

Minutes Tuesday, September 23, 2025

Mr. Schlumbohm moved to approve signing the contract agreement between the Putnam County Airport and Ward Construction for Taxilane Sitework Construction for \$ 193,281.00

Mr. Wehri seconded the motion.

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

Mr. Wehri moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam, Ohio, that to provide for the unanticipated revenues for the fiscal year ending December 31, 2025, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

Fund 8057, Airport Construction Grant

8057-46-180-506200, Airport Construction\$ 148,450.00

Fund 8110, Airport Operations

8110-46-180-506000, Other Expenses.....\$ 11,547.92

Mr. Schlumbohm seconded the motion.

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

Comm. Jrl. 121, Page 409

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 Office of Public Safety

From...5120-66-110-506000, Other Expenses ...to.... 5120-66-110-503500
Utilities.....\$4,000.00

Mr. Brubaker seconded the motion.

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

Comm. Jrl. 121, Page 410

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 Muni Court-Community Corrections

From...2103-31-102-502100, Comm Corr Medicare.to...2103-31-102-501100, Comm Corr Compensation ...\$ 511.94

Mr. Brubaker seconded the motion.

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

Comm. Jrl. 121, Page 411

Mr. Wehri 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 Sheriff/Jail

From..1001-32-130-504100, Equipment.....to..1001-32-130-502700 Education Registration....\$ 5,000.00

From...1001-32-130-504100, Equipment....to..1001-32-130-502600, Travel.....\$5,000.00

Mr.Brubaker seconded the motion.

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

Comm. Jrl. 121, Page 412

Mr. Wehri moved to adopt the Putnam County Job & Family Services PRC Plan effective October 1, 2025 through September 20, 2027.

Mr. Schlumbohm seconded the motion.

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

Mr. Brubaker moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam, Ohio, that to provide for the unanticipated revenues for the fiscal year ending December 31, 2025, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

Fund 2100, E-911/Communications

2100-32-240-503301, Software Maintenance.....\$35,000.00

Fund 2115, Wireless 9-1-1

2115-30-240-503300, Software Maintenance.....\$ 20,000.00

Mr. Schlumbohm seconded the motion.

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

Comm. Jrl. 121, Page 413

Then and Now Payments

County Airport....to Redline Equipment for repairs to airport mower for \$ 484.69

Mr. Schlumbohm moved to approve the then and now payment requests.

Mr. Wehri seconded the motion.

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

Exceptions: Mr. Wehri Mr. Brubaker Mr. Schlumbohm

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Purchase Orders and Travel Requests

Airport Construction Grant....Purchase order to Ward Construction for sitework for taxilane construction for FAA 90% portion \$173,952.90 5%DOT portion \$ 9,664.05 and local portion 5% \$9,664.05.

Landfill Closure/Mnt....Purchase order to Kuhlman Auto Sales for repairs to leachate truck for \$ 12,369.99.

County General.....Purchase order to Putnam Co EMA for increased county share of \$ 32,389.07. Blanket purchase order for IT 2025 Travel for \$500.00. Purchase order to Ohio Sanitary Services for service for water leak at Ag Complex for\$ 937.00.

Sewer Dist #1.....Purchase order to Ohio Sanitary Service for emergency service call near J. Kahle residence for \$ 1,027.00.

Sheriff.....Travel request for Brandon Barlage to attend BSSA CORSA Courses at Allen Co JFS in Lima, OH on October 27, 2025 no expenses listed.

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

Mr. Schlumbohm seconded the motion.

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

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

Purchase order Adjustments

Sewer Dist #2.....additional needed for billing cards due to error in quote amount to Warren Printing for \$ 92.10.

Mr. Brubaker moved to approve the purchase orders adjustments.

Mr. Schlumbohm seconded the motion.

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

Mr. Schlumbohm moved to approve the minutes as read from Thursday, September 18, 2025.
Mr. Wehri seconded the motion.

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

Tim Schnipke stopped in to talk to the Commissioners and they asked about the stone pile at the Fairgrounds. The pile is located in the flood zone and must be permitted properly.

Commissioner Wehri led the Pledge of Allegiance with Commissioners Schlumbohm and Brubaker, John Folk, Beth Coleson and Cindy Landwehr.

Commissioners Schlumbohm, Wehri & Brubaker met with JFS Director John Folk to discuss JFS updates. Mr. Folk presented a wage structure for the JFS employees. Hopefully this structure will help with employee retention. Some of the job classifications are being combined since we are a smaller county. This new pay scale is hoping to go into effect on Sept 27, 2025. The probationary period will still be implemented. Integrating the current employees into the scale was discussed.

Mr. Brubaker moved to go into executive session at 9:10am to discuss employee compensation with Commissioners Schlumbohm and Wehri, Mr. Folk and Beth Coleson.

Mr. Schlumbohm seconded the motion

Vote Wehri yes Brubaker Yes Schlumbohm yes

Commissioners went back on record at 9:53am no decision were made. Upon recommendation of the JFS director the Commissioners do move to adopt the wage and hiring plan with wages effective 9/27/2025. The Commissioners are planning to attend the employee appreciation picnic at JFS on Friday.

Mr. Brubaker seconded the motion.

Vote Wehri yes Brubaker yes Schlumbohm yes

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

Commissioners Schlumbohm, Wehri & Brubaker held a bid opening for Health Insurance Consultant. The bids were submitted as follows:

Fortman Insurance and UIS Insurance & Investments submitted a joint proposal to provide services in regard to the group medical, prescription drug, optical, voluntary dental insurance and various worksite programs as well as a Section 125 Flexible Spending Account program benefitting the employees of Putnam County, Ohio.

Mr. Schlumbohm moved to accept their proposal.

Mr. Wehri seconded the motion.

Vote Wehri yes Brubaker yes Schlumbohm yes

Mr. Brubaker moved to adjourn for lunch.

Mr. Schlumbohm seconded the motion.

Vote Wehri yes Brubaker yes Schlumbohm yes

Commissioners Wehri, Schlumbohm and Brubaker resumed session.

Commissioners Schlumbohm, Wehri & Brubaker met with IT Supervisor Joe Burkhart to discuss IT renewals. Joe presented the renewals for the upgrades that have been done. Everything costs money. Joe has enough in his budget to pay for the training that will be taken this year. They have used the training to set things up better and apply to new set ups. Next year if everything is renewed, the every three years for anti-virus and spam filters will also be due. Joe wants to keep some things for one more year. The smarter mail has a large renewal fee. Joe broke down the costs for the next few years 2026, 2027 etc. Sophos has been monitoring 24/7 and have found things that were running and made it so we questioned them. These costs are like paying insurance, hoping we never need it. It is broken down to \$2.50 per computer per year. The costs are continuing to rise. The county rents the fiber from the courthouse to the Sheriff. We own the fiber to the Garage to the Event Center, Annex, Dog Shelter we will be running to the Glandorf building and PCOPS. A spread sheet showing all our fiber and equipment was presented. Our backup used to take 48 hours now it can be done in 12 hours. If something would happen, we should be backed up, up to within a week. Joe does not have a budget set up for replacement switches, but he does have things backed up. Joe plans to replace them as needed. Joe can provide the costs that would be needed for replacing the switches. They can be integrated in to alleviate paying for them all at once. There are 32 cameras at the courthouse, the system is working but Joe would like to work at replacing those also. Microsoft office 365 would be needed to keep things updated. There are some running older versions that need to be replaced. The individual offices can pay for their own upgrade costs. It would be about \$34,000 up to \$40,000 for the whole county to upgrade. There are some cybersecurity grants and we will apply for them if we can. The Cybersecurity changes from HB 96 are due Sept 30, 2025. January 30 all policies must be in place. There are guidelines to follow under HB 96 and resolutions that must be passed regarding paying ransomware. An assistant IT director must be appointed to give authority when it is needed. Cyber plans and security measures are not public record. Joe is going to the Ohio Cyber convention next week. Joe can set up more regular updates with the Commissioners if they want. Pending any other input from the Commissioners, Joe will submit the plan he has been working on. Joe will add pictures of the equipment to the plan also.

Commissioners Wehri, Schlumbohm and Brubaker met with Sheriff Siefker and Prosecutor Gary Lammers to discuss minutes review. The Commissioners asked the Prosecutor to look at the minutes from a meeting that took place regarding a Deputy's family member and any sensitive information that could be included. The Commissioners did relay the concerns of the individual to the Sheriff and Prosecutor as the person requested. The Prosecutor did state that previous issues had been referred to outside parties to review for impartiality. The Sheriff did instruct any of his employees to record any dealings with her. She had been charged with falsifying information on previous cases. The deputies are following appropriate protocol. The hearings are public and anyone can attend even county employees when they use their lunch time or personal time. If anything else comes up an outside party will be brought in to review the case if needed. Neither the Sheriff nor Prosecutor have been approached by this person directly to voice her concerns.

Mr. Brubaker moved to adjourn for the day.

Mr. Wehri seconded the motion.

Vote: Wehri yes Brubaker yes Schlumbohm absent



Putnam County
Job & Family Services

Director, John C. Folk

Through best practice, Putnam County Job and Family Services will protect children, nurture families/individuals and develop job opportunities for our customers which lead to family stability and self-sufficiency, as we believe children and families/individuals are Putnam County's most valuable resources.

Wage and Hiring Plan effective pay period beginning 9/27/2025

Starting Wage Chart per Pay Range
Effective pay period beginning 9/27/2025

Class #	Classification Title	Pay Range	Starting Wage	Annual Salary
99610	Student Help		\$10.70	
99611	Student Fellow		\$15.00	
40111	Custodial Worker	1	\$14.38	\$29,910.40
40161	Vehicle Operator	1	\$14.38	\$29,910.40
30112	Unit Support Worker 2	2	\$15.54	\$32,323.20
10113	Clerical Specialist 3	4	\$17.08	\$35,526.40
10191	Account Clerk 1	4	\$17.08	\$35,526.40
30171	Public Inquiries Assistant	5	\$18.02	\$37,481.60
30121	Eligibility Referral Specialist 1	5	\$18.02	\$37,481.60
10192	Account Clerk 2	6	\$18.20	\$37,856.00
10114	Clerical Specialist 4	6	\$18.20	\$37,856.00
30143	Child Support Case Manager	6	\$18.20	\$37,856.00
30122	Eligibility Referral Specialist 2	6	\$18.20	\$37,856.00
30131	Social Service Worker 1	6	\$18.20	\$37,856.00
60181	Fiscal Specialist	7	\$19.01	\$39,540.80
30132	Social Service Worker 2	8	\$20.45	\$42,536.00
60131	Training Officer 1	8	\$20.45	\$42,536.00
31032	Employment Navigator	8	\$20.45	\$42,536.00
30144	Child Support Case Mgr. Super 1	9	\$24.03	\$49,982.40
30125	Eligibility Referral Specialist Super 1	9	\$24.03	\$49,982.40
10221	Human Resource Officer 1	9	\$24.03	\$49,982.40
30133	Social Service Worker 3	9	\$24.03	\$49,982.40
30134	Social Service Supervisor 1	10	\$25.19	\$52,395.20
		11	\$25.65	\$53,352.00
30126	Eligibility Referral Specialist Super 2	12	\$28.02	\$58,281.60
30145	Child Support Case Manager Super 2	12	\$28.02	\$58,281.60
30135	Social Services Super 2	12	\$28.02	\$58,281.60
80111	Assistant Director	13	\$29.70	\$61,776.00

PUTNAM COUNTY JOB AND FAMILY SERVICES 2025

PR	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$ 14.38	\$ 14.96	\$ 15.55	\$ 16.18	\$ 16.82	\$ 17.50
2	\$ 15.54	\$ 16.16	\$ 16.81	\$ 17.48	\$ 18.18	\$ 18.91
3	\$ 16.00	\$ 16.64	\$ 17.31	\$ 18.00	\$ 18.72	\$ 19.47
4	\$ 17.08	\$ 17.76	\$ 18.47	\$ 19.21	\$ 19.98	\$ 20.78
5	\$ 18.02	\$ 18.92	\$ 19.87	\$ 20.86	\$ 21.90	\$ 23.00
6	\$ 18.20	\$ 19.11	\$ 20.07	\$ 21.07	\$ 22.12	\$ 23.23
7	\$ 19.01	\$ 19.96	\$ 20.96	\$ 22.01	\$ 23.11	\$ 24.26
8	\$ 20.45	\$ 21.47	\$ 22.55	\$ 23.67	\$ 24.86	\$ 26.10
9	\$ 24.03	\$ 25.23	\$ 26.49	\$ 27.82	\$ 29.21	\$ 30.67
10	\$ 25.19	\$ 26.45	\$ 27.77	\$ 29.16	\$ 30.62	\$ 32.15
11	\$ 25.65	\$ 26.93	\$ 28.28	\$ 29.69	\$ 31.18	\$ 32.74
12	\$ 28.02	\$ 29.42	\$ 30.89	\$ 32.44	\$ 34.06	\$ 35.76
13	\$ 29.70	\$ 31.19	\$ 32.74	\$ 34.38	\$ 36.10	\$ 37.91

Step/Wage Charts

The proposed step chart shown above shall be effective September 27, 2025. The Step and Starting Wage charts include all positions except the Director.

Policy Advance Stepping Employees

Advance Stepping New Employees

A new employee will begin at the pay on Step 1 of the pay range for the position she/he was hired for. At the end of a successful probationary period, the employee will be advanced to Step 2 and will remain there until their next anniversary date.

A new employee may be advanced stepped at hiring based upon previous work experience and upon the recommendation of the Director.

Employees will receive the notice of the offered wage in writing at the time of hiring and acceptance of the position.

Advance Stepping Current Employees

It is proposed that all current employees who are not presently aligned with the appropriate step on the proposed pay scale be advanced to the step they are projected to reach by the end of 2025. This adjustment would take effective the pay period ending October 10, 2025. Following that date, the standard pay scale will be applied moving forward.

Promotions

An employee being promoted to a position in a higher pay range will be placed in the Step in the pay range for that position that offers a 4% increase for non-management positions and a 6% increase for management positions.

Maintaining the Pay Scale

To establish a consistent and equitable approach to employee compensation adjustments based on annual commissioner-approved increases, step increases, and cost-of-living adjustments (COLA).

The following guidelines apply to all employees covered under the agency's pay scale system:

Annual Commissioner-Approved Increases:

- If the Board of Commissioners approves an annual pay increase, all eligible employees will receive this increase effective at the beginning of the calendar year (January 1).

Step Increases:

- Step increases are awarded based on the employee's anniversary date and are subject to budgetary considerations.
- On the employee's anniversary date, they will receive the next step increase in their designated pay scale.

Employees at Maximum Pay Scale:

- Employees who have maxed out of step increases will receive a 1% longevity raise on their anniversary date if the agency budget is able to support.

In order to keep the pay scale current with the cost of living and competitive wages, the current starting wage chart will be adjusted per the annual pay increase approved by the Board of Commissioners. If the budget is unable to support this increase, the chart will be frozen for the year. However, employees not in the last step will continue to receive their annual step increase on their anniversary date.

Licensures/Other Supplements

Social Work Licenses will be paid by the agency for those employees that use the license as part of their job duties.

A bilingual supplement of \$.50 per hour may be granted when an employee is required to maintain use of a second language while performing his/her job assignment.

A supplement of \$.50 per hour may be granted when an employee assists the agency with technology related matters by becoming a TPOC or LSC.

A supplement of \$.50 per hour may be granted when an employee assists the agency as a Fleet Manager for agency vehicles.

After Hours On-Call Pay for Child Protective Services

Child Protective Services is required to make available a Child Protective Services Worker to handle emergency reports of child abuse and neglect twenty-four hours per day, 365 days per year. This is handled in Putnam County with an on-call worker that is responsible for receiving reports and handling emergencies after regular agency hours, weekends, and holidays. On-call workers are required to be trained Child Welfare Workers. On-call is only assigned to Child Protective Workers with the status of Social Service Worker 2 and the Child Welfare Supervisors.

Effective September 27, 2025, the compensation for Child Protective Services Workers on-call pay will be \$35 per day of on call, \$40 per day of weekend on call, and \$50 per paid holiday.

Effective September 27, 2025, compensation for Child Protective Services Supervisors on-call pay will be \$25 per day of on call, and \$50 per paid holiday.

Paid holidays shall be those recognized by the Board of County Commissioners. County releases schedule each year by December 31 for the following year.

Performance Incentive Bonus Provision

Employees may be eligible for performance-based bonuses derived from state incentive funds awarded to the county for meeting or exceeding established performance benchmarks. Such bonuses shall be subject to the following conditions:

1. **Funding Source:** Bonuses shall be calculated based upon state incentive payments received by the county for achieving performance standards established by Ohio Department of Job and Family Services.
2. **Eligibility:** Bonus eligibility may be determined based on:
 - o Employee contribution to achieving the qualifying performance metrics
 - o Employment status during the applicable performance period
 - o Satisfactory job performance as defined in employee evaluations
3. **Distribution Method:** The Director shall establish criteria for bonus distribution annually which may include:
 - o Equal distribution among eligible employees
 - o Pro-rated distribution based on salary, hours worked, or performance level
 - o Targeted distribution to departments/programs directly responsible for achieving benchmarks
4. **Timing:** Bonuses shall be distributed annually based upon county's receipt of state incentive funds, subject to budget approval processes.
5. **Non-Guaranteed Nature:** Performance bonuses are contingent upon the county receiving state incentive payments and are not guaranteed compensation. No employee shall have a vested right to receive such bonuses.
6. **Budget Approval:** All bonus distributions require a resolution from Putnam County Board of Commissioners.

Mr. Schlumbohm moved to approve the minutes as read from Tuesday, September 23, 2025.

Mr. Wehri seconded the motion.

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

