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**Joe M. Antram • Mark A. Robinson • Michael E. Yoder**

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## Minutes of the Board of Logan County Commissioners

The Board of Logan County Commissioners met in regular open session on this date of February 21, 2023.

### ROLL CALL

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

### ADOPTION OF AGENDA

Mark Robinson moved, Michael E. Yoder, seconded, to approve the agenda of the February 21, 2023, board meeting as written, or changes as noted below. Addition to old business discuss courthouse tower flag program.

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

### PUBLIC PARTICIPATION

No Report

### APPROVAL OF MINUTES

Michael E. Yoder moved, Mark Robinson, seconded, to approve the minutes of the February 21, 2023, board meeting as written, or changes as noted below.

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

### REPORT OF MAINTENANCE SUPERVISOR

Contacted by Aanalytics heating and cooling software in courthouse is vulnerable and needs updated. Software has not been updated since 2017. Mr. Kline has made a call to Leinbach.

A 30' section of down spout at Memorial Hall was damaged during the recent high wind. Currently, it is not an insurance claim. Lee's Roofing has been contacted for an estimate.

All background checks have come back clear on applicant selected for part time cleaning position.

Commissioners approved hiring the selected applicant.

### REPORT OF COUNTY ADMINISTRATOR

Not Present

## **REPORT OF COUNTY HUMAN RESOURCES**

Continue working on CEBCO reconciliation with holdings report.

Working with a Nutritionist from Mary Rutan Hospital to offer two nutrition classes in March for the Wellness Program. Commissioners authorized use of their boardroom in the evenings for the two classes.

## **REPORT OF COMMISSIONER MICHAEL E. YODER**

Attended Logan County Land Bank pre demo meeting on Friday, February 17, 2023.

## **REPORT OF COMMISSIONER MARK ROBINSON**

Attended Logan County CIC meeting on Friday, February 17, 2023. Nomination of officers will be voted on at the April meeting.

## **REPORT OF COMMISSIONER JOE ANTRAM**

No Report

## **COMMISSIONERS DISCUSSION**

Commissioner Yoder updated the status of the Courthouse Tower flag program. The first flag will be presented on March 7<sup>th</sup> with a time to be determined. Commissioner Yoder has been working with the Veterans office as well as working with other entities to make donations to purchase flags and or flag boxes.

Brief discussion on a commissioner to represent Logan County on the upcoming Japan trip. Conversation was how the trip would be funded if a commissioner would be interested in attending. No action was taken, and further discussion will be had.

## **RESOLUTIONS**

The following resolutions were passed:

No Resolutions

## **MEETINGS**

**Commissioner Antram and Commissioner Yoder met with Cynthia Heffner, Director Logan County Department of Job and Family Services, Commissioner Robinson not present-** Ms. Heffner provided updated reports for financials, programs, WIC, Public Assistance and Workforce. Discussion on Ms. Heffner evaluation and salary, that has not been completed since February of 2021. Commissioner Antram explained that the Commissioners are working with HR Director to get a process in place on how they conducted employee evaluations to be consistent with all that are umbrellaed under the commissioners. Once a process is in place the Commissioners will notify Ms. Heffner to do her evaluation.

Ms. Heffner would also like to adjust their flexible working schedule and hours open to the public. They are currently required by the ORC to be open and available to the public 40 hours per week. They have been open historically 42.4 hours per week. The new plan will increase this slightly by 30 minutes. The adjustments will allow the staff to have an increase in available working hours and the possibility of working four ten-hour days without decreasing open hours to the public.

Currently they are open 8:00 am to 4:30 pm, Monday through Friday. Staff currently can work from 7:00 am to 5:00 pm Monday through Thursday and Friday from 7:00 am to 4:30 pm. Ms. Heffner would like to adopt the following new schedule:

Agency open for staff: Monday – Thursday 6:30 to 5:30 and Friday 6:30 to 3:30  
Agency open to the public: Monday – Thursday 7:30 to 5:00 and Friday 7:30 to 12:30  
Job Center open to the Public: Monday – Thursday 7:30 – 4:30 and Friday 7:30 to Noon  
(Formally 9:00 am to 4:00 pm Monday to Friday.)  
WIC open to the public: Monday - Wednesday 8:00 – 4:00 and Thursday 11:00 to 4:00  
(Formally closed on Thursday and 1.5 hours for lunch on other days.)

The goal is to offer plenty of time for the public to come to the Agency in person and offer an even more flexible schedule for their staff. They need to do more to retain current staff and attract new staff. One way to do this is to offer the possibility of a four-day work week. All Units currently have intake or on-call staff who are required to be available on their assigned days for walk-ins and any other consumer needs. They will continue this process but allow staff to have either all or part of Friday off depending on the hours they put in. Friday afternoons are normally quiet, so they do not expect an impact on consumers. This schedule also allows for some extra time for staff to work without being concerned with walk-ins and phone calls. They could choose to work on Friday afternoons but use the time to finish any projects of the week without interruption. Staff can also choose to continue to work the “normal” eight-hour workday.

They are trying to be as flexible as possible to accommodate staff concerns such as: childcare, school schedules, family commitments, effective use of leave, stress, and work/life balance. There would be no additional costs to trying this. They are also in the process of procuring a secure document drop box to be installed at the front entrance. The building owners have already given their approval to do this. They would also continue to accommodate consumer requests for appointments outside of normal hours as they do now.


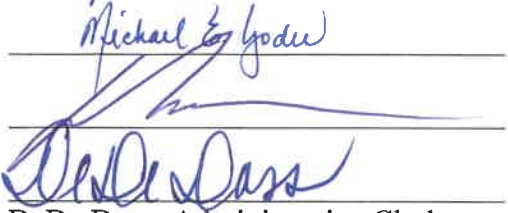
Ms. Heffner suggests trying this for the next six months to see if this is an assistance to staff and not a hinderance to our consumers. Ms. Heffner will contact all the community partners and the State to let them know of the change.

Commissioner Antram and Commissioner Yoder both agree that Ms. Heffner is the director and should have the authority to change staff work hours. After further discussion with Breanne Parcels Assistant Prosecutor stating the board should note in the minutes, they approve of Ms. Heffner making the change to their staff office hours.

Commissioner Yoder moved; Commissioner Antram seconded to approve of Ms. Heffner recommendations of changing staff office hours as presented by Ms. Heffner.

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Not Present

The meeting of the Logan County Board of Commissioners was adjourned until February 23, 2023.

  
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Michael Yoder  
  
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DeDe Doss, Administrative Clerk



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## **Minutes of the Board of Logan County Commissioners**

The Board of Logan County Commissioners met in regular open session on this date of 2/23/2023

### **ROLL CALL**

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

### **ADOPTION OF AGENDA**

Robinson moved, Yoder seconded, to approve the agenda of the 2/23/2023, board meeting as written, or changes as noted below.

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

### **PUBLIC PARTICIPATION- None**

### **APPROVAL OF MINUTES**

Yoder moved, Robinson seconded, to approve the minutes of the 2/21/2023, board meeting as written, or changes as noted below.

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

**REPORT OF MAINTENANCE SUPERVISOR-** Not present. Commissioner Robinson reported on his behalf that the new cleaning person has been hired and started work on 2/21/2023.

**REPORT OF COUNTY ADMINISTRATOR-** Announced that the Auditors 2022 Financial Report was complete and provided copies of the brochure to the board.

The CHIP PY 2022 grant program manual is in the office and available for the Board and the public to review. Requests that the board sign the CHIP PY 22 Environmental Review Record and Request for Release of Funds Agreement. Administrator Henry will send to the State Department of Development on 3/3/2023. Robinson moved, Yoder Seconded for President Antram to sign the agreement. Robinson-yes, Yoder-Yes, Antram-Yes.

Request for executive session at the Boards convenience for the matter of personnel. Hiring, firing, demotion, promotion or compensation of a public employee.

**REPORT OF COUNTY HUMAN RESOURCES-** Had a call with Sedgwick in regard to the County Group Retrospective. Jenny expects our cost to increase based on our claims experience.

Scheduled a nutrition class here in the Commissioners office for 3/14 and 3/21 at 5 p.m.

Biometric screening is scheduled for the Sheriff's Office. Enrollment is down from past screenings so she is working with her contact at the SO to increase participation.

Will be posting an Administrative Assistants position at the EMA next week.

**REPORT OF COMMISSIONER MICHAEL E. YODER-** Attended the Friendly Senior Center board meeting on 2/17. Attended the FCFC board meeting on 2/23.

**REPORT OF COMMISSIONER MARK ROBINSON-** No Report.

**REPORT OF COMMISSIONER JOE ANTRAM-** Attended the Bridges Community Action board meeting on 2/22. Executive Director Andrew Binegar would like to present to the Board and President Antram hopes to schedule this on 3/7/2023 at 1 p.m.

**COMMISSIONERS DISCUSSION-** Old business- the Commissioners discussed the Service Animal flyer created by Breanne Parcels and approved the flyer as to form. Further discussion ensued on whom the list should be distributed to and what the accompanying e-mail should state. Commissioner Yoder will create the verbiage and work with Clerk Doss on a distribution list.

New Business- Discussion of third payment of the YMCA Early Learning Center grant provided by the Commissioners. Commissioner Antram visited the center and found it to be a clean, bright and positive environment. The center has hired enough staff to meet the stated goals at the time the grant was requested. Commissioners agreed with paying the invoice once received from Ben Vollrath at the Logan County Chamber of Commerce.

Discussion of the Prosecutors Office request to utilize the former Juvenile Court courtroom in the Annex building. Prosecutor Stewart had indicated that he has funding available to remodel the room and that the Courts are in agreement with his plan for use. The Commissioners also agreed with Mr. Stewart's request to utilize buildings and grounds staff with parts of the remodel as their abilities and schedule allow. Administrator Henry is to work with Prosecutor Stewart and Buildings and Grounds Supervisor Kenny Kline to plan.

Commissioner Antram states that the Building Authority is starting to work with the staff from Miami County to integrate their services into our operations. There was some discussion of who is in charge of the staff and it was determined that the staff of the Building Authority who are Logan County Employees would report to Administrator Henry for the time being during the transition.

Discussion of a letter received from Mr. Richard P. Stewart, the Zoning Officer of Stokes Township, on behalf of himself and the elected Trustees of Stokes Township to Mary Sampsel, acting Building Official. Commissioner Robinson is to reach out to Trustee Steve Terrill for more information.

Discussion of Meals on Wheels Champions Week. If anyone would like to participate let Commissioner Antram know.

Discussion of attendance at the GOWBI board meeting on March first, 2023. No one is available to attend.

## **RESOLUTIONS**

The following resolutions were passed:

Commissioner Antram moved, and Commissioner Yoder seconded to Approve of payment of bills

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

The following resolutions were passed:

Commissioner Antram moved, and Commissioner Yoder seconded to Approve payment of bills for Jobs and Family Services.

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Abstain

## **EXECUTIVE SESSION**

Commissioner Robinson moved, Commissioner Yoder seconded, to enter Executive Session at 10:08 a.m. for the purpose of Personnel- Hiring, firing, demotion, promotion, or compensation of a public employee.

Approved by responding Yes: Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

RETURNED from Executive Session at 10:18 a.m..

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

Commissioner Robinson moved, Commissioner Yoder seconded, to enter Executive Session at 11:50 a.m. for the purpose of Personnel- Hiring, firing, demotion, promotion, or compensation of a public employee.

Approved by responding Yes: Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

RETURNED from Executive Session at 12:17 p.m..

Commissioner Antram -Yes Commissioner Yoder- Yes Commissioner Robinson- Yes

## **MEETINGS-**

County Recorder Pat Myers and IT consultant Jim Lange for discussion of Kofile scanning project and next steps. Recorder Myers believes she has identified a potential candidate to be employed as the archivist. Recorder Myers has reached out to our vendor for guidance and discovered that we can have a very easy start up with little effort. We will need to purchase one license for the "Paper Scan" operating system and her office will provide a scanner for both her location and the Commissioners Office if needed. We may be able to use the copier for the Commissioners Office. This project will enable us to index resolutions, meeting minutes, and other documents. All documents will be linked to the County website and available to the public. Every document will be OCR readable and searchable for key words once uploaded to the County site which has



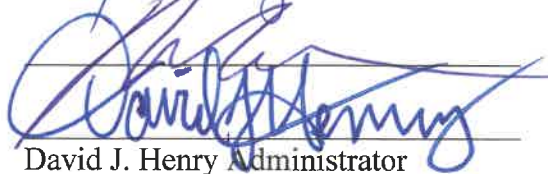
already been created by Kofile. Commissioner Robinson asks who will be owning the project? The archivist will be employed by the Records Office and paid through their budget, but shared with the Commissioners Office to scan our documents. A demonstration of the Potter County, TX site was shared on the screen to see the process and ease of use.

HR Director Jenny Richardson presented to the Board on several HR related matters. Jenny presented an example of Erie County and Union County organization charts. There was discussion of what we want ours to look like and suggestions were made for changes to the draft.

Jenny discussed options for employee reviews. There was some discussion of the multiple forms that were presented and two of the Commissioners liked the "SMART" form that was created by Jenny. Commissioner Antram asked about self evaluation sections. Jenny indicated those could be added and that check-ins could be done with employees on a quarterly basis on their goals. Commissioners Antram and Yoder indicated they thought ratings should be done on a one to five scale with one being the lowest and five the best score.

Some discussion ensued about job descriptions and how they should be updated with input from the employee doing the job.

The meeting of the Logan County Board of Commissioners was adjourned until 2/28/2023.

  
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David J. Henry Administrator