

Minutes for Thursday, May 5, 2016

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, The Board of County Commissioners has learned that the terms of non-voting members of the Local Corrections Planning Board have expired.

now therefore, be it

RESOLVED, The Board of County Commissioners does hereby appoint/re-appoint and list the following members of the Putnam County Local Corrections Planning Board:

Statutory Members:

Name	Title
Judge Randall Basinger	Common Pleas Court Judge
Dave Roney	Lieutenant, Sheriff's Office
Travis A. Jerwers	County Commissioner
Keith Schierloh	Defense Attorney
Richard Knowlton	Chief, Ottawa Police Department
Tim Meyer	Sheriff
Gary Lammers	Putnam County Prosecutor
Tammy Baumunk	Public Representative
Brian Siefker	Sergeant, Sheriff's Office
Mike Borer	Probate/Juvenile Court Judge
Dean Meyer	Mayor, Village of Ottawa
Ryan Verhoff	Probation officer

Non-voting members

Name	Title	Expiration Date
Molly Milligan	PSI Writer	December 31, 2016
Judge Chad Niese	Municipal Court Judge	December 31, 2016
John E. Love	County Commissioner	December 31, 2016
Vincent T. Schroeder	County Commissioner	December 31, 2016

Robert Benroth	Putnam County Auditor	December 31, 2016
Tracy Warnecke	Putnam County Treasurer	December 31, 2016
Teresa Lammers	Clerk of Courts	December 31, 2016
Jack Betscher	County Administrator	December 31, 2016
David Voth	Crime Victim Services	December 31, 2016
Aaron Baumgardner	Director of Pathways	December 31, 2016
Brad Brubaker	911 Coordinator	December 31, 2016
Dr. David Woodruff	Putnam Co. Jail Physician	December 31, 2016
Joe Burkhart	Information Tech. Director	December 31, 2016
Patricia Lammers	Investigative Agent-D/D	December 31, 2016

and be it further

RESOLVED, That the duration of the term of each member be one year or until successor is elected or appointed.

Mr. Love seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
Comm. Jrl. 109, Page 190

Mr. Love moved the adoption of the following resolution.

WHEREAS, CCAOSC wishes to continue assisting Ohio counties which are members of the County Commissioners Association of Ohio (CCAO) and which choose to participate either for themselves or on behalf of boards, agencies, districts or other instrumentalities which are affiliated with them in securing competitively priced employment verification services;

WHEREAS, CCAOSC wishes to avail itself of the expertise of the Ohio CSEA Directors' Association ("OCDA") in relation to the administration of said agreements;

WHEREAS, ORC Section 9.48(B) is the enabling statute that permits a political subdivision to participate in a joint purchasing program operated by a state association of political subdivisions in which the purchasing political subdivision is eligible for membership;

WHEREAS, ORC Section 9.48(C) exempts certain purchases by a political subdivision from competitive bidding through participation in an association program described in ORC Section 9.48(B);

WHEREAS, in February 2015 an Agreement was executed by representatives of West Publishing Corporation and by representatives of CCAOSC and

WHEREAS, CCAOSC, OCDA and Putnam County Job & Family Services agree that it is necessary and desirable that this Agreement be entered into in order to provide a program that is needed to provide location service(s) at a statewide price.

THEREFORE, be it;

RESOLVED, The Board of County Commissioners of Putnam County, on behalf of the Putnam County Job and Family Services, hereby enter into the attached CLEAR contract for IV-D location services. The contract shall commence on June 1, 2016 and end May 31, 2017.

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes
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Now and Then Purchase Orders.....

Indigent Alcohol Drivers.....purchase order 31626

Dog & Kennel.....purchase order 31621

ADAMHS.....purchase order 30520, 30521

Mr. Schroeder moved to approve the now and then purchase orders

Mr. Love seconded the motion

Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes

Exceptions: Mr. Jerwers Mr. Schroeder none Mr. Love none

Comm. Jrl. 109, Page 192

8:20 a.m.

Commissioner Love arrived at the office.

8:30 a.m.

Commissioner Schroeder arrived at the office.

Commissioners Love and Schroeder and Jack Betscher met with Board of Elections members Kurt Sahloff, Kathleen Miller, Carla Tooman, Tony Schroeder, Karen

Lammers, director and Becky Hermiller deputy director to discuss the Board of Elections. Kurt started off by saying that playing politics is not an issue. The Secretary of State said the mission is to make it easy to vote and hard to cheat. Kurt stated that they have not implemented or started any new policies they have followed the rules that were in place. The Commissioners sent a letter to the Board of Elections regarding past indiscretions. Vince said there are no adversary feelings. The letter referenced the personnel manual. Tony asked what the concern was about since it was his first occurrence with the Board. The Board of Elections adopted a revised policy manual that was not approved by the Commissioners in July of 2015. The policy that the Board of Elections adopted has some discrepancies with the County's policy manual. The Board of Elections does not want any issues with the Commissioners. The letter asked for consistencies with the policy. Carla asked if the State requires that the Commissioners need to approve their policies also. The Board of Elections was not aware that the Commissioners need to approve also. The Auditor's office notified the Commissioners of a conflict in the policy regarding leave for funerals. The Commissioners do not have a bereavement leave in place. Carla asked which Auditor notified the Commissioners. John explained that the Boards policies need to coincide with the County policy. The Commissioners were notified when the discrepancy occurred. The Board of Elections feel the letter from the Commissioners was very accusatory. The other boards that have policies have submitted their policies to the Commissioners for approval as well. Another issue was travel and meal reimbursement. The Board of Elections has different reimbursement amounts from the County's amounts. John explained the travel request process to Tony Schroeder that all travel expenses need to be preapproved. Carla asked how often the County updates their personnel policy. She felt the daily allowances are not adequate. The County's policy was updated with the input of Elected Officials and some other Department Heads. Kurt wanted to confirm that the Commissioners were not directly against the Board of Elections. John explained that all departments come to the Commissioners when there are discrepancies. Tony asked about having his pay sent to Ohio Deferred Comp. The Auditor's office would not make these payments to deferred comp for part time employees. This issue was not in the County policy. Kathleen asked if their policy should completely match, if they actually needed one. John said they do have other issues that are over and above the County policy. Compensation and leave should match the County policy. Jack said it was lobbied to raise the expense allowance, but it was decided to keep the amount as they were. Carla asked who was on the committee for revising the personnel policy. Kurt also brought up the resolution 0234 passed by the Commissioners on October 15, 2015 which froze the wages of the board of elections employees. Kurt said that the new Board members were not aware of this resolution. The board of elections would like the resolution removed. Kurt said it was unacceptable. Vince explained that the Commissioners fund the Board of elections. A 1.5% increase was given to everyone, then the Board of Elections gave a higher percentage increase. The Commissioners cannot allow everyone to make their own increases because then there would be no money left. John explained the budget needs to be kept in check. If the employees have

not been given raises previously it is not the current peoples fault but the money has to be kept track of. Tony asked about the four year freeze if it applies to the County as a whole. And if it could be addressed annually instead. The Board of Elections would like the resolution to be revised to have an annual review. The Commissioners will take that into consideration. The prior Board did not communicate with the Commissioners. Hopefully these things will be handled more appropriately in the future. There are no other Boards under a wage freeze at this time. Carla explained that the hours worked were changed for the employees. Vince explained that when the hours were changed the time was still getting compensated. Vince said the offices need to manage themselves and cover lunch hours and any other absences. Carla said they must have two people in the office at all times. The Board of Elections have two sets of personnel requirements the State's and the County's. This brings up the comp time. The employees have submitted comp time and now the budget will be short by the amount that was paid out. The Commissioners will make sure the elections will be funded as needed. The Board of Elections wants to make sure the funds will be available when needed. The board wants to know what their process is to get the funds back to them. The hours needed are estimated. There are some unsettled suits that may change the required hours again. The Board of Elections has found that the Secretary of State rep has been in the area checking things out. The Board will be attending a summer conference due to a change in required hours from 6 hours every two years to 8 hours every year. The conference will be in Cleveland and the travel expense for this conference was not included in the budget, so they will need additional money. Jack said Karen should do an appropriation letter. All Board of Election employees would have to go to the conference so the office would be closed. The changes in any office hours can be posted on the website. Tony also brought up the fact that the equipment the county is using is approaching the end of if serviceable life span. There will be a revision in the type of equipment that will be needed. Maybe next year there will be changes coming. The replacement of all equipment would be \$150,000.00. The reimbursement for the e poll pads went pretty smoothly. John said that he was told that Putnam was exempt due to replacing equipment after the flood. So this may not be as immediate as first thought. There have not been a lot of maintenance issues with our equipment. Our equipment is very well taken care of and care is used when moving them. Kurt wanted to make sure that there are funds if new equipment would be needed. Vince asked if the rest of the State is upgrading to what we have. The State is going to the newer model. The handicap equipment was not mentioned for upgrading. Karen has some information on the Ivotronic machine that were sold, John will take the information and forward to the County that bought them. Any other older information must be taken care of through the Records Commission. Some of the pieces being used are from the other machines. The epoll pads worked very well for the election. A few more may be needed. There was a large turnout for the primary. The Board of Elections would like to keep the communication lines open with the Commissioners.

10:00 a.m.

Business agenda was held with Commissioners Schroeder and Love; Jack Betscher, Administrator; Cindy Landwehr, Clerk; and Tony Wobler.

10:30 a.m.

Mike Boaz stopped in to give an update to Commissioners Schroeder and Love on the privatization of Brookhill Industries and gave examples of what other Counties have done. Vince asked if upkeep, mowing and maintenance would be included. Mike said it should be included. Vince also requested inspections before and after. Mike asked about a continuous lease, Vince suggested 5 year term. Parking areas and roadways (entrances & exits) would be included too. John asked who would be paying the insurance. The County would be paying the insurance, Mike presented reimbursing the insurance by the DD board. Buildings and grounds would be covered not contents or personnel only Mike. He will have a team of 12-13 people. He is still looking for office space. Mike explained his office will need to be separate from the Industries. Mike is working on a budget. There will be 29 positions left with the entity. Mike would be willing to walk through the Old JFS building when it is ready. The staff will no longer be County employees but they will still be under PERS. Some counties have offered buyouts or other incentives. Mike will budget for PERS for as many people that choose to stay. Mike would like to have the lease to place by July 1. The transition is being done through the State, some counties are done. Not all are being done the same way. The Medicaid match is a big part of the budget. The levy money helps to pay the waivers. When there is a one on one situation, it is suggested to do a group to keep the costs lower. The Commissioners will submit the sample lease to the Prosecutor for review.

12:00 p.m.

Commissioners Schroeder and Love went to the Assembly Room for the National Day of Prayer.

1:30 p.m.

Commissioners Schroeder and Love and Jack Betscher met with Melinda Kelser, Brian Siefker and Tim Meyer from the Sheriff's office to discuss the Sheriff's budget. Vince had questions regarding the figures that were submitted previously. Melinda explained that the base rate does not include holiday pay. Vince said when they planned the budget for the previous year they did not have the spreadsheet that was provided this year. Vince explained this year's figures used for a basis previously showed all expenditures. The jail figures were discussed first. Melinda can't explain Laura's figuring on the spreadsheet. Vince said the request is about a 25% increase over last year. The Jail's figures did increase. Vince said the base rate includes the steps. Melinda said the percentage increase may not be considered since a whole new contract was negotiated which included the wage steps. Vince explained how he got to the 25% increase they were requesting. Vince continued there would be an increase in Medicare costs. Melinda explained how she came to her figures and using Laura's figures. Mel took the total figure and subtracted what was expended. Jack asked how the steps were figured

for the negotiations this year. Tim said they were done to increase the starting wage. Vince and Mel worked through the figures. Vince explained that the amount left after nine pays is adequate for remainder of the year. The figure includes overtime, holiday and comp time. Melinda asked what if more overtime and holiday hours are worked? There has been more part time workers being used. The part-time budget is running low. A more accurate picture would be to look at last year's figures. Vince explained the individual line increases that would be needed. The total expenditures of union wages in Jail last year were \$617,825.43. Vince showed the breakdown per pay. Vince's figures were higher because he estimated Melinda used actual minus 2% raise. Melinda explained that the figures on the sheets were a possible expense not actual. Vince asked if the figures included the 2% raises Melinda said no because it hasn't been paid yet. Melinda just wants enough money to operate with the people they have. Melinda trusts Laura's figures. The Commissioners did use Laura's figures. A total year is presented when there have been nine pays expended already. John asked if it was inflated even when there have been funds (9 pays) paid out already. The figures presented show the whole year's pay's not the partials that have already been done. Everyone understood the difference the Commissioners were questioning. The retro pay will include the grade steps and the percentage increase. The spent amounts so far this year have not paid the steps or the increases. 12 people in steps will get 4% step increase plus the 2% increase for all people in corrections. Scott Meyers who was paid from grant funds will have to be paid from these funds. Vince figured an additional \$7,578 for the retro wages. Eight commissioned people will get \$2,080 = \$1 per hour. The non-commissioned employees not in the steps were figured as well. 9 pays @ 18.1% PERS Vince figured the total back pay, and the funding needed. Mel argued that there are more holidays at the end of the year than the beginning of the year so there may be more funds needed. Tim said the raises given were more than the 1.5% budget increase, he did not understand that there would be enough funds to cover the 2% raises. Vince said the steps were included. Step increase is on calendar anniversary not actual start date anniversary. Tim explained the steps and the increases that go with them. Overtime was appropriated at \$60,500 for 2016, \$83,603 was spent in 2015, and there is a negative balance of \$27,000. There is a high turnover of personnel so they are hired as part time first to try them out. Even after hired full time they have 1 year of probation. The fringe accounts were discussed including insurance and comp time. The road patrol budget was covered next. The new hire listed is an existing position, which the Commissioners feel should not be filled until the new Sheriff is elected. The MAN unit, and courthouse security are listed as well. Sergeants are Brecht, Nelson, K. Siefker, and Recker. John said they need to step back and look at the expenses paid to Clemans-Nelson and hopefully get on track to have wage increases start in January not May. Tim argued the new hire needs to be filled it is an existing position not the 12th person he had asked for previously. Tim said they are in need of another person. The courthouse security wages are paid for both employees out of the other funds. If the shortages will not be covered then the office will not be funded. Melinda wants to know for sure that the Commissioners will cover any shortages. Vince said they used last

year's numbers and included raises. Melinda asked if they will fund the shortages or will they have to lay people off. The whole budget is a guessing game. Harry is no longer on the road. The twelfth man has not been replaced since approx. 2010. Tim said they are trying get funds back to put into the mix. Vince and Mel kept working through figures. Vince asked how much was appropriated for this year which was \$679,682 plus \$42,120 was appropriated for courthouse security. Some more may be to be transferred out for Medicare. \$42,120 was originally appropriated for courthouse security as mid-year figure. \$642,812 will be spent for this year based on what was already spent. Vince said the union increases are included in these numbers. Plus \$15,000 was appropriated for comp time, and \$25,000 was appropriated for part time with \$19,251 paid out last year. PERS- \$170,897 was spent on PERS. \$183,875 was appropriated and it will depend on the over time if that will be enough. Insurance & Medicare would need \$218,053. John asked at what point Mel will know what is needed to complete the year. Mel thinks August. Mel does not have any extra funds that she can use from. Vince thinks there is enough. Mel said there would be more overtime this year since there is an unfilled position. They will keep track of things and review in a few months. The money will be put in to cover the part-time wages. Tim also asked about the staff personnel increases that were requested. They have gone a few years without any increase. John said it needs to be brought up in January. Tim asked if the Commissioners would work with him. Laura used projected figures and the Commissioners used past expenditures to figure the budget.

4:30 p.m.

Commissioners Love and Schroeder left for the day.

Mr. Love moved to approve the minutes from Thursday, May 5, 2016.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Love yes Mr. Schroeder yes