

**REGULAR SESSION OF THE ASHTABULA COUNTY BOARD OF COMMISSIONERS**

Old Courthouse 25 West Jefferson St., 2nd Floor Jefferson, OH 44047

**June 16, 2020**

The Board of Ashtabula County Commissioners met in session; the Board President called the meeting to order and the Pledge of Allegiance was said.

**Members Present:** President Casey R. Kozlowski, Vice-President Kathryn L. Whittington and Commissioner J. P. Ducro IV. **Absent:** None **Board Staff Present:** County Administrator Janet Discher and Clerk of the Board Lisa Hawkins.

**Motion To Approve Minutes Of Previous Session(s), Waiver Of The Reading Of Same and Motion To Approve Today's Agenda:**

**MOTION:** Whittington moved the adoption, Ducro seconded. **DISCUSSION:** None

**VOTE: Yeas:** Kozlowski, Whittington, Ducro **Nays:** None **Abstained:** None **Absent:** none  
Whereupon the minutes were declared approved unanimously.

**THE BOARD PRESIDENT INTRODUCED AND ENTERTAINED MOTIONS FOR THE FOLLOWING RESOLUTIONS: RESOLUTION NUMBER 2020-196 ORDERING PUBLICATION AND REQUESTS FOR PROPOSALS FOR INDEPENDENCE AND WELLNESS; HOME DELIVERED MEALS; PERSONAL CARE AND TRANSPORTATION SENIOR SERVICE PROGRAMS, ACDJFS**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 16<sup>th</sup> day of June, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Patrick Arcaro, Director of the Ashtabula County Department of Job and Family Services, has submitted a request to this Board to solicit Requests for the following programs:

**Independence and Wellness, RFP #8-21:**

The purpose of this program is to provide independence and wellness programs for the senior population of Ashtabula County. Such programs include Independence and Wellness, Adult Protective Services, Chore, and Homemaker services. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County

Proposal opening time is **August 5, 2020 at 2:00p.m.**; and

**Home Delivered Meals, RFP #5-21:**

The program consists of services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and isolation. This program serves Ashtabula County seniors age 60 and over, with funding provided through the Ashtabula County Senior Services Levy.

Proposal opening time is **August 5, 2020 at 2:15p.m.**; and

**Personal Care, RFP #6-21:**

The purpose of the personal care program is to offer in-home services that would be an alternative to institutional care, where appropriate. Personal Care services are provided only in cases where neither the senior, nor anyone in the household, is capable of performing or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third party payer is capable or responsible for their provision. Eligible participants must: a) have a verified need for the service b) be age 60 or over, c) and reside in Ashtabula County.

Proposal opening time is **August 5, 2020 at 2:30p.m.**; and

**Transportation, RFP #7-21:**

Provides for both Medical and Non-Medical transportation of Ashtabula County residents age 60 and over. Medical transportation may include trips that are both within and outside of Ashtabula County. ACDJFS will determine participant eligibility or may assign the eligibility process to the Applicant. ACDJFS may facilitate the coordination of non-emergency transportation services among multiple Applicants and/or funding sources.

Proposal opening time is **August 5, 2020- at 3:00p.m.**; and

WHEREAS, Because the above requests will be in excess of \$50,000.00, it is necessary to advertise for proposals as required by Section 307.862 Ohio Revised Code; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that proposals will be received as outlined above, in accordance with specifications now on file in this office, and the Clerk of the Board is hereby ordered to advertise in the newspapers and post notice on the bulletin board as required by law.

**MOTION:** Ducro moved the adoption, Whittington seconded. **DISCUSSION:** None

**VOTE: Yeas:** Kozlowski, Whittington, Ducro **Nays:** None **Abstained:** None **Absent:** None  
Whereupon the resolution was declared passed unanimously.

**RESOLUTION NUMBER 2020-197 ORDERING PUBLICATION AND REQUESTS FOR PROPOSALS FOR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), TITLE XX SOCIAL SERVICE; AND TRANSPORTATION PROGRAMS, ACDJFS**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 16<sup>th</sup> day of June, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Patrick Arcaro, Director of the Ashtabula County Department of Job and Family Services, has submitted a request to this Board to solicit Requests for the following programs:

**TANF Programs, RFP #2-20:**

To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage. To prevent and reduce the incidence of out-of-wedlock pregnancies, and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. To encourage the formation and maintenance of two-parent families.

Proposal opening time is **July 20, 2020 at 2:00p.m.**; and

**Title XX Programs, RFP #3-20:**

Contracted providers of Title XX Social Services will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. The Title XX Social Services included in the Ashtabula County Profile for the purpose of this RFP include, but are not limited to: Home Health Services, Home-Based Services, Home Delivered Meals, Information and Referral Services, Legal Services, Protective Services for Adults, and Residential Treatment Services.

Proposal opening time is **July 20, 2020 at 2:15p.m.**; and

**Transportation, RFP #4-20:**

Transportation services for within and outside of Ashtabula County. Programs serve Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

Proposal opening time is **July 20, 2020 at 2:30p.m.**; and

WHEREAS, Because the above requests will be in excess of \$50,000.00, it is necessary to advertise for proposals as required by Section 307.862 Ohio Revised Code; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that proposals will be received as outlined above, in accordance with specifications now on file in this office, and the Clerk of the Board is hereby ordered to advertise in the newspapers and post notice on the bulletin board as required by law.

**MOTION:** Whittington moved the adoption, Ducro seconded. **DISCUSSION:** None

**VOTE: Yeas:** Kozlowski, Whittington, Ducro **Nays:** None **Abstained:** None **Absent:** None  
Whereupon the resolution was declared passed unanimously.

**RESOLUTION NUMBER 2020-198 IN THE MATTER OF FULFILLING THE REQUIREMENTS OF OHIO HOUSE BILL 481 FOR THE PASSAGE OF A RESOLUTION IN ORDER TO RECEIVE AND EXPEND FEDERAL FUNDS UNDER SECTION 5001 OF THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 16<sup>th</sup> day of June, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

**WHEREAS**, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and

**WHEREAS**, the Ohio General Assembly established a process for distributing funds provided by the “Coronavirus Aid, Relief, and Economic Security Act” in Amended Substitute House Bill 481 of the 133<sup>rd</sup> General Assembly (H.B. 481); and

**WHEREAS**, H.B. 481 requires subdivisions receiving funds, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

**WHEREAS**, the **Ashtabula Board of Commissioners** is requesting its share of funds from the County Coronavirus Relief Distribution Fund; now

**THEREFORE, BE IT RESOLVED** by the **Ashtabula Board of Commissioners** affirms that all funds received from the County Coronavirus Relief Distribution Fund pursuant to H.B. 481 be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations and guidance only to cover expenses that:

- (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Were not accounted for in **Ashtabula’s** most recently approved budget as of March 27, 2020; and
- (3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

**BE IT FURTHER RESOLVED** by the **Ashtabula** Board of Commissioners, that the Ashtabula County Administrator take the following actions and all other necessary actions to remain in compliance with H.B. 481:

- (1) On or before October 15, 2020, pay any unencumbered balance of money in the county’s local coronavirus relief fund to the county coronavirus relief distribution fund;
- (2) On or before December 28, 2020, pay the balance of any money in the county’s local coronavirus relief fund to the state treasury in the manner prescribed by the Director of the Ohio Office of Budget and Management; and
- (3) Provide any information related to any payments received under H.B. 481 to the Director of the Ohio Office of Budget and Management as requested.
- (4) RESOLVED, that the Clerk to the Board is hereby authorized and instructed to transmit a certified copy of this resolution to the county auditor and to the Director of the Ohio Office of Budget and Management.
- (5) Adopted on: **June 16, 2020**

**MOTION:** Ducro moved the adoption, Whittington seconded. **DISCUSSION:** None

**VOTE:** Yeas: Kozlowski, Whittington, Ducro Nays: None Abstained: None Absent: None  
Whereupon the resolution was declared passed unanimously.

**RESOLUTION NUMBER 2020-199 APPROVING AN AGREEMENT WITH THE ASHTABULA COUNTY ANIMAL PROTECTIVE LEAGUE FOR IMPOUNDING OF STRAY DOGS**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 16<sup>th</sup> day of June, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, Janet Discher, County Administrator, has presented an agreement with the Ashtabula County Animal Protective League for the impoundment of stray dogs for the approval of the Board, to-wit:

- Party:** Ashtabula County Animal Protective League, 5970 Green Rd., Ashtabula, OH 44004
- Agreement:** To provide facilities to impound dogs seized by the Ashtabula County Dog Warden pursuant to Chapter 955 of the Ohio Revised Code.
- Term:** For a period commencing retroactive to July 1, 2019 through June 30, 2020
- Cost:** \$35,000 from 7/1/19 to 12/31/19 and \$35,000 from 1/1/2020 to 6/30/2020, for a total **not to exceed** \$70,000.00

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Agreement noted above, is approved in accordance with the copy of now on file in this office.

**MOTION:** Whittington moved the adoption, Ducro seconded. **DISCUSSION:** None  
**VOTE:** Yeas: Kozlowski, Whittington, Ducro Nays: None Abstained: None Absent: None  
 Whereupon the resolution was declared passed unanimously.

**RESOLUTION NUMBER 2020-38FINA APPROVING FINANCIAL TRANSACTIONS FOR THE COUNTY**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 16<sup>th</sup> day of June, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2<sup>nd</sup> Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, it is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of Commissioners and any of its committees that resulted in such formal action, were open to the public and were in compliance with all legal requirements, including Section 121.11 of the Ohio Revised Code.

**Financial Transactions and Voucher Approval Requirements**

WHEREAS, The Board of Commissioners acknowledges receipt of all department financial transactions and vouchers submitted this date for approval, as follows:

**PAYROLL CHANGES- ACDJFS 5/24/20 thru 6/6/20:**

EMPLOYEE NAME	CLASS TITLE	HOURLY RATE	REASON
Elliott, Erica	Clerical Specialist 1	18.19	Longevity Increase - 19 year of service
Gunther, Christy	Social Service Worker 3	15.65	Longevity Increase - 5 year of service
Gunter, Diana	Service Representative	16.42	Longevity Increase - 5 year of service
Olson, Lisa	Trainer	16.91	Longevity Increase - 5 year of service

Appropriations	Fund	Total	Personal Svcs	Comment
Board of Elections	1001.201	\$10,347.00	\$ -	additional appropriations for postage and supplies
				from State reimbursements
Law Library	2095.210	\$ 348.00	\$ -	appropriation for unemployment

Juvenile Drug Court Grant	2260.111	\$12,030.00	\$ 9,000.00	additional grant appropriations
Transfers				
General Fund 1001 to	\$ 75,000.00			
Child Support Enforcement Fund 2213				
Child Support Enforcement Fund 2213 to	\$165,472.12			
Public Assistance Fund 2006				
Workforce Dev Fund 2610 to	\$207,158.52			
Public Assistance Fund 2006				

**DIRECT RELIEF BILLS:**

Vouchers #2020-0000799 thru 2020-0000825 for Public Assistance; #2020-200095 thru 2020-200096 for Child Support; and #2020-300024 thru 2020-300025 for WIA Invoices

**BILLS:**

COUNTY FUNDS            SCHEDULE 24  
ENGINEERS                SCHEDULE 24E; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, do hereby find that the above outlined financial transactions and vouchers are in order and sufficient funds are available to permit the execution of these transactions,

BE IT FURTHER RESOLVED, that the above transactions are approved and allowed, and furthermore, that the County Auditor is hereby authorized to issue warrants for payment of said vouchers.

**MOTION:** Ducro moved the adoption, Whittington seconded. **DISCUSSION:** None

**VOTE:** Yeas: Kozlowski, Whittington, Ducro    **Nays:** None    **Abstained:** None    **Absent:** None

Whereupon the resolution was declared passed unanimously.

**Work sessions:**

June 16, 2020 9:00 a.m. Topic: General Matters/Agenda Items

*In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Lisa Hawkins, Janet Discher, Dennis Bowman,*

Dennis Bowman gave an update on Building Department activities. Residential is up, Commercial is down a little.

❖ **Schedules:**

County Home 6/18 no go- move work session to Tuesday, 6/23 at 2:15 p.m.

Thursday, 6/18- Work Session at Lodge is during COVID call. Do the county call at the Geneva Lodge, hold work session right after the call is ended.

❖ **Miscellaneous**

Res. re: HB 481 (today's agenda) this is the first step for funding for Cares Act. Janet has registered us, next week will set up the new fund.

Board Appointments—CFA, Port, Board of DD, MHRS

CFA- sent out board applications for the six re-appointments.

Port-received an application from Eric Frantz. Decision: Put out notification for interested persons.

ACTS Board- Look at the meeting times, maybe do a survey as to what is best for members.

Board of DD- received application from Michele Krieg. Decision: ok to appoint to vacancy.

MHRS- Lisa Summers has resigned eff. 6/30. Decision: accept resignation and appoint Jeff Wheeler at next week's agenda.

CSB- sent an application to Susan Palo and Tim Volpone, have not received them back yet. Waiting for opinion to see if there is a conflict.

Comrs. Room Rules- COVID-19 (Auditor's and Sheriff's want to use the room for land sale/Sheriff sale) The room agreement is good as is, maybe with a clause for sanitation requirements during COVID. The fairgrounds may be a better option. Kathryn will be the point person and work with Lisa to set up meeting with Auditor, Sheriff, Ray Saporito and Prosecutor to discuss further.

Andover ER- Village of Andover Mayor working with UH Geauga the Andover Emergency Room is closed at this time. The Commissioners, the Mayor and the Andover Township Trustees to create a joint letter urging to reopen operations as soon as possible. Ask for an update on the COVID call today. Decision: JP will contact Andover Village and Township.

Mask Policy- held the call last week. Ongoing discussion regarding facial coverings. Had the conversation with elected officials regarding this topic. Enforcement issues. The Sheriff is the enforcement person, not court security, and the best way to handle, if that respective office has the facial covering requirement, they can refuse service. The Sheriff will set up phone number for those offices to contact. The courts will require in the courtrooms and waiting areas. There are many counties that have not re-opened, on alternate work schedules, and some like us. Least expensive, simplest mask and have some available at the front desk, so they do not have to leave if they do not have a mask. After security, each office must address. Rumors are the state is looking after July 4 to examine numbers. The Commissioners expressed their thoughts regarding the topic. Decision: leave as is for now. Have masks available at Security for those who do not have them. At the July 7, meeting discuss further, unless something changes before then. Add exceptions on the website. Provide masks at the door, require when entering the building, conditions for exceptions requires no note. Revise flyer, there are medical exceptions. Change our notices to reflect exceptions.

TIF- Spire- letter from Prosecutor re: does not have the expertise to do a Tif. Greg Myers worked with an attorney, could cost too much, you could potentially bill back to developers. Creating Tif template using current updated language.

New computer- Lauren's computer is a 2012 model, \$2,275 to replace laptop and monitors. Be sure it is virtual PC compatible, with camera and other equipment.

Goodwill Industries- quote for extra cleaning at \$21.84 an hour, 3.5 to 4 hours each evening. They will be here at 4 to 4:30p.m. This is just for the main courthouse. Decision: yes.

Virtual office hours- the Board discussed holding individual or collective "office hours" for the public to discuss items of importance with Commissioners. They discussed what that might look like. Commissioner Whittington, make your appointment today, send the invite, click the link and communicate, first hour residents, 2<sup>nd</sup> hour businesses. 4 15 minute appointments per hour for residents, 2 half hour appointments for businesses. There would be a guest speaker, record, download and upload on social media. County Connections would go virtual, bring a guest and chat, highlight someone every week or 2 weeks. Each Commissioner to come up with a list of individuals, then create a list. Use GoToMeeting, with the recording. Decision: discuss next week.

❖ **New/Old Business**

Dog Warden reports viewed

Ashtabula CIC update- ongoing

Community Corrections/Jail Project- ongoing

Pierpont Sewers

Financial Transaction payments –committee mtg. Wed.

**ADJOURNMENT:**

The President and Clerk of the Board hereby certify that this is a true and accurate record of the minutes of the June 16, 2020 session. All deliberations concerning official business and formal actions by this Board of Ashtabula County Commissioners were conducted in an open public meeting.

CERTIFIED:

ATTESTED:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COMMISSIONERS

OF

\_\_\_\_\_  
ASHTABULA COUNTY