



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

Facsimile (513) 695-2054

TOM GROSSMANN

SHANNON JONES

DAVID G. YOUNG

GENERAL SESSION AGENDA

May 9, 2023

#1 9:00 a.m.

Clerk — General

The Board of Commissioners' public meetings can now be streamed live at [Warren County Board of Commissioners - YouTube](#)

APPROVE REQUISITIONS AND AUTHORIZE DEPUTY COUNTY ADMINISTRATOR TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Martin Russell, Deputy County Administrator, to sign on behalf of this Board of County Commissioners.

M moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M
M
M

Resolution adopted this 9th day of May 2023.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

/tao

cc:

Commissioners' file

REQUISITIONS

Department	Vendor Name	Description	Amount
WAT	STAUFFER SITE SERVICES LLC	SEW ST RT 73 AT CORWIN FORCEMA	\$ 133,500.00
TEL	RJE BUSINESS INTERIORS CINCINNATI OH INC	TEL RJE BUSINESS INTERIORS STA	\$ 2,434.94
JUV	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	JUV PROBATE MAIL MACHINE LEASE	\$ 2,922.57
TEL	MOBILCOMM INC	TEL MOBILCOMM BATTERY BANK FOR	\$ 8,275.60

PO CHANGE ORDER

Department	Vendor Name	Description	Amount
WAT	MOODY'S OF DAYTON INC	2022 WELL DEVELOPMENT PROJECT	\$ 17,334.00 INCREASE

5/9/2023 APPROVED:

Martin Russell, Deputy County Engineer

CONSENT AGENDA*

May 9, 2023

Approve the minutes of the May 2, 2023, Commissioners' Meeting.

PERSONNEL

1. *Recognize the hiring of Brittney Stephens, Operations Assistant, within WIB*
2. *Approve promotion of Tiffany Alexander to Water Sewer Utility Clerk III and Ila Hartrum to Water Sewer Utility Clerk II within Water/Sewer Department*
3. *Remove probationary employee from employment within Emergency Services*

GENERAL

4. *Approve appointments and reappointments to the Criminal Justice Board of Warren County*
5. *Appoint members to the Warren County Transit Advisory Committee*
6. *Cancel Thursday May 11, 2023, Commissioners' Meeting*
7. *Authorize termination letter to Compsych to end employee assistance program effective July 1, 2023*
8. *Authorize letter of authority to Verisk for services related to Medicare secondary payer recovery cases relative to Workers Comp Program*
9. *Acknowledge and accept summary plan description relative to buy-up and base medical/RX plan for plan year 2023*
10. *Approve classroom training agreements on behalf of Warren County OhioMeansJobs*
11. *Authorize publication of notice #2 to public of proposal to construct in a floodplain relative to FY 2023 South Lebanon CDBG Project*
12. *Approve notice of compliance with Title VI of the Civil Rights Act for Warren County Transit*
13. *Authorize President of the Board to sign Task Lighting Proposal for RJE Business Interiors on behalf of Telecommunications*
14. *Approve home placement agreements on behalf of Children Services*
15. *Enter into lease agreement with Pitney Bowes on behalf of Probate/Juvenile Court*
16. *Approve Change Order #2 with Moody's of Dayton for the 2022 Well Redevelopment Project*
17. *Enter into contract with Stauffer Site Services LLC for the State Route 73 at Corwin Road Forcemain Relocation Project Rebid*
18. *Amend Standard Details for the Warren County Water and Sewer Department*
19. *Acknowledge payment of bills*
20. *Acknowledge receipt of April 2023 Financial Statement*

FINANCIAL

21. *Approve operational transfer from Water 5510 into Water Projects 5583*
22. *Approve operational transfer from Sewer 5580 into Sewer Projects 5575*
23. *Approve supplemental appropriation into WIB 2238, Road Infrastructure 4451, Telecomm Rotary 6631 and Property Casualty 6637*
24. *Approve appropriation adjustments from Commissioners 11011110 into Juvenile Probate 11012500 for payout*
25. *Approve appropriation adjustment within Garage 11011620, Sheriff 11012210 and 6630, Building and Zoning 11012300, Engineer 2202, and Law Library 2207*

**Please contact the Commissioners' Office at (513) 695-1250 for additional information or questions on any of the items listed on the Consent Agenda*



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

*NAME OF ATTENDEE: Nick Marconi DEPARTMENT: Sheriff's Office

*POSITION: Lieutenant DATE: 4/28/23

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
TRAINING MORE THAN 250 MILES

PURPOSE:

Attend training related to his job duties.

LOCATION:

New Orleans, LA

DATE(S): 8/13/23-8/17/23

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Hilton New Orleans

ESTIMATED COST OF TRIP: \$2700

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Sheriff [Signature] 4-28-2023
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

Commissioner Date

Commissioner Date

MAY 1 '23 RCVD

RECEIVED OMB0000

*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Andrew Grossenbaugh



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

*NAME OF ATTENDEE: Gary Grismer DEPARTMENT: Water and Sewer

*POSITION: Wastewater Treatment Operator 1 DATE: 4/13/2023

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
TRAINING MORE THAN 250 MILES

PURPOSE:

Training for Ohio EPA class 2 wastewater treatment examination

LOCATION:

Montgomery County Environmental Services Building

DATE(S): 4/21/2023

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$15

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Tyler Bell 4/13/2023
Signature/Title Date



BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

Commissioner Date

Commissioner Date

*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Empty box for listing additional attendees.



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

*NAME OF ATTENDEE: Jason Faulkner DEPARTMENT: Water and Sewer

*POSITION: Wastewater Treatment Operator 1 DATE: 4/13/2023

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
TRAINING MORE THAN 250 MILES

PURPOSE:
Training for Ohio EPA class 2 wastewater treatment examination

LOCATION:
Montgomery County Environmental Services Building

DATE(S): 4/21/2023

TYPE OF TRAVEL: (Check one)
AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$15

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Tygh Baily 4/13/2023
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

Commissioner Date

Commissioner Date



*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Empty box for listing additional attendees.



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

*NAME OF ATTENDEE: Laura Schnecker DEPARTMENT: Probate/Juvenile

*POSITION: Court Administrator DATE: 3/29/23

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION
TRAINING MORE THAN 250 MILES

PURPOSE:

Ohio Association of Court Administration Conference which provides two and half days of training specific to court administrators.

LOCATION:

Westerville, Ohio

DATE(S): 5/17-5/19/23

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Renaissance Columbus Westerville Polaris Hotel--2 nights

ESTIMATED COST OF TRIP: \$953.00 (registration fee, hotel, mileage)

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature] 5-3-23
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

Commissioner Date

Commissioner Date

*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

*Telephone (513) 695-1250
Facsimile (513) 695-2054*

***TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG***

**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

MINUTES: Regular Session – May 2, 2023

This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.

The Board met in regular session pursuant to adjournment of the April 25, 2023, meeting.

Shannon Jones – present

Tom Grossmann – absent

David G. Young – present

Tina Osborne, Clerk – present

Minutes of the April 25, 2023, meeting were read and approved.

- 23-0529 A resolution was adopted to hire Emily Harris as Administrative Clerk, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-0530 A resolution was adopted to hire Rachel McAninch as an On-Going caseworker II, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-0531 A resolution was adopted to accept resignation of Jessica Anderson, Eligibility Referral Specialist II within the Warren County Department of Job and Family Services, Human Services Division, effective May 5, 2023. Vote: Unanimous
- 23-0532 A resolution was adopted to approve end of 365- day probationary period and approve a pay increase for Tyler Blair within Warren County Telecommunications. Vote: Unanimous
- 23-0533 A resolution was adopted to approve a pay increase for Sara Orr within the Warren County Department of Emergency Services. Vote: Unanimous

- 23-0534 A resolution was adopted to authorize the internal posting of the “Water Distribution/ Customer Service Worker” position within the Water and Sewer Department, in accordance with Warren County Personnel Policy Manual, Section 2.02 (A). Vote: Unanimous
- 23-0535 A resolution was adopted to authorize the internal posting of the “Water Distribution/ New Construction Locator” position, within the Water and Sewer Department, in accordance with Warren County Personnel Policy manual, Section 2.02 (A). Vote: Unanimous
- 23-0536 A resolution was adopted to approve reappointment to the Mental Health Recovery Services of Warren and Clinton Counties Board of Directors. Vote: Unanimous
- 23-0537 A resolution was adopted to authorize President of the Board to sign liquor permit application from the Ohio Department of Commerce, Division of Liquor Control for an event at the Warren County Fairgrounds. Vote: Unanimous
- 23-0538 A resolution was adopted to approve and enter into an agreement with Warren County Board of Developmental Disabilities on behalf of the Warren County Transit Service. Vote: Unanimous
- 23-0539 A resolution was adopted to authorize Warren County Telecommunications to accept the transfer of surplus radio equipment from Turtlecreek Township. Vote: Unanimous
- 23-0540 A resolution was adopted to enter into annual renewal and maintenance agreement with Gencore Candeo, LTD on behalf of Warren County Telecommunications. Vote: Unanimous
- 23-0541 A resolution was adopted to approve and enter into a memorandum of understanding between the Department of Warren County Children Services and Warren County recovery Court. Vote: Unanimous
- 23-0542 A resolution was adopted to approve agreements and addendums with various providers relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 23-0543 A resolution was adopted to declare various items within Board of Developmental Disabilities, Facilities Management, OhioMeansJobs, Telecommunications, and Veterans as surplus and authorize the disposal of said items through internet auction. Vote: Unanimous
- 23-0544 A resolution was adopted to acknowledge payment of bills. Vote: Unanimous

- 23-0545 A resolution was adopted to approve a subdivision public improvement performance and maintenance security agreement release with Grand Communities, LLC for Shaker Run Subdivision, Section 10, Phase A, situated in Turtlecreek Township. Vote: Unanimous
- 23-0546 A resolution was adopted to approve various record plats. Vote: Unanimous
- 23-0547 A resolution was adopted to approve supplemental appropriation into Common Pleas Court Community Corrections Fund #2227. Vote: Unanimous
- 23-0548 A resolution was adopted to approve appropriation adjustment from Commissioners' General Fund #11011110 into Sheriff's Office- Corrections Fund #11012210. Vote: Unanimous
- 23-0549 A resolution was adopted to approve appropriation adjustment within OMB General Fund #11011115. Vote: Unanimous
- 23-0550 A resolution was adopted to approve appropriation adjustment within Juvenile Court Fund #2247. Vote: Unanimous
- 23-0551 A resolution was adopted to approve requisitions and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 23-0552 A resolution was adopted to approve Health Insurance Portability and Accountability Act (HIPAA) Policy effective May 2, 2023. Vote: Unanimous
- 23-0553 A resolution was adopted to approve temporary intercounty job share agreement with Clinton County. Vote: Unanimous

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

Barney Wright, Warren County Treasurer, was present along with James Spaeth, Warren County Clerk of Courts, for a meeting of the Warren County Investment Advisory Board.

Mr. Wright reviewed the current yields and discussed length of investments.

Tammy Whitaker, Benefits Administrator, was present along with Susan Spencer, Personnel Officer, to present the proposed Health Insurance Portability and Accountability Act (HIPAA) Policy.

Commissioner Jones stated she is a member of the Data Board and stated this policy has been a long time coming and has raised a lot of questions on security. She then stated there is an ongoing discussion relative to cyber security.

Katherine Horvath, Assistant Prosecutor, stated that a risk assessment was completed as part of the process in creating this policy and the committee then went through the requirements step by step and addressed the needs.

Upon discussion, the Board resolved (Resolution #23-0552) to approve Health Insurance Portability and Accountability Act (HIPAA) Policy effective May 2, 2023.

Ms. Whitaker reviewed the current employee assistance program (EAP) stating that the current program has had minimal participation. She stated there are difficulties in scheduling appointments with the current provider.

Ms. Whitaker stated that Horan Associates has discovered a similar program from a new provider and requested the Board's approval to begin negotiations with them.

Upon discussion, the Board stated their agreement for staff to begin negotiations with an effective date for the new program to be July 1, 2023.

Michelle Teigtmeier, Building and Zoning Director, was present along with Gary Hubbs, Chief Building Official, to discuss the request of Clinton County for temporary assistance with zoning matters.

Mrs. Teigtmeier explained that Clinton County had an unexpected resignation in their zoning department, leaving one remaining employee with only four months experience. She stated that Warren County currently provides building inspection services and they have reached out requesting temporary assistance with their zoning matters until they can hire a replacement.

There was discussion relative the job-sharing agreement being temporary and the ability for current Warren County employees to take on additional responsibility during this short time.

Upon further discussion, the Board resolved (Resolution #23-0553) to approve temporary intercounty job share agreement with Clinton County.

On motion, upon unanimous call of the roll, the Board entered executive session at 9:17 a.m. to conference with the Board's legal counsel concerning disputes that are subject to pending and imminent court actions pursuant to Ohio Revised Code Section 121.22 (G)(3) and exited at 10:45 a.m.

Upon motion the meeting was adjourned.

Shannon Jones, President

David G. Young

Tom Grossmann



I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on May 2, 2023, in compliance with Section 121.22 O.R.C.

Tina Osborne, Clerk
Board of County Commissioners
Warren County, Ohio