

REGULAR SESSION

TUESDAY

JULY 14, 2015

The Board of Huron County Commissioners met this date in Regular Session. Roll being called found the following members present:, Tom Dunlap, Joe Hintz, Gary W. Bauer absent.

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the July 7, 2015 meeting(s) were presented to the Board. Joe Hintz made the motion to waive the reading of the minutes of the July 7, 2015 meeting(s) and approve as presented. Tom Dunlap seconded the motion. Voting was as follows:

Absent – Gary W. Bauer

Aye - Tom Dunlap

Aye – Joe Hintz

15- 236

IN THE MATTER OF CERTIFYING CLAIMS SCHEDULES TO THE HURON COUNTY

AUDITOR FOR PAYMENT

Joe Hintz 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 07/14/15, 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.

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

Absent – Gary W. Bauer

Aye - Tom Dunlap

Aye – Joe Hintz

Huron County				
Claims Register for Payment Batches				
Payment Type All				
Voucher Numbers All				
Funds: 001 to 999				
Voucher Date Comment	Batch ID	PO #/Line #	Line Description	Amount
Fund: 001 - GENERAL FUND				
Department: Marketing	21346	2015-00267	Media	\$622.84
07/16/2015	21346	2015-00267	Media	\$1,415.00
Account: 001.002.00175 (SUPPLIES) Total:				\$1,415.00
Department: Marketing Total:				\$1,415.00
Department: Data Processing	21346	2015-00267	Acquisition Hardware/Support	\$1,262.00
07/16/2015	21346	2015-00267	Acquisition Hardware/Support	\$1,262.00
07/16/2015	21346	2015-00267	Hardware Support	\$792.00
07/16/2015	21346	2015-00267	Hardware Support	\$192.00
Account: 001.003.00275 (CONTRACT/SERVICES) Total:				\$3,259.00
Department: Data Processing Total:				\$3,259.00
Department: Common Files	21346	2015-00267	Rock Area, WI/DOO	\$328.30
07/16/2015	21346	2015-00267	Rock Area, WI/DOO	\$328.30
Account: 001.006.00030 (TRAVEL) Total:				\$1,112.00
07/16/2015	21346	2015-00267	Manager Performance	\$1,112.00
07/16/2015	21346	2015-00267	Manager	\$1,112.00
Account: 001.008.00475 (OTHER EXPENSES) Total:				\$387.50
Department: Common Files Total:				\$387.50
Department: Human Resources	21346	2015-001647	Phone	\$38.00
07/16/2015	21346	2015-001647	Phone	\$38.00
Account: 001.009.001647 (OTHER EXPENSES) Total:				\$38.00
Department: Human Resources Total:				\$38.00
7/16/2015 2:27 PM				\$38.00
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7/16/2015 2:27 PM				\$38.00
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BE IT RESOLVED, that the foregoing resolution was adopted and all actions and deliberations of the

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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:

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

15-238

IN THE MATTER OF APPROVING ADDENDUM #1 REVISED TO THE PREVENTION, RETENTION, AND CONTINGENCY PROGRAM (PRC) FOR THE HURON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Joe Hintz moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners desires to approve addendum #1 to the revised PRC plan; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners approves the addendum #1 school clothing to the revised PRC contract contingent on the availability of funds and will be based on a first come first served bases and will expire September 30, 2015 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.

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

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

15-239

RESOLUTION OF THE BOARD OF COMMISSIONERS OF HURON COUNTY TO SIGN THE AREA 7 SUB-GRANT AGREEMENT

Joe Hintz moved the adoption of the following resolution:

WHEREAS, this agreement sets forth the terms under which the parties shall work together to provide comprehensive, business driven workforce development services within the Sub-Grantee in coordination with such services throughout Workforce Investment Area 7; and

WHEREAS, Montgomery County will be the Fiscal Agent for all of Area 7; and

WHEREAS, the board of Huron County Commissioners desires to sign the Area 7 Sub-grant agreement; now therefore

BE IT RESOLVED, by the Board of Commissioners of Huron County that the Board will sign the Area 7 sub-grant 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

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

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

15-240

**IN THE MATTER OF APPROVING REQUESTS FOR EXPENDITURE OF OVER \$1,000.00
SUBMITTED TO THE BOARD JULY 14, 2015**

Joe Hintz moved the adoption of the following resolution:

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

IRS	Self-insured Health Plan	\$1,241.76
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Daniel D Wendt first payment per contract	\$2,500.00	now therefore
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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

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:

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

15-241

**IN THE MATTER OF ACCEPTING RESIGNATION OF STACI HAMONS FROM THE BOARD
OF DEVELOPMENTAL DISABILITIES**

Joe Hintz moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners is in receipt of the resignation of Staci Hamons from the Board of Developmental Disabilities; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby accepts the resignation of Staci Hamons from the Board of Developmental Disabilities; and further

BE IT RESOLVED, that the Board of Huron County Commissioners wishes to thank Ms Hamons for her services on the Board of Developmental Disabilities; 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.

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

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

15-242

IN THE MATTER OF ENTERING INTO CONTRACT WITH VASU COMMUNICATIONS, INC. FOR A RADIO COMMUNICATIONS TOWER REPLACEMENT

Joe Hintz moved the adoption of the following resolution:

WHEREAS, per Resolution 15-207 bids were awarded to VASU Communication, Inc. for a Radio Communications Tower Replacement project at Huron County Transfer Station; and

WHEREAS, the Board of Huron County Commissioners desires to enter into contract with VASU Communications, Inc., 2432 Ridgeland Drive, P.O. Box 236, Avon, Ohio 44011 for a Radio Communications Tower Replacement project in the amount of **\$240,175.64**; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners does hereby approve entering into contract with VASU Communications, Inc., 2432 Ridgeland Drive, P.O. Box 236, Avon, Ohio 44011 for a Radio Communications Tower Replacement project in the amount of **\$240,175.64**; 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.

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

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

At 9:24 a.m. Sue Bommer, HR/LP came before the board in regards to the FLMA training. Ms. Bommer asked if they have a date to set this up. Mr. Dunlap stated Ms. Bommer needs to set this up with Ms. Nolan.

Ms. Bommer questioned if the posting of the Administrative Assistant requirements the same as the job description she sent up. Ms. Nolan stated it was. Ms. Bommer stated she is getting worried if they go to a calendar year insurance and Ms. Tkach stated his people are not going to take care of this, how will this get done? Ms. Dunlap stated this is something that needs to be addressed, he has a Board of Revision meeting tomorrow with Ms. Tkach and he will discuss this with him. Ms. Bommer would like to ask CORSA how they handle this issue. Ms. Dunlap stated Ms. Bommer needs to get some information and they can move forward. Ms. Nolan recommended possibly the Auditor pay half and the Commissioners pay the other, however the issue of who is the boss of that person comes into play. Mr. Dunlap sees the only negative would be the working relationships between the Auditor and Human Resources Director.

15-243

IN THE MATTER OF ADVERTISING FOR THE POSITION OF A FULL TIME ADMINISTRATIVE ASSISTANT

Joe Hintz moved the adoption of the following resolution:

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WHEREAS, it is the desire of the Board of Huron County Commissioners to hire a full time Administrative Assistant; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners will solicit applicants for the position of a full time Administrative Assistant Unclassified; and further

BE IT RESOLVED, that all those applying must submit a cover letter, resume with references and a Huron County application for employment submitted to Huron County Commissioners' office by August 10, 2015 4:00 p.m. or until 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.

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

Absent – Gary W. Bauer

Aye - Tom Dunlap

Aye – Joe Hintz

HURON COUNTY COMMISSIONERS, JOB DESCRIPTION

Title: Administrative Assistant

Status: Unclassified, full-time, exempt

Job Summary: This position reports to and is supervised by the Administrator/Clerk to the Board of Huron County Commissioners. The position assumes payroll, accounting, and budgeting responsibilities along with procurement and website maintenance. Specific functions are listed below.

Essential Knowledge, Skills, and Abilities:

- Valid Ohio driver's license and satisfactory driving record.
- Knowledge of office practices and procedures, computer systems, software programs, and accounting practices
- Must be able to follow directions, manage information, maintain accurate records, communicate effectively, and maintain amicable working relationships with elected officials, department heads, colleagues, co-workers, and the general public.
- Must have the demonstrated ability to maintain confidentiality, safeguard information of a sensitive nature, and handle inquiries and requests from County officials, outside organizations, and citizens.
- Must be detail-oriented and maintain accurate records.

Preferred Knowledge and Skills:

- Knowledge of local government structure and process and policies and procedures of the Commissioners' Office.

Essential Education and Experience:

- High School diploma or equivalent.
- At least two years of related or transferable skills and experience.

Preferred Education and Experience:

- An associate's degree or higher in business, government, or a related field.

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- Five or more years of office or government experience.
- Experience in county government or the public sector.

Essential Functions:

- In the absence of the Administrator/Clerk, manages Board of Commissioners' meetings, including composing resolutions and motions, and journalizing minutes. Also manages and distributes communications as required.
- Ensures that accurate payroll processes are used for all employees under the direction of the Board of Commissioners. This includes time worked and vacation, sick, personal, bereavement, and compensatory time records.
- Manages all accounts under the direction of the Board of Commissioners.
- Handles the procurement of all office supplies, including competitive bidding and direct distribution of all materials.
- Manages the *Gov Deals* auction for Huron County.
- Manages the distributions of permissive tax/Muni road funds to all villages and townships.
- Maintains all records for grants, audits, bid openings including CHIP
- Maintains the Commissioners' website, working with the web designer to add, delete, and update information and communicate desired layout and link changes.
- Attends meetings, trainings, seminars, workshops, etc. as required or requested.
- Performs all the essential job functions with or without reasonable accommodation.
- Performs other marginal duties as required or requested.

Equipment Required:

All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, 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. Must be able to type, record, communicate, and perform the essential functions of the position with or without reasonable accommodation.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability the job duties and requirements specified in this position description.

Huron County Board of Commissioners

Approved: _____ Date: _____

Employee: _____ Date: _____

Date placed in employee's file: _____

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No Comment

IN THE MATTER OF REQUEST FOR LEAVE**Sue Bommer**/Human Resources/Sick/3:30 p.m. – 4:30 p.m. July 9, 2015.**Christina Norton**/EMA/Vacation/12:30 p.m. – 4:30 p.m. July 12, 2015/Vacation/8:00 a.m. July 20, 2015 – 4:30 p.m. July 27, 2015.**Andriana Leach**/Building & Grounds/Sick/5:30 a.m. – 2:00 p.m. July 6, 2015/Sick/5:30 a.m. – 8:30 a.m. July 7, 2015/Compensatory Time/8:30 a.m. – 12:00 p.m. July 7, 2015/Leave without Pay/12:00 p.m. July 7, 2015 – 2:00 p.m. July 10, 2015.**Larry Burdue**/Building & Grounds/Sick/5:30 a.m. – 2:00 p.m. July 9, 2015/Personal Time/9:00 a.m. – 2:00 p.m. July 17, 2015.**Darwin Pesnell**/Building & Grounds/Personal Time/8:00 a.m. – 4:30 p.m. July 23, 2015.**Peter Welch**/SWMD/Vacation/7:30 a.m. – 3:30 p.m. July 15, 2015/Vacation/7:30 a.m. July 24, 2015 – 3:30 p.m. July 27, 2015.**At 9:35 a.m.** the board recessed.**At 10:05 a.m.** regular session resumed.**OTHER BUSINESS**

Discussion was had regarding the budget bill briefing permanent improvement fund seminar on August 10, 2015. Mr. Dunlap explained that this was in Wooster, Ohio from 9 a.m. – 2:30 p.m. on August 10, 2015. This will help them understand this process. Mr. Dunlap explained this is no cost and it is an all-day seminar. They will need to RSVP for the lunch count.

Ms. Nolan explained that Ashland County puts 1% of the Casino money into their permanent improvement fund. She also explained that if the permanent improvement fund is no longer needed that money is then put into the general fund, at this time Huron County is set up where you cannot move this money. Mr. Dunlap stated this is something they should look into for 2016.

At 10:15 a.m.

Joe Hintz moved to adjourn. Tom Dunlap seconded the motion. The meeting stood adjourned.

IN THE MATTER OF OPEN SESSION

The board Huron County Commissioners hereby attest that all actions and deliberations of the Board legally required to be public were conducted in an open session on this date and that the foregoing minutes represent the official action of the Board.

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 July 14, 2015.

**REGULAR SESSION
IN THE MATTER OF ADJOURNING**

TUESDAY

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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 10:15 a. m.

Signatures on File