



**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

January 10, 2023

#1

Clerk—General

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

APPROVE REQUISITIONS AND AUTHORIZE COUNTY ADMINISTRATOR TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Tiffany Zindel, 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 3rd day of January 2023.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

/tao

cc:

Commissioners' file

REQUISITIONS

| Department | Vendor Name | Description | Amount |
|-------------------|-----------------------------|--------------------------------|---------------|
| ENG | REQ BLANKET VENDOR | ENG. TEMP ENT WITH TODD B. & M | \$ 1.00 |
| GRA | WARREN CO REGIONAL PLANNING | GRA - CONSOLIDATED PLAN DEVELO | \$ 20,000.00 |
| GRA | WARREN CO REGIONAL PLANNING | GRA - AI/AFFH DEVELOPMENT | \$ 12,000.00 |
| CSV | OFFICE DEPOT INC | CSV NEW DESKS FOR EMPLOYEES | \$ 12,999.80 |
| ENG | REQ BLANKET VENDOR | ENG. TEMP EASE FAIRCHILD TRUST | \$ 1.00 |
| WAT | MATLOCK ELECTRIC CO INC | SEW JS AC GENERATOR ASSEMBLY 2 | \$ 12,300.00 |

PO CHANGE ORDERS

| Department | Vendor Name | Description | Amount |
|-------------------|---------------------|-------------------------------------|------------------------|
| WAT | BUILDING CRAFTS INC | WAT RICHARD A RENNEKER MEMBRANE | \$ 379,984.73 INCREASE |
| ENG | EAGLE BRIDGE CO | ENG KING AVE BRIDGE IMPROVEMENT PRO | \$ 462,237.81 DECREASE |

1/10/2023 APPROVED:

Tiffany Zindel, County Administrator

CONSENT AGENDA*

January 10, 2023

1. *Approve the minutes of the January 3, 2023 Commissioners' Meeting.*

GENERAL

2. *Reduce load limits on various bridges upon recommendation of the County Engineer*
3. *Approve agreement with Step Higher- Nella's Place relative to home placement on behalf of Children Services*
4. *Enter into agreements with Warren County Regional Planning Commission to develop an Assessment of Fair Housing and a Consolidated Plan as required by HUD and on behalf of Grants*
5. *Authorize County Administrator to sign the Integrated Disbursement and Information System Online Access Request Form relative to the Consolidated Plan and Assessment of Fair Housing*
6. *Enter into temporary entrance and work agreements relative to the bridge replacement on Harlan- Carroll Road*
7. *Authorize the Warren County Sheriff to approve addendum with the Deerfield Township Board of Trustees relative to police protection*
8. *Approve annual equitable sharing agreement and certification report with the US Department of Justice on behalf of the Sheriff's Office*
9. *Enter into easement agreement relative to the State Route 48 and US 22 Water Improvement Project*
10. *Approve Change Order No. 5 to the contract with Building Crafts, Inc. for the RAR Water Treatment Plant Membrane Softening Project*
11. *Cancel regularly schedule Commissioners' Meeting of Thursday, January 12, 2023*
12. *Acknowledge receipt of December 2022 Financial Statement*
13. *Acknowledge payment of bills*

FINANCIAL

14. *Approve operational transfers from Commissioners General Fund 11011112 into Crime/ Victim Witness Fund 2245 and Emergency Services Funds 2264 and 2290*
15. *Approve supplemental appropriations into Board of Elections 2209, Community Based Corrections 2289, King Avenue Bridge Replacement Over LMR Improvements Project 4437, and Airport 4479*
16. *Approve appropriation adjustments within Domestic Relations 11011230, Juvenile Court 10111240, and County Court 2283*
17. *Approve appropriation adjustments within Commissioners General Fund 11011110 and supplemental appropriation into 11011272*

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

FOR CONSIDERATION NOT ON CONSENT AGENDA

1. Amend Sections 6.01: Holiday of the Warren County Personnel Policy Manual

AMEND SECTIONS 6.01: HOLIDAY OF THE WARREN COUNTY PERSONNEL POLICY MANUAL

WHEREAS, it is the desire of this Board to modify Section 6.01 by adding clarifying language on how the half day Christmas Eve holiday will be observed when falling on a weekend; and

NOW THEREFORE BE IT RESOLVED, to amend 6.01: Holidays of the Warren County Personnel Policy Manual, as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, that said amendments will become effective immediately.

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 day of January 2023.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: Garage
Facilities Management
Water/Sewer
Commissioners
Telecommunications
Grants Admin.
Building & Zoning
Clerk of Courts
Treasurer
Auditor
Veterans
Coroner
Engineer
CSEA
OhioMeansJobs
Solid Waste
Emergency Services
County Court
Dog and Kennel
Children Services
Recorder
Information Technology
Economic Development
Human Services
OMB
Soil & Water
Personnel Policy file

POLICY 6.01: HOLIDAYS

A. All employees are entitled to the following legal holidays:

| <u>HOLIDAY</u> | <u>OBSERVANCE</u> |
|----------------------------|---|
| New Years Day | January 1 |
| Martin Luther King Day | Third Monday in January |
| President's Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Juneteenth | June 19 |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veterans Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving Day | Fourth Friday in November |
| Christmas Eve 1/2 day | December 24 or the day preceding the observance of Christmas Day |

Note: For Standard work week employees: When Christmas Day falls on Saturday the ½ Day Christmas Eve Holiday shall be observed on Thursday prior to Friday Christmas Day observation. When Christmas Day falls on Sunday the ½ Day Christmas Eve Holiday shall be observed on Friday prior to the Monday Christmas Day observation. When Christmas Day falls on Monday the ½ Day Christmas Eve Holiday shall be observed on Friday prior to the Monday Christmas Day observation.

| | |
|---------------|-------------|
| Christmas Day | December 25 |
|---------------|-------------|

B. For standard work week employees if the holiday falls on a Sunday it will be observed on the following Monday; if it falls on a Saturday it will be observed on the preceding Friday. For non-standard work week employees or employees assigned to twenty-four hour, seven day a week operations, the observance of holidays shall occur on the actual date of the holiday.

- C. If a full-time or part-time employee is granted the day off on which the holiday is observed he/she shall be paid holiday pay at his/her regular rate for the number of hours he/she is normally scheduled to work.
- D. Full-time employees shall receive straight time holiday pay for each authorized holiday. Part-time employees, however, shall be granted straight time holiday pay only for those hours normally scheduled on the day the holiday happens to fall.
- E. Individuals on vacation, sick leave or other approved leave of absence with pay will be paid for any holidays occurring during their absence, and will not be charged for vacation or sick leave.
- F. Any standard work week employee required to work on one of the recognized/observed holidays is entitled to receive compensation at the rate of one and one-half (1-1/2) times his/her regular rate of pay, in addition to receiving his/her regular holiday pay. Employees assigned to continuous operations (24 hour-7 day) or employees assigned to non-standard work weeks, who are assigned to work on the date a holiday actually occurs, shall be compensated at one and one-half (1 ½) times his/her regular rate of pay for hours worked, during the eight (8) hour holiday time period, in addition to receiving his/her regular eight (8) hour holiday pay. Payment for holidays worked should be treated entirely separate from the calculation of overtime.(i.e., pyramiding of overtime is not permitted).
- G. An employee in no-pay status immediately prior to the holiday (e.g., leave without pay, disciplinary suspension, etc.) shall not receive holiday compensation.
- H. Per Ohio Revised Code Section 325.19, if a full-time County employee's work schedule is other than Monday through Friday, he/she is entitled to holiday pay for holidays which occur or are observed on his/her day off regardless of the day of the week on which they are observed or occur.
- I. An appointing authority, agency or department head, at their sole discretion, may allow a non-standard work week employee (including employees assigned to twenty-four hour, seven days a week operations) the option to convert their straight time holiday pay into compensatory time (note this is not converted at time and one-half). Please refer to section 4.05 of the policy manual for the maximum allowable compensatory balance.
- J. Intermittent, seasonal or temporary employees are not permanent "full-time" or "part-time" employees for purposes of this policy and therefore are not eligible for holiday pay.

Revised: 06/22/2021

Revised 1/10/2023



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Facsimile (513) 695-2054

TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

MINUTES: Regular Session – January 3, 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 December 20, 2022, meeting.

Shannon Jones – present

Tom Grossmann – present

David G. Young – present

Krystal Powell, Deputy Clerk – present

Minutes of the December 20, 2022 meeting were read and approved.

- 23-0001 A resolution was adopted to appoint Shannon Jones as President of the Board of County Commissioners and David Young as Vice- President of the Board of County Commissioners. Vote: Unanimous
- 23-0002 A resolution was adopted to establish meeting days and times for the Warren County Board of Commissioners. Vote: Unanimous
- 23-0003 A resolution was adopted to designate the Official Representative and Alternate for the purpose of voting at the Annual Meeting of the County Commissioners Association of Ohio in 2023. Vote: Unanimous
- 23-0004 A resolution was adopted to approve appointments and reappointments to various Boards and committees. Vote: Unanimous
- 23-0005 A resolution was adopted to hire Krista Wright as Eligibility Referral Specialist I, within the Warren County Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 23-0006 A resolution was adopted to hire Kristina Eltzroth as Eligibility Referral Specialist I, within the Warren County Department of Job and Family Services,

Human Services Division. Vote: Unanimous

- 23-0007 A resolution was adopted to accept resignation of Lesli Holt, Emergency Management Operations Manager, within the Warren County Emergency Services Department, effective January 10, 2023. Vote: Unanimous
- 23-0008 A resolution was adopted to accept resignation of Trisha Shulz, Foster Care/Adoption Caseworker II, within the Warren County Department of Job and Family Services, Children Services Division, effective January 13, 2023. Vote: Unanimous
- 23-0009 A resolution was adopted to set public hearing to consider amendment to the Warren County Comprehensive Plan to include the 2022 Deerfield Township Comprehensive Plan. Vote: Unanimous
- 23-0010 A resolution was adopted to advertise for bids for the Hunter Sewer System Improvements Project. Vote: Unanimous
- 23-0011 A resolution was adopted to approve notice of intent to award bid to Outdoor Enterprise, LLC for the Force Main Cleaning – Morrow to River’s Bend Project. Vote: Unanimous
- 23-0012 A resolution was adopted to authorize the Water and Sewer Department to enter into contract negotiations with Maintstar, Inc. for the purchase of asset and work order management software system for the Warren County Water and Sewer Department. Vote: Unanimous
- 23-0013 A resolution was adopted to amend Resolution #22-1833, in part, by rescinding the award of bid to Alexander Chemical Corporation for the Hydrofluorosilicic Acid and Sodium Bisulfite portions of the 2023 Water Treatment Plant Chemicals Project and award those portions of the project to Water Solutions Unlimited and Brenntag Mid-South Inc. Vote: Unanimous
- 23-0014 A resolution was adopted to approve and enter into an agreement with Vestige Group, LLC on behalf of the Warren County Department of Children Services. Vote: Unanimous
- 23-0015 A resolution was adopted to authorize acceptance of quote from Business Communication Specialists on behalf of Warren County Telecommunications. Vote: Unanimous
- 23-0016 A resolution was adopted to authorize President of the Board to sign the task completion reports for Central Square Technologies on behalf of Warren County Telecommunications. Vote: Unanimous
- 23-0017 A resolution was adopted to enter into agreement with Vertiv Corporation on behalf of Warren County Telecommunications. Vote: Unanimous

- 23-0018 A resolution was adopted to declare various items within Common Pleas Court, Facilities Management, Juvenile Court, and Telecommunications as surplus and authorize the disposal of said items through internet auction. Vote: Unanimous
- 23-0019 A resolution was adopted to acknowledge approval of financial transactions. Vote: Unanimous
- 23-0020 A resolution was adopted to acknowledge payment of bills. Vote: Unanimous
- 23-0021 A resolution was adopted to enter into a subdivision public improvement performance and maintenance security agreement with Prus Properties, LLC for installation of certain improvements in the Villages of Classicway Subdivision, Section 7C situated in Hamilton Township. Vote: Unanimous
- 23-0022 A resolution was adopted to enter into street and appurtenances (including sidewalks) security agreement with Prus Properties, LLC for installation of certain improvements in the Villages of Classicway Subdivision, Section 7C situated in Hamilton Township. Vote: Unanimous
- 23-0023 A resolution was adopted to approve various record plats. Vote: Unanimous
- 23-0024 A resolution was adopted to approve appropriation adjustments from Commissioners' General Fund #11011110 into Sheriff's Office Fund #11012210. Vote: Unanimous
- 23-0025 A resolution was adopted to approve appropriation adjustments from Commissioners' General Fund #11011110 in Domestic Relations Fund #11011230. Vote: Unanimous
- 23-0026 A resolution was adopted to approve requisitions and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 23-0027 A resolution was adopted to authorize County Administrator to sign Union Agreement on behalf of the Warren County Sheriff's Office and Warren County Deputy Sheriff's Benevolent Association. Vote: Unanimous
- 23-0028 A resolution was adopted to authorize County Administrator to sign Union Agreement on behalf of the Warren County Sheriff's Office and Warren County Deputy Sheriff's Benevolent Association. Vote: Unanimous
- 23-0029 A resolution was adopted to authorize County Administrator to sign Union Agreement on behalf of the Warren County Sheriff's Office and Warren County Deputy Sheriff's Benevolent Association. Vote: Unanimous
- 23-0030 A resolution was adopted to approve and enter into an operation and maintenance agreement with Pimlico Pointe, LLC on behalf of the Water and Sewer Department. Vote: Unanimous

- 23-0031 A resolution was adopted to authorize the Water and Sewer Department to participate in the Warren County Transportation District Kings Mills Road (CR 31) / Kings Island Drive (CR110) Improvements Project and provide reimbursements for Water and Sewer Improvements. Vote: Unanimous
- 23-0032 A resolution was adopted to accept sealed bid submitted by Stephanie Roeder to purchase real property located at 8937 Bunnell Hill Road in Clearcreek Township, and further authorize the County Prosecutor to close the transaction, the Board President or Vice- President to execute a Quit- Claim Deed conveying said property to Stephanie Roeder and authorize the County Administrator to execute all other closing documents on behalf of the Board prepared by the County Prosecutor. Vote: Unanimous

DISCUSSIONS

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

On motion, upon unanimous call of the roll, the Board entered executive session at 9:10 a.m. to discuss union negotiations within the Sheriff's Office pursuant to Ohio Revised Code Section 121.222 (G)(4) and exited at 9:36 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 January 3, 2023, in compliance with Section 121.22 O.R.C.

Krystal Powell, Deputy Clerk
Board of County Commissioners
Warren County, Ohio

WARREN COUNTY
WATER & SEWER DEPARTMENT

CHRIS G. BRAUSCH, P.E.
COUNTY SANITARY ENGINEER

To: New Water/Sewer Customer

As a new water/sewer customer, we welcome you to the community and wish to provide you with information on the billing procedures of the Warren County Water and Sewer Department. Enclosed is our new customer information with details of current water/sewer rates and the billing/payment process.

For additional information regarding the Water and Sewer Department's activities, please refer to our County website at www.co.warren.oh.us

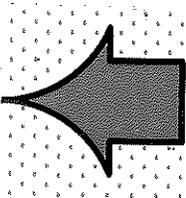
It is recommended that you read the enclosure. If you have any questions or comments, or if you desire clarification of any issue, please contact the Water and Sewer Department.

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

Shannon Jones, President

David Young, Vice President

Tom Grossmann, Member



enclosure

h:newcustomerletter



**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: Susan Spencer DEPARTMENT: OMB

*POSITION: HR Manager DATE: 1/6/2023

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:

Attend Annual Ohio Public Employee Relations Association Annual Training Conference
Feb 5th + 6th, 2023

LOCATION:

Nationwide Center Lewis Center, OH

DATE(S):

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

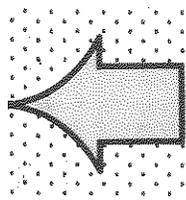
LODGING: 244 for lodging and \$399 conference fee

ESTIMATED COST OF TRIP: 643.00

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] 1/6/23
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:



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
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*NAME OF ATTENDEE: Neil Tunison DEPARTMENT: County Engineer

*POSITION: County Engineer DATE: 1/3/2023

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:

CEAO Engineers Conference 2023

LOCATION:

Columbus Marriott NW

DATE(S): 2/2 - 2/3/23

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: \$170+/- (\$143 + taxes)

ESTIMATED COST OF TRIP: \$299 (for registration) + \$170 (for hotel) = \$469 x 4 = \$1,876

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:

Neil F. Tunison COUNTY ENGINEER 1/3/23
Signature/Title Date

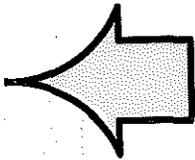
BOARD OF COMMISSIONERS' APPROVAL:

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:
Kurt Weber, Roy Henson, Dominic Brigano





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

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*NAME OF ATTENDEE: Jesse Madden DEPARTMENT: Emergency Services

*POSITION: Operations Manager DATE: 12/28/2022

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:

Central Square Engage provides educational sessions presented by industry experts on CAD related items essential to our daily operations in the Emergency Communications Center.

LOCATION:

Nashville, TN

DATE(S): June 4th - June 7th

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Gaylord Opryland Total: \$781.98

ESTIMATED COST OF TRIP: Conference / Hotel / Meals x 4 days = \$1837.00 per person = \$5511.00
#799 EA.

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] OPS MGR 01/16/23
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

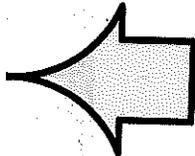
Commissioner Date

Commissioner Date

Commissioner Date

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

Samantha Hall - Training Coordinator Kim Lent - Supervisor
Jonathan Bright - ECC Supervisor





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*NAME OF ATTENDEE: Sydney Renner DEPARTMENT: EMA

*POSITION: LEPC / Grants Coordinator DATE: 1/5/2023

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:

Requesting to attend the Emergency Management Association of Ohio's (EMAO) Winter Symposium (formerly known as Legislative Day)

LOCATION:

The Sheraton (75 E State St, Columbus, OH 43215) & The Ohio Statehouse (1 Capitol Square, Columbus, OH 43215)

DATE(S): March 7, 2023

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$110 Total (\$100 Registration Fee & \$10 Parking Fee)

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:

Melina Bow, Director 1/5/2023
Signature/Title Date

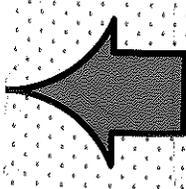
BOARD OF COMMISSIONERS' APPROVAL:

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:





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

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*NAME OF ATTENDEE: Shawna Jones DEPARTMENT: Children Services

*POSITION: Director DATE: 1/4/23

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

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

PURPOSE: Capitol Drive

LOCATION: Columbus, OH

DATE(S): 2/23/23

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: _____

ESTIMATED COST OF TRIP: \$50 Registration x 2 = \$100.00

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:

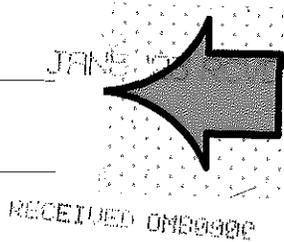
Shawna Jones, Director 1-4-23
Signature/Title Date

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:

Tanya Sellers, Deputy Director



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,
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*NAME OF ATTENDEE: David Fornshell DEPARTMENT: Prosecutor's Office

*POSITION: Prosecuting Attorney DATE: 1/3/2023

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:
Monthly OPAA Legislative and Executive Committee Meetings

LOCATION:
Columbus, OH

DATE(S): January - December 2023

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING:

ESTIMATED COST OF TRIP: Parking \$50 per month

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:

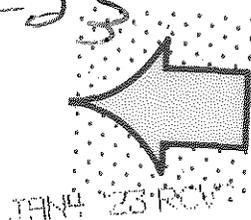
David Fornshell 1-3-23
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

Commissioner Date

Commissioner Date



RECEIVED OMB0000

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

