

Week Beginning November 29, 2021

Meeting of December 1, 2021

The Board of County Commissioners, Trumbull County, Ohio, met for a Regular Meeting on the 1st day of December 2021, in the office of said Board, with the following members present:

Mauro Cantalamessa, Commissioner
Niki Frenchko, Commissioner
Frank S, Fuda, Commissioner

Commissioner Cantalamessa stated that the next Workshop would be held on December 14, 2021 and the next Regular Meeting will be help on December 15, 2021.

RE: MINUTES

1. MOTION: Made by Mr. Fuda, seconded by Mr. Cantalamessa, to dispense with reading the minutes of the Workshop Session dated November 23, 2021 and the Regular Meeting dated November 24, 2021.

NF moved to Table Item and wanted to retract her second.

MOTION TO TABLE ITEM NO. 1 DIED FOR LACK OF SECOND

Commissioner Cantalamessa stated there was motion on the floor and he seconded that motion.

Yeas: Fuda, Cantalamessa
Nays: Frenchko

**RE: CHANGE ORDER NO. 2
ENGINEERED FLUID, INC.
CONTRACT C-BLUEPRINT WATERLINE
INITIATIVE PROJECT NO. 5-W-15**

2. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to approve Change Order No. 2 with ENGINEERED FLUID, INC., 1221 North Elm Street, P.O. Box 723, Centralia, IL 62801 for Contract C of the Blueprint Waterline Initiative Project No. 5-W-15. Change order is for a decrease in the amount of \$18,792.42 reducing the total contract amount to \$670,030.78. Change order is necessary to reflect the final adjustment of quantities, this action per the recommendation of the project consultant, Burgess & Niple, Inc. and the Trumbull County Sanitary Engineers and is subject to the review and approval of the Prosecutor’s Office and the Ohio EPA Division of Environmental and Financial Assistance.

NOTE: The Board of Commissioners approved the original contract with Engineered Fluid, Inc. in the amount of \$696,523.95 on March 28, 2018, duly recorded in Journal Volume 148, Page(s) 21520-21521. The Board of Commissioners approved Change Order No. 1 for the additional amount of \$12,299.25 increasing the contract amount to \$708,823.20 on May 6, 2020 duly recorded in Journal Volume 151, Page 23163.

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

Document(s) recorded on Journal Page(s) _____.)

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: SUBMIT/EXECUTE APPLICATIONS/CONTRACTS WITH THE OHIO PUBLIC WORKS COMMISSION MEADOWBROOK PARK SANITARY SEWER IMPROVEMENTS PROJECT NO. 29-S-97

3. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to authorize Mauro Cantalamessa, President of the Board of Trumbull County Commissioners, to submit applications and execute contracts with the Ohio Public Works Commission in regard to State Capital Improvement Program (SCIP) Funds for the MEADOWBROOK PARK SANITARY SEWER IMPROVEMENTS PROJECT NO. 29-S-97 for the Trumbull County Sanitary Engineers Department; AND to authorize Mauro Cantalamessa, President of the Board of Trumbull County Commissioners, to act as “Chief Executive Officer”, Adrian S. Biviano, Trumbull County Auditor, to act as “Chief Financial Officer”, and Gary E. Newbrough, PE, Sanitary Engineer, to act as “Project Manager”; this action per the recommendation of the Trumbull County Sanitary Engineer.

The funding plan for this project includes:

\$1,500,000.00	OPWC/SCIP Grant
\$ 250,000.00	Appalachia Regional Commission Grant
\$ 550,000.00	CDBG/RPIG Grant
<u>\$2,920,925.00</u>	<u>Ohio EPA/WPCLF 0% Loan</u>
\$5,220,925.00	Estimated Total Project Cost

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

Document(s) recorded on Journal Page(s)_____.)

RE: ADVERTISE FOR BIDS CONTRACT SERVICES FOR REPAIR WORK OF WATER/SEWER LINES-2022

4. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to authorize the Board of Commissioners’ Clerk to advertise for sealed bids for CONTRACT SERVICES FOR REPAIR WORK OF WATER AND SEWER LINES for 2022, on a per call or as needed basis, for the TRUMBULL COUNTY SANITARY ENGINEERS DEPARTMENT, in accordance with the bid specifications as prepared by the Trumbull County Sanitary Engineer; this action per the recommendation of the Trumbull County Sanitary Engineer.

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

Legal Notice recorded on Journal Page(s)_____.)

Week Beginning November 29, 2021

Meeting of December 1, 2021

**RE: EMPLOYMENT TRANSFER OF MR. RICHARD ROUNDS
FROM PACKAGE PLANT MAINTENANCE TO
PACKAGE PLANT OPERATOR-SANITARY ENGINEER**

5. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to approve the personnel action for the employment transfer of MR. RICHARD ROUNDS from the position of, PACKAGE PLANT MAINTENANCE Pay Range 7 (5 years) to the position of PACKAGE PLANT OPERATOR Pay Range 8, (5 years) with the Trumbull County Sanitary Engineer’s Department, effective Monday, December 6, 2021, *pursuant to the authorized job posting of October 7 through October 18, 2021*; this action per the recommendation of the Human Resources Department in conjunction with the Sanitary Engineer’s.

NOTE: This vacancy is due to an employee resignation. As a condition of the transfer, Mr. Rounds has 18 months to earn an Ohio EPA Class I Wastewater Operator license.

Yeas: Fuda, Frenchko, Cantalamessa

Nays: None

**RE: CHANGE ORDER NO. 1 (FINAL)
KIRILA CONTRACTORS, INC.
TRU-FIFTH AVENUE PROJECT
COUNTY ENGINEER**

6. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to approve Change Order No. 1 (Final) as submitted by KIRILA CONTRACTORS, INC., 505 Bedford Road, SE, P.O. Box 179, Brookfield, OH 44403 for the construction of the TRU-FIFTH AVENUE PROJECT. Change Order No. 1 is a reduction of \$17,599.82—revising the total contract amount to \$245,197.18. Change Order is necessary to adjust the contract to reflect the final quantities of the project; this action per the Trumbull County Engineer and is subject to review and approval of the Prosecutor’s Office.

NOTE: The Board of Commissioners approved the original contract with Kirila Contractors, Inc. in the amount of \$262,797.00 on July 14, 2021, duly recorded in Journal Volume 153, Page 21424.

Yeas: Fuda, Frenchko, Cantalamessa

Nays: None

Document(s) recorded on Journal Page(s) _____.)

Week Beginning November 29, 2021

Meeting of December 1, 2021

**RE: CHANGE ORDER NO. 1 (FINAL)
THE SHELLY COMPANY
TRU-CH142 NORTH RIVER ROAD PROJECT
COUNTY ENGINEER**

7. **MOTION:** Made by Mr. Fuda, seconded by Ms. Frenchko, to approve Change Order No. 1 (Final) as submitted by THE SHELLY COMPANY, 8920 Canyon Falls Blvd., Twinsburg, OH 444087 for the construction of the TRU-CH 142 NORTH RIVER ROAD PROJECT. Change Order No. 1 is for \$21,733.00—revising the total contract amount to \$1,195,418.16. Change Order is necessary to adjust the contract to reflect the final quantities of the project. This project is being funded by an 80% STBG grant received through Eastgate Regional Council of Governments, which is a direct pay. The 20% local match will be provided by the Trumbull county Engineer Fund #002-030-1700-1700-1-505548; this action per the Trumbull County Engineer and is subject to review and approval of the Prosecutor’s Office.

NOTE: The Board of Commissioners approved the original contract with The Shelly Company in the amount of \$1,173,685.16.00 on February 18, 2021, duly recorded in Journal Volume 152, Page 23775.

Yeas: Fuda, Frenchko, Cantalamessa

Nays: None

Document(s) recorded on Journal Page(s)_____.)

**RE: SALE/TRANSFER OF TWO (2)
INTERNATIONAL DUMP TRUCKS**

8. **MOTION:** Made by Mr. Fuda, seconded by Ms. Frenchko, to acknowledge the donation of the SALE/TRANSFER of ownership of two (2) International Dump Trucks listed to HOWLAND TOWNSHIP in the amount of \$50,000.00 each.

1. **2015 International Single Axle Dump Truck (Model #7500)
VIN# 1HTWLAZR4FJ661486**
2. **2015 International Single Axle Dump Trucks (Model #7500)
VIN# 1HTWLAZR8FH661488**

Yeas: Fuda, Frenchko, Cantalamessa

Nays: None

Week Beginning November 29, 2021

Meeting of December 1, 2021

**RE: PERFORM WORK LISTED
COUNTY ENGINEER**

9. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to grant permission to the Trumbull County Engineer to perform the work, listed, during the period beginning January 1, 2022 and ending December 31, 2022, *as provided under Section 5543.19 of the Ohio Revised Code of the State of Ohio*; this action per the request of the County Engineer.

- ✓ To participate with various governmental subdivisions and bodies in the sharing of services and/or equipment per the O.R.C. 9.482.
- ✓ To maintain and repair equipment of the Engineer's Department.
- ✓ To remove snow and spread ashes and salt for ice control on county roads.
- ✓ To stockpile aggregates at County's Cortland and Warren yards, and other approved sites for use on the County's various road projects.
- ✓ To paint centerline stripes, lane lines and edge lining on county hard surface roads.
- ✓ To erect and maintain barricades, road signs, signals and guard rail where necessary.
- ✓ To improve various county roads by mowing, grading, shaping berms, ditching and draining, and adding materials where necessary.
- ✓ To enter immediately upon any lands adjacent to any of the highways in the County for the purpose of opening an existing ditch or drain, or for digging a new ditch or drain for the free passage of water for the drainage of highways.
- ✓ To patch, surface treat and place bituminous wearing surfaces where needed on existing pavements or slag base roads.
- ✓ To repair, replace and paint bridges and to repair and replace culverts where necessary.
- ✓ To assist the Township Trustees in accomplishment of their road work.
- ✓ To employ private assistance as needed.
- ✓ To remove or trim any brush, shrubbery or trees (alive or dead) within the road right of way (whether it be overhanging or rooted) that is posing a safety hazard on any county road.
- ✓ To continue with summer jobs program pertaining to school students.
- ✓ To permit the County Engineer and/or his staff members to attend meetings of the County Engineer's Association of Ohio, Committee Meetings, and any meeting concerning County, State or Federal matters during the year 2022—also expenses for lodging and meals.
- ✓ To permit the County Engineer during Calendar Year 2022, to enter into "Consent Legislation" with the Ohio Department of Transportation as it pertains to all existing and future Federally Funded Local Public Agency (LPA) Projects.
- ✓ To permit the County Engineer and/or his staff members to participate in functions, events, ect. to communicate information about the plans, policies, and operations of this office.

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

Week Beginning November 29, 2021

Meeting of December 1, 2021

**RE: SELECT G.P.D. GROUP
PROVIDE PROFESSIONAL SERVICES FOR
THE GIRARD MULTI-GENERATIONAL CENTER
ROOF REPLACEMENT REHABILITATION
PLANNING COMMISSION**

10. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to approve the recommendation of the Trumbull County Building Official and Planning Commission staff to select G.P.D. GROUP, 520 S. Main Street, Suite 2531, Akron, Ohio 44311 as the most qualified engineering firm to provide professional services for the Girard Multi-Generational Center Roof Replacement Rehabilitation Activity; part of the PY2021 CDBG Allocation Program (B-F-21-1CS-1) AND to authorize the Trumbull County Planning Commission to enter into negotiations with G.P.D. GROUP to develop a final price proposal for the necessary design and construction administration work.

NOTE: The contract will be funded through the PY2021 CDBG Allocation Program (B-F-21-1CS-1, Project 2, Activity 1 and Administration funds if necessary (Project 3; Activity 2). G.P.D. Group was selected from the county’s pre-qualified list for projects estimated to cost less than \$50,000. The Trumbull County Building Official and Planning Commission staff ranked G.P.D. Group along with two other firms and selected G.P.D. Group as the most qualified firm to perform the necessary design and construction administration work.

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

Document(s) recorded on Journal Page(s)_____.)

**RE: SELECT LYNN, KITTINGER & NOBLE, INC.
PROVIDE PROFESSIONAL SERVICES FOR
THE WEST FARMINGTON SANITARY SEWER
HOUSEHOLD CONNECTIONS-PLANNING COMM.**

11. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to Approve the recommendation by the Trumbull County Sanitary Engineer and Planning Commission staff to select LYNN, KITTINGER & NOBLE, INC., 2900 Elm Road NE, Warren, Ohio 44483 as the most qualified engineering firm to provide professional services for the West Farmington Sanitary Sewer Household Connections Activity; part of the PY2021 CDBG Allocation Program (B-F-21-1CS-1) AND to authorize the Trumbull County Planning Commission to enter into negotiations with Lynn, Kittinger & Noble, Inc., to develop a final price proposal for the necessary design and construction administration work

NOTE: The contract will be funded through the PY2021 CDBG Allocation Program (B-F-21-1CS-1, Project 1, Activity 1 and the PY2022 Home Sewage Treatment System Reserve Program. Lynn, Kittinger & Noble, Inc. was selected from the county’s pre-qualified list for projects estimated to cost less than \$50,000. The Trumbull County Sanitary Engineer’s office and Planning Commission staff ranked Lynn, Kittinger & Noble, Inc along with two other firms and selected Lynn, Kittinger & Noble, Inc. as the most qualified firm to perform the necessary design and construction administration work.

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

Document(s) recorded on Journal Page(s)_____.)

Week Beginning November 29, 2021

Meeting of December 1, 2021

**RE: AMENDMENT NO. 2 TAKEN ON 11/10/2021
FOUR (4) COMPANIES TO PROVIDE ON
DEMAND SERVICE FOR DISABLED AND/OR
RESIDENTS SIXTY (60) YEARS OF AGE OR OLDER
AMENDMENT IS NECESSARY TO CORRECT THE
FUNDING FROM BOARD OF DD**

12. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to approve Amendment #2 to the Journal Action taken by the Board of Commissioners on November 10, 2021, Journal Volume 154, Page 24390, the proposals as submitted by the four (4) companies listed below to provide *On Demand* service for Trumbull County residents using the *Trumbull County Wide Senior and Disabled Transportation Service* available for disabled and/or residents 60 years of age and older. Services will commence December 1, 2021 and expire once all funding is depleted approximately by October 30, 2022—*no County General Revenue Funds will be utilized*; the dollars available are from the following sources: Senior Levy \$450,000.00, Trumbull County Board of Developmental Disabilities \$120,000.00, and Federal funds 5310 of \$590,121.00 for a total of \$1,160,121.00 AND to enter into a Project Funding Agreement with each company listed for said services; this amendment is to correct the funding from Trumbull County Board of Developmental Disabilities and the total available funds in order to agree to the Request for Proposal as released; this action per the recommendation of Michael Salamone-Trumbull County Transit Administrator, Diane Siskowic-Jurkovic-Senior Levy Administrator, and Ed Stark-Superintendent Trumbull County Board of Developmental Disabilities, and is subject to review and approval by the Prosecutor’s Office.

SPECIAL NOTE: The federal funds will be reimbursed per an agreement with WRTA. No local match required, per Journal Action dated October 20,2021, Volume 153, Page 24345

Yeas: Fuda, Frenchko, Cantalamessa

Nays: None

Document(s) recorded on Journal Page(s)_____.)

Week Beginning November 29, 2021

Meeting of December 1, 2021

**RE: RECEIVE FISCAL OFFICER'S CERTIFICATE
\$400,000 NOTES/BONDS-PROSPERITY WATERLINE
PROJECT NO. 5-W-15**

- 13.** The following Fiscal Officer's Certificate recorded on Journal for record purposes.

Week Beginning November 29, 2021

Meeting of December 1, 2021

**RE: TO ADOPT A RESOLUTION PROVIDING FOR THE
ISSUANCE AND SALE OF NOTES, IN ANTICIPATION OF
THE ISSUANCE OF GENERAL OBLIGATION BONDS, IN
A PRINCIPAL AMOUNT NOT TO EXCEED \$400,000 FOR
THE PURPOSE OF PAYING THE COSTS OF EXPANDING
AND IMPROVING THE WATER SYSTEM IN THE
COUNTY, INCLUDING THE PROSPERITY WATERLINE
PROJECT, AND PAYING ISSUANCE COSTS IN
CONNECTION THEREWITH.**

- 14.** The following Resolution recorded on journal for record purposes:

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: \$400,000.00 OF NOTES-PROSPERITY WATERLINE PROJECT-(Cont'd)

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: \$400,000.00 OF NOTES-PROSPERITY WATERLINE PROJECT-(Cont'd)

Week Beginning November 29, 2021

Meeting of December 1, 2021

**RE: AWARD PROPOSAL
COMFORT SYSTEMS USA
UPGRADES TO HVAC SYSTEM AT ADULT
JUSTICE CENTER**

15. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to accept and award the lowest and best proposal submitted by COMFORT SYSTEMS USA, 7401 First Place, Oakwood Village, OH 44146 under the terms of Master Maintenance Agreement No. CSP900522-3 for the replacement of Control Valves for Variable Air Volume Boxes (49), removal of existing wiring, furnish and install with pro-press fittings new Valve and Actuator, commission valve through controls to ensure proper functioning and furnish all necessary fittings and connections under the proposal at the Trumbull County Jail in the amount of \$91,328.00 – to be paid from Fund No. 403-080-1000-1000-1-505506; and to further authorize Mauro Cantalamessa, President of the Board of Trumbull County Commissioners to execute any/all documents necessary for this project; this action per the request of Brian Flanigan, HVAC Leader and James J. Misocky, Administrator of Special Projects.

NOTE: Proposals were requested from additional vendors with the next lowest proposal in the amount of \$157,951.00.

There was a discussion between Commissioners Frenchko and Fuda regarding Item No. 15 and the use of American Rescue Funds.

Yeas: Fuda, Frenchko, Cantalamessa

Nays: None

Document(s) recorded on Journal Page(s)_____.)

RE: OFFICE POLICY MANUALS

16. MOTION: Made by Ms. Frenchko, to Require ALL Department heads under the Board of Commissioners Develop Departmental/Office policy manuals, inclusive of a work flow chart, and training manual by March 1, 2022.

NOTE: County offices do not have training and specific policy manuals in place in each department. This is needed for safety, efficiency and to protect the county from liability. There is currently no formal storage policy or training manual for maintenance, the dog kennel, the human resources department, the commissioner office, and most other departments. An employee was recently injured; this could have been avoided if the county had departmental policies and training manuals in place. It has been past practice to learn from looking around, asking others on the job, or informal training sessions. A formal manual will aid in efficiency, and allow others to fill in the absence of other employees.

MOTION DIED FOR LACK OF SECOND

**RE: NINE-PERSON CITIZEN ADVISORY PANEL
-ARP FUNDS**

17. MOTION: Made by Ms. Frenchko, to create a NINE-PERSON CITIZEN ADVISORY PANEL to evaluate American Rescue Plan Projects Applications to the Board of Commissioners based on the ranking instrument developed by our Special Projects Coordinator, and to ADVERTISE for interested applicants.

NOTE: Advisory panel members may be Township elected officials, township employees, but NOT county employees. Applicants must reside in Townships. Each Commissioner shall select three appointees. A public meeting will be held to present project proposals and hear public suggestions after the ranking tool and ARP Citizen Advisory Panel are approved and established.

MOTION DIED FOR LACK OF SECOND

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: TIME ACCOUNTABILITY POLICY

18. MOTION: Made by Ms. Frenchko, to ADOPT THE FOLLOWING TIME ACCOUNTABILITY HUMAN RESOURCES POLICY:

All employees under the jurisdiction of the Commissioners are required to use a time clock if one is present in their building. All employees must also account for their time by submitting a weekly timesheet that specifies the number of hours worked daily on each task and/or project.

The hours will detail the number of hours worked on specific projects and tasks at fifteen (15) minute minimum increments.

This time sheet must be signed by the employee attesting to the honesty of the time and duties reported. False reporting is grounds for discipline up to and including termination. This time sheet will also include breaks, lunch and other leave. The County will make an effort to replace the paper sheets with software.

NOTE: Time sheets for all employees are necessary given the amount of staff that works from home. During the COVID shut down, most county staff worked from home, did not clock in, and did not submit time sheets documenting work completed. Contrary to the HR directors report that all employees clock in, Trumbull County 911 has gone years without employees clocking in or accounting for their time. Employees were instructed to clock in at the end of September 2021, however, the time clock has not been working, so they are still not clocking in. Completing time sheets will preserve work records in situations such as this. This will also serve as a much needed tool to identify necessity of positions, streamlining and to eliminate duplication of duties.

MOTION DIED FOR LACK OF SECOND

RE: JOB ADVERTISEMENT POLICY

19. MOTION: Made by Ms. Frenchko, to ADOPT THE FOLLOWING JOB ADVERTISEMENT HUMAN RESOURCE POLICY AS PART OF THE COUNTY POLICY:

All allowable union jobs and All non-union jobs shall be internally posted and externally advertised for thirty (30) days, or as allowable pursuant to the contracts. Jobs will be advertised with Indeed, Ohio Means Jobs, the Trumbull County website, Jobs Now, the Black Ministerial Alliance, Organizacion Civica y Culture Hispana Americana (OCCHA) and with Inspiring Minds (note: all are at no cost to the county, Jobs Now is TV advertising with WKBN in conjunction with the Youngstown Warren Regional Chamber of Commerce). Paid searches will be done for director, assistant director, executive and department head positions.

Interim positions will be posted internally for seven (7) days, and ranking will take place based on past performance evaluations, and an objective ranking instrument.

NOTE: Non-union promotions are currently made from within without advertising. Interim positions are given without internal posting, and jobs have been passed off to personal picks of commissioners. This new policy would serve to promote fairness in hiring, prevent cronyism and nepotism, attract the most talented and educated candidates, and has the potential to increase diversity in management and higher ranking positions. This would be an update to the Affirmative Action Plan which was developed this year. The County is deficient in Hispanic representation within its workforce according to the EEO guidelines.

MOTION DIED FOR LACK OF SECOND

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: RANKING SYSTEM FOR HIRING POLICY

20. MOTION: Made by Ms. Frenchko, to ADOPT THE FOLLOWING RANKING SYSTEM FOR HIRING AS A HUMAN RESOURCE POLICY:

All applicants for county employment will be objectively ranked based on relevant knowledge, experience, education, and proper fit for the position based upon a uniform county ranking tool.

NOTE: The ranking tool will be developed by HR and approved by the Board of Commissioners by December 8, 2021. Non-classified positions have traditionally been filled without ranking tools. This policy will ensure all applicants are equally and fairly considered for county employment.

MOTION DIED FOR LACK OF SECOND

RE: JOB DESCRIPTION POLICY

21. MOTION: Made by Ms. Frenchko, to ensure that ALL Trumbull County employees under the jurisdiction of the Board of Commissioners have a detailed job description on file with the Human Resources office by December 1, 2021. Ensure ALL job descriptions which have not been revisited in more than five (5) years are updated by January 5, 2022. This task will be coordinated by the Human Resources Director who will submit the original job descriptions and new job descriptions to the Board of Commissioners, underscoring any modifications, and include the date of the original and new job descriptions. All new job descriptions and modifications made in 2021 and moving forward must be approved by the Board of Commissioners.

NOTE: A Countywide job description update has not been done since the 1990's. The Commissioner's Office has had an employee without a job description for many years; the special projects coordinator description was only developed in October of 2021 once this issue was raised. The county Workers Compensation Administrator is currently classified as a Clerk with an extremely old job description. It is necessary to know what staff does, to determine if they are critical, paid appropriately, and to determine if cross training is needed so all duties can be carried out seamlessly in the absence of particular employees.

MOTION DIED FOR LACK OF SECOND

RE: PERFORMANCE EVALUATION POLICY

22. MOTION: Made by Ms. Frenchko, to ADOPT THE FOLLOWING HUMAN RESOURCE POLICY RELATED TO PERFORMANCE EVALUATIONS:

Performance evaluations will be done annually beginning in December 2021. All staff will be evaluated by their department head. Commissioners office staff will be evaluated by each member of the Board of Commissioners individually. All department heads will be evaluated by each member of the Board of Commissioners individually. Evaluations will be kept in the personnel file for the duration of their employment with Trumbull County.

Failure of Department heads to conduct evaluations is grounds for discipline.

NOTE: The evaluation tool for each department will be created by the department head. The evaluation tool for the department heads will be developed by the Human Resources Department that must be completed by December 1, 2021. Trumbull County has not historically conducted evaluations of management and non-classified employees. This is necessary to appropriately evaluate staff for promotions, raises, to give constructive feedback, and recognition for good work. This is a customary industry practice in organizations the size of the County; it has not been done. This tool can also be used to identify the necessity of positions and to ensure employees filling the positions are a good fit.

MOTION DIED FOR LACK OF SECOND

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: POLITICAL CAMPAIGNING POLICY

23. MOTION: Made by Ms. Frenchko, to INCLUDE THE FOLLOWING IN THE COUNTY POLICY & PROCEDURE MANUAL RELATED TO POLITICAL CAMPAIGNING ON COUNTY PROPERTY:

No campaigning for or against political candidates or issues may take place on county property. This includes but is not limited to fundraiser ticket sales, scheduling appearances, sending political advertisements on behalf of candidates, preparing speeches, gift baskets, taking political phone messages, collecting money for advertisements and sponsorships, or asking county staff for commitment to vote for anyone or any issue.

Department Heads are responsible for ensuring campaign activity does not happen in their offices or by their staff. Violation of this policy will result in progressive discipline for classified employees, and termination of fiduciary employees.

NOTE: Historically, taking messages for political advertising, reservations being taken for political appearances, sending political advertisements, and collecting money for such advertisements is documented as having occurred in the Commissioners' Office for Commissioners Cantalamessa and Commissioner Fuda. Prosecutors opinions have been sought over this matter which Commissioner Frenchko is willing to release. County Staff expressed campaigning by Commissioners and for commissioners being ignored by Department heads. This is contrary to the Ohio Revised Code, Ohio Ethics Commission policy and Election law. The citizens deserve to know that their county employees are not participating in political activity in public buildings.

MOTION DIED FOR LACK OF SECOND

RE: JOIN WRTA

24. MOTION: Made by Ms. Frenchko, to ADOPT A RESOLUTION FOR TRUMBULL COUNTY TO JOIN THE WESTERN RESERVE REGIONAL TRANSIT AUTHORITY (WRTA) BY:

Adopting the provisions of an amendment to Ordinance No. 83153, as amended by Ordinances No. 83414, No. 84009, and No. 84309 and further amended by ordinance No. 07-313, each passed by the Council of the City of Youngstown and which created the Western Reserve Transit Authority, to add and include the County of Trumbull to and within the Western Reserve Transit Authority pursuant to Section 306.321 of the Ohio Revised Code and approving authorizing related matters.

NOTE: The Board of Commissioners recognizes the positive impact of regional transit on promoting economic growth, increasing employment opportunities for County residents, improving the quality of life, stabilizing population loss, improving property values, and believes the citizens of Trumbull County should have the opportunity to vote on the matter. The Board also recognizes the importance of creating local labor jobs that WRTA will bring, 4 teamster, 40 ATU and many more trade labor jobs with the construction of a storage barn and transit center. Many organizations and boards have requested that we join WRTA. The Mayors of Warren, Niles, Lordstown, Girard, and Cortland support Trumbull County joining WRTA; the Board of Commissioners values their input, and we are grateful for their advocacy of their residents. WRTA make transportation available for All Trumbull County residents including Townships, Villages & Cities. After joining WRTA, if voters approve the associated sales tax, this will prevent the probability of seeking a Property tax for special populations, as was proposed earlier this year. The WRTA service area would include ALL Townships in Trumbull County for On Demand- Dial-A-Ride services.

MOTION DIED FOR LACK OF SECOND

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: AMEND JOURNAL ACTION TAKEN ON 11/24/2021
TIME CLOCK/TIME SHEET POLICY-AMENDMENT
NECESSARY TO ADD LANGUAGE

25. MOTION: Made by Ms. Frenchko, to Amend the Journal Action taken by the Board of Commissioner dated November 24, 2021, Journal Volume 154, to ADOPT A POLICY in which each member of the Board of Commissioners, all of their support staff, all of their professional staff, and all department heads will utilize a time clock from the hours 8:30 a.m. to 4:30 p.m. If Commissioners do not choose to utilize a time clock they can choose to fill out time sheets that specify the number of hours worked daily on each task or project at 15-minute increments. Each time sheet for each Commissioner shall be signed and attested to by each respective Commissioner.

NOTE: Transparency and accountability measures should not be limited to just professional staff and department heads. Commissioner Cantalamessa feels that it is unacceptable for the board to issue these arbitrary measures if the board is unwilling to follow them as well. Commissioner Cantalamessa believes that these sorts of policies work best through a top-down approach so as not to destroy morale and create inequalities. Elected officials should lead by example and make transparency and accountability a top priority to avoid the appearance of hypocrisy-AMENDMENT ADDS THE FOLLOWING LANGUAGE: To adopt a policy in which each member of the Board of Commissioners, all of their support staff, professional staff, all department heads, and all county staff utilize a time clock, if one is available for their respective shifts, and complete a time sheet. Commissioners and all staff must fill out time sheets that specify the number of hours worked daily on each task or project at 15 minute increments. Each time sheet for Commissioners and staff shall be signed, attesting to the honesty of work and time. Dishonesty is grounds for discipline. The County will work toward implementing a Kronos or computer based time accounting.

Commissioner Frenchko stated that a note that was sent over to be part of the journal action was not put as part of the motion

MOTION DIED FOR LACK OF SECOND

RE: NINE-PERSON CITIZEN ADVISORY PANEL
-OPIOID SETTLEMENT FUNDS

26. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to create a NINE-PERSON OPIOID SETTLEMENT EXPENDITURE ADVISORY PANEL to make recommendations to the Board of Commissioners for spending settlement funds, and to advertise for interested applicants.

NOTE: The panel shall be comprised of three licensed individuals who work in recovery, three who work in law enforcement or the legal field who have experience with opioid trafficking, and three who are in recovery or families of those who have been impacted by the opioid addiction.

There was a discussion amongst the Commissioners regarding Item #26 and the necessary agencies that would be beneficial to the Citizen Advisory Panel for Opioid Settlement Funds.

Yeas: Fuda, Frenchko, Cantalamessa

Nays: None

RE: AMEND JOURNAL ACTION FROM 06/16/2021
COMMISSIONERS PLACING ITEMS ON AGENDA
AMENDMENT NECESSARY TO ADD LANGUAGE

27. MOTION: Made by Mr. Fuda, seconded by Mr. Cantalamessa, to Amend the Journal Action take on June 16, 2021, Journal Volume 153, Page 24070, to acknowledge and accept that any Commissioner may add an Agenda Item to the Journal without the affirmative majority of the Board of Commissioners in advance. However, if an item has been previously placed on the Agenda more than three times, then at least two Commissioners must consent to place said Item(s) back on the Agenda; this action is necessary for the Board to conduct meetings in a more expedited manner.

There was a lengthy discussion regarding Item #27 amongst the Commissioners.

Yeas: Fuda, Cantalamessa

Nays: Frenchko

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: APPROVE BILLS

28. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to approve the bills, as per the individual departmental purchase orders/invoices forwarded to the Trumbull County Auditor for payment, providing all procedures of State law have been followed.

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

RE: TRANSFER MONIES

29. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to Pursuant to Ohio Revised Code Section 5705.14, to transfer monies as submitted to the Trumbull County Auditor's Office between the dates of November 22, 2021 through November 26, 2021. Complete list of money transfers shall be recorded onto the Journal for record purposes.

❖ Departments/Offices requesting to transfer monies:

• Sanitary Engineers	\$ 976,812.00	Fund # 602
	\$ 83,837.05	Fund # 612
	\$ 358,415.50	Fund # 479

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

Document(s) recorded on Journal Page(s)_____.)

RE: ADDITIONAL APPROPRIATIONS

30. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to approve additional appropriations, as submitted to the Trumbull County Auditor's Office between the dates of November 22, 2021 through November 26, 2021. Complete list of additional appropriations shall be recorded onto the Journal for record purposes.

❖ Departments/Offices requesting additional appropriations:

• Common Pleas	\$ 280.00	Fund # 062
• Sanitary Engineers	\$ 104,131.00	Fund # 612
	\$ 83,837.05	Fund # 612
	\$ 875,701.24	Fund # 306

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

Document(s) recorded on Journal Page(s)_____.)

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: TRANSFER APPROPRIATIONS

31. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to transfer appropriations, as submitted to the Trumbull County Auditor’s Office between the dates of November 22, 2021 through November 26, 2021. Complete list of appropriation transfers shall be recorded onto the Journal for record purposes.

❖ Departments/Offices requesting to transfer appropriations:

• Sheriff Department	\$ 1,532.60	Fund # 001
	\$ 19,000.00	Fund # 001
• TAG FY2021	\$ 17.62	Fund # 134
	\$ 751.41	Fund # 134
• Highway Engineer	\$ 220,000.00	Fund # 002
• Prosecutor’s Office	\$ 125.76	Fund # 001
	\$ 17.84	Fund # 001
	\$ 2,996.50	Fund # 001
• Senior Levy	\$ 3,694.00	Fund # 065
• Clerk of Courts	\$ 3,100.00	Fund # 036
• Common Pleas	\$ 2.98	Fund # 001
	\$ 48.43	Fund # 001
• Probate	\$ 95.32	Fund # 001
• Election Board	\$ 10,125.00	Fund # 001
• Comm Mental Health Board	\$ 10,000.00	Fund # 009
• NEOCAP	\$ 12,000.00	Fund # 990
• Health Board	\$ 7,500.00	Fund # 972
	\$ 18,550.00	Fund # 972
• Sanitary Engineers	\$ 826,780.00	Fund # 602
	\$ 52,000.00	Fund # 602
	\$ 5,000.00	Fund # 600
	\$ 7,500.00	Fund # 600
	\$ 15,000.00	Fund # 600
	\$ 15,000.00	Fund # 604
• Family & Children	\$ 13,850.00	Fund # 994
First Council		

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

Document(s) recorded on Journal Page(s)_____.)

RE: AMENDED CERTIFICATE NO. 34-2021
COUNTY BUDGET COMMISSION

32. MOTION: Made by Mr. Fuda, seconded by Ms. Frenchko, to Receive the Amended Certificate of the County Budget Commission No. 34 - 2021, for the fiscal year beginning January 1, 2021, dated December 1, 2021, increasing estimated resources in the funds listed:

- Bond OWDA Fund # 306

Yeas: Fuda, Frenchko, Cantalamessa
Nays: None

There was a discussion amongst the Commissioners regarding the Appropriations and raises in pay.

Week Beginning November 29, 2021

Meeting of December 1, 2021

Comments:

Ms. Frenchko spoke about the agenda items she put on that were not passed. Ms. Frenchko asked Mr. Newbrough to speak about the accountability system in the Sanitary Engineer's Office.

Mr. Newbrough spoke about the accountability system his staff uses. The discussion continued amongst the Commissioners regarding accountability, value-added positions, maintenance issues, and a DJFS personnel issue. Mr. Fuda and Cantalamessa stated that many things in the Sanitary Engineer's Department are different than other departments.

Mr. Fuda asked Mr. Newbrough to speak about rating projects.

Ms. Patty Wyatt, a former county employee, asked Ms. Frenchko to clock in at 8:30 a.m. like the rest of the county workers and questioned the Sunshine Law. Ms. Frenchko responded to Ms. Wyatt stating that Sunshine Law states that more than the majority of the Board cannot be working together and cannot make round robin decisions.

Mr. Fuda stated that Ms. Frenchko has broken the sunshine law many times.

Mr. Fuda asked Mr. Newbrough to explain the ranking system for county projects as there was a reference made about Mr. Cantalamessa and Mr. Fuda being political regarding water/sewer projects.

Ms. Frenchko stated that she has had many meetings with Mr. Newbrough regarding rankings and project selections and that she has worked in that field in the past.

Mr. Newbrough gave a detailed explanation of how water/sewer projects originate. He said that consent decrees and petitions that residents/business submit to the county are the two main ways. He went on and gave a detailed explanation of the process.

Commissioner Fuda asked Mr. Newbrough if he or Mauro have ever influenced Mr. Newbrough on what projects to select.

Mr. Newbrough stated that they have not. Commissioner Cantalamessa said again he has never asked Mr. Newbrough to select any of the contractors for projects and that accusations by Ms. Frenchko hurt the county.

Ms. Frenchko stated her concerns regarding the Rescue Plan money and the importance of having a panel so the public can have input and make recommendations making sure that all communities are considered.

The Commissioners and Gary Newbrough continued the discussion regarding ARP Funds, county projects, consent decree projects, memorandum of opinion, Attorney Floyd, and Prosecutor's opinions.

There was a discussion amongst the Commissioners regarding the county gas program and the use of RFQ- RFP's, and the Special Projects Administrator.

Week Beginning November 29, 2021

Meeting of December 1, 2021

RE: ADJOURN

MOTION: Made by, Mr. Fuda, seconded by Ms. Frenchko, to adjourn the Regular Meeting of December 1, 2021, and to meet again for the Special Meeting of December 8, 2021.

Yeas: Fuda, Frenchko, Cantalamessa

Nays: None

WE CERTIFY THAT EACH AND ALL OF THE FOREGOING TO BE CORRECT.

MAURO CANTALAMESSA, PRESIDENT

FRANK S. FUDA, COMMISSIONER

NIKI FRENCHKO, COMMISSIONER

ATTEST:

PAULA J. VIVODA-KLOTZ, CLERK