2015, and posted on the County's internet site on the Worldwide Web at <http://www.hccommissioners.com>, and bids will be opened on Wednesday, August 26, 2015 at 10:00 a.m.; 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.

Gary W. Bauer seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer
Aye - Tom Dunlap
Absent – Joe Hintz

**PUBLIC NOTICE
NOTICE TO CONTRACTORS**

Sealed proposals for the Shady Lane Complex ADA Accessibility Project will be received by the Huron County Board of Commissioners at their office, 180 Milan Avenue in Norwalk, until Wednesday, August 26, 2015, at 10:00 a.m. and then at said office opened and read aloud.

Plans, specifications and bid forms may be secured at the office of the Huron County Commissioner, located at 180 Milan Avenue in Norwalk, beginning at 9:00 a.m. on Wednesday, August 12, 2015.

Each bid must be accompanied by either a bid bond in an amount of one hundred percent (100%) of the bid amount with a surety satisfactory to the Huron County Treasurer, or by certified check, cashier's check, or letter of credit upon a solvent bank in the amount of not less than ten percent (10%) of the bid amount in favor of the aforesaid Huron County Treasurer. Bid bonds shall be accompanied by Proof of Authority of the officials or agent signing the bond. The estimated cost of the project is \$45,000.00.

Bids shall be sealed and marked as "SHADY LANE COMPLEX ADA ACCESSIBILITY PROJECT – DO NOT OPEN" and delivered to:

Huron County Board of Commissioners
180 Milan Avenue
Norwalk, OH 44857

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The County will not assure responsibility for bids forwarded by mail and no bid will be accepted after specified hours above.

The project is funded by the Federal Community Development Block Grant. **ALL BIDS ARE TO BE IN WHOLE DOLLARS ONLY.**

Attention of bidders is called to all of the requirements contained in this bid packet, particularly to the Federal Davis-Bacon Wages, various insurance requirements, various equal opportunity provisions, and the requirement of the payment bond and performance bond for hundred percent (100%) of the contract price. No bidder may withdraw his/her bid within thirty (30) days after the actual date of the opening thereof.

Huron County Board of Commissioners reserves the right to reject any or all bids, to waive irregularities in the bidding, and to award the bid on the basis of the lowest and best bidder as it deems to be in the best interest of the County of Huron, Ohio.

Huron County Commissioners
Published: August 12 & 19, 2015

15-265

IN THE MATTER OF TRANSFERRING FUNDS FROM ACCOUNT #099 IN THE GENERAL FUND TO DEPARTMENT #040

Gary W. Bauer moved the adoption of the following resolution:

WHEREAS, a transfer of funds is needed for the #040 Miscellaneous department; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby approves of the transfer of moneys from 099-00600-001 transfer out in the amount of \$25,000.00 to the miscellaneous department #040-00569-001 other line; and further

BE IT RESOLVED, that a certified copy of this resolution be sent to the Department requesting transfer, and the Huron County Auditor, and the Auditor's office will make the journal entry to the # 040 account; 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.

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

Aye – Gary W. Bauer
Aye - Tom Dunlap
Absent – Joe Hintz

15-266

IN THE MATTER OF APPOINTMENT TO THE ERIE BASIN RC&D COUNCIL

Gary W. Bauer moved the adoption of the following resolution:

WHEREAS, there is a vacancy on the Erie Basin RC&D Council that needs to be filled; and

WHEREAS, it is the desire of the Board of Huron County Commissioners and the Huron County Soil and Water Conservation District to fill this vacancy; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners with the recommendation of the Huron County Soil and Water Conservation District hereby appoints Carol Knapp, Huron County Development Council, Director to full fill this vacancy effective immediately; 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

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to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Aye – Gary W. Bauer
Aye - Tom Dunlap
Absent – Joe Hintz

9:55 a.m. the board recessed.

At 10:01 a.m. regular session resumed.

IN THE MATTER OF TRAVEL

Gary W. Bauer moved to approve the following travel request(s) this day. Tom Dunlap seconded the motion. The roll being called upon its adoption the vote resulted as follows:

Aye – Gary W. Bauer
Aye - Tom Dunlap
Absent – Joe Hintz

Tom Dunlap, Commissioner to Columbus, Ohio on August 28, 2015 for the CORSA Meeting.
Jan Tkach, Recorder to Columbus, Ohio on September 15, 2015 – September 16, 2015 for the Fall C.E. Meeting.
Roland Tkach, Auditor to Celina, Ohio on August 28, 2015 for the North West Auditor District Meeting.

IN THE MATTER OF REQUEST FOR LEAVE

Vickie Ziemba/Commissioners/Personal Time/1:00 p.m. – 4:30 p.m. August 18, 2015/Personal Time/12:30 p.m. – 4:30 p.m. August 19, 2015.

Jeff Deeble/Building & Grounds/Personal Time/5:30 a.m. – 2:00 p.m. August 19, 2015.

Stephen Minor/Building & Grounds/Vacation/6:00 a.m. – 2:00 p.m. August 18, 2015.

Darwin Pesnell/Building & Grounds/Sick/8:00 a.m. – 4:30 p.m. August 4, 2015.

Joshua Jasinski/Dog Warden/Vacation/8:00 a.m. August 6, 2015 – 4:30 p.m. August 7, 2015.

Gary Ousley/Dog Warden/Vacation/8:00 a.m. August 17, 2015 – 4:30 p.m. August 21, 2015.

Sue Bommer/Human Resource/Sick/8:00 a.m. – 12:00 p.m. August 3, 2015.

At 10:05 a.m. Susan Hazel, Clerk of Courts/Title Office came before the board to discuss the open house for the License Bureau and Title Office Building. Ms. Hazel explained she has some questions regarding the open house, right now it is scheduled from 2-5 p.m. on Thursday, August 13, 2015. Ms. Hazel stated she was told Representative Terry Boose will be attending, Senator Manning may be able to attend. The Chamber of Commerce has asked if they would like to do a ribbon cutting, they will put together the arraignments. Ms. Hazel questioned if the Commissioners want to do some kind of welcome at 2 p.m. Mr. Bauer stated that he will make the comments. Mr. Dunlap questioned if anyone get ahold of Eric the Contractor on the project. Ms. Hazel stated she sent an invitation to Studer-Obringer, Mr. Dunlap would like to personal contact Eric to see if he could attend. Ms. Hazel stated there will be refreshments outside, so they will not be tracking it through the building. Mr. Bauer suggested the comments be made at 2:30 p.m. Mr. Bauer stated it was up to Ms. Hazel in regards to a ribbon cutting.

Ms. Hazel explained that they purchased mats for the Title and DMV Offices. Ms. Hazel explained that MT had a special for the copy machine, she will be saving \$100.00 for which will go in effect on August 25, 2015.

At 10:15 a.m. the board recessed.

At 10:48 a.m. regular session resumed.

Jason Roblin, EMA Director came before the board to present his quarterly report. Mr. Roblin explained the Radio Tower Project, major excavation begins today. A change orders are needed that will come from fund 177. Mr. Roblin explained that the site prep should have been done ourselves. The change orders have been sent to Dan Frederick, he is hoping an approval will come done soon.

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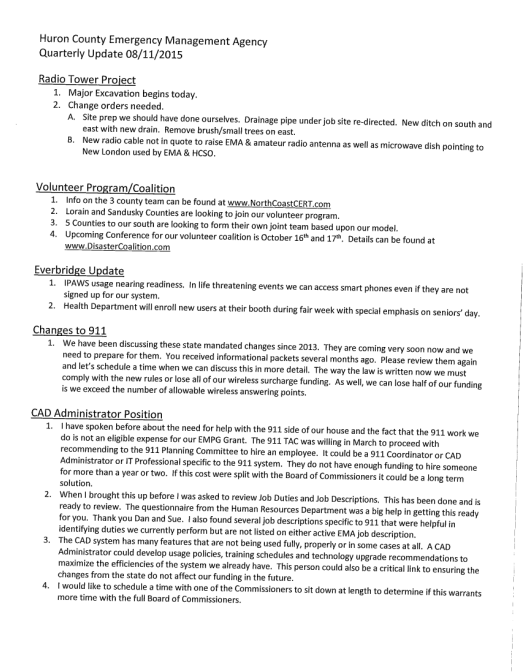
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Mr. Roblin explained the Volunteer Program which is shared with two other counties Erie and Ottawa. Upcoming conference for the volunteer coalition will be October 16, 2015 and October 17, 2015. Mr. Dunlap questioned if one of them should attend this conference, Mr. Roblin stated defiantly.

Mr. Roblin explained the Everbridge Update, IPAWS usage nearing readiness. In life threatening events we can access smart phones even if they are not signed up for our system. Mr. Roblin stated the Health Department will enroll new users at their booth during fair week with focus during seniors’ day.

Changes to the 9-1-1 system, they are coming very soon now and we need to prepare for them. The way the law is written now we must comply with the new rules or lose all of our wireless surcharge funding, as well as lose half of our funding if we exceed the number of allowable wireless answering points. Mr. Roblin stated the next upcoming 9-1-1 meeting will be the third Wednesday in September, there was not a Commissioner present at the last meeting. Mr. Dunlap explained he would not be able to attend this one either.



Discussion in regards to the 9-1-1 job description for CAD Administrator. Mr. Roblin explained they need help with the 911 however it is not an eligible expense for the EMPG Grant. The 911 TAC was willing to proceed with recommending to the 911 Planning Committee to hire an employee, it could be a 911 Coordinator or CAD Administrator or IT Professional specific to the 911 system, however at this time they do not have the funding to hire someone for more than a year or two. Mr. Roblin would like to split the cost with the Board of Commissioners to make it a long term solution. Mr. Dunlap questioned if Tina could pick up some of the work? Mr. Roblin stated she is already assuming a lot of duties. Mr. Roblin explained the system is not being used to its advantages, a lot of training will be needed at the centers. Mr. Roblin is asking for more time to sit down at length with the Commissioners to discuss this. Mr. Dunlap questioned if the job description is done? Mr. Roblin stated he has been working on it, he would like to sit down and go over it line by line. Mr. Dunlap stated he will sit down with Mr. Roblin to discuss this issue.

At 11:09 a.m. Gary Ousley, Dog Warden, came before the board to present his quarterly report.

Mr. Ousley explained the following:

Total Dogs: **212**

Total Dogs Placed: **103**

Total Dogs Claimed: **82**

Total Dogs Destroyed: **15**. Mr. Ousley explained that 8 of these were owner released to be euthanized due to illness. Mr. Dunlap questioned regarding euthanizing dogs about half, Mr. Ousley stated that these dogs were euthanized due to injury or illness.

Total Dogs Still in Pound: **12**

Mr. Ousley explained that now that the License Bureau has moved, it has cut down on the visitors. Mr. Dunlap questioned how they are doing on the vehicle situation. Mr. Ousley explained it is very tight with the vehicle. They were supposed to go down and look at some vehicles, however the mechanic was on

AUGUST 11, 2015

15-267

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

Gary W. Bauer moved the adoption of the following resolution: and

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

BE IT RESOLVED, that the Board of Huron County Commissioners will solicit applicants for the position as per Huron County Personnel Policy Manual Section 2.1 -2.5; and further

BE IT RESOLVED, that said position has been determined an unclassified position and is in pay range of \$25.25 -\$35.86 per hour; and further

BE IT RESOLVED, that all those applying must have a resume with references and a Huron County application for employment submitted to the Commissioners' Office by end of business day, (4:30 p.m.) on Tuesday, August 25, 2015; 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.

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

Aye – Gary W. Bauer

Aye - Tom Dunlap

Absent – Joe Hintz

HURON COUNTY COMMISSIONERS, JOB DESCRIPTION

Title: Huron County Director of Human Resources & Loss Prevention

Status: Unclassified, full-time, exempt

Job Summary: This is a full-time, exempt, unclassified position reporting to and supervised by the Huron County Board of Commissioners. The Director of Human Resources and Loss Prevention 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.

Essential Knowledge, Skills, and Abilities:

- Proficiency in analysis, interpretation, problem-solving, oral and written communication, leadership, management, judgment, planning, organizing, relationship-building, safety, and security.

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- Attention to detail in reports, forms, investigations, record-keeping, etc.
- Computer proficiency in word processing, spreadsheets, Power Point, and the Internet as a research and communication tool.
- Familiarity with federal and state laws and regulations.
- Familiarity with labor law and significant experience in working with unions.
- Valid Ohio driver's license and satisfactory driving record.

Education and Experience:

- Bachelor's degree required; master's degree and/or professional certification preferred.
- Substantial human resource experience as a generalist.
- Experience in safety, employee health, loss prevention, and risk management.
- Experience in county government and/or the public sector preferred.
- Knowledge of Ohio Civil Service Law preferred.

Essential Functions:

- Researches and advises the Commissioners on human resources and loss prevention matters. Keeps 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. Maintains 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. 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. Responds immediately to solve unsafe conditions or practices.
- Oversees liability incident reporting and investigation, including personal injury and vehicle accidents. 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.

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- 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

At 2:02 p.m. Gary W. Bauer moved to adjourn. Tom Dunlap 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 August 11, 2015.

IN THE MATTER OF ADJOURNING

The meeting was called to order at 9:00 p.m. With no further business to come before the Board, the meeting was adjourned at 2:02 p. m.

Signatures on File