

REGULAR SESSION

TUESDAY

OCTOBER 6, 2020

The Board of Huron County Commissioners met this date in Regular Session. Roll being called found the following members present: Terry Boose, and Bruce Wilde. Joe Hintz on vacation.

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the September 17, 2020 meeting(s) were presented to the Board. Bruce Wilde made the motion to waive the reading of the minutes of the September 17, 2020 meeting(s) and approve as presented. Terry Boose seconded the motion. Voting was as follows:

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

20-255

IN THE MATTER OF CERTIFYING CLAIMS SCHEDULE FOR PAYMENT BATCHES TO THE HURON COUNTY AUDITOR FOR PAYMENT:

Bruce Wilde 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 Register for Payment Batches #304882 and authorize the Huron County Auditor to make the necessary warrant;
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.

Terry Boose seconded the motion.

***Discussion:** Mr. Boose thought there was a possible CARES Act expenditure for the Public Defender on page 3 – “*Wipe Skype Computer & Install Web Camera*”. He would like to check to see if this is Covid related.

On page 5, JFS Fund 115 listed “*Reimburse PCSA Card-Coat Racks/Plexiglass*”. He would also like to check to see if this is Covid related.

Finally, on page 8 - CARES Act/Equipment. The last entry stated “*Move existing camera, replace existing lens*”. Mr. Boose asked if that was the camera in the Courtroom that had a spot where they couldn’t see. He asked Ms. Ziemba to check on this. If it was, it probably wasn’t Covid related.

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

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

REGULAR SESSION

TUESDAY

OCTOBER 6, 2020

Huron County
Claims Register for Payment Batches

Warrant Date	Claimant	Batch ID	PO Line #	Line Description	Amount	Warrant #
10/09/2020	Department: Commissioners	304882	2020-002811	Copier	\$259.21	
10/09/2020	Account 001.001.00025 (Contract Services) Total:				\$259.21	
10/09/2020	Department: Data Processing	304882	2020-000031	Microsoft Subscription Office 365	\$2,850.00	
10/09/2020	Account 001.003.00075 (Contract Services) Total:				\$2,850.00	
10/09/2020	Department: Treasurer	304882	2020-000081	Mer reest September-December 2020	\$132.00	
10/09/2020	Account 001.005.00475 (Other Expenses) Total:				\$132.00	
10/09/2020	Department: Juvenile	304882	2020-002891	Quintary Postal	\$44.85	
10/09/2020	Account 001.013.00075 (Supplies) Total:				\$116.60	
10/09/2020	Department: Juvenile	304882	2020-000031	Inject Cartridges, Labels & Sealing Solution	\$160.45	
10/09/2020	Account 001.013.00075 (Supplies) Total:				\$276.83	
10/09/2020	Department: Juvenile	304882	2020-000031	Psychological Services 9/24-10/7/2020	\$737.38	
10/09/2020	Account 001.013.00075 (Supplies) Total:				\$3,055.00	
10/09/2020	Department: Juvenile	304882	2020-000081	9/20 Detention Center	\$3,055.00	
10/09/2020	Account 001.015.00475 (Other Expenses) Total:				\$3,055.00	
10/09/2020	Department: Miscellaneous					

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Claims Register for Payment Batches

Warrant Date	Claimant	Batch ID	PO Line #	Line Description	Amount	Warrant #
10/09/2020	Department: Coroner	304882	2020-002041	Additional Forensic Tests Autopsy A-475-20	\$450.00	
10/09/2020	Account 001.018.00025 (Contract Services) Total:				\$14,450.00	
10/09/2020	Department: Coroner	304882	2020-002041	Additional Forensic Tests Autopsy A-489-20	\$450.00	
10/09/2020	Account 001.018.00025 (Contract Services) Total:				\$4,450.00	
10/09/2020	Department: Coroner	304882	2020-002041	Autopsy A-605-20	\$3,075.00	
10/09/2020	Account 001.018.00025 (Contract Services) Total:				\$3,075.00	
10/09/2020	Department: Police Main Court	304882	2020-002891	Witness/Law Fees	\$300.00	
10/09/2020	Account 001.019.00554 (Norwalk)			Witness/Law Fees	\$116.00	
10/09/2020	Department: Police Main Court	304882	2020-002891	Witness/Law Fees	\$215.47	
10/09/2020	Account 001.019.00554 (Norwalk)				\$586.47	
10/09/2020	Department: Building and Grounds	304882	2020-002011	Shirts for Mike Armstrong and Tim Balas	\$100.00	
10/09/2020	Account 001.022.00175 (Supplies) Total:				\$100.00	
10/09/2020	Department: Building and Grounds	304882	2020-002041	Tiled Roof	\$21.28	
10/09/2020	Account 001.022.00275 (Repairs Maintenance) Total:				\$21.28	
10/09/2020	Department: Building and Grounds	304882	2020-002041	Alarm Fire monitoring for entire buildings	\$450.00	
10/09/2020	Account 001.022.00280 (Service Contract) Total:				\$450.00	
10/09/2020	Department: Building and Grounds	304882	2020-002041	Gate-Jail	\$30.48	
10/09/2020	Account 001.022.00527 (Gate) Total:				\$30.48	
10/09/2020	Department: Sheriff	304882	2020-001021	Boots-T Evans	\$420.00	
10/09/2020	Account 001.023.00200 (Equipment) Total:				\$420.00	
10/09/2020	Department: Sheriff	304882	2020-001021	Boots-Parish	\$32.00	
10/09/2020	Account 001.023.00275 (Contract Repairs) Total:				\$32.00	
10/09/2020	Department: Public Defender Commission	304882	2020-001001	Reimbursement for Fees, Heat, Drive & Eaters	\$317.02	
10/09/2020	Account 001.001.00001				\$11.00	
10/09/2020	Department: Miscellaneous				\$84.71	

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Claims Register for Payment Batches

Warrant Date	Client	Batch ID	PO #/line #	Line Description	Amount	Warrant #
10/09/2020	State Court Plus	304882	2020-001001	State Remover & USB Flash Drive	\$83.95	
Account 001.027.00175 (Supplies) Total:					\$128.00	
10/09/2020	Effective Web Cam	304882	2020-001001	Video Stylus Computer & Initial Web Camera	\$60.00	
Account 001.027.00475 (Other Expenses) Total:					\$90.00	
10/09/2020	MT Business Technologies	304882	2020-001111	Copier Lease 09/20-10/19/20	\$211.31	
Account 001.027.00525 (Contract Services) Total:					\$211.31	
Department Public Defender Commission Total:					\$430.37	
Department: Children's Services	Work & Family Services	304882	2020-004881	Transfer 031 to 14-October 2020	\$22,272.73	
Account 001.031.00025 (Contract Services) Total:					\$22,272.73	
Department Children's Services Total:					\$22,272.73	
Department: Jail Operations	September Prisoner Services-Jail	304882	2020-001681	September Prisoner Services-Jail	\$3,750.00	
10/09/2020	Fiber-Tech Medical Center	304882	2020-001681	August Nursing Services-Jail	\$11,007.47	
Account 001.030.00177 (Medical/Hygiene) Total:					\$21,357.47	
10/09/2020	Red Diamond Outlets & Police Supply	304882	2020-001791	Uniform Pub. Shirts/Embroidery	\$1,316.48	
Account 001.030.00200 (Equipment) Total:					\$1,316.48	
10/09/2020	Gale LLC	304882	2020-001791	Uniform Public Shirts/Embroidery	\$9.45	
10/09/2020	Huron County Transfer station	304882	2020-001791	Uniform Public Shirts/Embroidery	\$72.89	
Account 001.030.00220 (Equipment) Total:					\$82.34	
10/09/2020	Revel Security LTD	304882	2020-001711	Deposit of Oil Tires	\$184.00	
10/09/2020	Huron County Transfer station	304882	2020-001711	Pumped Concrete Trap-14.2.20	\$322.00	
Account 001.030.00275 (Contract Services) Total:					\$506.00	
10/09/2020	Emergency Professional Services Inc	304882	2020-001791	ER Visit-N Dragon from Jail Incident on 6.26.2020	\$501.00	
Account 001.030.00475 (Other Expenses) Total:					\$501.00	
10/09/2020	KDS Energy	304882	2020-001791	ER Visit-N Dragon from Jail Incident on 6.26.2020	\$501.00	
Account 001.030.00527 (Gas) Total:					\$501.00	
Department Jail Operations Total:					\$2,403.22	
Department: Insurance and Taxes	Wellness Premium Holding Invoice-October	304882	2020-001191	Wellness Premium Holding Invoice-October	\$100.71	
10/09/2020	Huron County Treasurer	304882	2020-001191	Wellness Premium Holding Invoice-October	\$100.71	
Account 001.030.00575 (CISCO Wellness Grant) Total:					\$100.71	
Department Insurance and Taxes Total:					\$100.71	
Department: Miscellaneous						

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Claims Register for Payment Batches					
Warrant Date	Client	Batch ID	PO #/Line #	Line Description	Amount
10/25/2020	Senior Services Center	30482		Real Property Tax Refunds	
	Account 189-189-00280 (Expenditures) Total:				\$3,372.88
	Department Senior Services Center Total:				\$3,372.88
	Fund 189 - Senior Services Center Total:				\$3,372.88
	Fund 315 - Jail Permanent Improvement				\$31,172.98
	Account 315-315-00281 (Expenditures) Total:				\$40,943.54
	Department Jail Permanent Improvement Total:				\$40,943.54
	Fund 315 - Jail Permanent Improvement Total:				\$40,943.54
	Fund 500 - Landfill				
	Department Landfill				
	Account 500-500-00281 (Expenditures) Total:				\$425.16
	Department Landfill Total:				\$425.16
	Fund 500 - Landfill Total:				\$425.16
	Fund 525 - Solid Waste Management District				
	Account 525-525-00281 (Expenditures) Total:				\$1,880.03
	Department Solid Waste Management District Total:				\$1,880.03
	Fund 525 - Solid Waste Management District Total:				\$1,880.03
	Fund 640 - Canine Trust Fund				
	Account 640-640-00280 (Expenditures) Total:				\$504.94
	Department Canine Trust Fund Total:				\$504.94
	Fund 640 - Canine Trust Fund Total:				\$504.94
	Fund 775 - BMW				
	Account 775-775-00075 (Other Expenses) Total:				\$3,300.00
	Department BMW Total:				\$3,300.00
	Fund 775 - BMW Total:				\$3,300.00
	Grand Total:				\$475,728.58
Sign 1 _____					Sign 3 <i>Bruce Wilde</i>
Sign 2 <i>Terry Boose</i>					
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20-256

IN THE MATTER OF APPROVING REQUESTS FOR EXPENDITURE OF OVER \$1,000.00 SUBMITTED TO THE BOARD OCTOBER 6, 2020

Bruce Wilde 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:

Job & Family Services

ISS Impact, Inc. upgrade existing SQL server \$1,680.00 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.

Terry Boose seconded the motion.

*Discussion: Ms. Ziemba explained this was the cost to upgrade the existing SQL server to a new database. This included updating the apps, setting up the new server and migrating the data.

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

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

20-257

IN THE MATTER OF AMENDING THE HURON COUNTY CARES SMALL BUSINESS GRANT PROGRAM

Bruce Wilde moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners created the Huron County CARES Small Business Grant Program to help lessen the economic damage caused by the COVID-19 pandemic on August 20, 2020 (Resolution 20-216), committing \$100,000 of the County CARES Act funding allotment towards the grant program; and

WHEREAS, the Board committed an additional \$50,000 of the County CARES Act funding towards the grant program on September 29, 2020 (Resolution 20-250); and

WHEREAS, the Board desires to amend the Huron County CARES Small Business Grant Program to broaden the scope of assistance to small businesses and not-for-profit organizations and setting aside an additional \$200,000 of the County allotment of CARES Act funds to support small businesses and not-for-profit organizations to help lessen the economic damage caused by the COVID-19 pandemic; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioner hereby approves the amended Huron County CARES Small Business Grant Program guidelines as attached hereto and incorporated herein and allocating an additional \$200,000 of the County's CARES Fund allotment towards the grant program; 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.

Terry Boose seconded the motion.

***Discussion:** Mr. Wilde explained two things were happening. First, they were putting an additional \$200,000 into the Huron County CARES Small Business Grant program. The Committee was ready to award the second round. They had broadened the scope of the guidelines for a couple reasons. There were businesses that had not been open for a year that had been affected by the Covid shutdown. These businesses couldn't show a loss of revenue. The Grant Committee did not think this was fair to those businesses.

Also, nonprofits may not have funds for PPE – they receive funding at all different times throughout the year. The Grant Committee wanted to get PPE out to as many businesses and nonprofits as possible. Mr. Boose clarified that by "PPE" Mr. Wilde meant both personal protective equipment and sanitization supplies.

Mr. Wilde said he will personally deliver the checks next week. These businesses pay taxes and collect sales tax. He pointed out the County kind of lives and dies by sales tax, particularly the Sheriff's Department/Jail and the Commissioners. Mr. Boose said that about 2/3 of the County revenue comes from sales tax. Mr. Wilde said small businesses are the heart of our community.

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

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

**Guidelines on file*

Mr. Boose thought they could discuss the grants further at 10:00. He explained they had set 10:00 aside every Tuesday to review coronavirus requests. Anybody that has a request can come in and discuss it at that time, especially if it is a sizeable amount.

At 9:15 a.m. Public comment – *Robert Duncan, OPBA representative.* Mr. Duncan explained he has written several correspondences and recently submitted a CARES Act requisition for payment under the qualifying item of hazard pay for essential workers. He has yet to receive correspondence from the Commissioners regarding their position. Mr. Boose stopped him and asked Ms. Ziemba if a response had been sent yesterday. Ms. Ziemba said it had.

Mr. Duncan clarified he had not received a response on the position of hazard pay for the essential workers of the Huron County Sheriff's office. He had received a response from Ms. Ziemba this morning but it did not answer his question. Mr. Boose thought it did answer his question. It explained how to proceed with the process. Mr. Duncan submitted a request, but it needs to come from the Sheriff. Mr. Boose asked Mr. Wilde to explain how coronavirus requests work. Mr. Wilde said he did not think Mr. Duncan could put a request in;

it needed to come from the department head. Ms. Ziemba explained that was the procedure the Board had established. Mr. Wilde said the Board would absolutely look at a request from the Sheriff, they have stacks of requests to review. He noted that, as of today, the County had not received the additional \$2 million, so there were not even funds available. Mr. Boose pointed out that the Sheriff has not made a request either. He stated there is a process. When they receive a request from the Sheriff they will review it.

Mr. Duncan continued. He said the employees at the Sheriff's office do not have the luxury of social distancing from combative inmates. Nor can they remote from home and supervise an inmate withdrawing from drugs. Although they put policies and procedures in place to reduce the chances, they could not eliminate exposure risks. Surrounding states, such as Pennsylvania and Michigan, as well as the local counties and communities of Erie and Lorain, recognize and award their essential workers with hazard pay. However, he felt Huron County has not responded to their essential workers. He asked that the Commissioners please take time and review the previous correspondences and his application.

Mr. Wilde asked Mr. Duncan if he had talked to the Sheriff. Mr. Duncan said he had. Mr. Wilde pointed out the Sheriff is aware of this, but has not submitted a request. Mr. Duncan said other communities automatically award their essential workers, they don't have to apply. Mr. Boose said the coronavirus CARES Act money is very unique and very difficult to understand. The County has set up a process and has to continue with that process. It is not fair to other departments that are applying if they don't. The Board stated from the beginning that a department head has to make the request. Mr. Duncan said he understands the process. But not all county workers are essential workers like those at the Huron County Sheriff's office. Mr. Boose said they were not here to make a decision on the request, but to inform him of the process. Mr. Wilde said the bottom line is, if the Sheriff submits a request they can take a look at it.

Carolyn Bick. Mr. Boose asked Ms. Bick if everything was going okay. She said things were going well; she had been with the Congressman all day yesterday. Mr. Boose asked if there was any word on bills regarding the CARES Act. Mr. Wilde was specifically looking for a loosening of the requirements. Mr. Boose said it seems like they go back and forth between the House and Senate. Ms. Bick said that was correct, but there were not many people in session right now. Mr. Wilde stated he was sure Ms. Bick was aware of it, but the County has to have an extension. Ms. Bick explained she talked to the Congressman yesterday and told him they need to either loosen the guidelines or extend the deadline. Mr. Wilde thought an extension would be great. She said they hear that everywhere and the Congressman is aware of it. There was discussion about the need for an extension. Mr. Boose explained the County was very thankful for the money; he did not want them to think we weren't. He appreciated that they approved this money way back in March when nobody had any idea what was going on. They really did what sounded like was the right thing to do – get the money out quick. Ms. Bick explained the State got the money on April 3, the counties didn't receive it until June. Mr. Boose agreed, and said nobody could foresee the issues that we now have. He thought it was interesting that everybody was trying to spend the money at the same time. When that happens the vendors get tied up. The County has been warned by CCAO and other organizations, including OBM – don't listen to the vendors. Vendors are telling their clients to go ahead and pay for things by the end of the year and they will be fine. That is not what the County has been told. That is why they have to be so careful with the Covid money. They have to make sure it will pass the single audit. If it doesn't the funds come out of the County pocketbook. Mr. Boose asked Ms. Bick to pass that on to the Congressman and to thank him for what he is doing. He appreciated that he was able to get us the CARES Act money but an extension is really important.

At 9:30 a.m. Don Starett and Julia Armstrong, Human Resource Office to discuss health insurance. Ms. Armstrong handed out documents. They outlined the current 2020 plan and the proposed 2021 plan options. Mr. Boose liked being able to compare things side by side. Ms. Armstrong thought the Board was okay with the employer paying the 0.4% increase. She ran through the calculations she had used. The County Wellness participation was up from 58% to 62%. Based on the percentage for the cost shared and the percentage of participation, she came up with proposed 2021 rates for both wellness and non-wellness. It funded up about \$3/month due to the increased participation. She explained if you keep the employees cost share the same and participation goes up, the wellness rate starts to move toward the neutral rate. Ms. Armstrong presented Option 2, which adjusted for that.

To get to Option 2 Ms. Armstrong tweaked the percentages so the employee were paying a little less. She got it as close as she could to last year's rates, which bumped up the employers cost a few dollars. Mr. Wilde said he really wanted to "reward the employees for good behavior" and allow insurance to stay low. He thought if the County could get 75% of the employees participating in the wellness, then we would probably have better rates going forward. Ms. Armstrong agreed. She thought a \$3/month increase was probably less than places that don't have a wellness program and have claims that are skyrocketing. Mr. Boose said that was his original thought as well. They were trying to push employees towards the wellness program. The County may pay a bit more, but this would save money in the long run. Mr. Boose agreed with Mr. Wilde. He wanted to thank all the employees for keeping rates down. Both Mr. Boose and Mr. Wilde liked Option 2.

Mr. Wilde asked why the neutral employee rate had decreased. Ms. Armstrong said it had to do with the calculations. She explained the only people that qualified for the neutral rate were new employees who had not had an opportunity to participate in the wellness program. The neutral rate is no longer available to them after the first year. Mr. Boose was okay with that rate being a little less. He thought having affordable health care was one of the few advantages the County had when it came to hiring new employees.

Mr. Starett presented the yearly projection of costs for the HSA contributions. The first figure was for the renewals. They are based on the fact that they have converted people over to the HSA, and anticipate that they will stay. He also presented the costs if 5% of the County employees move from the PPO to the HSA, as well as if 10% were to make the switch. Ms. Armstrong clarified this was 5% or 10% of the General Fund employees. Mr. Boose thought the HSA was hard for people to understand. He believes it is a good thing, particularly for the younger employees. But both plans have risks. Mr. Starett said it was hard when an HSA is referred to as a “high deductible” health plan. They go hand in hand, but he thought “high deductible” was turning people away. They have been trying to educate the employees. Mr. Boose noted he has received the informational HSA emails. Mr. Wilde explained he had talked to an employee about the HSA. The employee had not been aware they could put additional money into the account themselves. Mr. Starett said that was correct, however those are post-tax contributions. Ms. Armstrong said she does a vote after open enrollment every year. Once she hits a certain percentage, the Auditor will allow a pretax deduction from the paycheck directly to the HSA. She is hopeful for that for 2021.

Mr. Boose said the last thing they talked about was the stipend for not taking the insurance. Ms. Armstrong said that has been at \$1,300/year for a long time. Ms. Ziemba said they had a reason they picked that number, but she did not remember what it was. Mr. Boose said he sometimes doesn’t agree with it, but on the other hand it is something the employees have been getting for a long time.

Ms. Armstrong asked if they were okay with the HSA contributions for Option 2 as well. Mr. Boose liked Option 2 all the way through, including the HSA numbers. Ms. Ziemba asked what the initial contribution was for the HSA. \$500/renewal, \$1,000 for new employees. Ms. Ziemba hopes to have a resolution ready for next week. Ms. Armstrong is hoping to get open enrollment information out next week also.

Mr. Boose asked about the IT position. Mr. Starett said they hadn’t gotten the response he was hoping for, but it had only been posted a few days. The ones he had received looked good, they were qualified people. Mr. Boose said he has read different articles about hiring during Covid. Some say there are a lot of people out there looking for jobs. Others say a lot of people don’t want to take any risk. Mr. Starett has seen the same. He has noticed it depends on what industry you are looking at. He thought it was a little more challenging to hire in the IT field than some other fields.

At 9:50 a.m. the board recessed.
At 10:03 a.m. the board resumed regular session.

REVIEW OF CORONAVIRUS RELIEF REQUESTS

NEW REQUESTS:	10/6/2020		
CPC	Justice AV Solutions / courtroom audio & video project	\$123,066.00	
CPC & Clerk	Henschen & Associates Inc. / server, software, & configurati	\$28,708.00	
Clerk of Courts	Strategic Solutions / scanning court of appeals records	\$14,110.00	
Monroeville Library	Reimbursement of PPE, disinfectant, thermometer, etc	\$641.89	
New London Library	Reimbursement of PPE, disinfectant, thermometer, etc	\$782.46	
		NEW REQUESTS	\$167,308.35

The following requests for CARES Act expenses were presented to the Board. The requesting departments have submitted the required documentation and state the expenses meet the three requirements: necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State of government; and Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

- Judge Conway and Nate Perani, Common Pleas Court. \$123,066.00. Mr. Boose thought they had a great project and would really like to see it happen. He said the biggest concern is the coronavirus money has to be spent by the end of the year. It doesn’t matter what the vendor says. The project has to be completed by the end of the year. Mr. Perani stated everyone he has reached out to has been very happy with the work JAVS has done. JAVS has put it in writing that they will have the project completed by the end of

the year. Mr. Boose acknowledged that every day the County delays making a decision could possibly change that. Judge Conway said they will do whatever necessary to make sure the work is completed on time. He can share a courtroom with the Magistrate. This will allow JAVS to have at least one courtroom available to work in. Mr. Perani explained they will need a week to work in each courtroom.

Ms. Ziemba asked them to explain the project for the record. Mr. Perani said they were incorporating audio and video recording systems into both courtrooms. Currently they have audio, but no video. They are going to install a voice recognition system, so it will shift from camera to camera when a person is talking. That will increase clarity if there needs to be transcripts made by the Court reporter. Also, there will be a public link. The public can click that link and listen into the court hearings. This will decrease any unnecessary traffic into the courtroom. Mr. Boose thought that was huge because of Covid. Cutting down on traffic in the courtroom would be huge for the employees, as well as the public.

Judge Conway agreed that was one feature that was very much Covid related. The other is that it will enhance their ability to do remote hearings. They have been doing them, but their system still has some glitches. The Supreme Court has changed their rule and remote hearings are going to be able to continue. The new system will assist them in keeping people from coming from jail, coming from home, and attorneys coming in. They will not have to transport anyone from the prison. Judge Conway said there really are a lot of ways they have reduced the number of people coming into the courtroom. This will continue even after Covid. Mr. Boose agreed.

Judge Conway said they were hopeful this was a ten year plan, and will begin by solving issues they are having in the courtroom now. Mr. Wilde noted that the state and county will save money by not moving prisoners. This would be a trickle down cost savings and convenience. The Judge said they rarely bring anyone in from the jails or prison anymore. Almost everything is done via Skype. Mr. Perani said they may have to upgrade their Skype to the new Windows Meetings, and/or go to Zoom. The JAVS proposal enhances those applications. Another benefit is, with the current pandemic, a month down the road we may have to go back to working from home. The JAVS system will allow the Assignment Commissioner to listen into sentencing hearings, prepare the necessary documents and have them submitted by the time they get done in the Courtroom. The time savings to working remotely with this system will be very beneficial in many ways.

Judge Conway acknowledged that one of the concerns with investing in all this equipment is that it has to be maintained. He explained they do have systems in place for that – they can use the computerization fund or special projects fund. He did not anticipate having to come back on an annual basis and ask for the Board to supplement. The Court could not carry the initial investment of \$123,066, but he thought they would be able to maintain it once the project was in place.

Mr. Boose asked Mr. Strickler if he had any concerns. Mr. Strickler's only concern was if the vendor was a State bid vendor. Mr. Perani said it was. Mr. Strickler was fine with it, he just wanted to make sure the project did not have to be bid out.

Ms. Ziemba said she had reviewed the proposal. She did not see anywhere that they were pre-paying for any maintenance. Mr. Perani said they were not. He asked who should sign the contract if this was approved. Mr. Strickler thought the Judge should sign. Mr. Boose explained the money would come directly out of the CARES Act money. It would not be transferred to their budget. Judge Conway clarified the County will pay the vendor directly.

Ms. Ziemba thought there was a payment due upon signing. Mr. Perani said there was. She asked that they have an invoice sent over as soon as possible. The sooner we receive it the sooner we can process it. When the Court receives the final invoice Ms. Ziemba asked that someone let her know that the job is complete, they are happy with it, and it is ok to pay.

Bruce Wilde moved to accept this CARES Act proposal Justice AV Solutions for Common Pleas Court as it meets the required criteria. Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose

Absent – Joe Hintz

Aye – Bruce Wilde

- Susan Hazel, Clerk of Court. Ms. Hazel presented her project in conjunction with the Common Pleas Court project. She said this would benefit both offices and was a necessary project. The vendor has assured them they can program the equipment and have it done before the end of the year. The project is to have application and server software near the server system as well as installation and configuration of that server. Mr. Boose asked how that was tied to Covid.

Ms. Hazel said the server is the initial step that will be needed to allow them to have the most current programming available from their Case Management providers, Henscehn & Associates. This will allow them the opportunity to have paper on demand, e-filing, and e-payment accessibility. The Court will be able to implement this as well. At this point the server is providing access of Court records to the public. They are working on this process to assure security for remote access to the Court. This will continue to increase remote access availability through a dedicated portal. Mr. Strickler asked if this would be similar to Erie County's e-filing system. She said it would be similar. There is a second step they will not be able to complete by the end of the year. However, she does not want to do both parts at once in case there are problems. They would not know if it was a problem with the server or the programming. Mr. Boose asked if only doing one part of the project would be a problem if they do not receive any coronavirus money next year. Ms. Hazel said she is prepared to put the second step in as part of the 2021 budget. This will at least get them on the list – the vendor is a year out. Mr. Boose asked about the cost. Ms. Hazel said this portion of the project was \$28,708. The next step is \$38,730. In addition, there are annual licensing fees. She is prepared to take on those fees. This project will keep both offices running. It will take care of the records for the Clerk and for the Court's office. Mr. Boose asked if by committing to the first part, the County was also committing to the second part? Ms. Hazel explained it was, but with the Clerk's computer budget. She is not asking the Commissioners for that part. They will have to work out the details in terms of how the Court wants those records handled.

Mr. Perani clarified this had not been in Ms. Hazel's current budget. She said it had not. They were not planning on this purchase this year. Mr. Wilde asked why this was a necessary expenditure incurred due to the public health emergency with respect to coronavirus money. She said in order to limit public access into the Clerk's office, there needs to be online availability. She wanted them to understand that this was not planned for this year, but it is essential. She may have to eliminate other things she was planning to do in order to do this.

Ms. Ziemba wanted to clarify that the maintenance was not included in the quote Ms. Hazel had presented. She explained maintenance could only be paid up until December 30. Ms. Hazel thought there was probably warranty coverage on the equipment. Mr. Strickler asked if this was additional warranty coverage that has to be paid for, or just the basic warranty that comes with it. Ms. Hazel said it came with a five year warranty. Mr. Boose asked Ms. Ziemba what OBM says about warranties. This was the first it has come up. Ms. Hazel said this was not something that was added. Mr. Strickler thought that was the distinction – is it part and parcel of the purchase, or is it a separate warranty above and beyond? He thought if it was included in the purchase it was okay. Ms. Ziemba read "five year support subscription". She thought that would probably have to be prorated. Ms. Hazel suggested just taking it out. Ms. Ziemba and Ms. Hazel discussed it, and Ms. Hazel said she would pull the \$1,190 for the encryption and five year subscription. Mr. Boose thought that was a great idea. We want to make sure it gets covered and nobody questions it.

Ms. Ziemba mentioned that she had forward the email regarding the grants reporting last night. There were a lot of new changes to that, so they will have to figure out how to report everything differently now.

Bruce Wilde moved to accept this CARES Act application for Common Pleas and Clerk of Courts project presented by Susan Hazel, Clerk of Courts as it meets the required criteria. Terry Boose seconded the motion.

****Discussion: Ms. Hazel noted this was the \$28,708 minus the \$1,190.***

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

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

Ms. Hazel noted that Henschen was not under State bid, but they were proprietary. Mr. Boose also noted they were under the \$50,000.

- **Susan Hazel Clerk of Courts.** Ms. Hazel had previously presented a scanning project for Court of Appeals records. Strategic Solutions would be able to complete this project by the end of the year. While this would not go directly on the internet, it would go onto their portal. If they should be shut down during a Covid situation they would have remote access to the old appeals files. These are not available for public access at this point, but the Clerk's office could share that information by email. There is the potential to eventually add this to online access as well. Mr. Boose said if we did not have this project done, how would it work? Ms. Hazel said her office would not be able to provide information until they had access. Mr. Boose said, so due to Covid there would be a service that would not be provided.

Ms. Hazel had two prices. \$11,050 was for the more current 1994-2013 cases. That will bring them images from 1994 to present day for all appeals cases. To do the records from 1992 back through 1980 was an additional \$3,060. The total project was \$14,110. Mr. Boose confirmed that it can be completed this year. Ms. Hazel said it could.

Bruce Wilde moved to accept this CARES Act application for the Clerk of Courts scanning project in the amount of \$14,110 presented by Susan Hazel, Clerk of Courts, as it meets the required criteria. Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose

Absent – Joe Hintz

Aye – Bruce Wilde

- **Libraries.** Ms. Ziemba said last week she presented requests from Monroeville Public Library and New London Public Library. The Board had asked that they be reviewed again. Ms. Webb reviewed them and confirmed the totals. New London's total was \$782.46, all for PPE and sanitization items. Monroeville's total was \$641.89, also for PPE and sanitization products.

Ms. Stebel is still working on getting quotes from Fisher Electronics. This was the only outstanding request from last week.

Bruce Wilde moved to approve the New London and Monroeville Public Library CARES Act requests as they meet the required criteria. Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose

Absent – Joe Hintz

Aye – Bruce Wilde

Mr. Boose thanked Ms. Ziemba for being on top of CARES Act and these requests. He explained the Fair Board had brought in a request. Ms. Ziemba has not had time to review it and have someone double check it. He was excited to have the libraries and the Fair Board take advantage of this. Mr. Wilde thought the Fair Board request was about \$25,000. Ms. Ziemba said there were some questionable requests that will need more answers.

OLD BUSINESS

Ms. Ziemba said she spoke to Mr. Strickler regarding the RFQs for architects and engineers. She will prepare a resolution to let them know they have been prequalified. They will be kept on file and a contract will be issued at the time a project becomes available.

Ms. Ziemba asked if anyone had any ideas for potential Board members for the MHAS Board. Their letter stated they were working to identify potential applicants, but she had not received anything yet. Mr. Boose mentioned he was going to abstain from this to make sure to avoid any potential conflicts. Mr. Wilde knew of someone that was interested, but he did not meet the requirements MHAS was asking for. Mr. Strickler said he would check to see if these were strict requirements or just suggestions.

Ms. Ziemba contacted the Law Library late yesterday regarding their grants. She does not have a response from them yet. Ms. Ziemba asked them why the Commissioners were required to approve this grant for our County, what determines 'most counties'. She also asked about permanently fastening the TVs to the wall. Mr. Boose noted they have had problems with past. If a renter installs something permanent – is it ours or theirs?

Administrator/Clerk report

Domestic violence shelters. Ms. Ziemba explained that every year domestic violence shelters have the opportunity to submit for the marriage license and divorce filing fees. She has received something from Catholic Charities/Miriam House and Safe Harbour. These are the ones the County currently funds. The Board will need to make a determination on the split.

Sheriff cruisers. Ms. Ziemba stated Chief Deputy Ditz had inquired about purchasing cruisers for 2021. Statewide Ford/Lincoln was extending the state bid price for 2020 to cruisers ordered for 2021. The price for the 2021 cruisers were \$46,984. Mr. Boose asked what the County had paid in 2020. Ms. Ziemba checked and said it was \$43,373. Mr. Boose noted this was about a \$3,000 increase. He asked if it would be 2020 money or 2021 money. Ms. Ziemba said Chief Deputy Ditz indicated they would not expect payment until

2021. She had also asked the Auditor. Paul Reinek, who helps put the Auditor's financial report together, responded *"Good question. My first thought relates to whether a formal purchase order will be issued in 2020, or are the Commissioners basically just committing 2021 funds for the use of the moneys. If they are formally committing the funds through the issuance of a purchase order or a contract, then I think it would be a commitment of 2020 funds. If they are basically committing that, effective January 1, 2021, that they will issue a form of purchase order on that date to apply to the vehicles, then I would say it would be a commitment of 2021 funds."* Mr. Boose did not think they wanted to do a purchase order for 2020. If the Sheriff wants to spend 2021 equipment money this way he was fine with it. Ms. Ziemba had clarified with Deputy Ditz that, if they sign a letter of intent, the vendor is not expecting payment this year. Mr. Ditz said that was correct, payment will be made in 2021. The cruisers would then be outfitted and delivered in February. The letter of intent would need to be submitted to Statewide Ford no later than October 15. Mr. Boose was concerned about the audit. He would like Ms. Ziemba to ask Mr. Tkach to put something in writing that says it is okay to do this. Specifically, that according to government and audit standards, we can do a letter of intent of money for 2021 without encumbering 2020 money.

Ms. Ziemba had emailed Chief Deputy Ditz and asked if he and the Sheriff had needed something when they had been in the meeting earlier. Deputy Ditz indicated they had just wanted to discuss the possibility of doing the letter of intent for cruisers. Also, they wanted to ask about using CARES Act funds to purchase three cruisers that have Covid mitigation features. Mr. Boose pointed out we budget for cruisers every year. He did not think that, just because these cruisers have some extra features, it makes them Covid expenditures. Richland County had used CARES funds to purchase these cruisers, but they specified how they would be used during Covid.

Mr. Boose also asked Ms. Ziemba to remind the Sheriff that all Covid discussions are to take place at 10:00 a.m. He would like to follow procedure as much as possible.

Mr. Strickler had sent Ms. Cardone a message regarding the Board appointment. They already have two people in recovery sitting on the Board. This requirement had only been a recommendation. Ms. Cardone would be happy to talk to the gentleman Mr. Wilde knows that is interested.

Commissioner Wilde report

TAC meeting that had been scheduled for this week has been cancelled. Ms. Bond indicated they have not set a new date yet, but it will most likely be in November.

Tonight Commissioner Wilde, Commissioner Boose and Carolyn Bick, who is recommending Congressman Jordan, will meet at 5:00 p.m. Mr. Wilde will represent the County; Mr. Boose will attend as a former State Representative, and Ms. Bick will discuss Congress. There are five juniors that are working on their democracy badge.

Commissioner Boose report

Mr. Strickler mentioned he had watched the CCAO audit webinar. He did not get much out of it. Mr. Boose said one of the concerns was they had used two different dates – December 20 and December 30. This could make a big difference on the projects. Also, Ms. Stebel asked how this was all going to work if the Auditor shuts down like they usually do in mid-December. Mr. Boose thought someone should contact the Auditor and make him aware that we may need to pay bills until the very last date. Ms. Ziemba pointed out the projects need to be completed by the end of the year, but not the bills. The payments will come due the first part of January. Mr. Boose said things change daily and he would like to make sure the Auditor is prepared.

Mr. Strickler said they did add language to Ms. Tkach's contract. Essentially the vendor will be paid for whatever work they have done by that date. This should give them a little incentive to get the project done so they can be paid for the whole thing.

Firelands Forward are starting their working committees. As of right now they have two committees: Front Line Worker Retention and High School Career Connections. If anyone is interested Mr. Boose can forward the email.

Mr. Strickler and Mr. Wilde discussed when to have the next Grant Committee meeting. Mr. Boose asked about the relationship between grants. Ms. Knapp is doing all of them. He asked if she looks at Norwalk's, or is the County totally separate and independent of everything? Mr. Wilde said the only thing for sure he knows is they can't get the same money twice. Mr. Boose explained they can get money from both as long as they are not using it on the same expenses. He wondered how we would know if they were. Even if they turn in invoices for expenses, how do we know they weren't already paid with other grant money? Ms. Ziemba thought that would be a good reason to have Ms. Knapp do all of them – she should be able to see that. Mr. Strickler thought that was the responsibility of the applicant. He did not think it could be held against the County. Mr. Boose thought it was good Ms. Knapp was doing all of them, he just didn't know how much she got into the actual expenditures. Mr. Wilde thought she was pretty thorough.

REGULAR SESSION

TUESDAY

OCTOBER 6, 2020

At 11:16 a.m. Bruce Wilde moved to adjourn. Terry Boose 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 October 6, 2020.

IN THE MATTER OF ADJOURNING

The meeting was called to order at 9:00 a.m. With no further business to come before the Board, the meeting was adjourned at 11:16 a. m.

Signatures on File