

The Board of Clark County Commissioners met in regular session pursuant to adjournment in accordance with Section 121.22 O.R.C. (Sunshine Law) via Zoom.

The following members and guests were present: Commissioner Melanie Flax Wilt; Commissioner Lowell McGlothin; Commissioner Richard L. Lohnes; Jenny Hutchinson, County Administrator; Michelle Noble, Assistant County Administrator/HR Director; Megan Burr, Commission Clerk; Michael Cooper, Public Information Officer; Michelle Clements-Pitstick, Emergency Management Agency; Beau Thompson, Assistant County Prosecutor; Riley Newton, Springfield News Sun; Melissa Tuttle, Clerk of Court; Jason Graver, Information Systems.

Commissioner Wilt called the meeting to order and introductions were made.

Agenda Review:

Commissioner McGlothin asked about the following resolutions:

Resolution 2021-0047 authorized the resubmission of CI grant for the roads. Commissioner Wilt explained the original resubmission resolution did not include the administration dollars. Nothing else has changed.

Resolution 2021-0051 authorized several updates to the Personnel Policy Manual. He thanked Ms. Noble for providing that. Commissioner Lohnes asked for a quick briefing of the updates. Ms. Noble explained grantors look for the diversity equity inclusion language in the EEO (Equal employment Opportunity) policy. The workplace civility section is new. Sometimes people aren't sure how to communicate properly. An example is calling people out in front of others. The message is to be kind to one another. Hostile work environment can come from a sexual harassment situation but this goes beyond the legal definitions. It is a way to encourage professional communication. Commissioner Wilt liked that it focused on civil discourse. The last policy was the teleworking policy. It formalizes the expectations.

Commissioner Lohnes asked about the following resolutions:

Resolution 2021-0054 acknowledged the 911 payment. This will be the last payment divided between the county and city.

Commissioner Wilt noted the new subdivision and coordinated getting signatures.

Commissioner Updates:

Commissioner Wilt was working on finalizing the strategic plan.

Commissioner McGlothin received his first vaccine.

Ms. Clements-Pitstick added vaccinations were going well. The Health District is full. Discussion ensued about the age group brackets.

Commissioner Lohnes said for 2020 there were a total of 1,889 total deaths in Clark County. Only 286 were due to COVID. COVID case are going down. He shared the weekly COVID numbers. Discussion ensued about the latest Governor's report involving schools.

Commissioner Wilt gave Ms. Tuttle the floor. Ms. Tuttle appreciated the meeting last week. She has the agreement and updated certificate of insurance. Data Board has approved the purchase of the server and modules. She didn't feel a second meeting was necessary. Commissioner Wilt thanked her.

County Administrator Updates:

Ms. Hutchinson asked for thoughts about making the vaccine mandatory or creating an incentive for employees and dependents. She advised the Board not to make it mandatory. She would rather incentivize employees. Other elected officials agree with that approach. Discussion ensued about the ways to incentivize. The Board supported an incentive and asked her to work out the details and bring it back for approval when it was ready.

She would like to hold an open house for AB Graham. Small tours would be offered. She wanted employees in the building so the public could see it in action. The Commissioners were open to the idea. Mr. Cooper wanted to set a specific time for the media and have the Commissioners give a speech. The tentative date is February 24 from 11-1. Ms. Hutchinson will coordinate with the other elected officials and the courts.

Ms. Tuttle recommended a virtual opening and suggested a physical open house be held in the summer.

Ms. Hutchinson said both could be done. The Board supported doing the open house now and possibly putting together a virtual open house as well.

The Board reviewed the calendars.

The meeting February 3rd will be held via Zoom due to a public hearing that was already advertised as a Zoom meeting. February 10th the meetings will resume in person.

The Board discussed the management letter. See attached. Ms. Hutchinson started with the amended certificate of estimated resources. She explained the auditors pick a date and test it for a deficit. There may be deficit because they are waiting on transfers. Transfers are done quarterly. During those random tests throughout the year a deficit may be reflected but it really isn't a deficit since the transfer is in progress. At the end of the year there were no deficits. It is a transfer timing issue. Commissioner Lohnes asked who ensures those get done. Ms. Hutchinson said it is the responsibility of the department.

The next topic was expenditures exceeding appropriations. Ms. Hutchinson guessed it was due to a small deficit at the year end. She doesn't know specifics. It is the responsibility of the department to correct it. Ultimately, it lies with the Auditor's Office. They could send out reminders to the departments with the issues. Ms. Hutchinson said the Commission will not approve POs in the red. The Commission doesn't see payroll.

Overall, it is a very good audit report.

Health insurance premiums: Ms. Hutchinson already talked with Ms. Noble about that. It is due to setting up a new self-insured program. The County doesn't have the balance the auditors want to see in the fund yet. It would not be prudent to move \$5 million to meet their recommendation. The fund will grow over time. It is just a recommendation from the audit.

Segregated cash accounts Clerk of Courts: Commissioner Lohnes asked if this was the CDs. Ms. Tuttle said the CDs have been liquidated because they are the monies on deposit for the Clerk of Courts for court cases. It was \$1.9 million when she took office. Now it's about \$1 million. She has been closing old cases. The oldest she found was from 1978. The CDs are now in the accounts. Ms. Tuttle explained they have a sweep account. She said the auditors have seen gradual improvement since she has taken office.

Commissioner Lohnes moved to go into executive session to discuss security matters. Commissioner McGlothlin seconded the motion. The roll being called for passage resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

After executive session the Board recessed.

Call to Order, Commission President Wilt

Resolution 2021-0044

Following the pledge, Commissioner Lohnes moved to approve the minutes of the last meeting and dispense with reading of same. Commissioner McGlothlin seconded the motion. The roll being called for passage resulted as follows:

Commissioner McGlothlin, Yes; Commissioner Lohnes, Yes; Commissioner Wilt, Yes

The motion carried.

Commissioner Lohnes moved to approve the agenda in its entirety. Commissioner McGlothlin seconded the motion. The roll being called for passage resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

The motion carried.

Resolution 2021-0045
COMC file

**Authorize Change Order #25 for
Clark County Administration Building Improvements**

Commissioner Lohnes moved to authorize change order #25 with:

Organization Name:	Kapp Construction Inc.
Organization Address:	329 Mount Vernon Avenue, Springfield, Ohio 45502
Original Contract:	\$5,130,600.00
Previous Changes:	\$240,298.47
This Change:	\$(4,933.49)
New Contract Total:	\$5,365,964.98
Funding Source(s):	Permanent Improvement
Reason for Change:	Deletion of overlapping security work. Addition of elevator testing for final inspections. Addition of data receptacle. Replacement of door transom glass and provide glass in Auditor's office door.

Further move to authorize the County Administrator to execute the change order.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0046
JFSC file

**Authorize Subgrant with
Oesterlen Services for Youth, Inc.**

Commissioner Lohnes moved, per the request of the Department of Job and Family Services Director, to authorize a subgrant with:

Organization Name: Oesterlen Services for Youth, Inc.
Organization Address: 1918 Mechanicsburg Road, Springfield, Ohio 45503
In the amount of: \$370,000.00
Funding Source(s): TANF 93.558, ESSA 93.556, Title XX, and Children Services Levy
Purpose: To provide service coordination services to children and families to prevent children from formally entering the child welfare system, to prevent out-of-home placements, to assist in timely reunification when a child is placed out of the home, and/or prevent a placement disruption.
Effective Dates: January 1, 2021 through December 31, 2022

Further move to authorize the County Administrator to execute the contract and related documents.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0047
Replaces Resolution 2021-0017
CDDG file

**Authorize Re-Submission of CDBG FY2020
Critical Infrastructure Grant Application**

Commissioner Lohnes moved, per the request of the Director of Development, to resubmit the following Community Development Block Grant (CDBG) FY2020 Critical Infrastructure grant application which was originally approved for submission by the Board of County Commissioners on the 3rd day of June, 2020, Resolution 2020-0340:

Grantor: State of Ohio, Development Services Agency
Amount Funding: \$ 367,100 (\$337,100 Street Improvement, \$30,000 Administration)
Purpose: Street improvements and drainage improvements on Fenwick Drive in the City of New Carlisle including paving, curbs, gutters and associated storm drain works.
Effective Dates: September 1, 2020 – October 31, 2022

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0048
EMAG file

**Authorize Grant Submission
For Water Rescue Supplemental Funding**

Commissioner Lohnes moved, per the request of the Emergency Management Agency Director, to authorize grant submission of the following:

Grant: Supplemental State SAR Award

Grantor: Ohio Emergency Management Agency
Funding Amount \$5,000
Purpose: To support search and rescue throughout the state by administering and maintaining the Ohio Fire Chiefs' Emergency Response Plan/System – one of the key dispatching capabilities for search and rescue teams in Ohio. These funds shall be utilized to continue to build and sustain the collapse search and rescue capability, including costs associated with team administration, equipment, expendable material and supply purchases, vehicles, equipment maintenance, exercises and training. These funds shall be utilized to purchase a drone for the above mentioned support resources.
Grant Effective Dates: July 1, 2020- May 31, 2021

Further move to authorize the County Administrator to execute the grant submission and related documents.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0049
ENGB file

Instruct Clerk to Advertise for Bids to Furnish and Install Steel Beam Bridge Superstructure for Bridge No. 419 Tremont City Road & Bridge No. 1618 Chillicothe Pike

Commissioner Lohnes moved, per the request of the Deputy Engineer, to instruct the Commission Clerk to advertise for bids to Furnish and Install Steel Beam Bridge Superstructure for Bridge No. 419 Tremont City Road & Bridge No. 1618 Chillicothe Pike. Due to the current COVID-19 emergency, bidders are encouraged to either submit bids by U.S. mail or other delivery service (please do not require a signature, as staff may not be available to sign). For hand delivery, there is a Utilities drop box located in the parking lot at the Springview Government Center, 3130 E. Main Street, Springfield, Ohio 45503 where bidders may leave their bids. Bids will be opened by the Clerk via virtual bid at approximately 10:00 a.m. It is noted that bids are due in the County Commission Office at the above address no later than 10:00 a.m. on March 4, 2021.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0050
SUBB file

Affix Signatures to Mylar, Contract and Assurance Agreement for The Bluffs at Hunters Glenn, Section One, Phase II-B

Commissioner Lohnes moved, upon the recommendation of the County Administrator, to affix signatures to the mylar, contract and assurance agreement for The Bluffs at Hunters Glenn, Section One, Phase II-B. Further authorize the County Administrator to execute all The Bluffs at Hunters Glenn, Section One, Phase II-B subdivision documents.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0051
PER file

Update Personnel Policy Manual

Commissioner Lohnes moved upon the recommendation of the County Administrator, per the request of the Assistant County Administrator/HR Director, to authorize new sections and updates to the personnel policy manual as indicated below effective February 1, 2021 or sooner as required by law:

Section 1-D Equal Employment Opportunity, Diversity Equity and Inclusion, Request for Reasonable Accommodation

Section 1-J Workplace Civility

Section 7-Q Teleworking

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0052
INVS file

Authorize Purchase of Vehicles For the Clark County Engineer's Department

Commissioner Lohnes moved, per the request of the Deputy Engineer, to authorize the purchase of two (2) tandem axle cab and chassis trucks from Rush Truck Centers, Cincinnati, Ohio for cost of \$ 196,857.20. These items will be purchased through ODOT Cooperative Purchasing Contract 023-21. This purchase will be paid for with MVGT funds and is necessary due to an aging fleet. Further move to authorize the County Administrator to execute all purchase and contract related documents.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0053
TRSR file

Acknowledge Treasurer's Investment Report

Commissioner Lohnes moved to acknowledge the receipt of the Treasurer's December 31, 2020 Investment Report.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0054
EMAP file

Approve Payment to Clark County Sheriff's Office and City of Springfield

Commissioner Lohnes moved, per request of the 9-1-1 Coordinator, to approve the following payment:

Payment to: Clark County Sheriff's Office
Address: 120 North Fountain Avenue, Springfield, Ohio
Services: Distribution of funds received from the Wireless 9-1-1 Government Assistance Fund pursuant to the Clark County Final 9-1-1 Plan Wireless Amendment, and the Board of Clark County Commissioners Resolution 861-07 dated 10/9/07. (December 2020 payment received 1/4/21)
Funding Source(s): State Treasurer's 9-1-1 Government Assistance Fund
Amount: \$5,625.66

Payment to: City of Springfield
Address: 76 East High Street, Springfield, Ohio
Services: Distribution of funds received from the Wireless 9-1-1 Government Assistance Fund pursuant to the Clark County Final 9-1-1 Plan Wireless Amendment, and the Board of Clark County Commissioners Resolution 861-07 dated 10/9/07. (December 2020 payment received 1/4/21)
Funding Source(s): State Treasurer's 9-1-1 Government Assistance Fund
Amount: \$8,438.49

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0055
FINT file

Approve Issuance of Warrants for Then and Now(s)

Commissioner Lohnes moved, to approve the issuance of warrants for then and now(s) are as follows:

P.O. Number	Fund	Vendor	Date Purchase	Amount
210019930	General (Treasurer)	Pitney Bowes	12/5/2020	\$ 34.04
Reason: Invoice was received late and did not make the 2020 cut off time.				
210019926	General (Sheriff)	Servpro	12/18/2020	\$1,135.89
Reason: The administration office at the Sheriff's Office was in need of services. The invoice date was prior to the PO being assigned on 1/8/21.				
210019869	Cert. of Title	Aqua Falls	12/31/2020	\$ 25.50
Reason: Invoice not received until 1/11/21.				
210019868	Cert. of Title	Aqua Falls	1/8/2021	\$ 18.85
Reason: Invoice not received until 1/11/21.				
210019869	Cert. of Title	Aqua Falls	1/8/2021	\$ 60.00
Reason: Received invoice at Southern Village Office on 1/4/21 and then to bookkeeper 1/6/21.				
200019399	General (Sheriff)	CDW Government	11/23/20	\$ 231.62

Reason: Money was set aside on a super blanket; however, the invoice did not make it until after the new year.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

**Resolution 2021-0056
TRAV file**

Approve Travel/Expense Allowance

Commissioner Lohnes moved, per request of the following Department Director(s) or Elected Official(s) to approve the following travel allowances.

Dept.	Name	Purpose	Place	Date	Cost
Comm Dev	Various Staff	Various Trainings	Various	2021	\$1,500.00

Further move reimbursements shall comply with all requirements of the Travel Policy as adopted in the Personnel Manual.

Commissioner McGlothlin seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Lohnes, Yes; Commissioner McGlothlin, Yes; Commissioner Wilt, Yes

Resolution 2021-0057

Commissioner Wilt adjourned the meeting.

BOARD OF CLARK COUNTY COMMISSIONERS

By: _____
Melanie F. Wilt, President

By: _____
Lowell R. McGlothlin

I certify that the record is true and accurate:

Commission Clerk

By: _____
Richard L. Lohnes