

Wayne County Commissioners' Agenda

- Pledge of Allegiance to the Flag
- Call to Order Regular Session of October 11, 2023
- Announcement of Commissioners in Attendance
- Approval of Agenda
- Approval of minutes from Oct. 4, 2023 through Oct. 10, 2023

Date	Res. #	Resolution Title
10/11	2023-533	Approval of County Bills
10/11	2023-534	Approval of County Home Bills
10/11	2023-535	Appropriation Transfer Approval
10/11	2023-536	Personnel Change Approval
10/11	2023-537	Travel/Training Expense Approval
10/11	2023-538	Organizational Membership Approval
10/11	2023-539	Board Appointment and/or Board Designation Approval
10/11	2023-540	Bid Advertisement Authorization for Project Criswell Rd. Bridge (WAY-CR 225-0.50) – Design/Build Project (PID 117403)
10/11	2023-541	Resolution to Support a Rural Industrial Park Loan Program Application for Economic Development Benefit
10/11	2023-542	Rescinding Resolution 2021-505 Re: Hazard Pay due to COVID-19 Pandemic
10/11	2023-543	Authorization for Grant Application to the Ohio Department of Aging for Healthy Aging Grant funding
10/11	2023-544	Approval of Easement for a Multi-Agency Radio Communications System in Fredericksburg with Charles E. Sterling
10/11	2023-545	Approval of Purchase of three (3) 2024 Ford F-350 Trucks for use by the Wayne County Airport and Environmental Services from Pallotta Ford Lincoln
10/11	2023-546	Authorization to Accept 2023-2024 VOCA Grant for the Guardian ad Litem Program (GAL) (Juvenile Court)
10/11	2023-547	Authorization to Accept the Legal Representation Pilot Program Grant from the Ohio Supreme Court on Behalf of Juvenile/Probate Court
10/11	2023-548	Resolution Continuing Self-Insured Health & Dental Insurance for Wayne County
10/11	2023-549	Approval of Updates to Personnel Policy Manual

Resolution

No. 2023-533

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Approval of County Bills**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Computer run dated October 10, 2023 for County Bills in the amount of \$543,762.60; Interagency Transaction/Payment batch #8497 & 8499 in the amount of \$23,609.71; and any Then & Now Certificates are hereby approved for payment.

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

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-534

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Approval of County Home Bills**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Computer run dated October 10, 2023 for County Home Bills in the amount of \$44,441.00, Interagency Transaction/Payment batch #8502 in the amount of \$3,761.28, and any Then & Now Certificates are hereby approved for payment.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-535

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Appropriation Transfer Approval**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

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

Dog Shelter	Amount	Legacy #	GEMS	Account Name
From	\$ 2,000.00	B101-B02	007.0160.05.5002.000.000	Conversion Dog Warden
To	\$ 2,000.00	B000-B02	007.0160.05.5001.000.000	Salaries Dog Warden
From	\$ 5,600.00	B000-B12	007.0160.05.6140.000.000	Transfers
To	\$ 5,600.00	B000-B02	007.0160.05.5001.000.000	Salaries Dog Warden
From	\$ 226.00	B201-B02	007.0160.05.5010.000.000	Medicare Dog Warden
To	\$ 226.00	B000-B08	007.0160.05.5011.000.000	OPERS Dog Warden
From	\$ 6,800.00	B000-B12	007.0160.05.6140.000.000	Transfers
To	\$ 6,800.00	B000-B52	007.0165.05.5001.000.000	Salaries Dog Shelter
From	\$ 3,000.00	B101-B52	007.0165.05.5002.000.000	Conversion Dog Shelter
To	\$ 3,000.00	B000-B52	007.0165.05.5001.000.000	Salaries Dog Shelter
From	\$ 1,500.00	B000-B15	007.0160.05.5012.000.000	Health Dog Warden
To	\$ 1,500.00	B000-B65	007.0165.05.5012.000.000	Health Dog Shelter
From	\$ 1,005.93	B000-B12	007.0160.05.6140.000.000	Transfers
To	\$ 1,005.93	B000-B65	007.0165.05.5012.000.000	Health Dog Shelter

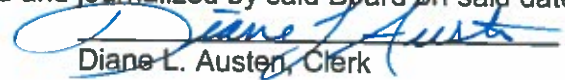
Dept./Amount		Account Description	Account	GEMS
Sheriff	To transfer appropriations where needed			
\$8,000.00	From	LE Supplies	A006-A23	001.3601.03.5100.000.000
	To	LE Services	A006-A26	001.3601.03.5430.000.000
\$20,000.00	From	Salaries – Corrections	A006-A42	001.3602.03.5001.000.000
	To	Contract Services - Corrections	A006-A46	001.3602.03.5430.000.000
\$15,000.00	From	Repairs/Service – Corrections	A006-A45	001.3602.03.5490.000.000
	To	Supplies – Corrections	A006-A43	001.3602.03.5100.000.000
\$15,000.00	From	Unemployment - Corrections	A006-A48	001.3602.03.5014.000.000
	To	Contract Services - Corrections	A006-A46	001.3602.03.5430.000.000
\$20,000.00	From	Health & Life Ins. – Corrections	A306-A42	001.3602.03.5012.000.000
	To	Contract Services - Corrections	A006-A46	001.3602.03.5430.000.000

Dept./Amount	Account Description		Account	GEMS
Sewer	To transfer appropriations where needed			
\$2,000.00	From	Other Exp.	P000-P15	350.0190.09.5900.000.000
	To	Vehicle Oper. & Maint.	P000-P10	350.0190.09.5170.000.000
Veterans	To transfer appropriations where needed			
\$4,000.00	From	Burials	A009-D04	001.2401.06.5400.000.000
	To	Vehicle Oper.	A009-C10	001.2400.06.5170.000.000

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-536

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Personnel Change Approval**

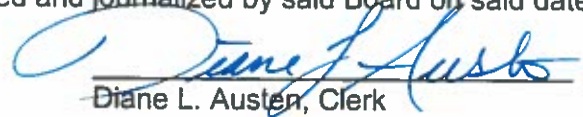
It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Department	Name	Title	Effective Date	Status Change
Care Center	Sophie Smotherman	STNA	10/1/2023	PRN to FT
Care Center	Amber Kibler	STNA	10/5/23	Resignation

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-537

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Travel/Training Expense Approval**

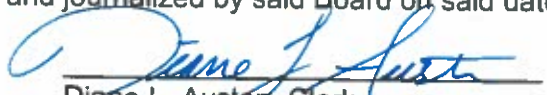
It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Dept./Person	Where	Date	Travel	Travel (taxable)	Seminar, Conf., Mtg., etc.
Care Center					
Jennifer Paskali	Alliance	6/19-22/2023	580.00	0	Train the Trainer
Commissioners					
Julie Icenhower	Dalton	11/14/2023	225.00	0	Computer Sense - Excel Int.
John Drumm	Independence	11/10/2023			Legal Ethics, Prof. & Risk Mgmt.
Job & Family					
Jen Kearns, Robyn Cox, April George	Columbus	11/28/2023	20.00	45.00	FCC SUTQ Star Rating Trng.
Jen Kearns, Robyn Cox, April George, Stacey Tanner	New Philadelphia	11/8/2023	0	60.00	FCC Licensing & SUTQ Round Table
Municipal Court					
Morgan Hoxworth	London	9/5-14/2023	2,018.29	0	Ohio Peace Officer Training Academy
Public Defender					
Rodney Baca	Columbus	11/2 & 11/3/2023	49.00	0	County Public Defender Summit
Recorder					
Jane Carmichael	Columbus	11/12-15/2023	672.22	0	Ohio Recorder's Winter Conf.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-538

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Organizational Membership Approval**

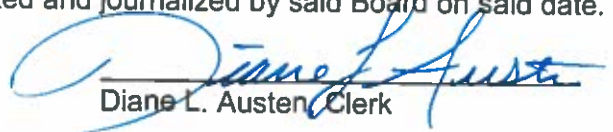
It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Department	Organization	Person / Entity	Total
J. Center Dispatch / Communications	National Emerg. Number Assoc. (NENA) The 9-1-1 Assoc.	Betty Riggs, Ron McCollum	\$294.00

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-539

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Board Appointment and/or Board Designation Approval**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Name of Board	Appointee/Address	Term
Local Emerg. Planning Committee (LEPC) (replacement for Barb Pittard as LEPC Info. Coordinator & Secretary – Barb will remain LEPC Coordinator)	Thomas Brennan	9/25/2023 – 8/9/2025
Mental Health & Recovery Board	Jim Pyers (Resignation)	Resignation Effective 10/5/2023
Multi-County Juvenile Attention System (MCJAS)	Esther Hawkins, Trustee	1/1/2024 – 12/31/2028

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-540

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Bid Advertisement Authorization for Project Criswell Rd. Bridge (WAY-CR 225-0.50) – Design/Build Project (PID 117403)**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Wayne County Engineer has requested that said public improvement project be publically advertised and bid; and

WHEREAS, the US Department of Transportation Federal Highway Administration has approved advertisement of the bid packet.

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

Section 1. The County Administrator, on behalf of the Board, is authorized to advertise for, receive, and open bids for the following public improvement project:

Project	Engineer's Estimate
Criswell Rd. Bridge – Design/Build Project	\$658,729.00
Furnishing of design plans, all labor, material and equipment for the replacing of the Bridge located on Criswell Rd. (WAY-CR 225-0.50).	(LPA project is 100% funded utilizing BFP Federal Funds.)

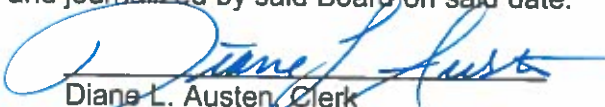
Section 2. The Board of Wayne County Commissioners hereby incorporate into this resolution all of the aforesaid recitals and they are rendered to be findings by the Board.

Section 3. The Board of Wayne County Commissioners also finds that all formal actions of its Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board that was properly noticed.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-541

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Resolution to Support a Rural Industrial Park Loan Program Application for Economic Development Benefit**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Board of County Commissioners, Wayne County, Ohio is supportive of the development and submission of a Rural Industrial Park Loan Program application, in accordance with Section 122.24 of the Ohio Revised Code, to promote economic development in eligible rural areas and promote the economic welfare of Wayne County and the State of Ohio;

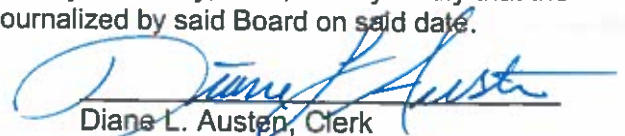
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Wayne County, Ohio, that:

- Section 1. The Board acknowledges the project site, located at 1909 Old Mansfield Rd. is located within Wayne County, which has been identified as an eligible county in accordance with Program guidelines.
- Section 2. The Board acknowledges that no existing industrial park is located in the county that would compete against an industrial park that would be developed and improved in the county through the use of financial assistance provided to the applicant under the Rural Industrial Park Loan Program.
- Section 3. The Board recognizes the co-applicants for Rural Industrial Park Loan Program assistance to be Triple J Partners and that the co-applicants are an eligible applicant in accordance with Program guidelines.
- Section 4. The Board recognizes the applicant has the capacity to undertake and successfully oversee the project, as evidenced by documentation of the applicant's past performance in economic development projects and financial ability to complete the project.
- Section 5. The Board of Wayne County Commissioners hereby incorporate into this resolution all of the aforesaid recitals and they are rendered to be findings by the Board.
- Section 6. The Board of Wayne County Commissioners also finds that all formal actions of its Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board that was properly noticed.
- Section 7. The President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute any and all necessary documents in this matter.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-542

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Rescinding Resolution 2021-505 Re: Hazard Pay due to COVID-19 Pandemic**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, The Commissioners passed resolution 2021-505 which granted certain employees Hazard pay due to the COVID-19 Pandemic; and

WHEREAS, On May 5th 2023 the World Health Organization declared an end to the Global Public Health Emergency for COVID-19 and:

WHEREAS, the Federal COVID-19 Public Health Emergency declaration ended on May 11, 2023; and

WHEREAS, the process outlined in Resolution 2021-505 has not been triggered in over a year.

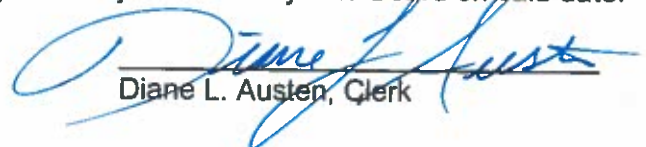
NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Wayne County Ohio that:

- Section 1 The Board hereby rescinds resolution 2021-505 effective May 11th 2023 at 10:00AM
- Section 2 The Board of Wayne County Commissioners hereby incorporate into this resolution all of the aforesaid recitals and they are rendered to be findings by the Board
- Section 3 The Board of Wayne County Commissioners also finds that all formal actions of its Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board that was properly noticed.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-543

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Authorization for Grant Application to the Ohio Department of Aging for Healthy Aging Grant funding**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Board of County Commissioners, Wayne County, Ohio (Board) desire to submit an application to the Ohio Department of Aging for Healthy Aging Grant funding for eligible uses in accordance with the State Plan on Aging and Ohio Department of Aging guidelines.

WHEREAS, the Project Period for the Healthy Aging Grant runs 10/1/2023 – 9/30/2024; Grant obligations must be made by 6/30/2024; and Expenditures of those obligations may not extend beyond 9/30/2024.

WHEREAS, eligible uses of Healthy Aging Grant funding require the Board to first allocate a portion of the funding received to the following services:

- At least twenty percent (20%) of total allocation to support food assistance services;
- At least twenty percent (20%) of total allocation to support housing assistance; and,
- At least ten percent (10%) of total allocation to support internet access and digital literacy services.

WHEREAS, the Boards may use remaining funds to provide evidence-based/evidence-informed services in alignment with Ohio's 2023-2026 State Plan on Aging, including:

- **Community conditions**, including strategies to improve financial stability, housing quality and affordability, and/or transportation;
- **Healthy living**, including strategies to improve nutrition and/or physical activity;
- **Access to care**, including strategies to improve health insurance enrollment, including outreach and advocacy and/or family caregiver supports;
- **Social Connectedness**, including strategies to improve social inclusion and/or volunteerism;
- **Population Health**, including strategies to reduce cognitive difficulty, hypertension, and/or depression;
- **Preserving Independence**, including strategies to improve chronic pain management and/or, falls risk and mobility.

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

Section 1. The Board approves the grant application to the Ohio Department of Aging for Healthy Aging Grant funding.

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

Section 3. aforesaid The Board of Wayne County Commissioners hereby incorporate into this resolution all of the recitals and they are rendered to be findings by the Board.

Section 4. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board that resulted in this formal action were in meetings open to the public in compliance with all legal requirements under Ohio's Sunshine Laws, including R.C. 121.22.

Section 5. This resolution shall be effective from the earliest date permitted by law.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-544

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Approval of Easement for a Multi-Agency Radio Communications System in Fredericksburg with Charles E. Sterling**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Board of County Commissioners of Wayne County, Ohio (Board) accepted the Capital Improvement Project Grant Agreement between Ohio Department of Administrative Services Office of Information Technology Multi-Agency Radio Communications System and Wayne County Board of Commissioners pursuant to Resolution 2021-507, dated September 22, 2021, for a Multi-Agency Radio Communications System in Fredericksburg (Project); and

WHEREAS, the Project will require the lease of a .230-acre plot for construction of the tower and necessary easements for purposes of ingress and egress; and

WHEREAS, such a parcel was located on permanent parcel number 45-00762.000, which is owned by Jeanette Sterling and Robert D. Sterling-Deceased (Sterling); and

WHEREAS, pursuant to Resolution 2022-630, dated November 23, 2023, the Board accepted the lease for and easement through permanent parcel number 45-00762.000 for the purpose of a Multi-Agency Radio Communications System and necessary ingress and egress; and

WHEREAS, Charles E. Sterling, has also agreed to grant an easement through permanent parcel number 45-00762.001 for purposes of ingress and egress through a portion of the owned property for the duration of the Lease with Sterling; and

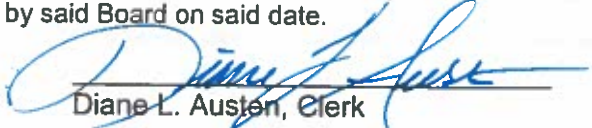
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

- Section 1. The Board approves and accepts the Easement between Charles E. Sterling and the Board through permanent parcel number 45-00762.001 for purposes of ingress and egress for access to a Multi-Agency Radio Communications System in Fredericksburg.
- Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 through 3 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 through 3 and any and all documents related to said agreement.
- Section 3. The Board of Wayne County Commissioners hereby incorporate into this resolution all of the aforesaid recitals and they are rendered to be findings by the Board.
- Section 4. The Board of Wayne County Commissioners also finds that all formal actions of its Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board that was properly noticed.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-545

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Approval of Purchase of three (3) 2024 Ford F-350 Trucks for use by the Wayne County Airport and Environmental Services from Pallotta Ford Lincoln**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Board of County Commissioners of Wayne County, Ohio (Board), via Resolution 2023-369, dated July 12, 2023, authorized the County Administrator to advertise for, receive and open bid proposals for the purchase of vehicles for multiple County Agencies (Project); and

WHEREAS, the following submitted bids for the Project:

Pallotta Ford Lincoln 4199 Cleveland Rd. Wooster, OH 44691

WHEREAS, the Board is desirous of purchasing three 2024 Ford F-350 Trucks for the use by the Wayne County Airport and Environmental Services from Pallotta Ford Lincoln for a purchase price of \$46,070.00 each.

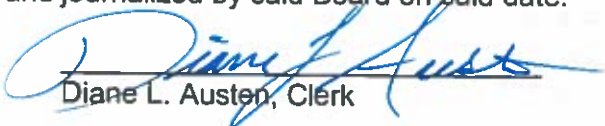
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

- Section 1. The Board accepts the pricing and approves the purchase of three (3) Ford F-350 Trucks at \$46,070.00 each, from Pallotta Ford Lincoln.
- Section 2. The County Administrator is authorized to complete the contracting process related to the contract awarded above in Section 1. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the awarded contract referenced herein and any and all documents related to said awarded contract.
- Section 3. The Board of Wayne County Commissioners hereby incorporate into this resolution all of the aforesaid recitals and they are rendered to be findings by the Board.
- Section 4. The Board of Wayne County Commissioners also finds that all formal actions of its Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board that was properly noticed.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-546

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Authorization to Accept 2023-2024 VOCA Grant for the Guardian ad Litem Program (GAL) (Juvenile Court)**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Ohio Attorney General's Office has made grant funds available to Wayne County through the Victims of Crime Act (VOCA) for the Juvenile Court's Guardian ad Litem Program; and

WHEREAS, the Wayne County Juvenile Court has requested acceptance of Guardian ad Litem Volunteer Program federal funding in the amount of \$24,819.52 with Local Match Funds of \$6,204.88 and State Victims Assistance Act (SVAA) funding in the amount of \$1,786.00 for the grant period of 10/1/2023 – 9/30/2024;

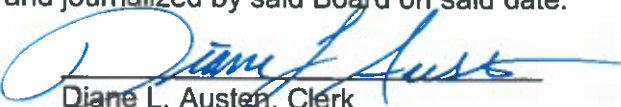
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

- Section 1. Authorization to accept the Wayne County Juvenile Court Volunteer Guardian ad Litem Program of a VOCA Grant totaling \$32,810.40 from the Ohio Attorney General's Office is hereby granted and the Wayne County Juvenile Court is hereby designated as the implementing agency.
- Section 2. The President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute any and all necessary documents in this matter.
- Section 3. The Board of Wayne County Commissioners hereby incorporate into this resolution all of the aforesaid recitals and they are rendered to be findings by the Board.
- Section 4. The Board of Wayne County Commissioners also finds that all formal actions of its Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board that was properly noticed.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-547

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Authorization to Accept the Legal Representation Pilot Program Grant from the Ohio Supreme Court on Behalf of Juvenile/Probate Court**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Ohio Supreme Court has made grant funds available to Wayne County through the Legal Representation Pilot Programs Grant for the Juvenile/Probate Court for assisting families involved with the child welfare system; and

WHEREAS, the Wayne County Juvenile/Probate Court has requested authorization to accept the legal representation funds for a grant up to \$120,000.00 with a project period of October 1, 2023 through September 30, 2024; and

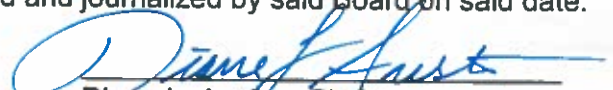
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

- Section 1. The Wayne County Juvenile/Probate Court is authorized to accept the aforementioned grant funds.
- Section 2. The President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute any and all necessary documents.
- Section 3. The Board of Wayne County Commissioners hereby incorporate into this resolution all of the aforesaid recitals and they are rendered to be findings by the Board.
- Section 4. The Board of Wayne County Commissioners also finds that all formal actions of its Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board that was properly noticed.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. 2023-548

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

Subject: **Resolution Continuing Self-Insured Health & Dental Insurance for Wayne County**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, R.C. 305.171 authorizes a board of county commissioners to establish a health care program and pay all or part of the premiums on behalf of county officers, employees and their immediate dependents; and

WHEREAS, this Board formed a self-funded program under R.C. 9.833 on January 1, 1990; and

WHEREAS, this Board has been satisfied with its self-funded program; and

WHEREAS, the cost of such insurance has since the inception of the self-funded program been divided between the employee and employer on a consistent basis in which the employee assumes payment of an amount equal to 18 percent of the cost of health insurance benefits; and

WHEREAS, this Board desires to continue this *pro-rata* formula;

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

- Section 1. The formula for the cost of such insurance as provided on **Exhibit A (effective 1/1/2024 – 12/31/2024)**, is approved.
- Section 2. These funds shall be deposited into a trust account under the control of Wayne County and used to pay all the expenses of the plan.
- Section 3. The President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute any and all necessary documents.
- Section 4. The Board of Wayne County Commissioners hereby incorporate into this resolution all of the aforesaid recitals and they are rendered to be findings by the Board.
- Section 5. The Board of Wayne County Commissioners also finds that all formal actions of its Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board that was properly noticed.
- Section 6. The President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to enter into Agreements with the following to provide these benefits.

AON; Compsych; Delta Dental; Employers Health - CVS; HCC; Cigna; VSP; Trans America

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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

Exhibit A

WAYNE COUNTY

Insurance Rates worksheet

MAIN GROUP

	2024		2024		2024		2024
Benefit	Employee		Employee		Employer		Actual
	Share		Share		Share		Total
Medical (1) (2)	Per Pay		Per Month		Per Month		Cost
	For 24 Pays(6)						
Option 1 Health First PPO(3)							
Single	\$ 83.89	\$	167.78	\$	764.41	\$	932.19
Family	\$ 202.47	\$	404.94	\$	1,844.75	\$	2,249.69
Option 2 CDHP HSA							
Single	\$ 63.77	\$	127.54	\$	581.08	\$	708.62
Family	\$ 153.89	\$	307.78	\$	1,402.17	\$	1,709.95
Dental if Taken w/Medical(4)(5)							
Option 1 Traditional							
Single	\$ 6.20	\$	12.40	\$	56.49	\$	68.89
Family	\$ 15.79	\$	31.58	\$	143.87	\$	175.45
Option 2 Orthodontic							
Single	\$ 4.47	\$	8.94	\$	40.77	\$	49.71
Family	\$ 15.79	\$	31.58	\$	143.87	\$	175.45
Dental Only(4)(5)							
Option 1 Traditional							
Single	\$ 9.05	\$	18.10	\$	82.52	\$	100.62
Family	\$ 18.90	\$	37.80	\$	172.19	\$	209.99
Option 2 Orthodontic							
Single	\$ 7.33	\$	14.66	\$	66.84	\$	81.50
Family	\$ 18.90	\$	37.80	\$	172.19	\$	209.99

NOTES:

- 1) Medical Cost Includes Vision & Rx plans.
- 2) Medical Plan decision can be changed annually during open enrollment period.
- 3) If you select the Health First PPO option, you may be eligible to participate in our incentive program to earn lower deductibles, co-insurance, and co-pays. See the Incentive Handout for details.
- 4) You may take just Medical or just Dental, or both.
- 5) You must remain in the Dental Plan you choose for at least three years, before switching to the other dental plan.
- 6) Health Insurance contributions are only taken out of the first two pays of every month, so your contributions are only deducted 24 out of the 26 pays in a year.

Resolution

No. 2023-549

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 11, 2023

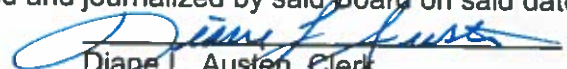
Subject: **Approval of Updates to Personnel Policy Manual**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that approval is hereby granted of updates to the Personnel Policy Manual (Section 3.13 Vehicle Policy; Section 4.08 Flex Time Policy; FMLA Employee Form) – see attachments. Updates are effective immediately upon adoption of resolution.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter 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. Driving County vehicles and use of personal vehicles used for County business is closely monitored and enforced by each Appointing Authority. Driver abstract reports may be requested for each County employee or prospective employee who operates a motor vehicle, County-owned or personal, as a regular and/or essential^{1, 2} function of the job, and said records may be requested and reviewed annually. This includes standard driver's licenses and commercial driver's licenses (CDL). Recommended forms (Background Check, CDL Forms (4) and Driver History Form) can be found in Appendices.
1. Use of Vehicles
 - a. Employees are to use their personal vehicles for commuting to and from work. County vehicles are not to be used for this purpose unless the Appointing Authority specifically authorizes such use, in writing.
 - b. Employees who own and drive an autonomous vehicle (aka self-driving, driverless, robo-car, etc.) are required to get permission from their Appointing Authority before using it for a work-related purpose.
 - c. Employees who are approved to use a County vehicle for commuting purposes are required to complete a "fringe" report at the end of each year, and are taxed on the number of days the vehicle was used to commute, multiplied by the amount required by the County Auditor, which is currently \$3 per day, unless exempt (law enforcement, busses, etc.) If an employee resigns, is discharged, laid off, or otherwise separates from employment, the employee is responsible for reimbursing the County for all un-reimbursed commuting mileage costs as of the effective date of separation.
 - d. Smoking is prohibited in all County vehicles. Additionally, smoking is prohibited in personally owned vehicles when operated for County business and when another employee or other individual is in the vehicle. Passengers also are not permitted to smoke. For purposes of this policy, the term "smoke" and "smoking" applies to, but is not limited to, any and all definitions described in Section 8.15 Tobacco-Free Environment of this Personnel Policy Manual; similarly, all rules stated in Section 8.15, which apply to vehicles, shall also be followed.
 - e. Vehicle accidents, traffic citations and/or arrests must be immediately reported to the Appointing Authority by the involved employee(s). All citations, including those for moving violations or accidents, are the responsibility of the employee to pay.
 - f. Employees who own and drive an electric vehicle will not be reimbursed, other than the normal mileage reimbursement, for any costs for charging the vehicle when driving their own vehicle for work-related purposes.
 2. Safe Driving Guidelines

- a. Employees operating a County vehicle or a personal vehicle on County business are expected to drive safely and courteously, with respect for other drivers and pedestrians. Speeding, or careless, reckless, or destructive vehicle operation is prohibited.
 - b. When operating a vehicle on County business, employees are to focus on safe driving practices and avoid unnecessary distractions. Distracted driving of any kind is unsafe and can violate Ohio's distracted driving and texting laws. Likewise, the driver and all passengers are required to use seatbelts at all times while the vehicle is moving.
 - c. Specifically, employees are prohibited from driving while using any electronic wireless communication device such as a cell phone, a text messaging device, a laptop computer or computer tablet, or any similar device that is designed or used to communicate text or voice messaging, except an employee may use a voice activated device or hands-free device that allows use of an electronic wireless communications device without the use of either hand, which allows them to reach their destination. Absolutely no texting, on any device or in any format, is permitted while driving for County purposes. Other prohibited forms of driver distraction under Ohio law can include any activity that is not central to driving. Mapping programs used to reach a destination may be used, but must be programmed prior to the vehicle being in motion. Employees *must* pull into a safe place and stop their cars before performing any prohibited activity under this policy.
 - d. Should an employee be found to be in violation of any traffic law, including Ohio's texting or distracted driving laws while driving on the job, the employee shall be solely responsible for any fines or penalties that may be imposed by the law or a court.
 - e. Should an employee, who is subject to a distracted driving fine, choose to complete the online distracted driving course in lieu of paying the fine as provided under the law, the employee is not permitted to take the course during working time, unless using appropriate leave (sick leave excluded) and receiving pre-approval from their Appointing Authority; even if approved, all costs will be the responsibility of the employee.
 - f. Additionally, while operating a vehicle on County business, the employee is to be aware of and comply with any municipal ordinance or other State law that prohibits or restricts cell phone use or any other form of distracted driving. The employee may also be subject to appropriate disciplinary action, up to and including termination, for failure to follow safe driving standards and this policy.
3. Driving Eligibility Guidelines
- a. Employees who are asked to drive on County business must meet the eligibility guidelines specified in this policy.

- b. To the extent allowed by law, driving standards are a condition of employment for employees whose essential duties require driving on the job. If such employee is suspended from driving under the conditions of this policy, the employee may, at the discretion of the Appointing Authority, be disciplined. This includes, but is not limited to, suspension from work without pay for the duration of the driving suspension or termination from employment.
 - c. Under no circumstances can an employee, who's been suspended from driving, operate a vehicle on behalf of the County.
 4. Proof of Current and Valid Driver's License and/or CDL License
 - a. No employee is permitted to operate any County vehicle unless that employee has a proper, appropriate, and valid operator's license pertinent to the operation of the vehicle.
 - b. If an employee does not possess a vehicle operating license *that is required to perform essential job duties*, the employee may have a conditional offer of employment rescinded, or may be disciplined, up to and including termination.
 - c. Upon hiring in a position in which driving is an essential^{1, 2} job duty, the Appointing Authority (after a conditional offer of employment is made) shall require the conditional employee to 1) provide a current and valid driver's license relevant to the job and 2) agree to a background check, which includes a driving record check; employee will be required to fill out a Driver History form and a Background Check form (see Appendices). Employees in which a CDL license is an essential duty will be additionally required, annually, to fill out any and all Clearinghouse forms required for such background checks (see Appendices). If the conditional employee does not comply to either or both of these requests, the offer of employment will be withdrawn. The Appointing Authority will make and retain a copy of said records, which shall be retained in the employee's personnel file.
 - d. Any time during the course of employment, when an employee's job changes and driving becomes an essential duty, that employee will be required to comply with the process specified above.
 5. Confirmation of Continuing Driver Eligibility^{1, 2}
 - a. A designee of the Appointing Authority will coordinate the process for confirming the continuing eligibility to drive on County business.
 - b. At any time during the course of employment, an employee who drives on behalf of the County is required to immediately notify their Appointing Authority of any loss or restriction to driving privileges and/or personal vehicle insurance. At no time may an employee drive a vehicle on behalf of the County without a current and valid driver's license and/or personal vehicle insurance, or contrary to any

restrictions imposed by a court of law. This applies to both classified and unclassified employees.

- c. Upon hire into a position where driving is an essential job duty, or any time during the course of employment when a job changes and driving becomes an essential duty, the following requirements shall be met prior to the employee operating a vehicle on County business. These requirements apply regardless whether the vehicle is a County vehicle, or personally owned or leased vehicle of the employee.
 - i. Annually, employees who drive on the job are required to verify their personal information, which may include their driver's license number, birth date and/or social security number.
 - ii. Conditionally hired employees (and current employees when their job changes to require them to drive on the job) are to complete a background check of the employee's driving record to determine eligibility to drive on behalf of the County.
 - (a) In the event the background check reports a clean driving record, without citations, the Appointing Authority's designee will so notify the Appointing Authority who may then authorize the employee to drive on behalf of the County. The designee shall retain a file of all background check records and related documentation which substantiates the employee's eligibility to drive on behalf of the County.
 - (b) In the event the background check reports driving citations, the designee will determine the points attributed to the employee using the State of Ohio Bureau of Motor Vehicles (BMV) guidelines, which are established according to ORC 4510.036. The designee will then report to the Appointing Authority the employee's eligibility or ineligibility to drive on behalf of the County. Points will only be counted by the Employer for two years prior to the date of the motor vehicle request.
 - (c) Upon receipt of the report from the designee which substantiates the points attributed to the employee, the Appointing Authority will take appropriate action against the employee by following the guidelines specified on the "Discipline Guidelines" at the end of this Vehicle Policy.
 - (d) When a conditionally hired employee (who will be required to drive on behalf of the County) is calculated to have 4 or more points, the offer of employment may be rescinded.
6. Insurance Coverage – An employee, who is approved to operate a personal vehicle for county related business, is required to certify that they have insurance which meets the

State of Ohio minimum required liability insurance, currently set at \$25,000 for injury/death of one person, \$50,000 for injury/death of two or more people, and \$25,000 for property damage in an accident.

B. DISCIPLINARY GUIDELINES

1. These Disciplinary Guidelines refer to Employees whose essential functions of their job position require them to drive on the County's behalf, whether with a County vehicle or a personal vehicle. County employees may be disciplined^{1, 2} from driving either County owned or privately-owned vehicles during the scope of their employment, according to points/suspension assigned by the Bureau of Motor Vehicles (BMV), regardless of where the incident occurs and regardless if the incident occurs while in the scope of employment. All points/suspension will be considered, without regard to whether the employee was employed at the time the points/suspension were assigned. Employees may also be disciplined^{1, 2} for any violations to this policy, whether or not points are assigned to the employee's motor vehicle record. Employees must report any accident, arrest, suspension and/or violation prior to operating a County vehicle or any other vehicle on behalf of the County; failure to do so may result in discipline, up to and including termination.

***LICENSE SUSPENSION NOTICE!** If an employee's driver's license becomes suspended, the employee must immediately cease driving on behalf of the County, whether using a County vehicle or a personal vehicle, and report the suspension to his/her supervisor. License suspension violations will not use the below point system to determine discipline; rather, the employee will be temporarily restricted from driving on behalf of the County until a pre-disciplinary hearing is held, and the process will follow the same guidelines as outlined below for 8 or more points.*

0 – 2 Points	No action required.
3 – 5 Points	Instruction and Cautioning
6 – 7 Points	Written Warning
8 or more points ^{1, 2}	Employee will be temporarily restricted from driving on behalf of the County until a pre-disciplinary hearing is held, for which Employer will follow the guidelines outlined in Section 10 of this Personnel Policy Manual. If discipline is determined necessary, it may be up to and including suspension-loss of driving privileges for a set amount of time and through the scope of the employee's employment, or termination of employment. <u>In the case of a BMV suspension with work privileges, or point accumulation but no BMV suspension, discipline may include inaccessibility to County vehicles; employees who get approval by their Appointing Authority to use their own vehicle for work purposes will receive mileage reimbursement for such purposes.</u> Discipline may also include counseling by the County Safety & Loss Control Coordinator or other person or body, or attending a driver

education course/class to avoid further incidents, as appointed by the Appointing Authority. Discipline should take into consideration any disruption, delay or impediment of services caused to the public.

¹Any discipline beyond a written warning should be reviewed with the Safety and Loss Manager and/or County Administrator to determine if the County's liability insurance will allow the employee to continue to drive for the County. Any violation involving an accident (while driving a County car or driving on behalf of the County) or any violation involving drug or alcohol use (regardless of when the incident occurred and/or the vehicle being driven) should also be discussed with the Safety and Loss Manager and/or County Administrator, regardless of points or discipline.

²Discipline for violations of this policy by an unclassified employee will be determined by the Appointing Authority.

<u>Original Adoption Date</u>	<u>Revision Number</u>	<u>Date</u>	<u>Approved</u>
8/4/21	+2	8/4/21 10/11/23	8/4/21 10/11/23

- A. An Appointing Authority may allow a salaried employee to accrue flex time whenever such employee works in excess of forty (40) paid hours during the work week. Flex time is earned at the rate of one (1) hour for each hour worked over 40 paid hours in a week.
- B. The maximum accumulation of flex time is capped at two hundred forty (240) hours. Hours worked, resulting in excess of these limits, will not be added to an employee's flex accrual nor paid.
- C. An employee who wishes to utilize flex time off must request the time off through the County's Dayforce system, in the same manner as other time off requests, and must receive approval for said time off.
- D. Flex time will not be paid out at any time. Employees who leave employment with flex time hours on their account will forfeit those hours. Employees who transfer employment to another Appointing Authority's office will also forfeit those hours and their flex bucket will be taken back to zero.
- E. Appointing Authorities have the right to manage both the accrual of and the use of flex time (reduced hours and/or days off, use of flex time instead of vacation, pay out, etc.)

<u>Original Adoption Date</u>	<u>Revision Number</u>	<u>Eff. Date</u>	<u>Approved</u>
12/14/22	<u>1</u>	<u>12/14/22</u> 10/11/23	<u>12/14/22</u> 10/11/23



FMLA REQUEST

Ref. 5.08

EMPLOYER USE ONLY:

Name: _____
 Reason: _____
 Intermittent/Continuous (Circle) _____
 Form Dates: _____
 FMLA Year: _____

WAYNE COUNTY WILL GRANT LEAVES OF ABSENCE IN ACCORDANCE WITH THE REQUIREMENTS OF FMLA (FAMILY MEDICAL LEAVE ACT). SPECIFICALLY, ELIGIBLE EMPLOYEES WILL BE GRANTED LEAVE, WITH CERTAIN ASSURANCE OF JOB SECURITY AND HEALTH INSURANCE BENEFITS DURING THE LEAVE.

THE PURPOSE OF THIS FORM IS TO GIVE NOTICE TO YOUR EMPLOYER THAT YOU ANTICIPATE THE NEED FOR FMLA LEAVE. THIS FORM IS DUE 30 DAYS FROM YOUR ANTICIPATED LEAVE, THE ONLY EXCEPTION BEING EMERGENCY/UNFORESEEN CIRCUMSTANCES THAT PREVENT YOU FROM DOING SO.

APPROVAL WILL NOT BE GRANTED UNTIL THE OFFICIAL FMLA MEDICAL CERTIFICATION HAS BEEN REVIEWED AND APPROVED. UPON APPROVAL, FMLA LEAVE WILL BE RETROACTIVE TO THE DATE FIRST DISCUSSED WITH EMPLOYER.

PART A: EMPLOYEE INFORMATION

Employee Name: _____ Date: _____

Department: _____

Does your spouse work for Wayne County? Yes No If Yes, state spouse name: _____

PART B: REASON FOR LEAVE (CHECK ONE):

- Birth of an employee's child or placement of a child with the employee for adoption/foster care.
- Care for your _____ spouse, _____ child, _____ parent due to his or her serious health condition.
- Your own serious health condition that makes you unable to perform the functions of your job.
- Qualifying exigency arising out of the fact that your _____ spouse, _____ child, _____ parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status (in support of a contingency operation).
- Care for the _____ spouse, _____ child, _____ parent, _____ next of kin of a covered service member with a serious injury or illness.

PART C: ANTICIPATED TYPE OF LEAVE (CHECK ALL THAT APPLY):

- For a continuous block of time (several continuous days, weeks, or months off work).
- For a reduced work schedule (change in work schedule needed – fewer hours per day or fewer hours per week).
- On an intermittent basis (periodic time off that is not usually expected to be the same days or time off from week to week; examples may be time off for flare-ups of a medical condition and/or for ongoing medical treatments/appointments).

ANTICIPATED START AND END DATES: _____

PART D: ACKNOWLEDGEMENTS:

I UNDERSTAND AND ACKNOWLEDGE:

- I verify that I have been an employee of Wayne County for a minimum of at least twelve (12) months and have actually worked at least one thousand two hundred fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of the leave (the allowable amount with which to qualify for the Family and Medical Leave Act). I understand that I should read the FMLA section in the Personnel Policy Manual (Section 5.08) which will provide me with additional information on FMLA.
- I understand that I am required to complete an official FMLA medical certification form and submit the form to my employer 30 days prior to my anticipated leave, absent unforeseen/emergency circumstances that prevent me from doing so.
- I understand that if my leave is approved, my time away from work will be charged against my 12- week leave maximum under FMLA, and that FMLA leave will not exceed the 12-week maximum even if my FMLA medical certification states more than 12 weeks is necessary.
- I understand that if my FMLA medical certification lists different dates from what I anticipate on this form, those dates will prevail.
- Upon approval of this requested leave, I am required to utilize all paid time available to me prior to going into unpaid FMLA status. This includes the cancellation of future approved leave, if necessary. In the event that my leave balances are exhausted, I will go into unpaid FMLA status until my FMLA 12-week period is exhausted. If this occurs, I must contact my Employer to make arrangements to pay my portion of health insurance premiums, if enrolled in the County Health Plan.
- I understand that I must continue to request time off in Dayforce throughout my FMLA leave, selecting "FMLA Sick" or "FMLA Vacation" etc. when doing so. If my leave balances are exhausted before FMLA ends, FMLA will continue to be in effect until the end of the 12-week FMLA period, during which time I will be on unpaid leave. I understand that I must continue to follow office call-off procedures (except when approved FMLA is a continuous block of time).
- I hereby authorize a health care provider or other appropriate person representing my employer to contact my physician to ask for additional, necessary information/documentation and/or clarify existing documentation.
- I understand that if I exhaust my FMLA and am still not able to return to work, I must contact my employer. Failure to contact my employer at the end of my leave period may be treated as a resignation.
- I certify all statements provided on this form are complete and factual. I also understand that falsification of information is cause for disciplinary action.

Signature of Employee

Date

Signature of Immediate Supervisor

Date

Signature of Appointing Authority

Date

ADDITIONAL DOCUMENTS PROVIDED:

- FMLA Medical Certification
- Personnel Policy FMLA Section