

**MINUTES
BOARD OF ALLEN COUNTY
COMMISSIONERS**

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Board of Allen County Commissioners will be in session

Tuesday and Thursday and adjourn upon completion of business

DESCRIPTION	GENERAL SESSION
DATE	October 17, 2023
LOCATION	COMMISSIONER'S MEETING ROOM
	<p>** The Commissioner's office will be open for in-person meetings. Social distancing requirements shall still be maintained.</p> <p>Allen County residents may also join the meeting from a computer, tablet or smartphone.</p> <p>https://www.gotomeet.me/AllenCountyCommissioners</p> <p>You can also dial in using your phone. United States (Toll Free): 1 866 899 4679 United States: +1 (571) 317-3116</p> <p>Access Code: 606-059-605</p>
	<p>PRESENT: Brian Winegardner Beth Seibert Cory Noonan</p>
TIME:	GENERAL SESSION – RECORDED
8:00 a.m.	<p>Jail Medical Update – Southern Health Partners and Sheriff's Office – Jeanette Rodriquez, Jennifer Hairsine, Krystal Mutter, Lacey Lafuze, Jassie Andrews, Trey Breitigan and Todd Mohler</p> <p>Cory Noonan is not present</p> <ul style="list-style-type: none"> • South Health Partners provided an update on the relationship between them and the Jail staff -relationship is going well • Trey Breitigan discussed the desire to add dental care to their agreement with Southern Health Partners for dental services at the jail

	<ul style="list-style-type: none"> -current dental services are hard to make accommodations due to lack of dentists offering services to inmates • Krystal Mutter provided an overview of their mobile dental unit and services offered through a contracted third party <ul style="list-style-type: none"> -costs would be added to the current cost pool -flat rate of \$2,000.00 to \$3,000.00 per visit of the mobile dental unit -Southern Health Partners will send contract language for review
8:13 a.m.	RECESS
9:00 a.m.	<p>Staff Update</p> <p>Kelli Singhaus—</p> <ul style="list-style-type: none"> • Received the grant agreement for the Healthy Aging Grant <ul style="list-style-type: none"> -needs submitted by November 1st -will have Kayla Campbell review prior to placing on agenda • Provided an update on Prosecutors Office budget meeting <ul style="list-style-type: none"> -received clarification on Crime Victim Services billing—billing was sent to the wrong person, and are now in receipt of invoice—Prosecutors Office will remit payment accordingly -copier fee is \$2,004.00, which is currently paid from DTAC –Kelli Singhaus will further discuss with Prosecutor’s Office on payment of copier fees moving forward • Discussion on maintaining EMA and Board of Elections website through AhelioTech <ul style="list-style-type: none"> -AhelioTech stated server cost would remain the same and Board of Elections does carry additional security features and will need to either transition through AhelioTech, repurchase or maintain the same at their cost -Kelli Singhaus will further discuss with Board of Elections -number of hours would remain the same under the AhelioTech contract • Received an email from Jason Patchet in regards to the elevator at the Courthouse <ul style="list-style-type: none"> -Kelli Singhaus has moved funds to obtain a PO -the repair falls under Schindler Elevator service contract and the Commissioners are comfortable with moving forward

- **Discussion on Treasurer Krista Bohn's request for the purchase of 2 (two) OCR check scanner for the amount of \$5,469.90**
-Kelli Singhaus will check with Julie Shellhammer if the new machines are compatible with the Dog Wardens, if so, Commissioners are good with moving forward with the purchase
- **Discussion on Property Damage Release form for the damage to the Museum Retaining Wall**
-Commissioners signed off on edits and agreement will be placed on agenda for approval
- **Discussion on Labor Law posters**
-will place order in 2024 so that they are most current

Sofia Clifton—

- **Follow-up on EAP program through Mental Health Services and Recovery Board**
-currently does not offer as a supplemental plan, would need to be billed to the county
-Commissioners are not interested in this program at this, as CEBCO currently offers an EAP program
- **Received a phone call from the WORTH Center in regards to a vehicle accident to a county vehicle**
-the damage occurred in a parking lot with employee not present and employee was not aware of damage until the end of travel
-claim will be submitted to CORSA

Brittany Woods—

- **Discussion on 9-1-1 Program Review Committee establishment resolution**
-Brittany Woods will ask Tom Berger to discuss further tomorrow during his budget hearing
-resolution will be on hold until the establishment of the committee members
- **Discussion on two-stage ditches and the correspondence between Kayla Campbell and the County Engineer's office**
-Commissioner's agree with Kayla Campbell's legal position that either the landowner or the county would need to petition the project(s) for said project(s) to be placed on maintenance
-Commissioner Noonan will send an email to the County Engineer's office

- **Discussion on Burgess Group Project Memorandum of Understanding with Soil and Water Conservation District**
- **Received communication from Tom Berger requesting permission to Certificate of Authorization**
- **Discussion on Winter Conference**
 - Beth Seibert and Cory Noonan plan to attend
 - Brittany Woods will work on travel arrangements

Beth Seibert—

- **Discussion on needing to appoint/re-appoint members to the Solid Waste District Policy Board members**
 - will work with Sofia Clifton on appointment/re-appointments
- **Discussion on Lead Safe Grant**
 - would like to have GLCAP administer the grant on Allen County's behalf but would like a Memorandum of Understanding with all involved entities to address allocation of funds for Allen County projects
- **Discussion on Stormwater Management and Sediment Control Regulations**
 - Beth Seibert has provided her edits to the document to Joe Gearing and Commissioners for their review
 - Beth Seibert will reach out to the Townships on their feedback/thoughts on the regulations prior to moving forward with public comment period
- **Discussion on Harrod Event Center Roof Project in regards to \$176,000.00 in CDBG funds**
 - project was contracted between the Village of Harrod and the contractor
 - with the contract not being awarded through the Commissioners, it is not eligible for the CDBG funds
 - Garmann Miller is advising the Village of Harrod that they cannot rescind their contract with contractor
 - discussion on possible projects in Allen County that could utilize these funds

Brian Winegardner—

- **Still working with Mr. Heffner on obtaining keys to the property purchased**

- Received an email from the Auditors office in regards to ARPA funds findings from the State Auditor
 - Kelli Singhaus is working with Bricker Graydon on responses
- Discussion on Sheriff's Office request to include dental services within the Southern Health Partners contract
 - there should be no additional cost to the contract as it would be a part of the cost pool
 - Southern Health Partners will provide contract language for Kayla Campbell to review prior to renewal

Cory Noonan—

- Discussion on upcoming Health District meeting
 - there is an increase of \$2,500.00 (4%) to their requested budget for 2024
 - review of Health Department Health Insurance rates
- Discussion on Regional Planning Commission budget
 - will be coming in October 31st to discuss
- Discussion on Museum Memorandum of Understanding
 - conversation on responsibility of leave payouts upon an employee leaving employment
- Cory Noonan is scheduling a meeting to discuss adjoining parking lot to purchased property

11:09 a.m.

RECESS

11:19 a.m.

County Projects Discussion

- Brittany Woods has provided WDC Group with a list of proposed structural renovations to the Savings and Loan building provided by Jason Patchet for a possible renovation for the Child Support Enforcement Agency
- Brittany Woods has provided the Commissioners a copy of communication sent to WDC Group from the Recorder, Mona Losh
- Discussion on amendment to WDC Group contract for the review of the Savings and Loan building for possible renovations for the Child Support Enforcement Agency
 - Brittany Woods will send to Kayla Campbell and Mark Evans to review amendment prior to placing on agenda

	<ul style="list-style-type: none"> • Discussion on Veterans Garage RFQ short list selection committee -Brittany Woods will continue coordinating review meeting with Technicon Design Group • Discussion on contractor delivery method -discussion on Construction Manager at Risk vs. Design Build -will further discuss with Jason Patchet on Thursday • Discussion on Project Manager salary -Kelli Singhaus will plan to move Project Manager salary funds to the Administration Building Fund
11:45 a.m.	RECESS
1:00 p.m.	<p>Museum Memorandum of Understanding Discussion – Jim Osmon, Christine Shearer and Donna Collins</p> <ul style="list-style-type: none"> • Jim Osmon introduced Christine Shearer, new Museum Director • Jim Osmon provided a recap of previous meeting regarding the Memorandum of Understanding in regards to finding a fair and equitable way to fund employee pay out when employee leaves employment and provided a spreadsheet and revised draft Memorandum of Understanding for discussion • Review of spreadsheet and proposed revisions • Commissioner Noonan provided an overview of the history of the Memorandum of Understanding between the Commissioners and the Museum • General discussion on staffing -discussion on adding a full-time employee in relation to offering benefits -would need to be considered County employee • Discussion on splitting buyout and benefits 50/50 for the Historical Society and the County -Jim Osmon will review numbers and discuss with the Historical Society and provide revisions to Commissioners for review • Discussion on moving a part-time (Historical Society) employee to full-time status • Provided an update on accreditation process and HVAC upgrades • Discussion on previous payouts that were completed through salary lines instead of Fund 2000 -Commissioners will further discuss if correction needs to be made for the funds to come from fund 2000 rather than salary lines

1:52 p.m.

ADJOURN

Submitted by: Brittany Woods
Brittany N. Woods, Clerk

Approved by: Board of Allen County Commissioners

Brian Winegardner
Brian Winegardner

Beth Seibert
Beth Seibert

Cory Noonan
Cory Noonan