

REGULAR SESSION

THURSDAY

JULY 1, 2021

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

21-222

IN THE MATTER OF AMENDING THE ASSISTANT SOLID WASTE COORDINATOR JOB DESCRIPTION

Bruce Wilde moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners desires to amend the current Assistant Solid Waste Coordinator job description; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners approves the amended Assistant Solid Waste Coordinator job description as attached hereto and incorporated herein; and further

BE IT RESOLVED, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

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

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

HURON COUNTY COMMISSIONER'S OFFICE, JOB DESCRIPTION

Position Title: Assistant Solid Waste Coordinator

Employee Name:

Reports to: Huron County Director of Operations

FLSA Status: Unclassified/ non-Exempt

Hours: Full-time

Revision Date: 6/28/2021

Job Summary: Under the direction of the Huron County Director of Operations, assists with the management and implementation of the Huron County solid waste plan. Performs grant related activities and plans/coordinates community solid waste/ recycling educational programs.

Essential Functions:

- Assists with the management/ coordination of the agency and implementation of solid waste plan.
- Communicates with government officials on new or contemplated plan activities.
- Assists with the development of policies and procedures related to plan implementation.
- Stays current on federal, state, and local laws and regulations which may impact of the operation of the Solid Waste District and advises Director of Operations of same.
- Plans and coordinates public professional, and community solid waste/ recycling educational programs.
- Develops and prepares curricula, presentations, and promotional materials.
- Organizes, delivers, and/or facilitates classes, workshops, seminars, and other training services regarding community solid waste/ recycling educational programs.
- Research, prepare, implement, and monitor state/federal grants.
- Organizes and maintains accurate documentation for grant programs.
- Ensures proper administration of grant monies.
- Assists Director of Operations with the preparation and/or maintenance of records, reports, and other documentation (amount of waste generated, recycling, base, EPA reports, Board of Director's reports, etc.)
- Prepares equipment specifications and submits for approval.
- Interacts with media to provide information on solid waste issues or programs (used oil recycling, reuse flea market, waste tire amnesty day, etc.)
- Assists with the development of annual budget request and the monitoring of expenditures to ensure adherence to budgetary limitations.

- Travels in and out of county for various meetings and functions.
- Maintains accurate records and communicates effectively.
- Safeguards information of a confidential or sensitive nature.
- All other duties requested by the Huron County Director of Operations.
- Maintains regular and predictable attendance.
- Develops and maintains effective working relationships.

Preferred Knowledge and Skills:

- Knowledge of solid waste management and Solid Waste District.
- Knowledge of federal, state, and local laws and regulations governing solid waste management.
- Knowledge of government structure and processes.
- Knowledge of management/ organizational practices and procedures.
- Skilled in Microsoft Suite software.
- Skilled in grant writing.
- Skill in budget administration.
- Skill in effective oral and written communication.
- Ability to meet strict deadlines.
- Ability to communicate and work effectively with others.
- Ability to collect, analyze, and interpret data.
- Ability to calculate fractions, decimals, and percentages.
- Ability to prepare and maintain accurate documentation.
- Ability to maintain confidential information.
- Ability to work independently on assigned tasks as well as accept direction on given assignments

Required Education and Experience:

- Associate or Bachelor’s Degree Preferred.
- Possess or obtain valid Ohio driver’s license within thirty (30) days of appointment.

Preferred Education and Experience:

- Two (2) years training or experience in solid waste coordination.

Equipment Operation:

All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.

Work Environment:

Most work is performed indoors in a climate-controlled environment. The job requires sitting (sometimes for long periods), standing, walking, bending, stooping, and light lifting (20 pounds), pulling, or reaching. Must be able to perform the essential functions of the position with or without reasonable accommodation.

Huron County Commissioners

Approved: _____ Date: _____

Employee: _____

Date placed in employee’s file: _____

21-223

IN THE MATTER OF ADVERTISING FOR THE POSITION OF FULL-TIME, UNCLASSIFIED, FLSA NON-EXEMPT, ASSISTANT SOLID WASTE COORDINATOR

Bruce Wilde moved the adoption of the following resolution:

WHEREAS, it is the desire of the Board of Huron County Commissioners to hire a full-time, unclassified, FLSA non-exempt, Assistant Solid Waste Coordinator; and

WHEREAS, the Board of Huron County Commissioners hereby authorizes the Huron County Solid Waste District Coordinator to post and advertise for the position in accordance with Huron County Policies and Procedures Manual; now therefore

BE IT RESOLVED, that said position will be in a pay range of \$17.00 - \$19.00 per hour; and further

BE IT RESOLVED, that applicants must submit a Huron County Application for Employment to the Huron County Director of Human Resources. Applications will be accepted until the position is filled; and further

BE IT RESOLVED, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

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

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

HURON COUNTY COMMISSIONER'S OFFICE, JOB POSTING

Position Title: Assistant Solid Waste Coordinator
Reports to: Huron County Director of Operations
FLSA Status: Unclassified/ non-Exempt
Hours: Full-time
Revision Date: 6/28/2021

Job Summary: Under the direction of the Huron County Director of Operations, assists with the management and implementation of the Huron County solid waste plan. Performs grant related activities and plans/coordinates community solid waste/ recycling educational programs.

Starting Wage: \$19.00/Hour

Benefits:

- Health, vision, and dental insurance
- Paid vacation, sick, and personal time
- Ten (10) paid holidays
- Retirement Pension
- Public Student Loan Forgiveness Eligible Employer
- Life Insurance Policy

Essential Functions:

- Assists with the management/ coordination of the agency and implementation of solid waste plan.
- Communicates with government officials on new or contemplated plan activities.
- Assists with the development of policies and procedures related to plan implementation.
- Stays current on federal, state, and local laws and regulations which may impact of the operation of the Solid Waste District and advises Director of Operations of same.
- Plans and coordinates public, professional, and community solid waste/ recycling educational programs.
- Develops and prepares curricula, presentations, and promotional materials.
- Organizes, delivers, and/or facilitates classes, workshops, seminars, and other training services regarding community solid waste/ recycling educational programs.
- Researches, prepares, implements, and monitors state/federal grants.
- Organizes and maintains accurate documentation for grant programs.
- Ensures proper administration of grant monies.
- Assists Director of Operations with the preparation and/or maintenance of records, reports, and other documentation (amount of waste generated, recycling, base, EPA reports, Board of Director's reports, etc.)
- Prepares equipment specifications and submits for approval.
- Interacts with media to provide information on solid waste issues or programs (used oil recycling, reuse flea market, waste tire amnesty day, etc.)
- Assists with the development of annual budget request and the monitoring of expenditures to ensure adherence to budgetary limitations.
- Travels in and out of county for various meetings and functions.
- Maintains accurate records and communicates effectively.
- Safeguards information of a confidential or sensitive nature.

- All other duties requested by the Huron County Director of Operations.
- Maintains regular and predictable attendance.
- Develops and maintains effective working relationships.

Preferred Knowledge and Skills:

- Knowledge of solid waste management and Solid Waste District.
- Knowledge of federal, state, and local laws and regulations governing solid waste management.
- Knowledge of government structure and processes.
- Knowledge of management/ organizational practices and procedures.
- Skilled in Microsoft Suite software.
- Skilled in grant writing.
- Skill in budget administration.
- Skill in effective oral and written communication.
- Ability to meet strict deadlines.
- Ability to communicate and work effectively with others.
- Ability to collect, analyze, and interpret data.
- Ability to calculate fractions, decimals, and percentages.
- Ability to prepare and maintain accurate documentation.
- Ability to maintain confidential information.
- Ability to work independently on assigned tasks as well as accept direction on given assignments

Required Education and Experience:

- Associate or Bachelor's Degree Preferred.
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HOW TO APPLY:

If interested submit Resume and Employment Application to Lara Hozalski, Deputy Director of Human Resources, 12 E. Main Street, Suite 513 or hrdirector@hccommissioners.com.

You can find our application at: <https://www.hccommissioners.com/employment-opportunities/>.

Deadline:

AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

IN THE MATTER OF TRAVEL – *None*

SIGNINGS – *None*

At 9:05 a.m. Public comment – *None*

OLD BUSINESS/NEW BUSINESS

Mr. Hintz pointed out that the cracks in the walls of the handicap ramp at the Administration Building were getting really bad. This was something that will have to be kept up on a regular basis. Not sure if it could be done in-house or if they would have to hire it out.

Mr. Boose said there had been discussion about whether the landfill should be open on July 5. Mr. Welch said they were supposed to be open. Commercial trash haulers work Monday through Friday and will all be working on Monday. The work at the landfill is dictated by the commercial haulers. Mr. Welch had already sent out notice that they are closed on Monday. He will need the Board to authorize him to issue waivers to the haulers. The County will waive the \$12 disposal fee, but will still receive the \$4.50 district fee. He also noted that a lot of holidays would be falling on a Sunday in the next couple years. He thought the Board may want to start thinking about how they are going to handle them if they plan to make changes.

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Bruce Wilde move to authorize Mr. Welch to issue waivers for July 5th. Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

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

At 9:14 a.m. Bruce Wilde moved to Enter into Executive Session ORC 121.22 (G)(3) a conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

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

At 9:19 a.m. Bruce Wilde moved to end Executive Session ORC 121.22 (G)(3). Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

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

**Action taken: Erie County Commissioners have made a statement about the lawsuit. We have to be careful what we say because Erie County can still appeal. The Board will have a prepared response which will come from Pete Welch on behalf of the Board of Commissioners.*

OLD BUSINESS/NEW BUSINESS Cont.

Mr. Wilde updated the Board on both the 9-1-1 TAC and Planning Committee meetings. There was a lot going on with the 9-1-1, CAD, servers. Ms. Bond continues to work on getting the servers up. They discussed changing the dispatch centers to Symphony. This would allow Cleveland Communications to handle everything. The Planning Committee agreed to do the fourth radio license, as well as up to a certain dollar amount on the Symphony system. These are both covered under State bid.

Workforce meeting on Monday. Tim Bergman from GLCAP talked about Ottawa County - how they were formed and who they answer to. They have their own transportation Board. Mr. Bergman sent Mr. Boose an email that outlined six different ways of doing things.

MHAS board application. Ms. Ziemba will set up an interview.

Updated quote from Clear Ballot. Ms. Ziemba explained this was the quote for up front purchase and the annual license and warranty fee. This would provide a cost savings. After the equipment was purchased it would cost \$21,000/year for annual license and warranty. Mr. Boose would like a total cost per option after four or five years.

MHAS swearing in. Ms. Hivnor swore in a new board member after she had already resigned. Mr. Strickler said this was because of a requirement in their Bylaws.

Senior Enrichment re-opening picnic will be held at 12:30 today.

Ribbon cutting at 4:00 at Colvin building.

Need to review the budget that was passed, especially for broadband. Virtual meetings have been discontinued, but can continue to have ditch hearings over the phone. Townships will receive money. Mr. Boose thought it would be interesting to find out how they can use it.

Mr. Boose said the new topic of Commissioner emails was if Counties were hiring someone to manage Recovery money. Varied answers. Most said no, but some counties are so big they already have departments to do that. Ms. Ziemba said they have indicated the money can be used to pay for administration. Mr. Boose noted they can only pay for the actual time employees spend working on Recovery. He thought County staff should track all their time spent on webinars and anything else related to the Recovery Act. He also suggested to Ms. Stebel that she and Mr. Riedy keep track of their time working on broadband.

Mr. Boose said the other question going around was if Counties pay out of their General Fund for Senior Services and if they pay for building space. Answers were all over the place, there was no trend.

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Mr. Boose watched an ARPA webinar that was supposedly on how to use money on existing county buildings. The interesting thing was it was pretty much put on by vendors. The majority talked about air filtration systems.

At 9:43 a.m. With no further business, Bruce Wilde moved to adjourn. Joe Hintz 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 July 1, 2021.

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 9:43 a.m.

Signatures on File