

**REGULAR SESSION**

**THURSDAY**

**SEPTEMBER 4, 2014**

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

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the September 2, 2014 meeting(s) were presented to the Board. Gary W. Bauer made the motion to waive the reading of the minutes of the September 2, 2014 meeting(s) and approve as presented. Joe Hintz seconded the motion. Voting was as follows:

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

14-268

**IN THE MATTER OF AUTHORIZING APPROPRIATION ADJUSTMENTS WITHIN THE HURON COUNTY AUTO TAX #125**

Gary W. Bauer moved the following resolution:

**WHEREAS**, there is a need for an appropriation adjustment; and

**WHEREAS**, the Board of Huron County Commissioners finds the request to be reasonable; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves the following appropriation adjustment:

FROM:	Dept.	Account	Fund	Amount	TO:	Dept.	Account	Fund	Amount
	127	00526	125	\$25,000.00		126	00525	125	\$25,000.00
			Contract Projects/Bridges				Contract Services/Road		
									and further

**BE IT RESOLVED**, that the Huron County Auditor is authorized and instructed to record said appropriation adjustment as approved; and further

**BE IT RESOLVED**, that the Clerk of the Board is instructed to certify a copy of this resolution to the Huron County Auditor and the department requesting said adjustment; 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  
Absent - Tom Dunlap  
Aye – Joe Hintz

14-269

**IN THE MATTER OF ANNEXATION TO THE CITY OF NORWALK PROPERTY OWNER BORGERS USA CORP.**

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

**WHEREAS**, an Expedited Type I petition of the above mentioned property owner was received by the board of Huron County Commissioners pursuant to Section 709.022 of the Ohio Revised Code to annex property into the City of Norwalk, Huron County, Ohio; and

**WHEREAS**, all requirements for filing an Expedited Type I petition have been met pursuant to Section 709.022 of the Ohio Revised Code; now therefore

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**BE IT RESOLVED**, the annexation petition shall be and hereby is GRANTED; 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  
Absent - Tom Dunlap  
Aye – Joe Hintz

14-270

**IN THE MATTER OF HIRING FOR THE POSITION OF CASUAL WORKER, A PART-TIME, CASUAL EMPLOYEE FOR THE HURON COUNTY TRANSFER STATION, SOLID WASTE DISTRICT**

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

**WHEREAS**, it is the desire of the Board of Huron County Commissioners to hire a Casual Worker as a part-time, as-needed employee for the Huron County Transfer Station, Solid Waste District; and

**WHEREAS**, this position was posted in accordance with the Huron County Personnel Policies Handbook;and

**WHEREAS**, all applications were reviewed and Daniel Wendt was deemed to be the most qualified applicant; and

**WHEREAS**, the Huron County Director of Operations recommends the hiring of Daniel Wendt to the position of Casual Worker; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves the hiring of Daniel Wendt for the position of Casual Worker, Transfer Station, Solid Waste District, beginning September 13, 2014 at the rate of \$12.32 per hour; 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  
Absent - Tom Dunlap  
Aye – Joe Hintz

**HURON COUNTY COMMISSIONERS, JOB DESCRIPTION**

**Title:** Casual Laborer, Transfer Station/Solid Waste

**Status:** Casual, part-time

**Job Summary:** This is a casual, unclassified, part-time/as needed employee position reporting to and supervised by the Transfer Station Supervisor. Under general supervision, the position works in the absence of the Transfer Station Scale Clerk or other laborers, performing transfer station duties and assisting in other areas as needed. This position will work each Saturday and during the week as needed to fill in for vacancies.

**Essential Functions:**

- Weighs and documents daily tonnage that comes through the transfer station by weighing incoming and outgoing vehicles, recording incoming and outgoing time and weight, stamping tickets to document tonnage, etc.

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- Checks incoming vehicles so that improper materials are not taken into the transfer station.
- Collects payments for dumping of trash.
- Records cash received and maintains records of all weight slips processed.
- Uses a calculator to total daily tickets, pricing of loads, etc. Types daily report of tickets for days worked.
- Sorts and separates materials to be recycled or diverted from the landfill; mows grass, pulls weeds, trims shrubs and trees; plows and shovels snow; picks up trash; paints facilities; sweeps floors and pavement; and maintains roadways.
- Performs various unskilled manual labor tasks to assist in departmental operations. Empties trash, sweeps floors, picks up paper, cleans equipment, etc.
- Physically moves tools and supplies from one location to another.
- Cleans truck beds following use. Tarps transfer trucks.
- Operates roll-off truck as needed.
- Assists other departmental personnel as required.

**Marginal Functions:**

- Performs other related duties as necessary or assigned.

**Requirements:**

Must have a high school diploma or equivalent and acceptable driving record for insurance and liability purposes. A valid Class B Ohio commercial driver’s license (CDL) is preferred. Must pass a Department of Transportation (DOT) physical examination. Basic math, cash handling, and bookkeeping skills; ability to follow safe practices and procedures, ability to work with general supervision; ability to perform physical tasks requiring lifting, bending, stooping, kneeling, reaching, pushing, and pulling, ability to develop and maintain effective working relationships with supervisors, the general public, and co-workers are required. Must exhibit courtesy in dealing with people and be an effective communicator. Must demonstrate accuracy and attention to details. Must be able to perform all the essential functions of the position with or without reasonable accommodation.

**Working Conditions**

Both indoor and outdoor work is performed, depending on need. Environmental conditions may vary depending upon weather and where duties are performed and can involve working in extreme cold or extreme heat. The work involves clerical/recordkeeping duties as well as physical exertion as described above.

Huron County Board of Commissioners

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee: \_\_\_\_\_

Date placed in employee’s file: \_\_\_\_\_

2-14-11; 6-28-12

14-271

**IN THE MATTER OF APPROVING REQUESTS FOR EXPENDITURE OF OVER \$1,000.00 SUBMITTED TO THE BOARD SEPTEMBER 4, 2014**

Gary W. Bauer 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:

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**Huron County Commissioners**

RJ Beck          Fire alarm system

\$9,300.00

now therefore

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

**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.

Discussion: Mr. Hintz wanted to state on record that he is very pleased that the Budget Commission reconsidered this project, it is very important that the Administration Building have a proper fire alarm system.

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

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

**IN THE MATTER OF TRAVEL**

Gary W. Bauer moved to approve the following travel requests this day. Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

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

Lynn Chapin, Auditor travel to Mason, Ohio on September 10 -12, 2014 for a Software Solutions User Conference with Megan Bursley and Beth Horvatich.

**IN THE MATTER OF REQUEST FOR LEAVE**

**Pete Welch**/BG/SWMD/Sick/11:30 a.m. – 3:30 p.m. September 3, 2014.

**SIGNINGS**

Marianne Freed, Administrator  
Office of Transit  
1980 West Broad Street  
Columbus, Ohio 43223

Dear Ms. Freed:

The Board of Huron County Commissioners desires to reappoint Senior Enrichment Services as the designated grantee for Huron County Transit. Statistics operating numbers along with financial standing has been presented to the Board of Commissioners with the operation of the system being found to be successful.

The Board has found Senior Enrichment Services to be in compliance and able to provide the services in accordance with Federal and State transit program requirements.

Please be advised that the Board of Huron County Commissioners reappoints Senior Enrichment Services as the designated grantee for Huron County Transit.

Sincerely

**HURON COUNTY BOARD OF COMMISSIONERS**

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Gary W. Bauer, Tom Dunlap, Joe Hintz

pc: Huron County Transit file Shltransitletter090414

**Administrator/Clerk's report**

Cheryl Nolan presented a letter received from Don Zieber requesting loan forgiveness in the amount of \$4,612.50 remaining due on a CHIP loan for the property of 23 E. Main Street, Greenwich, Ohio. After discussion and recommendations from the Assistant Prosecutor Daivia Kasper as follows:

I agree with you in that although the county has forgiven loan balances in the past (maybe once or twice) this case does not present the unusual hardship circumstances for which the county has agreed to forgive loan balances.

As an example of when the commissioners did forgive a loan balance: the owner-occupant had passed away and there were insufficient funds in the estate to pay back the balance.

In this case, the owner claims the house is worth only \$6,000. However, the auditor's website reveals that the owner purchased the home in 2004 for \$50,000, the county provided an improvement loan of \$30,000 in 2005, and now the current (2012) appraised value is \$44,700. These circumstances do not present cause to forgive the balance of the loan.

I would recommend that the county notify the escrow agent that the pay-off amount is the current balance due: \$4,612.50, and request upon transfer a check in that amount, payable to the Huron County Treasurer (CHIP?), forwarded to Huron County Commissioners?, etc.

***Gary W. Bauer moved to deny the request from Don Zieber for CHIP loan forgiveness in the amount of \$4,612.50 for the property of 23 E. Main Street, Greenwich Ohio. Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows;***

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

Cheryl Nolan also presented a letter from the village of North Fairfield, Ohio for the release of \$4,703.50 in permissive tax funds to repair asphalt road damage on East Main, South Main, and North Main streets within the village along with a letter from the Huron County Engineer stating that since the request is for major roadways in Huron County (SR 162 & New State Rd, CR 150) use of permissive tax funds is acceptable and approved by the Huron County Engineer.

***Gary W. Bauer moved to release the permissive tax dollars to the village of North Fairfield for street improvements that was allowable for permissive tax dollars in the amount of \$4,703.50. Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:***

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

Joe Hintz reported on the review of the hanger at the Huron County Airport. Mr. Hintz explained they toured the building and the Airport Board voted to move forward regarding the appraisal. Mr. Tkach still thinks that the building is a gold mine; however Ms. Tkach was not impressed with the building.

**At 9:45 a.m. the board recessed.**

**At 10:00 a.m.** regular session resumed

**At 10:00 a.m.** Roxanne Sandles, Miriam House came before the board to present the annual report in regards to victim's assistance.

Ms. Sandles explained that the annual report is no different from last year, still the same problems. Ms. Sandles explained they have had a lot of response from their website for outside of the county. This is has help with the referrals. Ms. Sandles explained that they have had great success with employment; they did not have this last year. Mr. Bauer thanked Ms. Sandles for all she does. Ms. Sandles offered the

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Commissioners to come and tour the facility.



Catholic Charities  
Miriam House  
July 2013 – June 2014  
Report to Huron County Commissioners  
September 4, 2014

### Where do they come from?

22 Households (22 Adults (6 without children)/28 Children(13-46% under 5)) 50 Total  
Huron County - 19 (86%)  
Lucas County - 1  
Seneca County - 1  
Wisconsin - 1

Referrals are mostly from Children's Services, churches, Fireland's Counseling & Recovery, Help Me Grow and Catholic Charities website. We did not get any referrals in Fiscal Year 2014 from Safe Harbour or The Shelter (Wandafield).

### This is what we see – 22 adults (9 combination) / 18 children affected (2-11% = DD) (1-5% = physical dis)

Domestic Violence – 7 (32%)  
Mental Health – 9 (41%)  
Drug/Alcohol/both – 9 (41%)  
Developmental Disability – 2 (10%)  
32% do not have HS diploma/GED; 51% exit to their own housing; 65% were employed at exit.  
Average length of stay for leavers is 2 1/2 months, this is not enough time to create a change in a client especially if they do not see the value in changing or if their barriers are extensive. Those that stayed – average length of stay is 5 1/2 months up 3 months.

### Currently – 5 adults & 6 children

Of the 5 adults – 4 have Drug/Alcohol; Mental Health; Developmental Disabilities or a combination.

1 does not have custody of her children (1 as a newborn with her)  
3 came from Domestic Violence situations  
5 are employed

Of the 6 children – all are 10 or under, 4 are school age, 1 pre-school applied for Head Start, 1 is newborn.

### Summary of Services provided:

Housing (up to 24 months – HUD)	Parenting Education
Advocacy	Personal care items
Assessment	Preventative health education
Clothing	Mentoring
Conflict resolution	Service Planning
Financial Education	Skill development: Daily living; household management;
Food	Interpersonal communication
	Transportation

Linkages - child care, mental health/substance abuse counseling, health/dental care, public housing, education, Bureau of Vocational Rehabilitation, employment, legal assistance.

Exit planning and assistance in securing safe affordable permanent housing.

Ongoing support upon termination from program – 6 months (some ladies continue to contact us for 2 years or more)

- Bible Study twice a month
- Community Meal once a month
- OSU Extension once a month (nutrition)
- Women's Financial Tool Kit Event - annually

## Report

**At 10:08 a.m.** the board recessed.

**At 10:36 a.m.** regular session resumed.

**At 10:39 a.m.** Douglas Foust and Michael Kindell came before the board in regards to present information in regards to CEBCO.

Mr. Foust explained the CEBCO (County Employee Benefits Consortium of Ohio) is a member-owned, not-for-profit, self-insured purchasing pool. This was established in January 2004, in response to concerns over the volatility and rising cost of providing health benefits. The structure of the program is a level monthly cost with the advantages of self-funding, regardless of claims activity. Claims above your set “pooling point” are pooled for all; they are not held against you at renewal. Catastrophic claims go to reinsurance. No front-end funding, no claims run-out after three years. CEBCO partners with large, national, premier vendors with dedicated Service Teams. Mr. Bauer explained that he feels if it's not broke, no need to fix it. He did state that he is opened minded regarding CEBCO.

Mr. Foust explained the concept of pooling, spread the risk over larger number of participants, larger individual claims are pooled at levels based on size of county. Levels range from \$75K to \$175K. Huron County, based on approximately 335 employees, the 2015 pooling point will be \$100,000. Claims beyond your county pooling point are NOT attributed to you at rate-setting time. Stop loss covers claims over \$450,000 = the pool is protected. Ms. Bommer questioned that the county will be rated at 30%, what does that mean? Mr. Foust stated they come up with an initial rate, but we do not know enough of your experience to rate you at 100% value or credibility to what their claim experience is? This is 30% of your claims experience. Mr. Tkach questioned how the premium will be determined. Mr. Foust stated it is determined by based on 1/3 of the first year and the rest on the large population. Mr. Tkach stated that they are handicapping it then. Mr. Foust stated that is a way to look at it.

Mr. Foust explained the Board of Directors, is made up entirely of Commissioners and county staff, and oversees the business and affairs of the consortium. Board Committees serve to manage investments, policies and vendor RFPs.

Mr. Foust explained that 32 counties together have purchasing power that no single county can achieve alone. Joint purchasing allows CEBCO to negotiate better prices and stabilize your healthcare your healthcare costs, near term and over the years. CEBCO's commitment to preventive care in compliance with the Affordable Care Act means covered preventive services at a network provider are paid without cost-sharing under all CEBCO plans.

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Mr. Foust explained the new in 2015: Stay Well Health Management regarding Uniform Health Risk Assessments and Biometric screenings. Individual Health Coaching with telephonic and web-based support. CEBCO-funded individual incentive program encourages employee participation. CEBCO Wellness Grant Program is \$4,000 per county, plus you receive \$26 PEPY in funding for your own custom, local wellness programming. Each county designates a Wellness Contact as liaison with CEBCO Wellness Coordinator, insures implementation responsive to your County's unique needs. A dedicated Wellness Coordinator administers Wellness Grant Program, identifies county-specific needs, assists County Wellness contacts with design and implementation of County specific initiatives and conducts semi-annual meetings, facilitates exchange of ideas between County Wellness contacts.

Mr. Foust explained the benefits of the self-funded pool:

- Reduced Administrative cost and stop loss fees
- Spread of risk over larger number of participants
- No premium tax
- Lower retention than fully insured plans
- Non-profit nature
- Less volatility of rates over time

Vendor Partners with CEBCO

- Anthem Blue Cross Blue Shield – Medical
- Express Scripts – Prescription Drug Coverage
- Delta Dental – Dental Coverage
- VSP- Vision Coverage
- StayWell – Wellness Program
- ComPsych – Employee Assistance Program
- Anthem Life – Life Insurance
- BusinessSolver – Eligibility and COBRA
- Aon Hewitt for Actuarial/Consultant Services

Ms. Bommer questioned if these vendors are an add-on service of vendors? Mr. Foust stated this is an extra add-on cost.

Participation requirements are each member county is required to fulfill a 3 year commitment. Each subsequent renewal is for a 3 year term. A county can exit the program prematurely but will be subject to the following, if it chooses to do so:

- Payment of any outstanding debt (Premium or fees)
- Payment of an early termination penalty - \$2 x # of covered employees x # months left on contract
- Payment of all run-out claims after termination date
- No ability to share in any future accumulated surplus

Ms. Bommer explained that about 10 years ago her family doctor would not accept Anthem because of the way Anthem handled insurance claims. Ms. Bommer questioned if CEBCO has had any issues with Anthem. Mr. Foust stated they have not.

**At 11:34 a.m.** Ginny Shrimplin, CORSA and Kim Bache, Bache and Associates came before the board in regards to presenting the CORSA annual report.

Ms. Shrimplin explained the expanding coverage for county attorneys when a complaint is filed, CORSA is notified first. It will be covered once the complaint is filed.

Cyber Liability coverage has been added, because hackers are getting more aggressive. This will not be charged to the counties. There is one million dollars per occurrence per county. This will help with the notification, investigating and hiring of someone to help remedy the computer hack. CORSA has a cyber-liability board that consists of IT personnel. If the county feels they have been hacked or if something has been stolen like a laptop, to contact CORSA immediately. This will be reviewed at the winter conference.

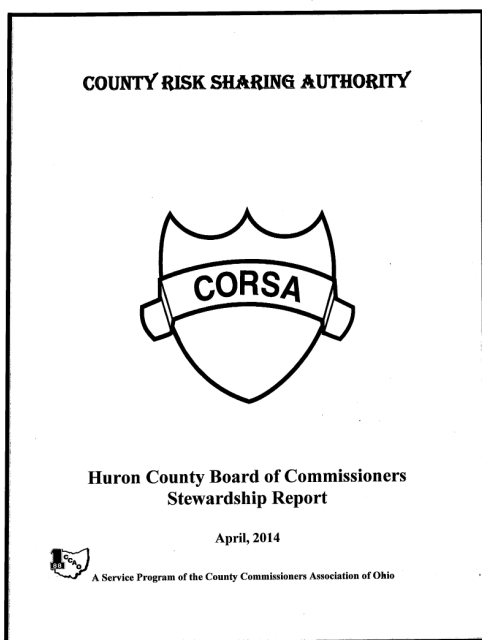
Ms. Shrimplin explained the County Risk Sharing Authority has partnered with FacilityDude to provide web-based facility management tools to members. CORSA is investing in the membership by assisting counties in improving operational efficiency and reducing costs. A Computerized Maintenance Management System is a type of management software that performs functions in support of management and tracking of operations and maintenance activities. Benefits to the county are streamline maintenance

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operations to drive down claims and limit liability. CORSA is subsidizing 75% of the cost, so members pay only 25%. FacilityDude will provide the best practices education on facility management.



**Overview**

CORSA offers members broad coverage tailored to meet the unique needs of county government, comprehensive risk management services, stability, and financial strength at an extremely competitive cost. However, CORSA is especially known by both its members and by its members across the country for its state of the art risk management services. These services pools across the country for its state of the art risk management services. These services prevent losses and therefore save members money by reducing program costs and deductible payments. Many also decrease the workload of members' staff, reduce operating expenses, and improve efficiency. Some services, such as the broadcast e-mail and the law enforcement and employment practice seminars, are program-wide. Others, such as loss control visits, inspections, and individual office/departments consultations that are done for each member are more difficult to quantify. However, with today's budgetary challenges, we believe it is important for members to be aware of specific services of special value that are provided by CORSA at no cost. If these services were not provided by CORSA, members would have to purchase them from law firms or other outside vendors. The Stewardship Report outlines these services and the year in which they were provided.

**2011**

**Risk Management Services**

Property Appraisal: (Value)	\$17,200
Defensive Driving Classes:	10 students - Various Departments 4 students - BDD
Contracts Reviewed:	4
CORSA University Classes:	
Avoiding Litigation Landmines:	1
DDC:	1
DDC 15 pass vans:	1
Flood Zone Determinations:	132 locations - \$3,168
Law Enforcement/Detention Seminars:	7 attendees
Motor Vehicle Reports:	367 reports - \$1,009

**Member Equity Return**

Loss Fund Dividend:	\$33,456
Loss Control Incentive Program Credit:	\$7,433 - 98%

**2012**

**Risk Management Services**

Model Personnel Policies Provided:	\$1,200
Human Resource Helpline Research Reports:	3
Broadcast Email Question:	7
Law Enforcement On-Line Classes:	184
Law Enforcement Seminars:	7 attendees
Motor Vehicle Reports:	386 reports - \$1,062

**Member Equity Return**

Loss Fund Dividend:	\$32,608
Loss Control Incentive Program Credit:	\$7,030 - 100%

**2013**

**Risk Management Services**

Human Resource Helpline Research Reports:	5 - \$3,875
Defensive Driving Classes:	45 students
On-Location Employment Practice Seminars:	Yes

Broadcast Email Request: 2

CORSA University Classes:

A Clear Picture Harassment in the Public Sector:	1
DDC:	1
DDC for Govt Emp:	1
DDC 15 Pass Vans:	1
Diversity in the Real World:	1
Diversity: The Real Scene:	1
Documenting Discipline II:	1
Elder Abuse and Neglect - Show Your Care:	1
Emergency Response Driving:	1
Harassment Is Government Version:	1
Media Relations for Law Enforcement:	1
Sexual Harassment: A Manager's Guide:	1
Sexual Harassment: You Make the Call:	1
Slips, Trips and Falls: Taking the Right Steps:	1
Supervisory Skills:	1
Understanding the New FMLA:	2

Flood Zone Determinations: 3 reports - \$72

Law Online Classes: 184 students

Motor Vehicle Reports: 406 reports - \$1,117

**Member Equity Return**

Loss Fund Dividend:	\$31,856
Loss Control Incentive Program Credit:	\$7,178 - 100%

**Stewardship Report**

Ms. Shrimplin commends the Sheriff's Department in regards to attending the conferences and online-training classes. Ms. Shrimplin stated the county is doing very well with the program.

Mr. Tkach stated that the county budget for 2015 will need to start with the Veteran's Services.

**At 11:54 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 September 4, 2014.



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**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 11:54 a.m.

**Signature on File**