

Wayne County Commissioners' Agenda

- Pledge of Allegiance to the Flag
- Call to Order Regular Session of January 12, 2022
- Announcement of Commissioners in Attendance
- **Presentation of Cost Analysis for off site Jail building**
- Approval of Agenda
- Approval of minutes from January 5, 2021 through January 11, 2022

Date	Res. #	Resolution Title
1/12	2022-11	Approval of County Bills
1/12	2022-12	Approval of County Home Bills
1/12	2022-13	Appropriation Transfer Approval
1/12	2022-14	Appropriation Reduction Authorization
1/12	2022-15	Personnel Change Approval
1/12	2022-16	Travel/Training Expense Approval
1/12	2022-17	Organizational Membership Approval
1/12	2022-18	Special Event Expense Approval
1/12	2022-19	Approval of Updates to Personnel Policy Manual
1/12	2022-20	Authorization for Acceptance of the FY2019 – 2022 HMEP Grant, Year 3, from Ohio Emergency Management Agency (Amendment to Res. 2021-605)
1/12	2022-21	Approval of Lease Agreement with American National Red Cross for the Building Located at 244 West South Street, City of Wooster, County of Wayne, State of Ohio

Resolution

No. 2022-11

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022
Subject: **Approval of County Bills**

It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Computer run dated January 11, 2022 for County Bills in the amount of \$951,446.88; Interagency Transaction/Payment batch #7466 & 7467 in the amount of \$18,414.69; and any Then & Now Certificates are hereby approved for payment.

As taxing authority, the Then & Now Certificates submitted as of this date for the Board of Elections, Children Services, Department of Developmental Disabilities, Soil and Water and Veterans Services are approved for processing by the Auditor.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.



Diane L. Austen, Clerk

Resolution

No. 2022-12

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022

Subject: **Approval of County Home Bills**


It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Computer run dated **January 11, 2022** for County Home Bills in the amount of **\$97,053.14**, and any Then & Now Certificates are hereby approved for payment.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.



Diane L. Austen, Clerk

Resolution

No. 2022-13

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022

Subject: **Appropriation Transfer Approval**

It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:


The following appropriation amounts are to be transferred by the Wayne County Auditor.

Auditor	To move appropriations where needed			
\$3,400.00	From	Contingencies	A015-A17	001.1915.01.6130.000.000
	To	Auditor Contract Services	A001-B06	001.2000.01.5430.000.000
Law Library	Additional funds required to cover anticipated increases in costs of Westlaw products provided to county personnel			
\$10,000.00	From	Other Expenses	B060-B07	046.3150.02.5900.000.000
	To	Databases	B060-B06	046.3150.02.5160.000.000
Veterans	Purchase of new van			
\$40,000.00	From	Other	A009-C09	001.2400.06.5900.000.000
	To	Equipment	A009-C04	001.2400.06.5300.000.000

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2022-14

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022

Subject: **Appropriation Reduction Authorization**

It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

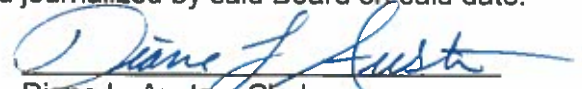
Reduction Appropriations:

Department	Amount	Account	GEMS	Account Description
DD	(\$623,932.00)	N006-N02	303.6300.12.5431.000.000	Capital
To reduce estimated receipts for this account				

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2022-15

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022

Subject: **Personnel Change Approval**

It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Department	Name	Title	Effective Date	Status Change
Airport	Rachel Berkey	Line Technician	1/17/2022	New hire P/T
Care Center	Judy Beichler	Interim Admin.	1/31/2022	New hire
Care Center	Matt Pesho	STNA	1/31/2022	Rehire
Care Center	Jackie Jacobs	Activity Director	1/16/2022	Promotion
Care Center	Chris Pittman	LPN	1/16/2022	p/t to f/t

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

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Diane L. Austen, Clerk

Resolution

No. 2022-16

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022

Subject: **Travel/Training Expense Approval**

It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Dept./Person	Where	Date	Travel	Travel (taxable)	Seminar, Conf., Mtg., etc.
Dog Shelter					
Dakota Snure	On-line	1/10-14/2022	375.00	0	Human Society Agent Trng. by Ohio Animal Welfare Federation
Dakota Snure				12.00	CCAO Winter Conf.
Addition for previously approved travel on Res. 2021-634					
Bonnie Bauman			12.00	12.00	CCAO Winter Conf.
Addition for previously approved travel on Res. 2021-634					

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

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Diane L. Austen, Clerk

Resolution

No. 2022-17

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022

Subject: **Organizational Membership Approval**

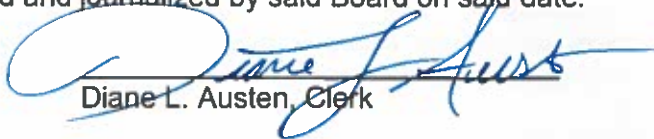
It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Department	Organization	Person / Entity	Total
Airport	Wooster Area Chamber of Commerce	Matthew Long	205.00
Airport	National Air Transportation Assoc.	Matthew Long	495.00
Auditor	IAAO	Jarra Underwood	225.00
Auditor	County Auditors' Assoc.	Jarra Underwood	3,200.00
Auditor	National Conf. on Weights & Measures	Keith Cornelius	75.00
Child Support	Wayne Co. Bar Assoc.	Shayne Oehlhof, Colleen Majeski	160.00
Commissioners	NPELRA (Nat. Public Employees Labor Rel. Assoc.)	Barb Winey	215.00
Commissioners	IPMA-HR (Intl. Public Mgmt. Assoc. for HR)	Barb Winey	156.00
Commissioners	Wooster Area Chamber of Commerce	Commissioners	205.00
Commissioners	Wooster Area Chamber of Commerce	Katelyn Lehman	216.00
Commissioners	Orrville Area Chamber of Commerce	Katelyn Lehman	125.00
Common Pleas	Ohio Chief Probation Officers Assoc.	Cheryl Gerwig	300.00
Common Pleas	Wayne County Bar Assoc.	Jennifer Svec	80.00
Engineer	Co. Engineer's Assoc. of Ohio (CEAO)	Scott Miller, PE, PS	6,608.70
Job & Family	Ohio Job & Family Services Directors' Assoc.	Richard Owens	9,560.36
Juv.	Ohio Assoc. of Juv. Court Judges	Judge Latecia Wiles	555.00
Juv./Probate	Ohio State Bar Assoc.	Judge Latecia Wiles	315.00
Public Defender	Wayne County Bar Assoc.	Rodney Baca	80.00
Public Defender	Ohio State Bar Assoc.	Rodney Baca	247.00
Public Defender	National Assoc. of Criminal Defense Lawyers	Rodney Baca	145.00
Public Defender	Ohio Assoc. of Criminal Defense Lawyers	Rodney Baca, Jessica Kenepp, John Leonard, Michael Rudy, Lisa Brown, Alan Ellis	450.00
Treasurer	Co. Treasurers' Assoc.	Melissa Koch	2,977.84

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

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Diane L. Austen, Clerk

Resolution

No. 2022-18

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022

Subject: **Special Event Expense Approval**

It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Department	Event/Purpose (items being purchased)	Date	Expenses Not to Exceed
Emerg. Mgmt.	Legislator's Breakfast Mtg. (bring local issues to State & Local Officials)	12/17/2021	78.01

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

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Diane L. Austen, Clerk

Resolution

No. 2022-19

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022


Subject: **Approval of Updates to Personnel Policy Manual**

It was moved by Commissioner Foster and seconded by Commissioner Smail that approval is hereby granted of updates to Personnel Policy Manual Sections 5.02 & 5.03 which are clarifications, with the exception of 5.03(E) which is a change – see attachments.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

- A. All full-time employees and permanent part-time employees are entitled to receive vacation benefits as shown on the chart below. Vacation is prorated for part-time employees in proportion to the number of hours worked by the employee. Employees do not receive additional vacation time for overtime hours worked. Any vacation approvals outside of this policy must be approved by the Appointing authority.

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Hours Accrued Per 80 Hr Pay Period</u>
Less than 1 year	None	0
1 year to 8 years*	10 work days (2 wks)	3.1
9 years to 15 years*	15 work days (3 wks)	4.6
16 years to 25 years*	20 work days (4 wks)	6.2
26 years or more	25 work days (5 wks)	7.7

Vacation leave/accrual will be prorated for those working less than an 80-hour pay period.

** Upon completion of the 1st anniversary of employment, an employee is credited with two (2) weeks of vacation. Upon completion of the 8th, 15th, and 25th anniversary of employment, an employee is credited with one (1) additional week of vacation. Vacation begins to accrue at the higher rate at the start of the 9th, 16th, and 26th anniversary dates.*

- B. PAID PERSONAL DAYS: Personal Day rules must also follow G, H, and I of this section. Personal Days will not result in a deduction from any leave balance. Personal Days do not accrue to the employee and cannot be paid out for any reason, even if the employee leaves employment.

1. Newly hired permanent full-time and permanent part-time employees, who do not carry over service time for purposes of vacation accrual, or carry over less than one year's service time, are allowed one (1) paid personal day, maximum of eight (8) hours, in the first twelve (12) months of their employment. This personal day expires on the employee's twelve-month anniversary and if unused, will be forfeited.
2. Commissioner Offices*: Permanent full-time and permanent part-time employees are allowed one (1) paid personal day, maximum of eight (8) hours, which must be used on the Friday after the Thanksgiving holiday; if unused, it will be forfeited. *This applies to the following Commissioner offices: Administration, Building Code, Dispatch Full-Time Non Bargaining Unit Employees; Dog Shelter, Emergency Management, Employee Health Clinic, Environmental Services, IT, Job & Family, Maintenance, Microfilm, Planning, Printing, Safety & Loss.

- C. For the purpose of determining length of service for part-time employees, credit will be given on the basis of pay periods worked, not on the basis of full-time equivalent service.

- D. If an employee terminates his/her employment before serving one (1) full year with the County, or any political subdivision of the state, he/she will receive no vacation pay for any accrued and unused vacation leave, per ORC 124.134(E).

- A. Permanent full-time employees will receive 8 hours of holiday pay for the following holidays (per ORC 325.19):
- New Year's Day
 - Martin Luther King Day
 - President's Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans' Day
 - Thanksgiving Day
 - Christmas Day
- B. A permanent part-time employee who has an established work schedule (set Days and hours) will receive holiday pay for those hours he/she would normally have been scheduled to work on an observed holiday, not to exceed 8 hours of holiday pay.
- C. Any employee who is not considered full-time or permanent part-time shall not be eligible for the above paid holidays.
- D. Non-Continuous operation permanent full-time employees who are required to work on an observed holiday will be paid at one and one-half (1½) times his/her regular rate of pay for every hour worked, in addition to his/her regular straight time holiday pay. If a permanent part-time employee in a Non-Continuous operation is required to work on an observed holiday, he/she will be paid at straight time for every hour worked, in addition to holiday pay for every hour he/she was normally scheduled to work, except that every hour worked in excess of 40 hours for the week will be paid at one and one-half (1½) times his/her regular rate of pay, in addition to holiday pay for every hour he/she was normally scheduled to work (not to exceed 8 hours of holiday pay).
- E. Continuous operation employees who work on the actual holiday are eligible for straight time holiday pay for the number of hours they ~~are scheduled to work~~ (not to exceed 8 hours) and straight time pay for actual hours worked, except that every hour worked in excess of 40 hours for the week will be paid at one and one-half (1½) times his/her regular rate of pay.
1. CARE CENTER EXCEPTION: Permanent full-time and permanent part-time employees, if required to work on a holiday, will be paid at one and one-half (1-1/2) times his/her regular rate of pay for every hour worked, in addition to his/her regular holiday pay for every hour worked (or the scheduled holiday pay they would have received, whichever is greater but not to exceed 8 hours), regardless of continuous or non-continuous.
- F. Non-Continuous Operations: If a holiday falls on Sunday, it is observed on the following Monday. If a holiday falls on a Saturday, it is observed on the preceding Friday. For employees who are in positions of Continuous operations, holidays are observed on the

Resolution

No. 2022-20

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022

Subject: **Authorization for Acceptance of the FY2019 – 2022 HMEP Grant, Year 3, from Ohio Emergency Management Agency (Amendment to Res. 2021-605)**

It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

WHEREAS, the Wayne County Emergency Management Agency requests approval to accept Year 3 of the FY2019 – 2022 Hazardous Materials Emergency Preparedness (HMEP) Grant from the Ohio Emergency Management Agency in the amount of \$25,110.00 for the period October 1, 2021 – September 30, 2022; and

WHEREAS, the HMEP Grant will provide Federal funding (\$21,902.00) and requires a match (\$3,208.00) which will be provided from Local Emergency Planning funds if needed; and

WHEREAS, the local match will be a financial match of \$3,208.00; and


WHEREAS, the Wayne County Emergency Management Agency has certified funds to be available in the amount of \$3,208.00 for the financial portion of the match;

NOW, THEREFORE, BE IT RESOLVED that the Board of Wayne County Commissioners of Wayne County, Ohio authorizes the Wayne County Emergency Management Agency to accept Year 3 of the FY19 – 22 HMEP Grant from the Ohio Emergency Management Agency. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute any and all documents related to said grant.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2022-21

Board of Wayne County Commissioners
Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: January 12, 2022

Subject: **Approval of Lease Agreement with American National Red Cross for the Building Located at 244 West South Street, City of Wooster, County of Wayne, State of Ohio**

It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

WHEREAS, the Board of County Commissioners of Wayne County, Ohio accepted donation of the American Red Cross (Red Cross) building located at 244 West South Street, City of Wooster, County of Wayne, State of Ohio, having permanent parcel numbers 64-02742-000, 64-02328-000, and 64-01618-000 (Red Cross Building), per resolution 2021-310, dated June 16, 2021; and

WHEREAS, the Board may lease property owned by Board pursuant to ORC 307.09(A); and

WHEREAS, Red Cross has requested to lease a portion of the Red Cross Building after the donation of the building for 10 years, which may be renewed up to four times, at a rate of \$0.00 for rent (Lease).

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

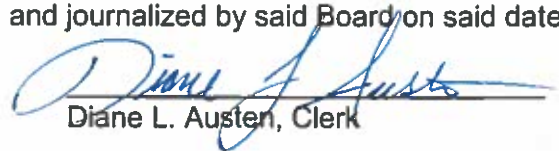
Section 1. The Board approves and accepts the Lease Agreement for rent of office space at 244 West South Street, Wooster, Ohio, with an effective date of the 6th of January, 2022, between the American National Red Cross and the County Board of Commissioners, Wayne County, Ohio for a lease term of 10 years, which may be renewed up to four times, at a rate of \$0.00.

Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea Rebecca S. Foster yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk