

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

21-294

IN THE MATTER OF APPROVING PARTICIPANT AGREEMENT BETWEEN COUNTY EMPLOYEE BENEFIT CONSORTIUM OF OHIO, INC. (“CEBCO”) AND THE COUNTY OF HURON OHIO (“the MEMBER”) A POLITICAL SUBDIVISION OF THE STATE OF OHIO

Bruce Wilde moved the adoption of the following resolution:

WHEREAS, the purpose of CEBCO is to assist its Members in controlling employee benefit plan costs, CEBCO is not intended to operate as an insurance company, but rather is a corporation not for profit through which political subdivisions of the State of Ohio may collectively pool their resources to purchase employee benefit programs; and

WHEREAS, the Member desires to contract with CEBCO in order to obtain employee benefit plan coverage and administrative services relating to certain employee benefit plans for its officials, employees, and their eligible dependents; and

WHEREAS, this Agreement shall commence at 12:01 a.m. on the 1st day of January, 2022 and shall terminate at 11:59 p.m. on the 31st day of December, 2024; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners does hereby approve the Participant Agreement with CEBCO, 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.

Harry Brady seconded the motion.

***Discussion:** Mr. Boose thought the first paragraph provided a very good explanation. Mr. Brady said it was nice to see a zero percent increase.

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

- Aye – Terry Boose
- Aye – Harry Brady
- Aye – Bruce Wilde

**Agreement on file*

At 9:05 a.m. Public comment – none

21-295

IN THE MATTER OF AMENDING THE DEPUTY DIRECTOR OF HUMAN RESOURCES JOB DESCRIPTION

Bruce Wilde moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners desires to amend the current Deputy Director of Human Resources job description; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby approves the amended Deputy Director of Human Resources 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.

Harry Brady seconded the motion.

***Discussion:** Ms. Ziembra said the only change to the description was to add “upon consulting Executive Director, duties may include consent and signature authority for JFS”. Mr. Boose explained that if Ms. Minor was not available, this would allow Ms. Hozalski to make necessary decisions.

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

Aye – Terry Boose
Aye – Harry Brady
Aye – Bruce Wilde



HURON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
JOB DESCRIPTION

POSITION TITLE: Deputy Director of Human Resources
Employee Name: Lara Hozalski
Revision Date: 9/2021
Position Control Number: 15004
Division: Administration
Department: Human Resources
Reports to: Executive Director
Status: Non-Bargaining
FLSA Status: Exempt/ Unclassified
Classification Number: 61314
Working Hours: 8:00 A.M.- 4:30 P.M. (flexible)

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES
Huron County Department of Job and Family Services:

- Plans, directs and administers Human Resources programs for the agency.
- In charge of recruitment and onboarding of new staff which includes interviewing, making recommendations for new hires, and employee orientation.
- Manages employee training and development and offers regular training in areas of risk, such as harassment, discrimination, termination, health, safety, and loss prevention.
- Researches and advises Executive Director and Administrative team on human resources and loss prevention matters.
- Stays abreast of current practice, legislation, and trends.
- Drafts policies and procedures and makes recommended changes to policies and procedures in need of revision.
- Ensures compliance with all federal and state regulations and reporting requirements, including OSHA, PERRP, HIPPA, ADA, ADEA, Title VII, FMLA, FLSA, etc.
- Acts as Safety Coordinator for agency, complies with PERRP (Public Employee Risk Reduction Program), develops and implements emergency plans for agency, and represents agency at local and state Health and Safety committees.
- Makes employment related recommendations regarding transfers, suspensions, layoff and recall, promotions, terminations, discipline and resolution on grievances.
- Identifies, recommends and implements employee professional development opportunities.

- Maintains and revises as necessary a classification and compensation plan for agency/county employees.
- Coordinates the building and grounds maintenance.
- Supervises the MIS Specialist 1 position and provides direction for agency Information and Technology initiatives.
- Oversees plans and ensures implementation of Human Resources related software programs; state & agency owned.
- Conducts monthly supervision with staff as required.
- Handles employee disciplinary problems; counsels employees and works with Supervisors and Administrators to resolve personnel issues.
- Interprets bargaining unit agreements and establishes and maintains satisfactory labor management relationships.
- Functions as a member of the Administrator’s Team and adheres to all rules and regulations governing same.
- Assists in the development and directing of the agency strategic plan and succession planning.
- Demonstrates initiative, motivation and interest in public service.
- Attends meetings, conferences, and seminars to maintain updated on laws and regulations.
- Represents agency at state and local meetings.
- Interviews consumers to resolve problems that cannot be resolved by subordinates.
- Must possess a valid State of Ohio’s driver’s license and possess auto insurance in accordance with ORC 4509.5.
- Upon consulting Executive Director duties may include consent and signature of authority for HCDJFS.
- Other duties as assigned by Executive Director.

- Huron County Commissioners:**
- Researches and advises Commissioners on human resources and loss prevention matters.
 - Works with agents, brokers, and consortiums to comply with insurance and employment legislation and to recommend changes as indicated for maintaining adequate levels of coverage for lives and property.
 - Oversees the Workers’ Compensation Program including claims management and loss control, review of injury/illness reports, and regular collaboration with the County’s MCO and TPA.
 - Conducts or coordinates regular safety inspections of all county locations and buildings and provides written recommendations to resolve unsafe conditions and follow up on corrective action.
 - Conducts or arranges for work site inspections of contractors performing work on county property and responds immediately to solve unsafe conditions or practices.
 - Oversees liability incident reporting and investigation, including personal injury and vehicle accidents and makes recommendations as to causation and prevention and reports claims to the local insurance agent and CORSA.
 - Administers employee benefit plans and assists employees with issues or questions

- Represents the Huron County Commissioners in union negotiations, grievances, arbitrations, and hearings.
- Assures prompt and complete reporting of all County accidents and incidents, including investigation and follow-up, proper documentation, claims processing, and prevention analysis.
- Responds to all safety concerns and issues, providing technical assistance and solutions.
- Participates in safety associations, including the County Loss Control Coordinators Association, CORSA, Safety Council, and Ohio PRIMA.
- Coordinates a fleet inspection program and oversees the fleet inspection policy development and administration.
- Communicates regularly with County leadership and employees regarding health, safety, and loss prevention issues.
- Supervises Huron County Human Resources staff, including Human Resources/ Loss Prevention Assistant.
- Administers an effective EEO and Affirmative Action Program.
- Acts as liaison between department heads and agents, agencies, or legal counsel on claims, charges, complaints, or legal action

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in departmental policies and procedures and government structure and processes.
- Knowledge in employee training and development.
- Knowledge in relevant human resources laws, rules, and regulations, including PERRP, EEO, ADA/AA, FMLA.
- Skill in effective oral and written communication.
- Skill in successful management of labor relations and public relations.
- Ability to maintain agency and employee confidentiality.
- Ability to interpret laws and prepare and implement policies and procedures.
- Ability to handle sensitive inquiries from and with officials and general public.
- Ability to resolve complaints from various sources.

PREFERRED EDUCATION AND EXPERIENCE:

- A Master’s degree or higher in business, government, or a related field.
- Five or more years of government or public sector experience with a noticeable strength in the Human Resources field.

EQUIPMENT REQUIRED:

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

PHYSICAL DEMANDS:

- Work is performed in a climate-controlled office setting.
- May drive to meetings, seminars, or other County offices as required, which may require outside exposure.

- Prolonged sitting is required but is interrupted by standing and walking. Minimal bending, twisting, or lifting.
- No heavy lifting, hazardous, or physically demanding work.
- Must be able to type, record, communicate, and perform the essential functions of the position with or without reasonable accommodation.

DISCLAIMER:
The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. The duties of each entity shall be interpreted to be performed for both entities. Huron County Department of Job & Family Services and the Huron County Commissioner’s reserve the right to amend and change responsibilities to meet business and organizational needs as necessary.

Employee Signature: [Signature] Date: 9/14/21
Human Resources: _____ Date: _____
Approved by: [Signature] Date: 9/14/21

IN THE MATTER OF APPROVING REQUEST FOR PAYMENT AND STATUS OF FUNDS REQUEST FOR THE HURON COUNTY COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM (CHIP) B-C-19-1BJ-2 (DRAW #17) SUBMITTED TO THE BOARD SEPTEMBER 16, 2021

Bruce Wilde moved the adoption of the following resolution:

WHEREAS, requests for payment and status of funds requests have been prepared and submitted to the Board of Huron County Commissioners as attached herein by Great Lakes Community Action Partnership for the Board’s certification; and

WHEREAS the Board has reviewed the requests for payment and status of funds reports; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby approves of the requests for payment and status of funds request as attached herein and certifies that the data reported is correct and that the amount of the Request for Payments 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.

Harry Brady seconded the motion.

***Discussion:** Ms. Ziemba said this was a draw down in the amount of \$14,634 for Private Rehab in Norwalk.

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

- Aye – Terry Boose
- Aye – Harry Brady
- Aye – Bruce Wilde

Submit to: Development Services Agency Office of Community Development P.O. Box 1901 Columbus, Ohio 43216-1901		Name and Address of Drawee: Huron County Commissioners 190 Miller Ave Norwalk, Ohio 44857		CSBG S.C. RIF Balance: CSBG Housing P.I. Balance: Home Program Income Balance:			
Contact Person Information Name: Marcie Wilber Phone number: (419) 339-6118 Email: mawilber@dcap.org		Grant Number: B-C-19-1B1-2		Date: Worksheet: Worksheet:			
Draw Number: 17							
Project NBR	Project Name	Activity NBR	Activity Name	Posting Site (Address if applicable)	Amount Requested	Approved Activity Site (Budget \$)	Balance of Activity Site (Budget \$)
1	Rehabilitation Assistance	1	Private Rehabilitation	12 Valley Park Dr, Norwalk	14634.00	19399.00	0.00
Total Amount of this Draw:					14634.00	19399.00	0.00
Certification of Itemization 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 drawee's depository. I also certify that the data reported above is correct and the amount of the request for Payment is not in excess of current needs.							
Date:	9/16/21	Signature:	Terry Boose	Title:	President		
Date:	9/16/21	Signature:	Bruce Wilde	Title:	V.P.		
State Use Only: Approved:							

21-297

IN THE MATTER OF AUTHORIZING APPROPRIATION ADJUSTMENTS WITHIN THE HURON COUNTY HEALTH INSURANCE FUND #560

Bruce Wilde moved the adoption of 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
	560	00500	560	\$1,000		560	00260	560	\$1,000
	Health Insurance/CEBCO					Health Insurance/Expenditures			

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.

Harry Brady seconded the motion.

***Discussion:** Ms. Ziemba said this was due to a missed payment in 2020.

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

- Aye – Terry Boose
- Aye – Harry Brady
- Aye – Bruce Wilde

21-298

IN THE MATTER OF ACCEPTING LETTER OF RESIGNATION FROM JULIA ARMSTRONG

Bruce Wilde moved the adoption of the following resolution:

WHEREAS, Julia Armstrong submitted her letter of resignation effective September 24, 2021; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby accepts Julia Armstrong’s resignation and wishes her well in her future endeavors; 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.

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

- Aye – Terry Boose
- Aye – Harry Brady
- Aye – Bruce Wilde

IN THE MATTER OF TRAVEL

Bruce Wilde moved to approve the following travel request this day. Harry Brady seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

- Aye – Terry Boose
- Aye – Harry Brady
- Aye – Bruce Wilde

Lara Hozalski, JFS, to Columbus, Ohio for JFSD New Director Training on October 25 – 26, 2021.

SIGNINGS

Ms. Ziemba had a Satisfaction of Lien that had been submitted for a payoff on one of the CHIP homes. The payoff amount was \$4,733.70. This will be paid into Program Income and will be used for additional homes in the future.

Bruce Wilde moved to approve the Satisfaction of Lien for CHIP recipient Lois A. Caudill. Harry Brady seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

- Aye – Terry Boose*
- Aye – Harry Brady*
- Aye – Bruce Wilde*



HURON COUNTY BOARD OF COMMISSIONERS

Terry Boose * Harry Brady * Bruce "Skip" Wilde
Vickie Ziemba, Administrator/Clerk

Inst#: 20210910006903
Pages: 1
Jan M. Tkach
Huron County Recorder

SATISFACTION OF LIEN

This is to Certify, that the conditions of a certain lien bearing the date of September 15, 2011, given by Lois A. Candill to Huron County to secure the payment of \$31,558.00, and recorded original in Volume 650 Page 886-887 of Huron County Records, has been fully complied with, and the same is hereby satisfied and discharged.

In presence of: Harry Brady (Witness), Terry Boose (President)

THE STATE OF OHIO)
COUNTY OF HURON)
Before me a Notary Public in and for said County, personally appeared the above named Terry Boose, and acknowledge that he did sign the foregoing instrument, and that the same is his free act and deed, this 16th day of September, 2021.



Prepared by: Valerie Stebel, Administrative Assistant, Huron County Commissioners.

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Email: mail@hocommissioners.com
www.hocommissioners.com

OLD BUSINESS / NEW BUSINESS

Courthouse ramp. Ms. Ziemba reminded the Board they had received bids for the CDBG Courthouse ramp project and they had come in above estimate. The architect reviewed and revised their estimate. It has now been increased to \$28,422. Ms. Ziemba has resubmitted everything to GLCAP for review. Mr. Wilde asked if the estimate included the railing. It did. Ms. Ziemba will have Ms. McConnell start the process to get new bid packets prepared.

Letter of Support. Ms. Ziemba had received an email from Terry Jacobs with GLCAP requesting a letter of support. GLCAP would like to apply for another grant that provides funding to complete repairs to homes of low income homeowners. This would not be a County grant, but it would work with the CHIP grant to possibly help people get more money. There was a cap as to how much CHIP money can cover. If the Board was okay with doing a letter of support Ms. Ziemba will put it together for next week. Mr. Wilde was. Mr. Brady thought it was a good thing.

Mr. Boose noted Ms. Ziemba had sent an email to Ms. Knapp reminding her of the September 30 deadline for the Old Jail. He thought anybody that goes through it should know that up front. Ms. Knapp had indicated she was well aware. Ms. Ziemba said she would schedule Ms. Knapp to come in to the first meeting in October for an update.

Mr. Wilde noted they had all attended the webinar yesterday morning on Senate Bill 52.

LEPC meeting today at 1:00.

Land Bank meeting tomorrow at 2:00 p.m. Mr. Wilde cannot make it but Mr. Brady will attend.

Mr. Brady said he was planning on attending the LEPC meeting.

He will be at the Land Bank meeting.

Mr. Brady was going to sit in on interviews for the HVAC position with Mr. Welch.

At 9:30 a.m. Bruce Wilde moved to ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual and 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. Harry Brady seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

- Aye - Terry Boose
Aye - Harry Brady
Aye - Bruce Wilde

At 10:05 a.m. the board recessed Executive Sessions. Joined Seneca County Commissioners via phone for the Seneca and Huron County Joint Ditch meeting. Seneca County Commissioners Mike Kerschner, Anthony Paradiso, and Tyler Shuff in attendance. Seneca County Clerk presented the following resolution:

IN THE MATTER OF: RESOLUTION – MAINTENANCE ASSESSMENTS FOR COLLECTION IN 2022 FOR THE SENECA AND HURON JOINT COUNTY DITCHES MAINTAINED BY THE SENECA COUNTY DITCH MAINTENANCE PROGRAM

Mr. Shuff presented and moved the adoption of the following RESOLUTION:

WHEREAS, the Seneca Soil and Water Conservation District administers the Seneca County Ditch Maintenance Program by agreement with the Board of Seneca County Commissioners and the Seneca County Engineer; and

WHEREAS, the 2021 Ditch Maintenance Inspection Report indicates certain work needed to maintain the ditches on the maintenance program, and

WHEREAS, the Seneca Soil and Water Conservation District has recommended to the Joint Boards of Seneca and Huron County Commissioners that the following assessments be collected to fund maintenance work needed in 2022:

SC #11-067	Martin Jt. Co.	13.48%
SC #11-110	Bordner Shank	0%
SC #11-198	Landoll Nye	11.38%

NOW, THEREFORE, BE IT RESOLVED, that the Joint Board of Seneca and Huron County Commissioners are in agreement with these provisions as detailed herein, and be it further

RESOLVED, that it is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were so adopted in an open meeting of this Board, and that all deliberations of this Board, and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Mr. Wilde seconded the above motion and the vote upon its adoption resulted as follows:

- | | |
|-------------------|----------------------|
| Aye – Terry Boose | Aye – Tyler Shuff |
| Aye – Harry Brady | Aye – Tony Paradiso |
| Aye – Bruce Wilde | Aye – Mike Kerschner |

At 10:10 a.m. The board resumed Executive Sessions ORC 121.22 (G)(1) and (G)(3).

At 10:33 a.m. Bruce Wilde moved to end Executive Sessions ORC 121.22 (G)((1) and (G)(3). Harry Brady seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

- Aye – Terry Boose*
- Aye – Harry Brady*
- Aye – Bruce Wilde*

***Action taken from Executive Sessions: Mr. Boose stated the Board has asked Administrator/Clerk Vickie Ziembra and HR Lara Hozalski to work together on a plan to fill the HR Assistant position.**

At 10:36 a.m. With no further business to discuss, Bruce Wilde moved to adjourn. Harry Brady 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 September 16, 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 10:36 a.m.

Signatures on File