

REGULAR SESSION**TUESDAY****JULY 21, 2015**

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

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the July 16, 2015 meeting(s) were presented to the Board. Joe Hintz made the motion to waive the reading of the minutes of the July 16, 2015 meeting(s) and approve as presented. Gary W. Bauer seconded the motion. Voting was as follows:

Abstain – Gary W. Bauer

Aye - Tom Dunlap

Aye – Joe Hintz

At 9:30 a.m. Public Comment

Melissa James, Huron County Airport Authority Board came before the board to discuss a replacement for John Evans a member that resigned from the Airport Authority Board. Mr. Hintz questioned if the board currently wants to keep it at three board members. Ms. James explained they would, per their by-laws they may have a flexible board size, with no less than three members and not more than five. A smaller more flexible board is helping stay focused on what needs to be done. The Commissioners have already interviewed Mr. Brichfield and Ms. James stated he has worked well and supported the current Airport Board. Ms. James stated she feels his appointment would be a positive move. Mr. Dunlap questioned if anyone from the Friends of the Airport offered to mow at the airport. Ms. James stated there was one gentleman who came to them regarding mowing, however she doesn't think he is associated with this group. Ms. James stated she will speak to Ms. Kasper to see what the legal aspect to hiring this gentleman to mow.

Susan Hazel, Clerk of Courts came before the board to discuss the new building and finishing the building with a walk through with the Architect. Ms. Hazel explained that the architect has not been out to the building since they moved in. The biggest concern is the mezzanine where the water runs off. Ms. Hazel also discussed the sign, the sign may or may not be finished. Ms. Hazel will follow up on this. Ms. Hazel also discussed the courthouse ramp, she would like each Commissioner to walk up the ramp. There is two huge chunks missing where the handle goes into it and there is a huge crack. Ms. Hazel explained she spoke to Mr. Welch regarding getting this ramp fixed. Ms. Hazel also discussed the credit cards, she explained she has send information to Ms. Kasper. Ms. Hazel would like to have this taken care of to sign an agreement with Lexus Nexus, so they can have this in place at the courthouse. She explained they do currently take credit cards at the License Bureau, for which they charge a fee for. Effective October 1, 2015 the security requirements for credit card transactions are going to be raised, the equipment will be changed along with the security through the companies like Lexus Nexus will have to accommodate this changes. Mr. Dunlap questioned what the hold up with Lexus Nexus is. Ms. Hazel explained it was with Ms. Kasper, she is not ready to submit the agreement for the Commissioners to sign. Mr. Dunlap will follow up with Ms. Kasper and Mr. Bauer will follow up with Dan Frederick.

15- 244

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

Gary W. Bauer 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 07/21/15, 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.

REGULAR SESSION

TUESDAY

JULY 21, 2015

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

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

Huron County Claims Register for Payment Batches									
Warrant Date	Client	Batch ID	PO #	Line #	Line Description	Amount	Warrant #		
07/23/2015	Monochangel	213972	2015-000021		New Server & Computer	\$3,171.00			
07/23/2015	Account 001 023.00200 (EQUIPMENT) Total:					\$3,171.00			
07/23/2015	Warrant Numbers: All								
07/23/2015	Warrant Dates: 1/1/2014 to 7/31/2016								
07/23/2015	Payment Batches: 213972 to 213972								
07/23/2015	Fund: 001 to 980								
07/23/2015	Warrant Date: Claimant	Batch ID	PO # <th>Line #</th> <th>Line Description</th> <th>Amount</th> <th>Warrant #</th> <th data-cs="2" data-kind="parent"></th> <th data-kind="ghost"></th>	Line #	Line Description	Amount	Warrant #		
07/23/2015	Fund: 001 - GENERAL FUND								
07/23/2015	Department: Treasurer								
07/23/2015	Account 001 001.003025 (ADV. & PRINTING) Total:	213972	2014-000491		Legal Notice Publication	\$100.00			
07/23/2015	Account 001 001.003025 (CONTRACT SERVICES) Total:	213972	2015-000511		Room M735058PF Copier	\$206.19			
07/23/2015	Department: Adult Probation								
07/23/2015	Account 001 010.00475 (OTHER EXPENSES) Total:	213972	2015-003641		Fuel Purchase	\$162.51			
07/23/2015	Account 001 010.00475 (OTHER EXPENSES) Total:	213972	2015-003641		VCA Adaptor	\$100.00			
07/23/2015	Account 001 010.00475 (OTHER EXPENSES) Total:	213972	2015-003641		VCA Camera Video Card & Installation	\$276.47			
07/23/2015	Account 001 013.00175 (SUPPLIES) Total:	213972	2015-005001		3 Hole Binders	\$244.76			
07/23/2015	Account 001 013.00175 (SUPPLIES) Total:	213972	2015-005061		Psychological Services	\$244.76			
07/23/2015	Account 001 013.00475 (OTHER EXPENSES) Total:	213972	2015-005071		Cell Phone 0754-480319	\$83.00			
07/23/2015	Department: Probate								
07/23/2015	Account 001 016.00200 (SUPPLIES) Total:	213972	2015-007961		Marriage License	\$102.49			
07/23/2015	Department: Probate Total:					\$102.49			
07/23/2015	Department: Clerk of Courts								
07/23/2015	Department: Clerk of Courts Total:					\$102.49			
7/7/2015 3:58 PM								Page 1 of 12	
V.3.2									

Warrant Register for Payment Batches									
Warrant Date	Client	Batch ID	PO #	Line #	Line Description	Amount	Warrant #	PO #	Line #
07/23/2015	Account 001 017.00175 (SUPPLIES) Total:	213972	2015-000011		Parts for Inmate	\$716.68			
07/23/2015	Account 001 017.00175 (SUPPLIES) Total:	213972	2015-000011		Gas for Inmate	\$25.00			
07/23/2015	Account 001 017.00175 (SUPPLIES) Total:	213972	2015-000011		Account Remedial Equipment Inspection	\$145.50			
07/23/2015	Account 001 017.00175 (SUPPLIES) Total:	213972	2015-000011		Account Remedial Equipment Inspection	\$145.50			
07/23/2015	Account 001 017.00175 (SUPPLIES) Total:	213972	2015-000011		Account Remedial Equipment Inspection	\$145.50			
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07/23/2015	Account 001 017.00175 (SUPPLIES) Total:	213972	2015-000011		Account Remed				

Voucher Register for Payment Voucher					V.32	
Voucher Date	Client	Batch ID	P.O. Line #	Line Description	Amount	Voucher #
07/20/2015	Procter	213972	2015-000241	Blument	\$1,425.00	
Account 160.160.00276 (MAPPING) Total:					\$1,425.00	
Department Total:					\$1,425.00	
Fund 166 - 911 Total:					\$1,425.00	
Fund 160 - COMPREHENSIVE HOUSIN						
07/20/2015	CT CONSULTANTS INC	213972	2015-00241	Invoice 13163-11 thru 18	\$11,841.80	
Account 160.160.00000 (PRIVATE REHAB) Total:					\$11,841.80	
07/20/2015	CT CONSULTANTS INC	213972	2015-00411	Invoice 13163-06 thru 16	\$2,369.08	
07/20/2015	CT CONSULTANTS INC	213972	2015-00431	Invoice 13163-08 thru 16	\$2,369.08	
Account 160.160.00010 (HOME REPAIR) Total:					\$4,738.16	
Department Total:					\$4,738.16	
Fund 160 - COMPREHENSIVE HOUSIN Total:					\$19,424.80	
Fund 580 - HEALTH INSURANCE					\$19,424.80	
Department:						
07/20/2015	COBRIA REPORTS SERVICES INC	213972	2015-00241	COBRIA - June	\$25.00	
Account 660.660.00260 (EXPENSES) Total:					\$25.00	
Department Total:					\$25.00	
Fund 660 - HEALTH INSURANCE Total:					\$25.00	
Fund 635 - COMMISSARY TRUST						
Department:						
07/20/2015	Tim Wayne Cable Network	213972	2015-004201	Basic TV for Justice 177	\$116.64	
07/20/2015	Tim Wayne Cable Network	213972	2016-004001	Basic TV for Justice 177	\$1,276.37	
Account 635.635.00260 (EXPENDITURES) Total:					\$1,393.01	
Department Total:					\$1,393.01	
Fund 635 - COMMISSARY TRUST Total:					\$1,393.01	
Fund 640 - CANINE TRUST FUND					\$1,716.37	
Department:						
07/20/2015	Tractor Supply Credit Plan	213972	2015-004191	Dog Food for June	\$87.87	
Total:					\$87.87	
7/17/2015 3:58 PM						
Page 11 of 12						
V.32						

Voucher Register for Payment Voucher					V.32	
Voucher Date	Client	Batch ID	P.O. Line #	Line Description	Amount	Voucher #
07/20/2015	Procter	213972	2015-001191	Blument	\$24.16	
Account 640.640.00260 (EXPENSES) Total:					\$24.16	
Department Total:					\$24.16	
Fund 640 - CANINE TRUST FUND Total:					\$24.16	
Grand Total:					\$249,347.95	
Sign 1						
Sign 3						
7/17/2015 3:58 PM						
Page 12 of 12						
V.32						

15-245

IN THE MATTER OF ACCEPTING RESIGNATION OF JOHN W. EVANS FROM THE HURON COUNTY AIRPORT AUTHORITY BOARD

Joe Hintz moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners is in receipt of the resignation of John W. Evans from the Huron County Airport Authority Board; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby accepts the resignation of John W. Evans from the Huron County Airport Authority Board effective July 31, 2015; and further

BE IT RESOLVED, that the Board of Huron County Commissioners wishes to thank Mr. Evans for his services on the Huron County Airport Authority Board; 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
Aye – Joe Hintz

15-246

IN THE MATTER OF APPROVING OF A REQUEST FOR PAYMENT ON LETTER OF CREDIT AND STATUS OF FUNDS REPORT (FORM DS5) FOR HURON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (B-C-13-1BJ-1); (B-C-13-1BJ-2) SUBMITTED TO THE BOARD JULY 21, 2015

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

WHEREAS, a request for payment and status of funds report has been prepared and submitted to the Board of Huron County Commissioners as attached herein by CT Consultants, Inc., for the Board’s certification; and

REGULAR SESSION **TUESDAY** **JULY 21, 2015**
WHEREAS the Board has reviewed the request for payment and status of funds report; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby approves of the request for payment and status of funds report as attached herein and certifies that the data reported is correct and that the amount of the Request for Payment is not in excess of current needs; 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:

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

State of Ohio
Office of Housing and Community Partnerships
Request for Payment and Status of Funds Report

Section One: Request for Payment

Submit to: Ohio Department of Development
Office of Housing and Community Partnerships
P.O. Box 1001
Columbus, Ohio 43216-1001

Name and Address of Grantee: Huron County
180 Milan Ave.
Norwalk, OH 44857

Contact Person/Telephone Number: Phyllis Dunlap 440-530-2230

Community/Nonprofit #: 18J

FTI Number: 34-8400672

Draw Number:

Date:

Voucher #:

Warrant #:

Section Two: Reconciliation of Expenditures

Grant Number *	Activity Name *	Activity No *	Enter the Housing Site Address (CDBG and HOME funded housing Activities Only)	Project Number Requested (If State Use Only)	Amount Requested	Approved Activity/State Address Budget	Balance of Activity/State Address Budget
B-C-13-18J-1	General Administration	5			1,417	23,000	5,921
B-C-13-18J-2	General Administration	5			1,402	23,000	6,921
B-C-13-18J-3	Homebuilding Repair	3	105 Spring Street, Willard		270	7,600	1,360
B-C-13-18J-2	Private Rehabilitation	2	729 S. Main Street, Willard		1,113	40,000	387
B-C-13-18J-2	Private Rehabilitation	2	2021 Murray Road, New London		38,045	44,000	1,705
B-C-13-18J-2	Private Rehabilitation	2	447 Colman Ct., New London		32,316	44,000	840
B-C-13-18J-2	Private Rehabilitation	2	7 Center Road, Greenwich		34,856	38,000	3,384

Total Amount of This Draw: \$108,169

* NOTE: From the Attachment A of the Grant Agreement

Section Three: Certification of Reconciliation of Expenditures: Two Authorized Signatures Are Required

I certify that this Request for Payment was drawn in accordance with the terms and conditions of the Grant Agreement(s) cited and that the amount drawn is proper for payment to the grantee's responsibility. I also certify that the data reported above is correct and that the amount of the Request for Payment is not in excess of current needs.

Date: 7/21/15

Signature: Gary W. Bauer

Title: Mayor

Signature: Phyllis Dunlap

Title: Director

State Use Only

Approved: _____ Date: _____

DSS (Rev. 9/2011) DEV002

IN THE MATTER OF REQUEST FOR LEAVE
Brooke Fox/Dog Warden/Sick/11:30 a.m. – 4:30 p.m. July 22, 2015.
Valerie Stebel/Commissioners/Sick/8:00 a.m. – 9:00 a.m. July 17, 2015/Sick/2:00 p.m. – 4:30 p.m. July 21, 2015.
Cheryl Nolan/Commissioners/Personal Time/8:00 a.m. – 4:30 p.m. July 20, 2015.
Vickie Ziemba/Commissioners/Personal Time/8:00 a.m. – 4:30 p.m. July 24, 2015.

Request for use of Permissive Tax funds received from the Village of Wakeman.

Gary W. Bauer moved to release municipal tax in the amount of \$20,000.00 for the village of Wakeman for 852 feet of Pleasant Street as approved by the Huron County Engineer. Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

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

At 10:00 a.m. Sue Bommer HR/LPC came before the board to present her semi-annual report.

SEMI-ANNUAL REPORT FOR HUMAN RESOURCES & LOSS PREVENTION JULY 21, 2015
Reports Completed:

- PERRP: for 2014, 4 cases involving lost time; 6 cases involving job restrictions; other recordable cases 2; 7 days away from work; 199 restricted days, 12 injuries; 0 illnesses

REGULAR SESSION**TUESDAY****JULY 21, 2015**

- Semi-Annual Safety Council Report: first half of 2015, 0 deaths, 3 injuries resulting in days away from work; 55 days away from work (50 Sheriff, 3 CLI, 2 Highway)

Employment:

- 4 postings and jobs filled for 4 positions (1 outstanding). Commissioners, B&G Summer help, Landfill Equipment Operator, Custodian
- Discipline: 1 suspension

Labor Relations:

- Filled extensive request for information from AFSCME, Transfer Station. Two open items remain regarding use of sick leave and overtime.
- Will begin negotiations for a new CBA with Transfer Station sometime this fall.
- Assisted Asst. Prosecutor with ULP Response for JFS – wrote major portion of written response, and attended mediation. ULP was resolved without further SERB action.

Safety:

- Safety Committee has not met since 2014. This is a Group Retrospective Rating Program requirement.
- Incident Log: 33 incidents thus far in 2015
- Revised Incident Report Form – requires more information, such as description of the accident and how it occurred; supervisor's name, section to be completed by supervisor re what caused the incident and what could prevent it; separate section on vehicle accidents (other driver and vehicle information), certification by employee.
- Purchased AED's.
- SAMBA – maintain list of drivers for MVR's. Followed up on those with excessive violations.
- Performed building inspection for downtown Offices Building.

Training:

- CORSA FMLA training still needs to be scheduled.
- Need to schedule Defensive Driver training
- Required PERRP training is not being done – e.g. new employee training, annual blood borne pathogens, haz mat, lock-out/tag-out; ladder safety; working at heights, tornado and fire safety, workplace violence training, discrimination and harassment
- Training that is ready to go: haz mat, discrimination and harassment, exposure control
- Need interview training, fmla training, discipline training, supervisory skills, etc.
- Arranged for and scheduled AED training.

Loss Prevention:

- Areas of potential liability:
 - Lack of consistency in hiring practices, fmla
 - Building security
 - Attention to safety: e.g. defensive driving training attendance, response to fire and tornado alarms
 - Disaster control procedures – team leaders, head counts
 - Training gaps
 - Ergonomics
 - Employee handbook
 - Workers' Compensation

Benefits:

- Sent out notices of creditable coverage.
- Answer questions/concerns from employees.

Projects, current and future:

- HR Information Management System
- Classification System
- Social Media Policy
- Possible change in health insurance and open enrollment
- Electronic delivery of correspondence, SPD's, enrollment materials, etc.
- Policy on benefits for same-sex spouses/partners and dependents – special enrollment period?
- BWC Charge-backs
- Wellness Program – needs expansion
- Affordable Care Act

REGULAR SESSION**TUESDAY****JULY 21, 2015**

- Sent out model exchange notices to employees hired since 1/1/14 (these need to be given to new employees; sent e-mail to EO's and DH's)
- Processed calculations for PCORI fees and requested check
- 1094's and 1095's need to go out in early 2016
- Calculated hours worked by part-time employees – one part-time employee is over the 30 hours/week ceiling.

Meetings and Conferences:

- Attended OPELRA Annual Training Conference (Public Records, Social Media)
- Attended Job Analysis Safety Training in Mansfield
- Attended the CORSA renewal meeting
- Attended OPELRA Summer Training Conference

Ohio House Bill 56: has passed the house; ban the box; cannot do background check until a bona fide offer has been made; 6 criteria if felony: Was the offense related to the position; Severity and nature of offense; Age at which committed

Mr. Bauer suggested to hold the Elected Officials Meeting at 11:00 a.m. Ms. Bommer suggested that the food not be brought in until later, this will hopefully hold the officials to stay at this meeting.

Discussion in regards to safety orientation and retaining current employees, Mr. Bauer stated he will work with Ms. Bommer to come up with something for new hires and for current employees.

At 10:35 a.m. the board recessed.

At 10:39 a.m. regular session resumed.

At 10:40 a.m. Roland Tkach, and Sue Bommer discussed the HR software. In 2013, they signed an agreement to implement an accounting and payroll system with Software solutions. This did not get implemented until October 2014. Mr. Tkach explained he has had some employee turnover and the HR piece of that portion was purchased, but not implemented until this point in time. Mr. Tkach, his staff and Sue Bommer have had conversations as to how the HR portion could be implemented. This is a 3rd party supplier, at this point it needs to be loaded with the information regarding the 535 employees. This issue is the maintenance regarding this system. Mr. Tkach could get 2 people working 170 hours in a month could get this information into the system, however the maintenance would not be able to be handled by his office. Mr. Dunlap questioned if this will tie in the insurance portion of this. Mr. Tkach stated it is a small portion. Ms. Bommer explained she doesn't know anything about this software, she was not involved in this process when the system was purchased. Mr. Tkach explained that there is training involved that has not taken place. Mr. Tkach stated the issue is having someone who is on staff who could maintain this system. They could be remote anywhere, the system would have to be downloaded to their computer. Mr. Dunlap questioned possible a shared employee. Ms. Tkach stated that the person could be anywhere in the county. There is two different issues here, first is the Human Resource side and the 2nd is the open enrollment for insurance. Mr. Tkach stated he could not do a January start date, this is not due to lack of employees, and this is due to the workload. Ms. Bommer stated that time is of the essence.

OTHER BUSINESS

Mr. Dunlap questioned if they will be sponsoring the Cold Creek. Mr. Bauer stated he will take care of this. Mr. Hintz wanted to make sure they still want to contribute to the Teen Challenge of the Firelands. Mr. Dunlap questioned the Herman Group, does anyone know anything about this? The Commissioners received an invitation to join them at Sheri's Coffee house. Mr. Hintz will be attending this just to see what it is all about.

Gary Bauer discussed the DD board appointment due to the resignation of a board member. The DD board has someone in mind to fulfill this position.

Discussion was had regarding the CCAO budget briefings August 10th Wooster, Ohio.

Because Help Me Grow has moved, now is the time to winterize the building, Mr. Bauer will get with Mr. Welch. Mr. Bauer stated that Jean King will be paying for the sound system, Mr. Hintz will get with Mr. Welch to move this along. Mr. Bauer questioned the ramp at that building, where are we at with this with the bidding process. Ms. Nolan stated currently waiting on specs from Dan Frederick, for which Mr. Bauer

REGULAR SESSION**TUESDAY****JULY 21, 2015**

will speak to Mr. Frederick regarding this.

Ms. Nolan discussed the medical mutual letter for same sex marriages on our health insurance, if the spouse doesn't have insurance the county will be covered, per the law that was passed by the Supreme Court. Mr. Bauer stated everyone will be treated the same.

Ms. James stated that Mr. Brichfield has worked very well with the current board. Mr. Bauer asked where Mr. Brichfield lived, Ms. James stated she thought it was Lorain, however he has a Huron County business. Ms. James is currently recommending to the Board of Commissioners to appoint Mr. Brichfield to the Airport Authority Board. Mr. Bauer stated that he will vote for Mr. Brichfield because the Airport Authority Board recommended him that is the only way. Mr. Bauer asked that Ms. James put the recommendation in writing.

Joe Hintz moved to appoint Randy Brichfield to the Huron County Airport Authority Board. Tom Dunlap seconded the motion. The roll being called upon it adoption, the vote resulted as follows:

Aye – Gary W. Bauer

Aye - Tom Dunlap

Aye – Joe Hintz

Mr. Tkach discussed the budget, they need to get working on it for 2016. Mr. Tkach stated there will be more PERS coming out in 2017, so this will need to be budgeted for 2016. Mr. Tkach questioned if they will be meeting September 8, 2015. Mr. Dunlap explained that is a Tuesday, so they will be meeting. Mr. Tkach stated the budget commission will give them the estimate no later than September 8, 2015.

Ms. Nolan explained that Ashland County currently places 1% of the Casino money into their permanent improvement fund, by resolution. They will be raising that amount to 2% this year. Ms. Nolan explained that also in that resolution this fund may be rescinded at any time by resolution and money that is accumulated in the fund shall be transferred to the general fund, from which it was originally transferred from. Ms. Nolan explained that we currently cannot do this. When it goes into the permanent improvement fund, it stays there. Mr. Tkach stated that when labor negotiations comes up this money is off the table.

At 11:30 a.m. Gary W. Bauer moved to adjourn. Joe Hintz 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 21, 2015.

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 11:30 a. m.

Signatures on File