

Commissioners' Journal
December 5, 2017

The Geauga County Board of Commissioners met for a work session to discuss 2018 Re-Organizational items on December 5, 2017 at 10:30 a.m. in the Commissioners' Chambers located at 470 Center Street in Chardon, Ohio.

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 County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

President Ralph Spidalieri opened the work session at 10:59 a.m. with the Pledge of Allegiance.

Commissioners' Clerk Christine Blair explained the packet she had previously sent to them and that had been placed on the table for them regarding several items that will be upcoming at the end of the year and during the Re-Organizational meeting.

Item #1: Board Appointments:

Ms. Blair provided a list of board appointments that needed to be filled for the Mental Health and Recovery Services Board that had been vacant since June and September, along with board appointments that would need to be completed for the Planning Commission as two seats will become vacant at the end of the year. Commissioner Spidalieri noted that he had two possible citizens that may be willing to serve on a board.

Ms. Blair also noted that several departments would be sending their recommendations for appointments for consideration during the re-org meeting that included DES, Community Development and JFS.

Item #2 Letter regarding Appointments:

Ms. Blair provided a sample of the letter that she sends to the departments regarding board appointments that asked for updated applications/ resumes, along with a meeting schedule for the year, current member roster, terms of service and their mission statement.

That letter read as follows:

Please review your Boards and Committees for any appointments or re-appointments that need to be completed by the end of the 2017 year or during the Geauga County Commissioners Reorganization meeting which will be held on Thursday, January 4, 2018.

Please have applicants fill out the "Application for Committee Appointment" and include a resume if applicable, for review of qualifications and return along with attendance records of current members to the Board of County Commissioners by no later than December 21st for appointments in 2017 and December 28th for appointments at the Reorganization meeting in January 2018. Please call with any questions.

We are working to update a user friendly Boards and Committees book and would request that you include the following:

*Meeting schedule for the year, include dates and location
Current Member Roster
Member Terms of Service – length and who appoints
Mission statement*

Thank you for your attention to this matter.

Item #3 County Administrator Resolution

Ms. Blair provided the Board with a copy of the current resolution (#17-006) that authorizes Mr. Lair to exercise powers on the Board's behalf under O.R.C. 305.30 and asked for any adjustments that the Board wished to make. There was discussion about service contracts and whether they wished to increase the dollar amounts, keep them the same or remove this option based on the recent events at the Auditor's office.

Commissioners' Journal
December 5, 2017

Item #4 Letter to departments regarding Credit Card Use

Ms. Blair provided a copy of the letter that would be sent with the form for the use of Credit Cards during 2018 that would need to be approved during the re-org meeting.

That letter read as follows:

Please review the Credit Card Use Policy which should also be reviewed by each employee authorized to use the county credit cards in order for them to be aware of the limitations: work-related travel, food and lodging expenses, etc.

Form - Application for Authorization to Permit the Use of County Credit Cards will need to be filled out in accordance with O.R.C. 301.27 and the County's Personnel Policies and Practices.

*Please return the form to me by no later than December 28, 2017, in order to process the information for the re-organization session (January 4, 2018). **The signatures must be on file in the Auditor's Office before the credit cards can be used.** Also include your "Request for Action" form with the name of each credit card, each person to use the card and the amount allowable per person ("in an amount not to exceed..."). Examples:*

"approve and authorize the President of the Board to execute the Application for Authorization to Permit the Use of County Credit Cards form (Personnel Policy form- ORC 301.27) per month for the following:"

"approve and authorize the President of the Board to execute the Application for Authorization to Permit the Use of County Credit Cards form (Personnel Policy form) pursuant to ORC 301.27, in an amount not to exceed \$xxx.xx per month for the following: (list names)"

Thank you for your attention to these matters.

Item #5 Organizational meeting items –

Ms. Blair provided the following pages to the Board for discussion regarding the appointment of the President, Vice President, the meeting schedule, Boards that Commissioners would sit on the for the year, Staff appointments, Drainage Engineer and compensation, Apiarist, Prevailing Wage Coordinators, the delegated powers to the County Administrator, copy charges and the upcoming meeting schedule for the year.

The Board reviewed and discussed the following:

2018-Organization Meeting – January 4, 2018

The Commissioners' Office is requesting the Board appoint _____ as President of the Geauga County Board of Commissioners for 2018.

The Commissioners' Office is requesting the Board appoint _____ as Vice President of the Geauga County Board of Commissioners for 2018.

The Commissioners' Office is requesting the Board adopt the Geauga County Commissioners' meeting schedule for 2018:

GEAUGA COUNTY BOARD OF COMMISSIONERS MEETING SCHEDULE FOR 2018:

- 1. Sessions will be held in the Geauga County Commissioners' chambers, or alternate location as necessary, with legally-required notice of changed location provided:*
- 2. Every Tuesday at 9:00 a.m.*
- 3. Adjustments made to add a Thursday meeting at 9:00 a.m. due to Holidays, or to schedule any additional regular meetings as needed to meet the required number of meetings for the year*
- 4. Requests for reasonable advance notification of all Commissioners meetings at which any specific type of public business is to be discussed may be requested of the Commissioners' Clerk, provisions for advance notification may include, but are not*

**Commissioners' Journal
December 5, 2017**

- limited to, emailing the agenda of meetings to all subscribers on a distribution list or by self-addressed stamped envelope provided by the person requesting the information.
5. The Board may have additional meetings, as required, at the time and place designated.
 6. Any meeting called by Geauga County officeholders, department heads, County Administrator or the county's legal counsel.
 7. Any meetings of the Geauga County Township Trustees and Clerks' Association
 8. Any meetings of the County Commissioners' Association of Ohio (CCAO).
 9. Any regular or special meetings of the following Boards or Councils at which a quorum of the Board of Commissioners is or may be present:
 - a. Any township Board of Trustees meeting & City and Village Council
 - b. Geauga County Board of Health
 - c. Geauga County Health Advisory Council
 - d. Geauga-Trumbull Solid Waste Management District
 - e. Geauga Soil and Water Conservation District meetings
 - f. Planning Commission
 - g. Northeast Ohio Areawide Coordinating Agency (NOACA)
 - h. Northeast Ohio Consortium Council of Governments (NOC COG)
 - i. Community Improvement Corporation (CIC) meetings
 - j. Portage / Geauga Juvenile Detention Center Joint Board
 - k. Investment Advisory Committee
 - l. Ohio Public Works Commission (OPWC) District 7 Integrating Committee (Issue I)
 - m. Geauga County Agricultural Society (Fair Board meetings)
 - n. Meetings to honor any invitations received by the Geauga County Commissioners to attend ground breakings, openings, celebrations, memorial services and/or parades
 - o. Meetings with any organization or other political entities to discuss items of mutual concern

The time, place and purpose of all special meetings in addition to regularly scheduled meetings, will be given at least twenty-four hours in advance of such meeting to the news media that have requested notification except in the event of an emergency requiring immediate official action. In the event of an emergency, the Board member or Board members calling the meeting shall notify the news media that have requested notification immediately of the time, place and purpose of the meeting.

The Commissioners' Office is requesting the Board approve the appointments of members of the Board of County Commissioners to boards and committees for 2018 as follows:

Board President – _____

Board Vice President – _____

* Board President required to be the Primary

	<u>Primary</u>	<u>Alternate</u>
1. ADP Board	_____	_____
2. Board of Revision	_____	_____
3. Community Corrections	_____	_____
4. Community Improvement Corporation (CIC)	All three Commissioners	
5. Cooperative Extension Advisory Board	_____	_____
6. Courthouse Security Advisory Committee	_____	_____
7. Family First	_____	_____
8. Financial Review and Report Committee (FRRC)*	President	_____
9. Geauga County Agricultural Society	All three Commissioners	
10. Geauga-Trumbull Solid Waste - Policy *	President	
Gauga-Trumbull SW- Board of Directors	All three Commissioners	
11. Health District Advisory Board*	_____	_____
12. Investment Advisory Committee (2 commissioners)	_____	_____
13. Microfilming Board	_____	_____
14. NOACA (Three Commissioners And / or County Engineer	Spidalieri Claypool Lennon	_____
15. NOC COG (Formerly GAPP)	_____	_____
16. Planning Commission Board	All three Commissioners	

Commissioners' Journal
December 5, 2017

- | | | |
|-----|---|--------------------------------|
| 17. | <i>Portage / Geauga Juvenile Detention Center</i> | <i>All three Commissioners</i> |
| 18. | <i>Records Commission *</i> | <i>President _____</i> |
| 19. | <i>Revolving Loan and Local Revolving Loan</i> | <i>_____ _____</i> |

STAFF APPOINTMENTS -

The Commissioners' Office is requesting the Board appoint David Lair, County Administrator.

The Commissioners' Office is requesting the Board appoint Linda Burhenne, Director of Administrative Services.

The Commissioners' Office is requesting the Board appoint Christine Blair as the Clerk to the Commissioners' (#1306).

The Commissioners' Office is requesting the Board approve the following staff appointments:

<u>Position</u>	<u>Appointment</u>
<i>Chief Building Enforcement Official</i>	<i>Michael Mihalisin</i>
<i>Director, Department on Aging</i>	<i>Jessica Boalt</i>
<i>Director, Community and Economic Development & Fair Housing</i>	<i>Anita Stocker</i>
<i>Director, Department of Emergency Services</i>	<i>Roger Peterson</i>
<i>Director, Job and Family Services (124.11 (A) 22)</i>	<i>Craig Swenson</i>
<i>Director, Maintenance</i>	<i>Glen Vernick</i>
<i>Director, Transportation (124.11(A)25)</i>	<i>Michael Kasper</i>
<i>Director, Water Resources & Sanitary Engineer</i>	<i>Gerard Morgan</i>
<i>Director, County Home Superintendent</i>	<i>Karen DeCola</i>
<i>Dog Warden</i>	<i>Matt Granito</i>

and acknowledge those staff appointments as placed in the unclassified service pursuant to O.R.C. 124.11 (A) (3) (b) and who are provided an Unclassified Service Explanation and Acknowledgement Form.

DRAINAGE ENGINEER

Ms. Blair stated that she was waiting to hear back from the Engineer's office regarding the bi-weekly rate for compensation for next year.

The Commissioners' Office is requesting the Board appoint Joe Cattell as Drainage Engineer and set the compensation at bi-weekly rate of (\$346.81 – last year 2017) to be effective with pay #2.

APIARIST

Ms. Blair noted that Mr. Manley wanted to stay as the apiarist, over the last few years his compensation has been increased by the amount provided to the employees, and would bring him to the \$12.36 per hour rate.

The Commissioners' Office is requesting the Board appoint Richard Manley as County Apiarist and further approve and execute the 2018 Ohio Department of Agriculture Appointment for County Apiary Inspector form to be effective January 1, 2018 at an hourly rate of \$12.36 per hour and a mileage reimbursement rate of \$0.54.

Mileage rate has not been updated by the IRS so that may change from this amount.

PREVAILING WAGE COORDINATORS

The Commissioners' Office is requesting the Board appoint Gerard Morgan to serve as a Prevailing Wage Coordinator for Geauga County for 2018.

The Commissioners' Office is requesting the Board appoint Nicholas Gorris to serve as a Prevailing Wage Coordinator for Geauga County for 2018.

DELEGATED POWERS TO COUNTY ADMINISTRATOR

The Commissioners' Office is requesting the Board approve and execute Resolution #18-xxx Authorizing the County Administrator to Exercise Powers Delegated hereby under the O.R.C. 305.30.

Commissioners' Journal
December 5, 2017

COPY CHARGES

The Commissioners' Office is requesting the Board establish the copy charge at \$.05 per black and white letter or legal copy, with no charge until the total reaches a minimum amount of \$1.00 for the year 2018 for the departments under the direction of the Geauga County Commissioners.

The Commissioners' Office is requesting the Board establish the copy charge at \$.20 per color letter or legal copy, with no charge until the total reaches a minimum amount of \$1.00 for the year 2018 for the departments under the direction of the Geauga County Commissioners.

The Commissioners' Office is requesting the Board establish the copy charge at \$1.00 per compact disk for the year 2018 for the departments under the direction of the Geauga County Commissioners.

Item #1 Discussion – Board Appointments

Mr. Spidalieri suggested a motion be added to the next agenda to advertise for the acceptance of applications for both the Mental Health and Recovery Services and the Planning Commission.

Item #3 Discussion - County Administrator resolution

This item has been fine-tuned as we have been going along and we can make adjustments if necessary. Mr. Spidalieri inquired about the service agreements, noting the volume from Water Resources. Ms. Blair noted the current dollar amounts for Mr. Lair's approval is no more than \$10,000.00 a year, including multi-year contracts that don't exceed that dollar amount. Commissioner Lennon expressed that given the recent events, that maybe they should consider taking that out and forcing them to review the contracts in more detail. Mr. Spidalieri agreed but that given they are looked at a little more closely in this office it could remain the same.

Item #4 Discussion - Credit Cards

Mr. Spidalieri stated that Ms. Blair and Mr. Lair know what to do, and asked the credit card portion be done as a list of what is to be approved and not be necessary to be read. It just takes too long.

Item #5 Discussion – Organizational meeting

Mr. Spidalieri expressed that over the past few years we had started to do a two year rotation for President, and that he would agree to remain as President and switch Mr. Lennon as Vice President and then have Mr. Claypool seated as the third board member.

Mr. Spidalieri stated that Mr. Lennon has a heart for the Family First Council and would like him to remain the same, along with Mr. Claypool staying on the ADP Board given the current situation. Mr. Lennon offered to stay with the Board of Revision. Mr. Spidalieri added that unless there is something that they wish to switch, he feels that it worked well in 2017 and could remain the same. Ms. Blair noted that the change of alternate may make some adjustments, and inquired about the alternates for the NOACA board. The Board expressed that they wanted them to also remain the same.

Discussion – meeting schedule and financials

Ms. Blair explained that the Board had already voted to hold session on the 4th and the 9th so those first two meetings have already been set. Ms. Blair added that before the end of the year the motion will be added to the agenda for Mr. Lair to continue to have the ability to approve financials outside of session if necessary, as there will be a few things that will need to be handled prior the first meeting.

Mr. Spidalieri stated that he felt we needed to schedule work sessions with the departments, especially those that have impending retirements so that the Board can plan. Ms. Blair inquired about when they wanted to hold them. Should they be following regular session and include Mr. Gorton because it will have budgetary impacts as well? The Board wants to prioritize by the most pressing issues and do one department per session. Mr. Spidalieri added that they also need to have a discussion on what they want to do with the County Home.

Mr. Lennon inquired about the Board and Committees book saying we need to really think about the appointments they are making to these boards. There was a brief discussion on whether Mr. Rogish may or may not have a problem remaining on the Planning Commission, so if he has to step down then they will need to fill 3 positions. Mr. Spidalieri brought up the discussion about Mr. Miller and that he would want to remain. Ms. Blair added that she would update the

Commissioners' Journal
December 5, 2017

yearlong meeting schedule and get that on the agenda for approval as well. Mr. Lennon inquired about the days that the Planning Commission has meetings, and suggested moving the regular meeting time back to 9:30 a.m. to accommodate that meeting. There was a brief discussion about adding a night meeting if they needed it and the idea of holding their meeting in a different venue, using Townships as an example.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: by Commissioner Spidalieri, seconded by Commissioner Lennon adjourn the meeting at 11:32 a.m.

Geauga County Board of Commissioners

Ralph Spidalieri

Walter M. Claypool

Timothy C. Lennon

Christine Blair, Commissioners' Clerk

Commissioners' Journal
December 5, 2017

THIS PAGE INTENTIONALLY LEFT BLANK