

Minutes Tuesday, January 21, 2025

Mr. Schlumbohm moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam County, Ohio, that the following appropriation modification be made for the year ending December 31, 2025.

For County General

From..... 1 A 10, Prof Srv Legal Counsel.....to 9 E 1B, County Share to EMA.....\$9,500.00

Mr. Brubaker seconded the motion.

Vote: Mr. Wehri absent Mr. Brubaker yes Mr. Schlumbohm yes

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Mr. Schlumbohm moved to approve signing the Sub award and Collaborative agreement between Wood County JFS & the Child Welfare Fellowship Project Parties (which Putnam County is part of).

Mr. Brubaker seconded the motion.

Vote: Mr. Wehri absent Mr. Brubaker yes Mr. Schlumbohm yes

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Then/Now Purchase orders

Sheriff/Jail.....purchase order 48478

Sewer Dist. #1.....purchase order 48879

Wireless 911.....purchase order 48157

Office of Public Safety.....purchase order 5540

Indigent Guardianship.....purchase order 48908

County Airport.....purchase orders 48883, 48884

Airport Operations.....Purchase orders 48885, 48886

Airport Construction Grant.....purchase order 48887

Mr. Schlumbohm moved to approve the then and now purchase orders.

Mr. Brubaker seconded the motion.

Vote: Mr. Wehri absent Mr. Brubaker yes Mr. Schlumbohm yes

Exceptions: Mr. Wehri Mr. Brubaker none Mr. Schlumbohm none

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Purchase Orders and Travel Requests

EMS Grant.....Purchase order to Marbec Printing & Graphic Art for Print & set up of emergency Response Plan Books for \$ 14,000.00.

Commissioners.....Travel request for Brad Brubaker and Tim Wehri to attend the New Commissioner Training in Columbus, OH on Feb 23-26, 2025 with purchase order for lodging, meals registration and parking totaling \$ 2,133.90.

County General.....Purchase order to Putnam Co EMA for county share to EMA for \$ 35,000.00. Purchase order to Village Hardware for new snow shovels for\$ 360.00. Purchase order to PCADF Commissary for E/C of CORSA reimbursement of \$ 7,500.00

Sheriff/Jail.....Travel request for Brad Nelson to attend the CPT courses in Perrysburg, OH on various dates in 2025 with purchase order for meals and other totaling \$ 142.00.

Solid Waste Dist. Disp. Fees.....Purchase order to Bohl Equipment for service on forklift for \$ 700.00.

Airport Operations....Purchase order to CMT for Design/Install of AWOS 5% local match for \$ 2,000.00.

Airport Construction Grant.... Purchase order to CMT for Design/Install of AWO 90% FAA & 5% DOT for \$ 38,000.00.

Mr. Schlumbohm moved to approve the purchase orders and travel requests.

Mr. Brubaker seconded the motion.

Vote: Mr. Wehri absent Mr. Brubaker yes Mr. Schlumbohm yes
Exceptions: Mr. Wehri Mr. Brubaker none Mr. Schlumbohm none

Joe Burkhart met with Commissioners Schlumbohm and Brubaker to discuss IT updates and personnel. The updates that were approved last year \$250,000 of it is done of the \$350,000 that was approved. There were some price breaks on items. Since Wood County got hit some of the permissions have been changed. Multi-factor authentication is being implemented. Joe would like to update the email server. We are currently using smarter mail. He is looking at Microsoft 360 which would also update the word and excel. The different versions were discussed. He is also looking at adding fiber to the Office of Public Safety and O-G Road Complex. Glandorf Telephone currently provides the service on a leased line. If we run it ourselves it could save money. Joe would like to add a phone at the Event Center also. Board of Elections and Home Health are on separate service. Home Health is becoming more viable and they are going after old debts. Can the fiber be included in the EMS expansion? Office of Public Safety will get a new phone system this year. The Engage conference is coming up in April in Orlando, FL and Joe is going and hopes to bring Tyler along also. Tyler does a lot for the Sheriff's office and would get a lot out of the conference. The early bird registration is done but there is still an option for a discounted registration. 911 will pay for airfare for the group. The Commissioners think it is worth it to send Tyler to the conference also. Joe is trying to get documentation done to aid in cross-training his staff. The staffing level for IT was discussed. The updates to 2027 are in process. The inquiries from the county website were discussed, those all go to Cindy's email for her to disseminate to the appropriate office. Commissioner Brubaker suggested an IT co-op with Apollo for an extra set of hands for documentation. They

can contact the school. Commissioner Schlumbohm went to view EMS stations near Cincinnati and Centerville last Thursday. The area that one was built was not a prosperous area. The residents (EMTs) of the building did not have control over their climate. The heating of the building was discussed. The types of doors used were discussed the exit doors were bi-fold.

Commissioner Brubaker led the Pledge of Allegiance with Commissioner Schlumbohm and staff.

The business agenda was held with Commissioners Schlumbohm and Brubaker and Cindy Landwehr, Clerk.

The minutes from Thursday January 16, 2025 were reviewed and approved.

Commissioners Schlumbohm and Brubaker held an interview with John Folk for the JFS Director position.

Mr. Schlumbohm moved to go into executive session with Mr. Folk and Commissioner Brubaker to discuss employment

Mr. Brubaker seconded the motion.

Vote Wehri absent Brubaker yes Schlumbohm yes

Mr. Brubaker moved to go back on record.

Mr. Schlumbohm seconded the motion.

Vote Wehri absent Brubaker yes Schlumbohm yes

No decisions were made. Wages and duties were discussed. A discussion regarding compensation will be held. The Commissioners are in favor to offer Mr. Folk the position.

Mr. Schlumbohm moved to offer Mr. Folk the position of JFS Director pending approval of his contract.

Mr. Brubaker seconded the motion.

Vote: Wehri absent Brubaker yes Schlumbohm yes

Mr. Brubaker moved to adjourn for lunch.

Mr. Schlumbohm seconded the motion.

Vote: Wehri absent Brubaker yes Schlumbohm yes

Commissioners resumed session.

Brian Hilvers, EMA stopped in to let Commissioners Schlumbohm and Brubaker know that he will set up a meeting soon with them about the EMS building.

Commissioners Schlumbohm and Brubaker attended the TID board meeting.

Bob Benroth & Jeremy Maag met with Commissioners Schlumbohm and Brubaker to discuss the workflow for the new software. Joe Burkhart joined the meeting also. The Auditor's office is getting new software for the County's budgetary reporting. The purchase orders will be online with the new system. It is a completely new different system. The authorities on the approval

process was discussed. The purchase orders will still need to be approved on a business agenda. Jeremy explained the process for the purchase orders. Who will have the authority for the Commissioners' office? Could it be done as batch on the agenda? A resolution could be done listing all the purchase orders that were approved for that day, similarly to the way the Then/Now purchase orders are done now. Bill lists will also still be submitted for approval to have signatures. The Commissioners could give authority to Cindy or someone else to approve in the system the purchase orders that are on each agenda. There would need to be an authority back-up if Cindy/Clerk would be off. The Commissioners will also have access. The creation of vouchers and bills lists was discussed. Bill lists will still need to be created for the Commissioners to sign and approve so there is review of the bills being paid. The invoices will need to be scanned in and attached to the purchase order to be eligible for approval. The departments will be brought in gradually not all at once so there will still be paper purchase orders coming through for a while. The system will go live in mid-March. The timesheets and payroll system will not change at this time. All account numbers and identifications will change. Salaries, Insurance and Fringe accounts need to be separated within departments if they are not already. The pay in process will not change, the money will be brought in and deposited with the Treasurer. The daily statement will still be done to compare and verify the incoming funds. Group trainings will be setup for the offices to learn the new system. The new real estate system will be changing in August also. It was asked if the new system would interface with the Sheriff and EMS payroll systems. Jeremy did not know that for sure.

Mr. Schlumbohm moved to adjourn for the day.

Mr. Brubaker seconded the motion.

Vote: Wehri absent Brubaker yes Schlumbohm yes

Mr. Schlumbohm moved to approve the minutes as read from Tuesday, January 21, 2025.

Mr. Brubaker seconded the motion.

Vote: Mr. Wehri absent Mr. Brubaker yes Mr. Schlumbohm yes