

**BOARD OF COUNTY COMMISSIONERS
DRAFT AGENDA
MAY 23, 2022**

- A. 10:00 A.M. CALL TO ORDER
- B. APPROVAL OF REGULAR SESSION MINUTES OF 05/18/2022
- C. PRESENTATION: WASHINGTON TOWNSHIP UPDATE
Dennis Cooper, Chairman, Washington Township Trustees
- D. PUBLIC PARTICIPATION
- E. CONSENT AGENDA
- F. NON-CONSENT AGENDA
- G. ADDITIONS TO THE AGENDA
- H. COUNTY STAFF/ELECTED OFFICIALS DISCUSSION
- I. MEMBERS COMMENTS

CONSENT AGENDA

- 1. IN RE: DEPARTMENT OF JOB AND FAMILY SERVICES...OHIO DEPARTMENT OF JOB AND FAMILY SERVICES (ODJFS) TITLE IV-E CHILD PLACEMENT AGREEMENT WITH LIGHTHOUSE YOUTH SERVICES, INC. FOR THE PROVISION OF RESIDENTIAL TREATMENT SERVICES AND YOUTH CRISIS CENTER SERVICES FOR SAME...22-0517-002...

Recommendation of Thomas J. Eigel, County Administrator, to authorize Theresa Ellison, Interim Director, Department of Job and Family Services, to execute an Ohio Department of Job and Family Services (ODJFS) Title IV-E Child Placement Agreement by and between the County of Clermont, Ohio, and Lighthouse Youth Services, Inc., 401 East McMillan Street, Cincinnati, Ohio 45206, for the provision of residential treatment services and youth crisis center services for children referred by the Department of Job and Family Services and/or Clermont County Juvenile Court, at the rates as identified therein, effective 07/01/2022 through 06/30/2023, pursuant to and in compliance with the terms and conditions specified therein, and contingent upon the release of the required Purchase Order in concert with Requisition Number 00003046-00 dated 04/29/2022 relative thereto.

- 2. IN RE: DEPARTMENT OF JOB AND FAMILY SERVICES...MASTER SERVICE AGREEMENT AND STATEMENT OF WORK WITH LANGUAGE LINE SERVICES, INC. FOR INTERPRETER SERVICES FOR SAME...22-0517-003...

Recommendation of Theresa Ellison, Interim Director, Department of Job and Family Services, with the concurrence of Thomas J. Eigel, County Administrator, to authorize Bonnie J. Batchler, President, Board of County Commissioners, to execute the Master Service Agreement and Statement of Work by and between the Board of Clermont County Commissioners, on behalf of the Clermont County Department of Job and Family Services, and Language Line Services, Inc., One Lower Ragsdale Road, Bldg. 2, Monterey, California 93940 for the provision of interpreter services to customers who call in and/or come into the agency and do not speak the English language, at the rates as defined therein, with an estimated annual cost not to exceed \$15,000.00, effective 06/17/2022 through 06/16/2023, pursuant to and in compliance with the terms and conditions specified therein, and contingent upon the release of the required Purchase Orders

in concert with Requisition Numbers 00002998-00 dated 04/27/2022 and 00003027-00, 00003029-00 and 00003030-00 dated 04/28/2022, relative thereto.

3. IN RE: REQUEST FROM A DEPARTMENT TO JOIN A PROFESSIONAL ORGANIZATION AND AUTHORIZATION FOR REIMBURSEMENT OF ROUTINE TRAVEL EXPENSES RELATIVE THERETO...22-0513-006...

Request from a department to join a professional organization and to authorize payment of the annual dues in the amounts outlined below for membership therein, pursuant to Section 325.21 of the Ohio Revised Code and to authorize reimbursement of **routine travel expenses** associated therewith (*excluding expenses for overnight accommodations, meals for more than one day, registration fees, tuition, and/or transportation by common carrier*) pursuant to the policies and procedures of the Board of County Commissioners and in compliance with the Annual Appropriations for Calendar Year 2022 and any and all amendments subsequent thereto:

Department/Employees	Organization	Annual Dues	Term
Board of County Commissioners/ Thomas Eigel Greg Bickford	International City/County Management Association (ICMA)	Not to exceed \$1,400.00	07/01/2022 through 06/30/2023

4. IN RE: DEPARTMENT OF PUBLIC SAFETY SERVICES...ELECTRONIC SUBSCRIPTION RENEWAL FOR SOFTWARE AND HARDWARE UPDATES AND SUPPORT FOR SAME...22-0128-002...

Recommendation of John Kiskaden, Director, Department of Public Safety Services, with the concurrence of Greg Bickford, Assistant County Administrator, to approve the electronic subscription renewal for the provision of software and hardware updates and support at the not to exceed estimated rate and the term outlined below and as set forth in the electronic subscription renewal, all of which are on file in the Department of Public Safety Services, and to authorize the County Auditor to remit payment therefore:

Vendor	Software/Hardware	Not to Exceed Estimated Rate	Term
Frontline Public Safety Solutions 2777 Finley Rd. Suite 11 Downers Grove, IL 60515 (revised/previously approved on 02/02/2022)	Quality Assurance / Quality Improvement Evaluation	\$1,732.50	06/24/2022 through 06/24/2023

5. IN RE: BOARD OF COUNTY COMMISSIONERS...TUITION ASSISTANCE APPLICATION FROM A CLERMONT COUNTY EMPLOYEE...22-0519-001...

Recommendation of Yvonne Smith, Benefits Coordinator, with the concurrence of Sandra Tahat, Human Resources Director, to authorize Bonnie J. Batchler, President of the Board of County Commissioners, to execute the Tuition Assistance Application submitted by the following employee for participation in the Clermont County Tuition Assistance Program, pursuant to Section 4.12 of the Clermont County Personnel Policy and Procedures Manual:

Department / Employee	Class Name(s)
Department of Public Safety Services Jessica Wiederhold	Critical Thinking Introduction to Business

6. IN RE: BOARD OF COUNTY COMMISSIONERS...AUTHORIZATION FOR THE ISSUANCE OF PROCUREMENT CARDS FOR EMPLOYEES OF THE CLERMONT COUNTY SHERIFF'S OFFICE AND EXECUTION OF THE

**REQUEST FOR THE ISSUANCE OF PROCUREMENT CARDS
RELATIVE THERETO PURSUANT TO THE CLERMONT COUNTY
PROCUREMENT CARD POLICY AND PROCEDURES FOR SAME...22-
0103-004...**

Recommendation of Thomas J. Eigel, County Administrator, to authorize the issuance of Procurement Cards for Jason M. Swallen and Michael J. Ross, employees of the Clermont County Sheriff's Office, and to authorize Bonnie J. Batchler, President of the Board of County Commissioners, to execute the Requests for the Issuance of Procurement Cards relative thereto, pursuant to and in compliance with the Clermont County Procurement Card Policy and Procedures adopted by the Board of County Commissioners on 06/22/2005 and subsequently amended on 03/28/2007 and 09/24/2014.

**7. IN RE: TRAINING AND TRAVEL REQUESTS...REIMBURSEMENT OF
EXPENSES RELATIVE TO SAME...**

Recommendation of Thomas J. Eigel, County Administrator, to approve the following requests for reimbursement of expenses for training and travel pursuant to the policies and procedures of the Board of County Commissioners and in compliance with the Annual Appropriations for Calendar Year 2022 and any and all amendments subsequent thereto:

PROSECUTING ATTORNEY

Hannah Wahl, Stephanie Ross, Lisa Vetter, Suzanne Bullock and Allyson Ware – (2) days – Columbus, Ohio – Ohio Attorney General's Two Days in May Conference on Victim Assistance – total expenses for lodging (\$1,146.80), meals (\$800.00), registration (\$625.00) and other (\$54.00), estimated not to exceed \$2,625.80.

COUNTY SHERIFF

Robert Adam Bailey – (6) days – Pigeon Forge, Tennessee – Cellebrite – Certified Operator and Certified Physical Analyst Courses – total expenses for lodging (\$1,212.13), meals (\$354.00) and registration (\$3,850.00), estimated not to exceed \$5,416.13.

8. IN RE: PERSONNEL ACTIONS*

* THE OFFICIAL RECORD OF PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS OF CLERMONT COUNTY, OHIO, RELATIVE TO PERSONNEL ACTIONS IS AVAILABLE FOR PUBLIC INSPECTION UPON REQUEST MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 8:00 A.M. TO 4:30 P.M. LOCAL TIME.

NON-CONSENT AGENDA

**9. IN RE: DEPARTMENT OF HUMAN RESOURCES...AMENDMENT TO
APPENDIX 4.09 OF THE CLERMONT COUNTY PERSONNEL POLICY
AND PROCEDURE MANUAL WITH RESPECT TO THE CLERMONT
COUNTY CLASSIFICATION PLAN...22-0513-005...**

Recommendation of Sandra Tahat, Human Resources Director, with the concurrence of Thomas J. Eigel, County Administrator, to amend Appendix 4.09 of the Clermont County Personnel Policy and Procedure Manual with respect to the Clermont County Classification Plan as outlined in Exhibit A, attached thereto and to be made a part thereof, changing the pay ranges of 1) HVAC Mechanic 3, Class Number 49265, from Pay Range A to Pay Range C, and 2) Facilities Management Assistant Director, Class Number 89224, from Pay Range C to Pay Range D, effective upon approval, and further to authorize the update of the appropriate internet links and appendices accordingly.

**10. IN RE: DEPARTMENT OF COMMUNITY AND ECONOMIC
DEVELOPMENT...ADOPTION OF A REVISED TABLE OF
ORGANIZATION FOR SAME...22-0513-004...**

Recommendation of Michael McNamara, Director, Community and Economic Development, with the concurrence of Greg Bickford, Assistant County Administrator, to adopt a revised **Table of Organization for the Department of Community and Economic Development** as outlined below and in Exhibit A, attached thereto and made a part thereof, effective upon approval, and further to authorize the update of the appropriate internet links and appendices accordingly.

Classification Title	Class Number	Pay Range	Action
Plans Examiner	79265	C	Add (to be filled as either full-time or part-time)
Construction Inspector	49225	15	Abolish