

REGULAR SESSION OF THE ASHTABULA COUNTY BOARD OF COMMISSIONERS

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

March 31, 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 2020-134 AUTHORIZING AMENDMENT TO THE COMMUNITY SERVICES BLOCK
GRANT (CDBG) AGREEMENT WITH THE OHIO DEVELOPMENT SERVICES AGENCY, OFFICE OF COMMUNITY
DEVELOPMENT, 2019 COMMUNITY DEVELOPMENT PROGRAM, FOR PY 2019, B-F-19-1AD-1**

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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, Janice Switzer, Director of Community Services & Planning, has presented the following Amendment, for the approval of this Board; to-wit:

Purpose: Transfer \$25,000 from Pierpont Flood and Drainage project to Administration for Planning for a Comprehensive Land Use Plan

Term: retroactive to March 15, 2020 to August 31, 2021

WHEREAS, the amendment has been reviewed and it is found that such an amendment would be desirable and is necessary; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio that an amendment be made, as outlined above, in accordance with a copy of said amendment 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 2020-135 ACCEPTING RESIGNATION OF ROB SCHIMMELPFENNIG AND APPOINTING CRAIG PARKER TO THE ASHTABULA COUNTY PORT AUTHORITY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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, on August 8, 1988 by Resolution No. 88-804, the Ashtabula County Port Authority was created and established pursuant to Section 4582.21 of the Ohio Revised Code the Board of Commissioners to promote

activities that enhance, foster, aid, provide, or promote transportation, economic development, housing, recreation, education, governmental operations, culture or research within the jurisdiction of the port authority; and

WHEREAS, the Port Authority Board includes seven (7) members, each of whom shall serve for a term of four years; and

WHEREAS, Rob Schimmelfennig notified this Board of his resignation from the Ashtabula County Port Authority effective March 31, 2020; and

WHEREAS, Craig Parker has expressed a desire to be appointed to the Port Authority; and

WHEREAS, It is recommended that the resignation of Rob Schimmelfennig be accepted and Craig Parker be appointed to fulfill the balance of the term; now

THEREFORE BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the resignation of Rob Schimmelfennig be accepted effective March 31, 2020 and Craig Parker be appointed to serve on the Ashtabula County Port Authority for a term effective April 1, 2020 and expiring August 8, 2020.

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 2020-136 SUPPORTING APPLICATION TO EDA FOR EASTGATE REGIONAL BROADBAND FEASIBILITY STUDY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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, Ashtabula County lacks broadband infrastructure, in terms of both speed and availability, which prevents students from doing their homework, homebound from accessing telemedicine, employees from working at home, and hinders economic growth and development; and

WHEREAS, Ashtabula County recognizes that the lack of broadband infrastructure is not unique to Ashtabula County and seeks to find a regional solution in cooperation with Mahoning County and Trumbull County; and

WHEREAS, Eastgate Regional Council of Governments will submit an application to the US Economic Development Authority to seek \$132,500 in funding to complete a Broadband Feasibility Study for the Ashtabula, Trumbull, and Mahoning County region; and

WHEREAS, the Board of Commissioners has pledged matching funds totaling \$27,500 in cash and/or in-kind staff services from the Commissioner's Office and Ashtabula County Community Services & Planning Office; and

WHEREAS, Commissioner J.P. Ducro is designated as Ashtabula County's authorized representative for the Eastgate Regional Broadband Feasibility Study; now

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Ashtabula County support Eastgate Regional Council of Government's joint application for Broadband Feasibility Study with Mahoning and Trumbull Counties.

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 2020-137 APPOINTING AND RE-APPOINTING MEMBERS TO THE ASHTABULA COUNTY AIRPORT AUTHORITY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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, Pursuant to Section 308.03 of the Ohio Revised Code the Board of Commissioners created the Ashtabula County Airport Authority to control the administration and operation of the County Airport and its facilities; and

WHEREAS, The terms of the members of the Ashtabula County Airport Authority are set at four (4) years; and

WHEREAS, applications have been reviewed and the Board hereby re-appoints Lance Bushweiler and Phil Anderson for additional terms effective April 9, 2020, (the Airport Authority's Annual meeting), and terminating on the date of the Airport's Annual Meeting in April, 2024; and

WHEREAS, Eric Cornelius has submitted an application for consideration for the seat left open by out-going board member Laura Jones; and

WHEREAS, this board would agree to the new appointment of Eric Cornelius with an effective date of April 9, 2020, (the Airport Authority's Annual meeting), with such appointment terminating on the date of the Airport's Annual Meeting in April, 2024; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the appointment and re-appointments are hereby made to the Ashtabula County Airport Authority, as outlined above.

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 2020-138 ESTABLISHING AN OPEN MEETINGS POLICY AND POLICY REGARDING HEARINGS FOR USE DURING ONLY THE PERIOD OF THE STATE OF OHIO EMERGENCY DECLARED EXECUTIVE ORDER 2020-01D, BUT NOT BEYOND DECEMBER 1, 2020 FOR THE ASHTABULA COUNTY BOARD OF COMMISSIONERS

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 2020, in special session at the offices of said Board, 25 West Jefferson Street, Old Courthouse, 2nd Floor, Jefferson, Ohio, with the following members present: Casey R. Kozlowski, Kathryn L. Whittington, J. P. Ducro IV.

WHEREAS, the Ashtabula County Board of Commissioners complies with Ohio Revised Code Section §121.22, concerning open public meetings and hearings; and

WHEREAS, HB 197, allows a public body to establish an open meetings policy and policy regarding hearings for use during only the period of the emergency declared by Executive Order 2020-01D, issued on March 9, 2020, but not beyond December 1, 2020, if the period of the emergency continues beyond that date, members of a public body may hold and attend meetings and may conduct and attend hearings by means of teleconference, video conference, or any other similar electronic technology, under the following rules:

Definitions:

“Hearing” means an administrative hearing, hearing as defined in section 119.01 of the Revised Code, or other hearing at which a person may present written or oral testimony on a matter before the public body.

“Public body” and “meeting” have the meanings defined in section 121.22 of the Revised Code.

- Any resolution, rule, or formal action of any kind shall have the same effect as if it had occurred during an open meeting or hearing of the Board.
- Notwithstanding division (C) of section 121.22 of the Revised Code, members of the Board of Commissioners who attend meetings or hearings by means of teleconference, video conference, or any other similar electronic technology, shall be considered present as if in person at the meeting or hearing, shall be permitted to vote, and shall be counted for purposes of determining whether a quorum is present at the meeting or hearing.
- The Board of Commissioners shall provide notification of meetings and hearings held under this section to the public, to the media, and to the parties required to be notified of a hearing, at least twenty-four hours in advance of the meeting or hearing by reasonable methods by which any person may determine the time, location and the manner by which the meeting or hearing will be conducted, except in the event of an emergency requiring immediate official action. In the event of an emergency, the Board of Commissioners shall immediately notify the news media that have requested notification or the parties required to be notified of a hearing of the time, place, and purpose of the meeting or hearing.
- The Board of Commissioners shall provide the public access to a meeting or hearing held under this section that the public would otherwise be entitled to attend, commensurate with the method in which the meeting or hearing is being conducted, including, but not limited to, examples such as live-

streaming by means of the internet, local radio, television, cable, or public access channels, call in information for a teleconference, or by means of any other similar electronic technology. The Board of Commissioners shall ensure that the public can observe and hear the discussions and deliberations of all the members of the board, whether the member is participating in person or electronically.

WHEREAS, when this Board of Commissioners conduct a hearing by means of teleconference, video conference, or any other similar electronic technology, the Board will use established electronic equipment widely available to the general public that can converse with witnesses and receive documentary testimony and physical evidence; and

WHEREAS, this policy applies notwithstanding any conflicting provision of the Revised Code. Nothing in this policy shall be construed to negate any provision of the Revised Code, including Section 121.22, Chapter 119, or other sections that is not in conflict with this policy; and

WHEREAS, this policy is effective during the period of the emergency declared by Executive Order 2020-01D, issued on March 9, 2020 or until December 1, 2020, if the period of the emergency continues beyond that date; now

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, do hereby establishing an open meetings policy and policy regarding hearings for use during only the period of the State of Ohio emergency declared by Executive Order 2020-01D.

BE IT FURTHER RESOLVED, this policy is in effect during only the period of the State of Ohio Emergency issued on March 9, 2020 or until December 1, 2020, if the period of the emergency continues beyond that date.

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 2020-139 ISSUING TEMPORARY ADDENDUMS TO THE ASHTABULA COUNTY PERSONNEL POLICY MANUAL, UNDER SECTIONS 5.7 SICK TIME AND 5.10 LEAVE OF ABSENCE

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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, On December 16, 1982, the Board of Commissioners adopted a personnel policy manual to govern the employees and management of Ashtabula County, and

WHEREAS, some offices are governed by bargaining agreements and or personnel manuals peculiar to the operations of their own department; and

WHEREAS, The Ashtabula County Personnel Policy is designed to govern those offices not covered by bargaining agreement or specialized personnel manuals, however, in the areas where those agreements, or manuals are silent, then this manual shall be deemed the authority; and

WHEREAS, Said Ashtabula County Personnel Policy contains Section 5.7 Sick Time and 5.10 Leave of Absence; and

WHEREAS, temporary addendums to these policies have been presented, as follows:

- Section 5.7 Temporary Addendum to Sick Leave, Families First Coronavirus Response Act Temporary Policy, Emergency Paid Sick Leave Act Leave.

- Section 5.10 Temporary Addendum to Leaves of Absence Family and Medical Leave, Families First Coronavirus Response Act Temporary Policy, Family and Medical Leave Expansion.

WHEREAS, it has now been found necessary to issue Temporary Addendums to Section 5.7 Sick Time and Section 5.10 Leave of Absence, as outlined above, effective April 1, 2020 and ending on December 31, 2020; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Temporary Addendums to the Ashtabula County Personnel Policy, Sections 5.7 and 5.10, hereby are declared adopted and are 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 2020-140 HOLDING EXECUTIVE SESSION– PERSONNEL- EMPLOYMENT: 121.22(G)(1)

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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, Pursuant to the Ohio Revised Code Section 121.22(G)(1) the Board of Ashtabula County Commissioners shall meet in executive session to discuss Personnel- Employment; and

WHEREAS, Said Executive Session was convened at 1:56 p.m.; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the above executive session was held. Said session adjourning at 2:14 p.m.

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 2020-23FINA APPROVING FINANCIAL TRANSACTIONS FOR THE COUNTY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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:

PAYROLL CHANGES ACDJFS 3/15/20 THRU 3/28/20:

EMPLOYEE NAME	CLASS TITLE	HOURLY RATE	REASON
Hepler, Pauline	Employment Service Rep.	16.96	.25 cents - Training 40 hours per bi-weekly 80 hours
Ralston, Leslie	Employment Service Rep.	17.14	Promotion - from SSW-2
Powell, Stephanie	SSW-2	13.96	New employee 3/16/2020 95% of full rate of pay of \$14.70

Appropriations	Fund	Total	Personal Svcs	Comment
Board of Elections Federal Grant	2618.201	\$ 6,874.00	\$ -	appropriation for equipment
Special Probation ECC	2142.015	\$ 5,000.00	\$ -	appropriation for unemployment
Mandates - Public Defender	1001.020.131	\$ 6,264.00	\$ -	additional appropriation for public defender contract
County Obligations - Insurances	1001.001.101	\$ 4,251.00	\$ -	additional appropriation for CORSA insurance
Youth Services Grant	2371.011	\$ 1,510.00	\$ -	additional appropriation for liability ins
Data Board	1001.017	\$ 15,000.00	\$ -	appropriation for equipment
911 Fund	2088.001	\$ 125,000.00	\$ -	additional appropriation for contract services

DIRECT RELIEF BILLS:

Vouchers #2020-0000416 thru 2020-0000475 for Public Assistance; #2020-200048 thru 2020-200049 for Child Support; and #2020-300019 thru 2020-300019 for WIA Invoices

BILLS:

COUNTY FUNDS SCHEDULE 13
 ENGINEERS SCHEDULE 13E; 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.

RESOLUTION NUMBER 2020-5ACNH APPROVING MANAGEMENT SERVICES CONTRACT WITH ARISTOCRAT SENIOR MANAGEMENT, LTD., DBA GENERATIONS HEALTHCARE MANAGEMENT FOR ADMINSTRATIVE AND MANAGEMENT SERVICES AT THE ASHTABULA COUNTY NURSING AND REHABILITATION CENTER

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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, a contract for Management Services has been presented for the approval of the Board, to-wit:

Scope: administrative and management services at the Ashtabula County Nursing and Rehabilitation Center

Provider: Aristocrat Senior Management, Ltd., dba Generations Healthcare Management, Two Berea Commons, Suite One, Berea, OH 44017

Cost: Not to Exceed, \$320,000.00 annually

Term: beginning April 1, 2020 thru March 31, 2021, may automatically renew annually on Anniversary Date of Expiration for a total contract period of 5 years

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the contract, as noted above, is hereby approved in accordance with the copy of said Agreement 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 2020-21SEWA AUTHORIZING THE ASHTABULA COUNTY BOARD OF COMMISSIONERS TO APPLY FOR, ACCEPT, AND ENTER INTO A COOPERATIVE AGREEMENT FOR PLANNING OF THE HARPERSFIELD TOWNSHIP WATER TOWER PROJECT BETWEEN THE COUNTY AND THE OHIO WATER DEVELOPMENT AUTHORITY AND DECLARING AN EMERGENCY

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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 Ashtabula County Board of Commissioners (hereinafter referred to as the "LGA") is pursuing a design loan to construct a water tower in Harpersfield Township to improve the health and safety of the residents and businesses surrounding the northern quadrant of the I-90/State Route 534 interchange by providing appropriate system resiliency in the form of adequate storage; and

WHEREAS, the LGA desires to obtain a loan from the Ohio Water Development Authority (hereinafter referred to as the "OWDA") to finance costs of the planning of such facilities on the terms set forth in the Cooperative Agreement (defined below); and

WHEREAS, the OWDA has indicated its willingness to make a loan for that purpose and on those terms;
NOW, THEREFORE, BE IT ORDAINED by the Commissioners of Ashtabula County, Ohio:

Section 1. That the LGA hereby approves the planning of the aforesaid Harpersfield Township Water Tower in cooperation with the OWDA under the provisions, terms and conditions set forth in the "Cooperative Agreement for State Planning Project" as set forth in Exhibit A (the "Cooperative Agreement") and hereby authorizes the Chief Executive Officer and the Chief Fiscal Officer of the LGA to execute the Cooperative Agreement with the OWDA substantially in the form set forth in Exhibit A.

Section 2. That it is found and determined that all formal actions of this Council concerning and relating to the passage of this resolution/ordinance were passed in an open meeting of this Council, and that all deliberations of this Council 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.

Section 3.* That this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of said Ashtabula County Board of Commissioners for the reason that the immediate construction of the Harpersfield Township Water Tower at the earliest possible time is necessary in order to protect the health of the inhabitants of the LGA by providing appropriate water storage wherefore, this ordinance shall be in full force and effect from and immediately after its passage.

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 2020-22SEWA APPROVING WORK AUTHORIZATION WITH CT CONSULTANTS, INC. FOR DESIGN, BIDDING AND CONSTRUCTION SERVICES RELATED TO THE NORTH BEND SANITARY SEWER EXTENSION PROJECT, ASHTABULA COUNTY WATER SYSTEM, ACDES

The Board of County Commissioners of Ashtabula County, Ohio, met on the 31st day of March, 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, a Work Authorization has been presented for the approval of the Board, to-wit:

Provider: CT Consultants, Inc., 8150 Sterling Court, Mentor, OH 44060

Project: Development of bidding documents/detailed plans, specifications and facilitation of public bidding of documents pertinent to the North Bend Sanitary Sewer Extension Project, in the Ashtabula County Water System

Cost: \$7,500.00

Term: One time service

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Work Authorization outlined above is hereby approved in accordance with the copy on file.

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.

Work sessions:

March 23, 2020 8:19 a.m. Topic: Department Head Meeting

In Attendance: Casey Kozlowski, Kathryn Whittington, J. P. Ducro IV, Janet Discher, Lisa Hawkins, Lauren Davis, Lori Larson, Barb Ellsworth, Kyle Butcher, Dennis Bowman

Commissioner Kozlowski stated the purpose of the meeting was to discuss the governor's order to Stay at Home. The interpretation is that county government is considered essential services. Ideas were discussed including one week on, one week off, 2 weeks on, 2 weeks off, and essential and non-essential staff. Each department was directed to send a list of the teams, with a work schedule so we are aware of who is there. Lauren Davis is the COOP

Coordinator, she will distribute her work cell number. Ms. Davis created packets of information regarding sick and other important information. A leave policy will be presented to the Board for approval at tomorrow's agenda. Caution- do not use personal cell phones or laptops for work purposes, as they are not secured and may affect public record requests. Ms. Davis will be sending out In Case of Emergency (ICE) forms. HIPPA laws are still in place. The Health Dept. is the ultimate enforcer and decision maker regarding the virus. 211 has been requesting information, send updates from our departments to them. County employees are to carry their county ID's on them. The county will set up a specific Coronavirus website.

Dept. of Environmental Services- ORC can use paid administrative leave, which does not affect sick or vacation time. If there is someone in your department with the virus, discuss that with Ms. Davis. Wastewater and Water could alternate employees for 2 weeks off and will sanitize the vehicles. Office staff will be 2 on and 2 off. Employees are on call. The doors will be closed to the public, with a sign to use the night drop for payments, and a phone number to contact for questions. Go in effect tomorrow.

Building Department- divide in 2 teams, some not reporting to the office, the next 2 weeks, Denny could come in after hours. Rotate inspectors, try to schedule electrical inspections on certain days. Mr. Bowman will check with Safebuilt to see what services they can assist with, if needed. Get VPN access. Building Dept. to go to appointment only. They will put a table in the hallway with a bin for drop-offs.

Janice Switzer- the office can operate with one person, others to work from home. Janice and Jake to have VPN access on the one shared laptop. Janice is going to investigate if one week on, one week off, would work better for her office.

Commissioner departments:

The Board discussed the operations and work requirements of the departments directly under them.

Decisions:

Dog Warden-take vehicle home and respond to calls from there. Get VPN access. She will report to Janet.

Maintenance- has a staff of 4. Limit the number of people coming in to the courthouse.

EMA- all working from the office.

Commissioners- proposed dividing staff into teams. Beckey and Candy will be on administrative leave for 2 weeks.

Change voicemail message, forward the calls. Lisa and Janet to discuss with IT Services. Report back to work on April 6, 2020, unless further direction is needed.

Janet and Lauren continue to come into the office.

Lori- work from home for 2 weeks. Get VPN and a county cell phone. Report back to work on April 6, 2020, unless further direction is needed.

Lisa- be in the office Monday and Tuesdays, work from home the balance of the week. Get VPN. Schedules- Commissioners will do their own.

Jamie- begin 2 week leave April 6.

Mail- Commissioners will be cross-trained on the mail. Assemble a single location for all resources, link to a guide.

Sheriff gave an update on his operations. He has been on calls with State of Ohio regarding briefing, there is another briefing at 11:00a.m. people in Shelter at Home are non-essential people.

Construction workers, safety forces, jails, local government, keep social distance, use phone calls.

March 31, 2020 10:00 a.m. Topic: General Matters/Agenda Items

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

- ❖ **Treasurer**- financial transaction fee waiver- waiting for Prosecutor's opinion. Is this reimbursable under COVID-19.
- ❖ **Anthony Metcalf** attended the meeting to state his concerns regarding county road, Schenley Road where a tree is down and the road is in disrepair. He discussed there is a water issue due to route 11, the Engineer has previously reviewed the situation, there is continuous water flow. Decision: gave him the contact information for Tim Martin, County Engineer.
- ❖ **Miscellaneous**
 - 503/Enterprise Zone Agreements**- the process is an Executive Session for Economic Development to discuss the potential Enterprise Zone Agreement, then the agreement is presented for an agenda. Set up an Economic Development team work session- new roles, have this on the agenda, update on what's going on in the county.

Lauren Davis spoke regarding a resolution to be created for FMLA and sick leave. Government enacted the Family Virus Act- just finalized the policy to provide an option to enact. Put in the County Policy Manual. FMLA expansion public health expansion extended reasons to take leave under the Act. The Nursing Home will give a list of staff that are excluded from these policies. Lauren will prepare the policy, there is a checklist, the Board would approve it. One policy is for Sick policies, one for leave and one for FMLA. This language should be in the resolution: specifically for agencies to exclude staff positions, on their own. This policy allows the person to not use their sick time balance. Lauren- exclude on FMLA, but not fully excluding but take on a case by case basis. Decision: on today's agenda. The first one would exclude critical people, sick leave component case by case basis if the person could take an additional 80 hours off for family members, and not taking the hours from their own time.

Resolution delegating Emergency authority to County Administrator- reviewed the potential resolution. Add a phrase that states when the resolution would end.

Public meeting changes- resolution is ok for today's agenda. Will test holding a meeting via electronic methods to see how it works.

Jefferson License Bureau rent-Janet will respond, will work with you in not instituting any penalties for late payments and can revisit the rent due as time goes on.

Orwell Annexation- decision by 4/9- Lisa will email the technical checklist. Has to be approved.

Airport Authority—3 board members whose terms are up. 2 wish to be re-appointed. We have received 6 applicants, one would have a conflict of interest. Lance Bushweiler who is currently Acting Manager for the Airport and Phil Anderson are seeking reappointment. Kelli Jones, Barbara Ford, Eric Cornelius. The board reviewed and discussed the applications received. Decision: re-appoint Lance Bushweiler and Phil Anderson, Eric Cornelius as a new appointment. Send a thank you letter to those not appointed.

❖ **Schedule/Newsletter:**

Lisa to continue to work only Monday's and Tuesday's, with Wednesday, Thursday and Friday from home. They discussed a possible reduction of office hours to limit interaction. Decision: bring up next week.

❖ **New/Old Business**

Spire TIF- outside counsel – check with Greg Myers to see if moving forward.

Ash. Growth CIC update- Larry Johnson – see proposal. Commissioners ok with it. Will look at creating a new CiC.

Community Corrections/Jail Project

Pierpont Sewers

Nursing Home contract- on today's agenda

Financial Transaction payments – extended proposal date to May 29, 2020

March 31, 2020 10:00 a.m. Topic: Water/Sewer

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

The future Work sessions will include Barb Ellsworth, Kyle Butcher, Barry French and Ed Spoor. An agenda will be created. Lisa to send agenda items to Lesley Gordon and Kyle Butcher, after approved. They discussed various ongoing projects. They requested 2 Seasonal workers, as usual.

April 2, 2020 2:42p.m. Topic: 2020 Budget

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

In light of projected significant revenue reductions directly from the COVID-19, this meeting was called to discuss where possible savings could be found. The Budget Commission is proposing to amend the Certificate to reduce revenues by over \$2 million. County budgets are suggested to be cut 5% to 10%, more or less depending upon circumstances. Ms. Discher discussed possible budget scenario's for each department with the Board.

Schedule a GoToMeeting on Monday, 4/6 from 12:00p.m. to 12:30 p.m. and invite Elected Officials and all county departments that could be affected by budget cuts. To state: received the email from the Co. Administrator asking for revenue revisions, already received numerous replies, the budget picture is not good, with millions of dollars in potentially lost revenue. Departments are asked to review their budgets and be prepared to make reductions to budgets. Please submit your reduced revenues, begin thinking about how you can make reductions in your budget, a commissioner will be reaching out to fine tune your reduction.

The meeting will be held via electronic method using GoToMeetings. The press will be Commissioners list of Departments they will speak to:

Commissioner Whittington, Soil & Water, OSU, Sheriff, Auditor, ECC, Data Board
Commissioner Ducro- Airport, Common Pleas, Treasurer, Coroner
Commissioner Kozlowski- Recorder, Prosecutor, Clerk of Courts, Juvenile/Probate, WCC, Board of Elections
Janet- Commissioner departments

ADJOURNMENT:

The President and Clerk of the Board hereby certify that this is a true and accurate record of the minutes of the March 31, 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