

REGULAR SESSION OF THE ASHTABULA COUNTY BOARD OF COMMISSIONERS

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

July 7, 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 2020-211 APPROVING JAIL AGREEMENT BY AND BETWEEN THE ASHTABULA COUNTY SHERIFF'S DEPARTMENT AND THE VILLAGE OF GENEVA ON THE LAKE

The Board of County Commissioners of Ashtabula County, Ohio, met on the 7th day of July, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, William Johnson, Ashtabula County Sheriff, has presented an agreement for the approval of the Board, to-wit:

Party: Ashtabula County, 25 W. Jefferson St., Jefferson, OH 44047

Scope: agreement for incarceration of persons arrested by the Geneva on the Lake Police Department

Cost: no cost to the county, the county will receive \$9,690.00 per year "per man day" for 150 man days, or \$807.50 per month beginning retroactive to April 1, 2020

Term: Begins retroactive to April 1, 2020 ending March 31, 2021; now

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

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 2020-212 APPROVING LEASE, DOCUMENT MANAGEMENT AGREEMENT, ADDENDUM AND AMENDMENT WITH COMDOC, A XEROX COMPANY FOR COPIER FOR THE CRIME ENFORCEMENT AGENCY ASHTABULA COUNTY (CEAAC)

The Board of County Commissioners of Ashtabula County, Ohio, met on the 7th day of July, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, the Crime Enforcement Agency of Ashtabula County has presented the following for the approval of the Board, to-wit:

Provider: ComDoc, 3458 Massillon Rd., Uniontown, OH 44685

Lease Bank: Ke Lage Landen, PO Box 41602, Philadelphia, PA 19101

Term: 48 months beginning August 1, 2020 to July 31, 2024

Cost: Not to Exceed, \$3,000.00 (\$30 per month plus \$26/month for maintenance and overages)

Equipment Location: Ashtabula Municipal Court, 110 W. 44th St., Ashtabula, OH 44004

Equipment: Model No. C405; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the lease, agreement, addendum, and the amendment, as noted above, is approved in accordance with the copy 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 2020-213 APPROVING CLEANING AGREEMENT BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND GOODWILL INDUSTRIES OF ASHTABULA, INC.

The Board of County Commissioners of Ashtabula County, Ohio, met on the 7th day of July, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd 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, Ashtabula County Administrator, has presented an agreement for the approval of the Board, to-wit:

Parties: Ashtabula County Commissioners, 25 W. Jefferson St., Jefferson, OH 44047
Goodwill Industries of Ashtabula, Inc., 621 Goodwill Dr., Ashtabula, OH 44004

Scope: cleaning and sanitizing of the County Court Building at 25 W. Jefferson St., Jefferson. Beginning at 4:00 or 4:30p.m. until completion approximately 3.5 to 4 hours each evening, Monday thru Friday.

Cost: \$21.84 per hour, Not to Exceed \$11,000.00

Term: Retroactive to July 6, 2020 on a month to month basis until terminated by either party in writing; now

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

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 2020-214 AUTHORIZING THE ASHTABULA COUNTY SHERIFF TO TRADE-IN VEHICLES AND PURCHASE ONE VEHICLE

The Board of County Commissioners of Ashtabula County, Ohio, met on the 7th day of July, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd Floor, 25 W. Jefferson St., Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, William Johnson, Ashtabula County Sheriff, has requested permission to trade-in three obsolete vehicles and use those funds towards the purchase of a 2020 Dodge Journey to aid his department in the performance of their duties; and

WHEREAS, the cost is under the \$50,000.00 competitive bidding requirement; and

WHEREAS, the following vehicles are to be traded in for a total amount of \$6,000, thereby reducing the cost of the new vehicle, as follows:

<u>YEAR</u>	<u>Serial</u>	<u>Make</u>	<u>Model</u>
2006	1FTPX14576NA32297	Ford	F150
2007	1GTD19E778149577	GMC	Canyon
2012	3GNAL2EK4CS576583	Chevy	Captiva

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Ashtabula County Sheriff is authorized to purchase the 2020 Dodge Journey at the price of \$18,000.00, with \$6,000 being reduced off the purchase price, **for a net total of \$12,000.00.** Said vehicle to be purchased by the Sheriff's Furtherance of Justice Funds (FOJ) and through Great Lakes Chrysler, 6119 Lake St., Kingsville, OH 44048.

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 2020-43FINA APPROVING FINANCIAL TRANSACTIONS FOR THE COUNTY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 7th day of July, 2020, in regular session at the offices of said Board in the Old Courthouse Building, 2nd 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:

TRAVEL REQUESTS:

Patrick Arcaro NorthCoast Officers Mtg. Beachwood 7/1 \$63.48

EXECUTING PAYMENT OF THEN AND NOW CERTIFICATION PRESENTED BY THE COUNTY AUDITOR PURSUANT TO ORC 5705.41(D)1 AND AUTHORIZING THE DRAWING OF WARRANT(S) IN PAYMENT OF AMOUNTS DUE UPON CONTRACT OR ORDER- SEE SCHEDULE 27 TN

<u>Appropriations</u>	<u>Fund</u>	<u>Total</u>	<u>Personal Svcs</u>	<u>Comment</u>
CARES Act	2002.001	\$ 375,000.00	\$ -	appropriations for new fund

DIRECT RELIEF BILLS:

Vouchers #2020-000876 thru 2020-000918 for Public Assistance; #2020-200100 thru 2020-200100 for Child Support; and #2020-300027 thru 2020-300027 for WIA Invoices

BILLS:

COUNTY FUNDS SCHEDULE 27
ENGINEERS SCHEDULE 27E; 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 30, 2020 3:00 p.m. Topic: CARES Act via GoToMeeting

In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Janet Discher, David Thomas, Doug Starkey, and unidentified others

The purpose of the meeting was to discuss the Bill for additional CARES funding and the correct use of the funds. Auditor David Thomas spoke about the role of the Auditors office. They serve as a conduit for the funding and asked for all resolutions adopted by entities be sent to the Auditor's office to keep on file. Once the resolution is passed, entities will need to create a separate fund. Those dollars will be deposited the same as LGF funds. The amount is 118% of the 2019 LGF. The last step is to log on to the Office of Budget and Management registration portal. This is how the State will track your expenditures and audit. It is important to track your expenditures. Ms. Discher spoke regarding the allowed uses of the CARES Act funding, payroll, equipment, unemployment insurance and FMLA. Ashtabula County received \$2.9 million, \$1.1 million county, Ashtabula City \$800,000. The funds cannot be used to replace revenue lost due to COVID. These are federal dollars with strict regulations. The bill did allow for local governments to authorize a grant program. The fairgrounds will be making some improvements to their restrooms as a result of holding the junior fair, and is a covered expense. The process is from now until October 15, entities have full rein to expend the funds on covered expenses. If funds are not expended or encumbered from October 16 to December 28, all funds will be returned to the Auditors office who will reallocate those funds to any of the entities who have expended all of their funds, based on population. Based on projections, it is very unlikely entities will use all their funds. Those funds would then be retained by the county for their covered use, with any remaining funds by the ending date returned to the state. The federal level is the only place to see any change in flexibility of the rules. It was suggested to contact David Joyce to possibly have restrictions eased. The City of Ashtabula has been in contact with them.

July 2, 2020 9:00 a.m. Topic: Ashtabula Co. Nursing & Rehabilitation Center

In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Janet Discher, Connie Eyman

The purpose of the meeting is to update the board on census, the ACMC skilled unit is permanently closed, COVID-19 no cases, staffing was discussed. They will post open positions on Ohio Means Jobs. Ohio is opening outdoor visitation. Renewal contracts coming Grace Hopkins and Bella Care for next week's agenda.

July 2, 2020 9:30 a.m. Topic: Department Head Meeting

In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Janet Discher, Lauren Davis, Mike Fitchet, Janice Switzer, Dennis Bowman, Jake Brand

The purpose of the meeting was to discuss the following: CARES Act funding, Credit Card Processing RFP, County budget mid-year review; ReSTART Ashtabula County/Small Business Grant Program; new Environmental Services Director starting in September, Doug Starkey; 2 upcoming retirements- Janice Switzer and Janet Boland; Safety/training update; Health Insurance/Wellness update; Virtual Commissioner discussions potentially with department heads; virtual office hours. No decisions were made.

July 7, 2020 9:00 a.m. Topic: General Matters/Agenda Items

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

❖ **Miscellaneous**

COVID-19 Small Business Grant- the flyer and application are on the Ashtabula County Website. The rules and eligibility will be examined by a committee for first review to be certain they meet criteria, before submitted to Commissioners for approval. The Board would see all the applications submitted. The following persons will be asked to participate on the committee: Sarah Bogardus, Mark Winchell, Janice Switzer, and Mandy Orahoad.

IAP release of escrow fund- email from Prosecutor regarding escrow account at Andover Bank. Lisa will contact Andover Bank to get the funds released.

Retirement Proc for Wendy Hawbaker- ok. Janice Switzer will need one too.

Conference Room use- Lisa is meeting with some departments and will share the plan the Auditor's office drafted to ensure compliance with COVID-19.

Proclamation – Tony Orlando's supermarket and catering for 55 years.

Set up an in-person meeting within the next few weeks with all the judges regarding jail procedures.

Include both municipal courts, the county courts and common pleas courts.

Cares Act Funding weekly topic on the Work Session agenda to discuss CARES Act funding requests received by various departments. The Board will review requests for funding received and make decisions on how to expend the fund. Anything prior to July, the Auditor's office will move the funding into the appropriate place. Appropriations of \$375,000 will be on the Agenda today. \$250,000 is for the first round grant program. Goodwill Industries contract will be paid from CARES funding.

❖ **New/Old Business**

Maintenance Assessments for Drainage Districts- no update

Outstanding Board Appointments- change some language in the press release and include all current openings.

Andover ER letter- draft a letter to get approved by entities. Recommendations not just Andover Village, Andover Township. Include Williamsfield, Wayne, Cherry Valley, Richmond, etc. There could be 2 letters, one from the This could be a letter from the Task Force, as well.

Dog Warden reports viewed

Ashtabula CIC update- sign papers and will get mailed out. Lisa will work on letter of engagement with accountant.

Community Corrections/Jail Project- ongoing

Pierpont Sewers- waiting for response from Prosecutors.

Financial Transaction payments –committee members meeting next week, hope to have a recommendation to award.

July 7, 2020 11:00 a.m. Topic: CEBCO First Qtr. Report 2020

In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Lisa Hawkins, Janet Discher, Lauren Davis, Joe Giangola

The CEBCO Ashtabula County first quarter report of 2020 was reviewed and discussed. The report utilizes the 12-month period of March, 2019 through February, 2020. The medical and prescription running in the 12-month period is 124.2%. Members are paying just under 12% of the cost of medications. The next quarter should see a drop, as all the elective or voluntary procedures were discontinued due to COVID-19. The reports discussed included: Financial and Utilization Dashboard, Top Ten Paid Health Conditions by Relationship and PMPM, Utilization by Top Ten 25 Facility Providers; Medical Paid Amounts and Plan Savings; Medical Membership Summary by Age Band and Gender; and Prescription Days Supply by Drug Source. The Ashtabula Loss Ratio at Time of Renewal was reviewed.

ADJOURNMENT:

The President and Clerk of the Board hereby certify that this is a true and accurate record of the minutes of the July 7, 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

