

Minutes
January 9, 2020

Commissioners Present: Mark Gazarek, Brian Robertson and Timothy Bechtol.

Also Present: Lynn Taylor, Adam Witteman, Cindy Land, Captain Ryan Kidwell, Steve Wilson, Mary Ann LaRoche, Mike Recker, Mike Pepple, Mandy Lobdell and Jim Maurer.

Commissioner Bechtol opened the meeting at 9:30 a.m. in the Commissioners' 1st floor conference room. The Pledge of Allegiance was recited. Minutes from the January 6, 2020 meeting were read with Mark Gazarek making the motion to approve, Brian Robertson seconded. Motion passed 3-0. Minutes from the January 7, 2020 meeting were read with Mark Gazarek making the motion to approve, Brian Robertson seconded. Motion passed 3-0.

The Assistant Clerk presented the following resolutions for consideration:

Resolution #7-20 – In the matter of organization - Board of County Commissioners – President Mark D. Gazarek. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #8-20 – In the matter of organization – Board of County Commissioners – Vice President Brian J. Robertson. Mark Gazarek made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #9-20 – Employing Sarah Mutchler as Clerk of the Board of Hancock County Commissioners. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #10-20 – Employing Lynnette Taylor and Tammy Erwin as Assistant Clerks of the Board of Hancock County Commissioners. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #11-20 – Setting forth various boards that the Commissioners agree to be a member of for the year 2020. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #12-20 – Resolution to designate the official representative and alternate for the purpose of voting at the annual meeting of the County Commissioners Association of Ohio in 2020. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #13-20 – Authorizing the payment of the listed and/or attached Purchase Orders. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #14-20 – Repayment of advance from Water Pollution Control to the General Fund. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #15-20 – Repayment of advance from Water Pollution Control to the General Fund. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #16-20 – Repayment of advance from Water Pollution Control to the General Fund. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #17-20 – Repayment of advance from Water Pollution Control to the General Fund. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #18-20 – Appointment of Jason Johnston as Hancock County Apiary Inspector for the year 2020. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #19-20 – Additional appropriation within the Auditor’s certification – Commissioners to appropriate to Hancock County Election Commission. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #20-20 – Authorization pursuant to the request of Hancock Regional Planning Commission (HRPC) to adopt a Memorandum of Understanding (MOU) for the Habitat New Build Activity for the 2018 chip grant. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #21-20 – Additional appropriation within the Auditor’s certification – Commissioners to appropriate to Dog & Kennel. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #22-20 – Transfer of funds within the appropriation – Landfill. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #23-20 – Transfer of funds from the Housing Trust Fund to the General Fund (4th Quarter 2019 Fees) \$931.36. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #24-20 – Transfer of funds from Job and Family – General Office to Childrens Service. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #25-20 – Transfer of funds from Job and Family – General Office to Childrens Service. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #26-20 – Transfer of funds from Job and Family – General Office to Childrens Service. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Brian Robertson made the motion to approve the warrant journal. Timothy Bechtol seconded. Motion passed 3-0. Nichole Coleman received the authorization to sign a lease letter to Christian Pederson for the space at Veterans Services. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0. In addition, Brian Robertson made the motion to approve, Timothy Bechtol seconded for Mark Gazarek’s signature on the certificate of the total

amount from all sources available for expenditures and balances. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0. Several travel requests were approved for the Sheriff's Office. A Proclamation was read honoring Jeff Winkle.

Lucinda Land presented the following resolutions for consideration:

Resolution #27-20 – Hancock County FY 2020 Community Housing Improvement Program Fair Housing Services. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #28-20 – Entering into an agreement with Wellpath L.L.C., for medical services at the Hancock County Justice Center. Cindy Land stated that she discussed with Captain Kidwell the proposal and Captain Kidwell has done his due diligence. Furthermore, it is recommended that Option 2 is the option Captain Kidwell would like to proceed with. Option 2 comes at a cost of \$424,029.00. Captain Kidwell concurred. Brian Robertson stated that based upon his review, each prisoners health care costs about \$300.00 a year. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Steve Wilson requested an executive session to discuss potential real estate acquisition.

Meetings/Reports

Brian Robertson had nothing to report.

Mark Gazarek had nothing to report.

Timothy Bechtol had nothing to report.

At 9:51 a.m., Mark Gazarek made the motion to enter into executive session to discuss potential real estate acquisition, Brian Robertson seconded. A roll call vote resulted as follows: Mark Gazarek, yes; Brian Robertson, yes; Timothy Bechtol, yes. At 10:12 a.m., Mark Gazarek made the motion to come out of executive session with no action taken, Brian Robertson seconded. Motion passed 3-0.

The 11:00 A.M., Census Count meeting will be rescheduled for a later date.

At 1:15 P.M., the Commissioners met with Randy Galbraith, Gina Eshler, Katina Bays, and Amy Reinhart. Lynn Taylor and Jim Maurer were also in attendance. Randy stated that his predecessor requested an agency review and the results are complete. Amy Reinhart reported that the CPOE (Child Protection Oversight and Evaluation) is completed by the State every 2 years. A federal review is also done in prior years where selective counties in Ohio are reviewed in lieu of every county. A lot of data such as case records are compiled, interviews with many parties are held to list a portion of examinations done. A CPOE occurred in January 2018 with a review period from October 2018 – October 2019. During that time, many recommendations were made and areas of improvement were noted. It was noted that the caseworkers handling an average of 30 cases per worker and typically, that needs to be around 10-12 cases. Amy also stated that turnover at the Hancock County JFS is high and inexperience caseworkers are a concern. Amy was very complimentary of the operation of the agency and has personally visited the agency several times and is happy to report that her recommendations are being followed.

Randy and his staff have also implemented training options, sought out advice from the State and is very committed. Amy stated that the next CPOE will be in the summer of 2020. Mark Gazarek stated that it's nice to hear progress is being made. Mark inquired if any other counties in the state are experiencing high caseloads and Gina stated that it's a problem statewide. Not only are caseloads excessive, but it takes a long time to be certified and training takes time. Mark stated that they continue to lobby the state for more money and Gina agreed. Brian Robertson stated that in 2019 the Commissioners increased the pay scale for JFS and that is a step. Randy continues to find ways for early intervention and recently has hired 4 student helpers from the local colleges and hopes to use this as a direct path to hire as they learn more of the process. Randy also stated that he has used grant money to purchase portable office supplies such as scanners, surface pros, and cell phones to allow for higher productivity when out in the field. Randy has also partnered with 7 other counties to provide financial assistance to the hiring of foster family recruiter. This money will be from a grant. Brian Robertson inquired how many kids in care cases Randy has in his agency for 2020. Randy stated he currently has 114 children and will most likely have 4 more relatively soon. The Kids in Care program is getting underway and he hopes that will be successful as more families are becoming aware of the program. The Owens Community College collaboration is continuing. Also, Randy is working with the local FDA (Findlay Digital Academy) about certificate programs for the unemployed younger population. Randy addressed the Commissioners about an issue regarding the computer labs on the second floor being used by the public on days the agency is closed, however the ESC was open. Randy will be getting with Tom Davis to see from a safety standpoint if locks can be placed near the elevator door or get any other recommendations to make the computer lab less accessible. Randy will talk to Tom and get a cost analysis done and report back to the Commissioners. Randy is also working with the Bureau of Budgetary to get additional training.

At 2:00 P.M., the Commissioner Bechtol met with for Charity Rauschenberg, Tracey Coldren, Cathy Wilcox and Phil Riegle for a Records Commission meeting. Lynn Taylor and Jim Maurer were also in attendance. A certificate of records disposal (RC-3) Part 1 was requested from Randy Galbraith. Charity stated that she is concerned with the time line of the documents being requested to dispose. She doesn't want to have an audit finding due to the age of the documents. Randy stated in his email that the server is scheduled to be closed on January 30, 2020, hence the urgency. Phil Riegle made the motion to approve the RC3 for file numbers 15-066 and 15-068. Charity Rauschenberg seconded. Motion passed. Furthermore, RC3 file number 15-067 needs further clarification from Randy. Timothy Bechtol attempted to call Randy Galbraith on the phone, however had to leave a message.

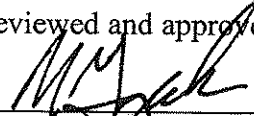
At 2:30 P.M., Commissioners met with Courtney Comstock for a Litter Landing update. Lynn Taylor and Jim Maurer were also in attendance. Courtney provided a list of equipment statuses and reported that over the Christmas Holiday, the forklift broke. She provided 3 quotes for a newer model forklift, however will go back to one of the vendors to get more details on the quote. She stated she will follow up with the Commissioners once she has a final quote with pneumatic tires. Courtney stated that it would cost \$3,879 for the current forklift to be repaired and since the current forklift is 15 years old, tier fee money could be used to purchase a newer one. Courtney also provided a map of the many roll offs in the county and stated that production is high and a good forklift is essential. Often, her employees make several trips weekly to the roll offs causing higher volume. The can crusher is also experiencing issues. Courtney also stated that the holidays were very busy and received many nice compliments from the citizens. Courtney requested an executive session in regards to personnel. At 2:12 p.m., Brian Robertson made the motion to enter in executive session to discuss personnel, Mark Gazarek seconded. A


roll call vote resulted as follows: Brian Robertson, yes; Mark Gazarek, yes; Timothy Bechtol, yes. At 3:06 p.m., Mark Gazarek made the motion to come out of executive session with no action taken, Brian Robertson seconded. Motion passed 3-0.


Respectfully submitted,

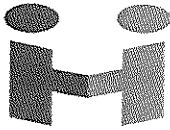

Lynn Taylor, Assistant Clerk

Reviewed and approved by:


Mark D. Gazarek


Brian J. Robertson


Timothy K. Bechtol



Hancock County
Job & Family Services

P.O. Box 270
7814 Co. Rd. 140
Findlay, Ohio 45839
TOLL FREE: (800) 228-2732
PHONE: (419) 422-0182

Randall L. Galbraith, Esq., Director

Commissioner's Report – January 9th, 2020

- 1) Report on CPSU Performance Review
- 2) Post Adoption/Post Kinship Program – Contract
- 3) Children Services Best Practices Funding - \$65,000.00
- 4) Foster Care Recruitment Allocation/Project - \$32,595.00
- 5) OMJ/Owens CC Collaboration
- 6) OMJ/Findlay Digital Academy Collaboration
- 7) Maintenance Costs – OMJ

Providing Help Today and Building Hope for Tomorrow

Child Support Enforcement
(419) 424-1365
Fax (419) 424-7288

Workforce Development
(419) 422-3679
Fax (419) 422-8349

Ohio Works First
(419) 425-6375
Fax (419) 422-1081

Childrens Protective Services
(419) 424-7022
Fax (419) 424-7485

Child Protection Oversight and Evaluation (CPOE)

Designed to:

- Improve Services
- Improve Outcomes for Families and Children
- Identify Strengths and Opportunities for Improvement

Methodology based on the Federal Child and Family Services Review (CFSR) for the State of Ohio. The CFSR is the Federal Government's program for assessing State's child welfare performance.

- Data
- Case Records
- Interviews with Key Case Participants

Evaluation of Substantial Conformity with 7 child and family outcomes that assess:

- Safety
- Permanency
- Well-Being

Plans for Practice Advancement (PPA) are developed by agencies to address areas identified as needing improvement:

- Working document with strategies identified and timeframes for implementation
- PPAs are monitored for 1 year:
 - 3- and 9-month reviews - review strategies
 - 6- and 12-month reviews – include review of case records

Hancock County JFS CPOE 11

Entrance Conference – January 2018

Review of 13 cases – February and March 2018

Interviews and Review of data

Exit Conference – June 2018

Strengths:

- Screening decisions completed timely.
- No safety concerns identified related to visitation for any children in foster care. No safety concerns identified related to any child's substitute care setting.
- Permanency goals established timely and were appropriate based on the unique circumstances of each case.
- HCJFS recognizes the importance and value of relatives as placement resources for children.
- Comprehensive assessments of parent's and caregiver's needs were completed.
- Coordination between the agency and the school districts in which foster children attended school.

Areas needing improvement identified:

- Staff turnover and high caseloads
- Consistent completion of comprehensive initial and ongoing assessments of safety and risk.
- Delays between the filing of motions for termination of parental rights and related court hearings or appeals which caused delays in the achievement of permanency and lengthened the time children spent in foster care.
- Ensuring children's physical and mental/behavioral health needs are met through verification of services with service providers.

Hancock County JFS CPOE 11 Plan for Practice Advancement

Developed by the agency and approved by ODJFS in October 2018.

Focus – 2 areas:

- Risk and Safety Assessment and Management
- Physical and Mental Health Needs of Children

Strategies implemented:

- Completion of trainings that addressed risk and safety assessment and management
- Revision of agency policies to reflect new practices related to the completion of comprehensive assessments of risk, safety and needs; and case planning
- Regular review of agency data in order to monitor compliance and case practice
- Increased supervision of caseworkers by management staff
- Regular review of agency practices by management staff
- Quality Assurance activities and oversight of caseworkers and case practice
- New approach to screening reports of abuse and neglect

Progress determined through review of case records in April and October 2019:

- The strategies implemented by the agency to address risk and safety assessment and management were effective and progress was made in performance and practice. Overall, comprehensive and accurate initial and ongoing assessments of risk and safety were completed in the cases that were reviewed.
- The strategies implemented by the agency to address ensuring children's physical and mental health needs are met were effective and progress was made in performance and practice. In the cases reviewed, children were receiving services for identified needs.

3

Rank	FY	Needs	Unit / Where	Reason	Explanation	Estimated Cost	Suggestion to Resolve Problem
1	2017	Former Building	On Site	Access / Safety	Currently used for warehousing and Aluminum Can Processing - exposed electrical some areas are charged - radiant old heaters, very dark, bowed walls, exposed ceiling, broken doors, animal contamination, damaged/leaking roof, unstable structure - Huge safety concern	TBD	Need the warehouse space - would like to replace with larger pole barn inserting forklift rack-system for material storage plus could house an Education Room for classroom discussions as well as education materials
1.1	2017	Pavement	Back-Lot	Access / Safety	Very uneven - difficult to transport bales of materials, difficult to clear of ice/snow for safe passage - potential to cause long-term physical back damage - Engineer's office quoted in 2018	TBD/BUILDING?	Stone has been added to try and assist with low spots and holes... remove part with building install?
1.2	2017	Fence	On Site	Access / Safety	Damaged in several areas - part of it is shared with BV	TBD/BUILDING?	
2	2019	Rotator	Forklift - Any	Access / Safety	material processing/dumping made easier - less staff required for processing totes (2-3 to flip) - easier to empty with out handling twice - will still have forklift functionality so no loss of equipment	\$25,000.00	Miami Industrial estimate in DEC 2019
4	2018	Pavement	On Site	Access / Safety	was lined in 2018 by LL management - Public access is no longer lined - the public travels thru with no confirmed path of travel... they have hit the fence and have blocked the drop off area by not complying to "assumed" traffic flow patterns	TBD	
5	2019	Painted	Building	Access / Safety	Floor markings so that the general public is aware that they should not go beyond "this" point - they wonder into forklift and truck paths		Perhaps I can borrow unit again for inside the building
5.1	2018	Lights	Building	Access / Safety	Donation area - public access is dark at night / hard to read signage	\$450.00	LED Lights - Maintenance did put led lights up in the overhang area
6	2019	Breaks	Yellow Truck 1998	Safety	Limited to NO break on the Yello Box van... Used to collect cardboard at local events and business	\$1,400.00	Looking at getting an updated estimate from Ed's but would prefer to upgrade - 1998 Rusted features, replacement hose lines
6.1	2018	Door	Yellow Truck 1998	Safety	Currently No back roll-up door on the unit - materials inside are fully exposed - limited usability	\$1,000.00	Currently securing items with load bar and can only used for Large item pickups - Unable to use for events or carboard collections
6.2	2018	Lift Gate	Yellow Truck 1998	Safety	Hydraulic Lift Gate platform ... hydrolic pressure doesn't hold properly, rusted	TBD	limited to no use of the lift gate
6.3	2018	Transmission	Yellow Truck 1998	Safety	Gets stuck in Reverse... Skips gears while shifting	\$700.00	Recommended to replace gear box with the possibility of needing an entire transmission
7	2018	Ramp	On Site	Access / Safety	Portable Loading Ramp - used for loading trailers - steel chunks missing - damaged trailer lip from attempted movement - hydraulic support	\$11,000.00	Sledge Hammer- Welding - Purchase Wheel Chalks for \$30-40 for additional safety
7.5	2018	Can Crusher	On Site	Usability	Original 1988 equipment - plugs and belt rolls of the rollers - causing the unit to jam and become un usable - Power surges... shorting out the unit....	TBD	Haven't started pricing units yet... concerned about new unit in unstable building...
8	2018	Tarp	INT-Roll off Trk	Usability	Tarp is starting to tear at the seams - used mostly for transport of trash container - better to repair a small tear than have to replace the entire tarp	\$2,500.00	Internet Research - used to secure loads

