

## Minutes

September 12, 2023

Commissioners present: Timothy Bechtol and Michael Pepple. William Bateson absent.

Also Present: Christine Carrigan, Cindy Land, Phil Johnson, Adam Witteman, Engineer Doug Cade, Steve Wilson, Jeff Wobser and Lou Wilin.

Commissioner Bechtol opened the meeting at 9:30 a.m. in the Commissioners' 1<sup>st</sup> floor conference room. The Pledge of Allegiance was recited. Minutes from the August 31, 2023 and September 7, 2023, meetings were read with Michael Pepple making a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Michael Pepple made a motion for Commissioner Bechtol to sign the CEBCO benefit summary and renewal letter. Timothy Bechtol seconded. Motion passed 2-0. The Commissioners approved travel requests for the Auditor's office, Courtney Comstock and the Public Defender's office. In addition, the Commissioners approved a Position Description Authorization Form for Job & Family Services. The Commissioners signed the Notice of Filing an Annexation for a parcel in Allen Township. The hearing date is November 16, 2023 at 11:00 a.m., in the Commissioner's conference room.

The Assistant Clerk presented the following resolutions for consideration:

Resolution #614-23 – Authorizing the payment of the listed and/or attached Purchase Orders. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #615-23 – Additional appropriation - within the Auditor's certification - Commissioners to appropriate to Severance #2136 (Sheriff). Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #616-23 – Transfer of funds within the appropriation - Landfill Tiered Fee 5109. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #617-23 – Transfer of funds within the appropriation - Board of Elections - SOS Fund #2243. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #618-23 – Transfer of Hancock County Solid Waste Management District Tier Disposal Fees to the Tiered Disposal Fee Fund 5109. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #619-23 – In the matter of appointment of Lisa Amstutz to the Blanchard Valley Port Authority (BVPA). Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #620-23 – Transfer of funds within the appropriation - General Fund - Sheriff 1001. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #621-23 – Transfer of funds within the appropriation - Litter Landing #5069. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #622-23 – Release of Permissive Tax - City of Findlay to pay for debt service associated with improvements to County Road 236 located within the City of Findlay. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #623-23 – Transfer of funds within the appropriation – General Fund. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Cindy Land presented the following resolutions for consideration:

Resolution #624-23 – Authorizing Change Order No. 1 to the contract with Robin Kershner, D/B/A Kershner Excavating for the installation of a new home sewage treatment system as part of the Hancock County WPCLF Grant project #HS390032-0008-2022-03. Cindy stated this is for a time extension for completion of the project due to some difficulty obtaining materials needed for the project. There is no additional cost involved. This is changing the completion date from June 30, 2023 to October 31, 2023. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #625-23 – Authorizing Change Order No 1 to the contract with the Shelly Company for the 2023 Hancock County Cooperative Resurfacing program. Engineer Cade stated this does not involve any county funds. During the resurfacing project they discovered additional asphalt was needed to complete resurfacing roads located in Liberty Township. Due to us being the contracting agent for this project we had to do the change order to pay the contractor. The Change Order No. 1 will be paid for by Liberty Township. Cindy stated that since it is not being paid for by county funds there is no auditor certification attached to the resolution. The certification will come from the township. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #626-23 – Resolution authorizing a lease contract with Headquarters Development Company, LTD., 153 Woodcliff Drive, Findlay, Ohio 45839 for lease of suite 204 as additional office space for the Hancock County Public Defender offices. Cindy stated instead of amending the current lease a decision was made to have a new lease for the additional space. There will be two leases for the Public Defenders until April 2025, then they will be combined into one lease. The negotiated monthly cost for the new space is \$1,486.77. Cindy requested that a column for square footage be added to the contract spreadsheet. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #627-23 – Resolution authorizing the Hancock County Commissioners to enter into an agreement with Johnson Controls Fire Protection LP., for security panel replacement at the Hancock County courthouse for emergency repair to security panel in the Hancock County Courthouse. Cindy stated that due to the recent power surge the security control panel at the courthouse has been severely compromised. A proposal of \$20,659.00 was received from Johnson Control for emergency repair and replacement of parts to get the security panel up and running. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #628-23 – Resolution authorizing the Hancock County Commissioners to enter into an agreement with Johnson Controls Fire Protection LP., for security panel replacement and upgrade at the Hancock County courthouse. Cindy stated this is for an upgrade and replacement of the security panel at the courthouse. The total cost is \$27,499.00. Resolution 627-23 and 628-23 is less than the bid threshold. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Cindy Land requested an executive session in regards to pending litigation.

Phil Johnson presented the following resolutions for consideration:

Resolution #629-23 – Authorizing actions with relation to the installation of electric service facilities for the construction and operation of the Hancock County Judicial Center on West Main Cross Street in Findlay. Phil stated after reviewing documents and speaking with AEP his questions or difficulties regarding this project has been eliminated. This authorizes execution of two documents, the first one titled Contribution-in-aid-of-Construction. This document sets the basics, including the time frame. The second document is titled Underground Billing Agreement. Both of these documents authorize payment of \$10,786.62 and \$424.31 from an allowance in the construction contract. There is a third document regarding information about the acquisition of properties that Phil is working on completing. Cindy inquired who is responsible for payment. Commissioner Bechtol stated Alvada Construction will be cutting the check. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #630-23 – Authorizing entry into a contract with RCM Architects, Inc., for architectural consulting and design services for completion of a State of Ohio Community Development Block Grant (CDBG) project with regard to a Target of Opportunity Childcare and Daycare Facility Grant program. Phil stated the total contract cost is \$73,900.00. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #631-23 – Authorizing entry into Change Order No. 4 to a contract with The Delventhal Company for services in the nature of execution of the JFS Building Roof Truss Repair/Reinforcing project at the Job & Family Services building in Findlay. Phil stated this is for a deduction of \$5,994.00. There was also a correction made removing \$2,627.00 from a change order that was mistakenly added on The Delventhal Company's documents. The revised contract amount after all change orders is \$811,290.00. The deduction is due to not needing ceiling blinds and tiles. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #632-23 – Authorizing a final payment upon a contract with The Delventhal Company for services in the nature of execution of the JFS Building Roof Truss Repair/Reinforcing project at the Job & Family Services building in Findlay. Phil stated after all the refiguring there is an amount due of \$73,321.72. Commissioner Bechtol requested that the retainage is held and the amount is not paid until the work is complete. Commissioner Bechtol stated that Mike Thompson will let the clerks know when the work is complete. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #633-23 – Authorizing the solicitation of bids for the removal of current boilers and installation of new boilers in county-owned building located at 514 South Main Street and at the Job & Family Services building in Findlay, Ohio. Phil stated this is part of the large HVAC project. This is specific for the solicitation of bids for the removal and replacement of boilers in 514 South Main Street building and the JFS building. The bid opening will be held on September 28<sup>th</sup>. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #634-23 – Authorization to approve settlement agreement in Hancock County Court of Common Pleas Case No 2022-CV-00451, HENLEY V. Hancock County Commissioners. Phil stated this is an approval of a settlement for the second case. The Plaintiff will pay the court cost and the Board will absorb any cost incurred defending the matter. This does not dismiss the underlying appeal. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Engineer Doug Cade provided an update on the capital projects the Engineer's office is working on. Doug stated they are finishing up work on the last bridge and the OPWC resurfacing project. They have about 74 projects they are working on. There have been 283 permits this year. There are currently 335 active open permits. Commissioner Pepple asked if Doug has received any updates for the solar fields. Doug stated he received comments from the Border Basin.

Adam Witteman had nothing to report.

Steve Wilson stated they are waiting on soil sample results from the Ranik site to confirm all the Chromium has been removed. Commissioner Bechtol inquired if there was anything else that needed to be excavated on that site. Steve replied no.

Jeff Wobser had no comment.

Phil stated last weeks resolutions regarding the elevators included documents that had the term fiber optic crossed off. Phil spoke with the contractors and they stated fiber optic can not be used in that situation. A different technology will be used that is appropriate for that type of work.

### **Meetings/Reports**

William Bateson was absent.

Michael Pepple chaired the Community Coalition of Addiction Legislative Committee meeting

Timothy Bechtol met with Judge Johnson, Shawn Carpenter and Kim Switzer in regards to the furniture package that will need to be put out for proposals. Discussion took place whether this will have to be a request for proposal or a request for qualifications. Phil stated it should be a request for proposals unless you have architects or engineers deciding what furniture. Commissioner Bechtol will prepare a public document for the proposals. It will highlight what rooms need furniture. Commissioner Bechtol also met with Amber from RCM to talk about the potential mural on the wall in the lobby at the new Judicial Center. They also discussed the location they found for a time capsule. Commissioner Bechtol stated the road is shut down in front of the Judicial Center this week for water line installation and electrical tie-ins with AEP.


At 10:00 a.m., the Commissioners had a Go to Meeting with Allen County regarding Joint County Ditch Maintenance. Christine Carrigan, Cindy Land, Phil Johnson, Adam Witteman, Engineer Doug Cade, Steve Wilson, Jeff Wobser and Alec Helms were also present. Allen County prepared one resolution for a joint ditch for approval as follows: Resolution 653-23 Moser Joint County Ditch project #1266. Nathan Davis from the Allen County Engineer's office provided information regarding the scope of the project. He stated the assessment will be seven and a half percent. The resolution passed and a copy will be forwarded for our files.

At 10:30 a.m., the Commissioners met with Randy Galbraith for a JFS update meeting. Christine Carrigan, Cindy Land, Phil Johnson, Adam Witteman, Engineer Doug Cade and Jeff Wobser were also present. Randy stated they received the last installment of the levy funds. Everything looks good financially. Placement costs have increased the last couple of months due to having one tremendously expensive placement. Randy stated they are sharing cost with ADAMHS Board and the Board of Developmental Disabilities for this placement. The IV-E reimbursement has remained constant. Number of kids in custody is down to 91 for August. The number of children receiving in-home-care is falling. Randy explained the Prevention and Retention and Contingency plan. There is currently a lot of overtime due to Medicaid unwinding. JFS did receive a specific allocation from the Department of Medicare to fund this overtime. Commissioner Pepple inquired if the Job Position Description signed earlier is for a new position. Randy stated that it is for the CSEA Attorney. The Staff Attorney was promoted to the CSEA Attorney. The position description was updated.


Randy requested an executive session in regards to personnel in regards to employee discipline and potential litigation.

At 10:40 a.m., Timothy Bechtol made a motion to enter into executive session in regards to personnel in regards to employee discipline and potential litigation. Michael Pepple seconded. A roll call vote resulted as follows: Timothy Bechtol, yes; Michael Pepple, yes. Commissioner Bechtol made a motion to amend the executive session to also include pending litigation. Michael Pepple seconded. A roll call vote resulted as follows: Timothy Bechtol, yes; Michael Pepple, yes. At 11:06 a.m., Timothy Bechtol made a motion to come out of executive session, in regards to personnel in regards to employee discipline, potential litigation and pending litigation with no action taken. Michael Pepple seconded. Motion passed 2-0.

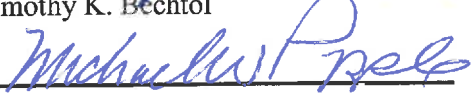
Respectfully submitted,

  
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Christine Carrigan, Assistant Clerk

Reviewed and approved by:

  
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William L. Bateson

  
\_\_\_\_\_  
Timothy K. Bechtol

  
\_\_\_\_\_  
Michael W. Pepple



**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 – September 12<sup>th</sup>, 2023

1) CPSU Financials

Balance Brought Forward (end of December 2022 placements)	(1,031,842.47)
2023 YTD Foster Care Placement	1,774,244.96
YTD Shared Placement Costs	-
ADAMHS and Juvenile Court Share	-
SCPA and Title XX used for shared	-
YTD Adoption (county share)	68,574.48
IV-E Reimbursement for Placements	(551,406.87)
Title XX Reimbursements for Placements	(76,476.01)
SS & Child Support	(71,565.24)
MSY Reimbursement (May)	-
MSY Reimbursement	-
SCPA SFY23 used for foster care services	-
Levy funds received	(1,713,605.78)
30-Days to Family Salary, Benefits, & Shared Costs	54,059.28
<b>Balance</b>	<b>(1,548,017.65)</b>

- 2) Kids in Care
- 3) PRC Plan
- 4) Overtime for Medicaid Unwinding
- 5) Executive Session – Employee Discipline

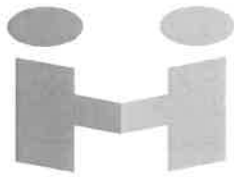
Providing Help Today and Building Hope for Tomorrow

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



# Hancock County Job & Family Services

## Children's Protective Services Unit August 2023

<b>Total Number of reports Received:</b>	
June 2023	113
July 2023	105
August 2023	
<b>Screened In/Out</b>	
June 2023	IN= 26, OUT= 75
July 2023	IN= 37, OUT= 66
August 2023	IN=
<b>Breakdown of case Type Screened In:</b>	
June 2023	TR= 8, AR=16, FINS= 1, Dependency= 1
July 2023	TR= 12, AR=19, FINS= 6, Dependency=0
August 2023	TR=
<b>Total Number of Kids in Care at months end</b>	
June 2023	96
July 2023	92
August 2023	91
<b>Breakdown of <u>Current</u> Placements (85 + 2 AWOL)</b>	
Family Foster Home	36
Adoptive	1
Kinship Placement	28
Group Home	10
Residential	9
Hospitalization	0
Detention	1
AWOL*	2
<b>Total number of Children Entering Care/Exiting Care</b>	
June 2023	Enter= 5, Exit= 6
July 2023	Enter= 6, Exit= 10
August 2023	Enter= 5, Exit= 6
<b>Total number of Children Receiving In-Home Services</b>	
June 2023	79

July 2023	72
August 2023	71

TR- Traditional Response

AR- Alternative Response

FINS- Family in Need of Services

AWOL- Absent without leave



# PLACEMENTS SUMMARY STATEMENT \*

## Hancock County Job & Family Services

*Providing Help Today and Building Hope for Tomorrow*

7814 County Road 99  
Findlay, OH 45840

**DATE:** 9/11/2023

**To:**

Honorable Board of Hancock County Commissioners  
300 S. Main Street  
Findlay, OH 45840

MONTHLY TOTALS **	Foster Placement	Shared Placements	Adoption	IV-E	Other reimb	Total County Owed
January	245,602.48	-	6,753.94	(85,084.17)	(34,692.07)	132,580.18
February	219,111.68	-	6,990.62	(76,094.47)	(34,541.28)	115,466.55
March	238,515.17	-	7,134.16	(84,343.87)	(29,765.90)	131,539.56
April	246,187.56	-	7,572.53	(75,837.67)	(18,918.92)	159,003.50
May	266,595.62	-	7,718.63	(81,316.00)	(11,049.51)	181,948.74
June	273,088.70	-	7,718.63	(72,025.86)	(8,546.78)	200,234.69
July	285,143.75	-	8,234.31	(76,704.83)	(10,526.79)	206,146.44
August	-	-	8,234.31	-	-	8,234.31
September	-	-	8,217.35	-	-	8,217.35
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,774,244.96</b>	<b>-</b>	<b>68,574.48</b>	<b>(551,406.87)</b>	<b>(148,041.25)</b>	<b>1,143,371.32</b>

Bal brought fwd	(1,031,842.47)
<b>County Paid</b>	
MSY	-
MSY	-
SCPA Applied	-
Levy funds February	-
Levy funds February	-
Levy funds March	(984,699.07)
Levy funds April	-
Levy funds August	(728,906.71)
Levy funds September	-
January	3,799.07
February	5,363.80
March	7,736.63
April	11,034.52
May	5,356.48
June	5,356.48
July	10,055.80
August	5,356.50
September	-
October	-
November	-
December	-
<b>TOTAL REC'D</b>	<b>(1,659,546.50)</b>
<b>Balance</b>	<b>(1,548,017.65)</b>

30 Days to Family  
personnel exp

**NET BALANCE DUE (1,548,017.65)**

\* Detailed placement log report available upon request.

\*\* Includes invoices and reimbursements known as of date of report.

All expenses and receipts will be recorded in month accrued/obligated, even if received at a later date.