



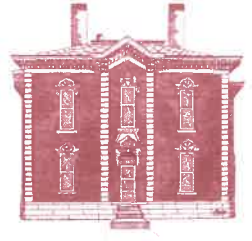
# HOLMES COUNTY COMMISSIONERS

2 COURT STREET, SUITE 14

MILLERSBURG, OHIO 44654-2001

PHONE (330) 674-0286 FAX (330) 674-0566

E-MAIL: HCC@CO.HOLMES.OH.US



## AGENDA

Monday, September 20, 2021

(Schedule Subject to Change)

- 9:30**            **Leslee Mast, Treasurer**
- Investment Report
- 10:00**            **Business Meeting**
- Pledge of Allegiance
  - Minutes from September 13, 2021 & September 16, 2021
  - Paybills Motion
  - Transfers/Transactions/Supplementals
  - Plat – Ripley Township No. 5
  - Resolution – Accepting the SourceOne Group Employee Assistance Program (EAP)
  - Proclamation – Honoring the First Responders of Holmes County
- 10:30**            **New Business/Old Business Discussion**

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**Next Business Meeting: Monday – September 27, 2021**

**THE MINUTES**  
**September 20, 2021**

The Holmes County Commissioners met in regular session Monday, September 20, 2021; with everyone present. Chairman Ault opened the meeting:

**9:30 A.M. – LESLEE MAST TREASURER – INVESTMENT REPORT - CANCELLED**

**10:00 A.M. – BUSINESS MEETING**

**PLEDGE OF ALLEGIANCE**

**MINUTES**

On a motion by Mr. Eyler, seconded by Mr. Miller (Mr. Ault - yes; Mr. Eyler – yes; Mr. Miller - yes), the Commissioners approved the minutes from September 13, 2021 September 16, 2021 as written.

**PAY BILLS MOTION**

On a motion by Mr. Miller seconded by Mr. Eyler (Mr. Ault - yes; Mr. Eyler – yes; Mr. Miller - yes), Commissioners authorized the following bills to be paid as they were presented:

**GENERAL (A00)**

Jeff Kellogg	00010-E2004	Legal Counsel	\$2,182.50
Marie Moore	00010-E2004	Legal Counsel	\$795.00
Quill	00010-E4001	Supplies	\$224.58
Alonovus	00010-E4004	Public Notice	\$16.50
CSB Visa	00010-E6001	Visa Expense	\$252.04
Independence Business Supply	00015-E4001	Office Supplies	\$16.79
Independence Business Supply	00040-E4001	Office Supplies	\$380.98
David Stucki	00070-E2007	Mileage	\$123.20
Crystal Clear Water	00070-E4001	Water for the Court	\$32.50
Independence Business Supply	00070-E4001	Supplies	\$43.28
Graphic Enterprises	00070-E4007	Maintenance Contract for Copier	\$50.72
Clerk of Courts	00070-E8003	Grand Jury	\$405.00
ComDoc	00085-E2001	Printer/Copier Costs Juvenile	\$86.21
Quill	00085-E4001	Office Supplies	\$185.45
Alonovus	00085-E8001	Advertising	\$67.00
ComDoc	00095-E2001	Copier Lease	\$132.75
Independence Business Supply	00121-E4001	General Fund Paper Supply	\$292.00
Jackie's Cleaning Service	00125-E2001	Cleaning Service	\$2,380.00
Century Link	00125-E2002	-	\$1,122.79
American Electric Power	00125-E2002	Electric	\$51.89
USA Bluebook	00125-E2093	Treatment Plant Supplies	\$140.82
Friendly Wholesale	00125-E4001	Supplies	\$407.80
C & S Bank	00130-E4013	K9 Equipment & Training	\$348.78
Star Brite Car Wash	00130-E7002	Car Washes	\$186.00
Southside Quik Lube	00130-E7002	Oil Changes	\$447.15
AutoZone	00130-E7002	Wiper Blades	\$45.98

C & S Bank	00130-E7003	Fuel	\$103.76
C & S Bank	00130-E8001	Fuel	\$109.13
Krugliak, Wilkins, Griffith & Dougherty	00130-E8001	FLSA Audit Drafts	\$565.50
Misty McKinney	00135-E4001	Reimbursement Cleaning Supplies	\$25.55
Sheriff's Office	00135-E4005	Reimbursement for Medical Supplies	\$411.09
Global Industrial Equipment	00135-E7002	Shelving Unit	\$325.90
Cintas	00135-E7002	Rugs	\$183.48
Ryan Lawn Care	00135-E7002	Mowing	\$1,065.00
Larry Meherg	05018-E9003	Apiary Inspections	\$315.00
Isolved Benefits Services	07002-E1018	HR Services	\$2,495.80
			<b>\$16,017.92</b>

**DOG & KENNEL (B00)**

Gordon Flesch	00200-E2001	Lease	\$131.11
WKLM	00200-E4004	Advertisement	\$197.00
Teresa Hoxworth DVM	00200-E4005	Vet Services	\$343.80
			<b>\$671.91</b>

**COVID-19 GRANT (C19)**

NetOps	02019-E4007	Refresh Tech Infrastructure	\$13,899.50
CDW-G	02019-E4007	Refresh Tech Project	\$2,333.73
			<b>\$16,233.23</b>

**COUNTY ROAD PAVING PROECT (C21)**

Bricker & Eckler	02021-E2006	Professional Services	<b>\$11,347.50</b>
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**ENGINEER (K00)**

D & M Rocks	00700-E4003	Materials	\$742.90
C & S Solutions	00700-E4007	Lazer	\$5,310.69
C & S Bank	00700-E4016	Office Expense	\$698.49
Hickory Lane welding	00700-E7005	Equipment Repair	\$661.68
Coblentz Equipment	00700-E7005	-	\$276.98
Star Brite Car Wash	00700-E7005	Car Washes	\$48.00
Triple R Trailer Sales	00700-E7005	Equipment Maintenance	\$1,213.01
Holmes Ag Service	00700-E8001	-	\$374.00
Ground Zero Strength & Conditioning	00701-E3013	Membership Fees	\$392.00
Holmes Pest Control	00701-E3014	Pest Control	\$58.00
Cintas	00701-E4001	Garage Supplies	\$1,205.33
			<b>\$10,981.08</b>

**FDCC (M30)**

WKLM	01002-E8001	Advertising – Mentor Program	\$36.00
Quill	01002-E8001	Folders	\$86.99
Quill	01002-E8001	Web Cam and accessories	\$169.96
			<b>\$292.95</b>

**CAPITAL IMPROVEMENT (N10)**

Willard Bros. Seal Coat	00500-E2009	RE-Seal Parking Lots	<b>\$2,395.00</b>
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**WASTEWATER CAPITAL IMPROVEMENTS (N70)**

Chaltron Systems	00506-E2009	Supplies	<b>\$1,700.20</b>
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**WASTEWATER (P40)**

MT Services	00805-E2001	MT. Hope 28 Day Rental;	\$85.00
Verizon Wireless	00805-E2002	Mobile Broadband & Tablet	\$95.30
NE Ohio Natural Gas	00805-E2002	-	\$213.89
Bonded Chemicals, Inc.	00805-E4012	Sodium Aluminate WC WWTP	\$1,450.63

Generator Systems	00805-E7001	Response Charge	\$605.50
Holmes County Engineer	00805-E7001	Reimbursement	\$1,072.26
			<b>\$3,522.58</b>

**LAW LIBRARY RESOURCES (S37)**

Thomson Reuters-West Payment Center	00930-E4001	Supplies	\$2,066.13
Matthew Bender & Co	00930-E4001	Supplies	\$117.43
RELX Inc. DBA LexisNexis	00930-E4001	Supplies	\$946.00
			<b>\$3,129.56</b>

**IT FUND (S38)**

Net Ops	01062-E2001	Contract Services	<b>\$7,304.73</b>
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**LICENSE BUREAU (S40)**

Time Warner Cable	01060-E2002	Utilities	<b>\$46.90</b>
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**DRUG ENFORCEMENT FUND OTHER EXPENSE (S46)**

EAN Services	01070-E4007	Car Rental	\$764.90
C & S Bank	01070-E6003	Training & Detail U27	\$1,005.47
			<b>\$1,770.37</b>

**GIS (S58)**

Sidwell Company	01010-E2001	GIS Admin Services	<b>\$3,200.00</b>
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**ADULT PROBATION FEE (S68)**

Perry Protech	01021-E2001	Copier	\$137.58
C & S Bank	01021-6001	-	\$44.90
			<b>\$182.48</b>

**COUNTY HOME (S85)**

Premier Pharmacy	01036-E2001	Resident Medicine	\$14.53
Premier Pharmacy	01036-E2001	Resident Medicine	\$69.44
Wooster ophthalmologists	01036-E2001	Resident Medical Invoice	\$230.35
Qual-Med Supply	01036-E4001	Nursing Supplies	\$485.53
Rodhe's IGA	01036-E4001	Dietary Supplies	\$171.82
Trail Side Deli	01036-E4001	Dietary Supplies	\$197.79
US Foods	01036-E4001	Dietary Supplies	\$2,235.69
Friendly Wholesale	01036-E4001	Miscellaneous Supplies	\$133.67
Peppers Plumbing	01036-E4007	Tank for New Boiler	\$1,645.91
Holmes Power Equipment	01036-E7001	Repairs to Pressure Washer	\$8.40
			<b>\$5,193.13</b>

**CHIP HOME (T20)**

Glazier Home Improvements	01053-E2060	Owner Rehab - Winegar	<b>\$17,220.00</b>
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**TARGETED COMMUNITY ALTERNATIVE (T90)**

Redwood Toxicology	01085-E2001	Results	<b>\$1,701.00</b>
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**ROTARY OTHER EXPENSES (X00)**

Treasurer State of Ohio	04000-E8001	Blood & Urine Testing	\$438.00
Star American	04000-E8001	Vehicle Tow	\$320.00
LexisNexis	04000-E8001	Contract Fee	\$368.00
			<b>\$1,126.00</b>

**JAIL KITCHEN (X03)**

Kayla Forrer	04001-E2001	Kitchen Service	\$409.50
US Foods	04001-E4001	Food Supplies	\$1,079.86

			<b>\$1,489.36</b>
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**PAY-INS TO TREASURER:**

<b>FROM:</b>	<b>TO:</b>	<b>AMOUNT:</b>
155496 HCC	A00-00199-R5503 Oil & Gas Lease	\$44.19
155553 HCC/CSE	A00-00199-R6502 Collections	\$5.46
155554 HCC	A00-00199-R6508 Indigent Defense	\$35,247.50

**TRANSFER WITHIN:**

<b>FROM:</b>	<b>TO:</b>	<b>AMOUNT:</b>
A00-00085-E1011 Salary	A00-00095-E1010 Department Heads	\$130.00
X03-04001-E1016 Salaries	X03-04001-E1018 Health Insurance	\$16,500.00

**SUPPLEMENTAL:**

<b>FROM:</b>	<b>TO:</b>	<b>AMOUNT:</b>
A00 General	A00-00070-E1011 Salaries	\$527.25

**PLAT – RIPLEY TOWNSHIP NO. 5**

On a motion by Mr. Eyler, seconded by Mr. Miller (Mr. Ault - yes; Mr. Eyler – yes; Mr. Miller - yes), the Commissioners authorized the Chairman to sign the Ripley Township No. 5 Plat, Ripley Township, SW Qtr. Section 33, T-18N; R-14W.

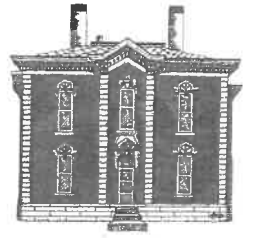
**RESOLUTION(S)**

**A Copy of All Documents on File at the Commissioners Office**



# HOLMES COUNTY COMMISSIONERS

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Resolution # 09-20-21-1

## RESOLUTION - ACCEPTING THE AGREEMENT FOR SOURCEONE GROUP EMPLOYEE ASSISTANCE PROGRAM (EAP)

WHEREAS, the Board of County Commissioners has received An Agreement for the SourceOne Group Employee Assistance Program (EAP); and

WHEREAS, the Board of County Commissioners have reviewed the Agreement;

THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby accepts the Agreement for the SourceOne Group Employee Assistance Program (EAP). The Agreement is in the amount of \$2.00 per employee and it is for 224 employees and will be invoiced \$448,000 per quarter.

Mr. *Miller* moved for adoption of the preceding Resolution. Mr. *Eyler* seconded the motion. Upon roll call the vote was as follows:

Rob Ault *Robert Ault*  yes/no  
Raymond Eyler *Raymond Eyler*  yes/no  
Joe D. Miller *Joe D. Miller*  yes/no

The below signed Clerk to the Board hereby certifies that the preceding Resolution is a true and exact copy of a Resolution adopted during the regular business meeting of September 20, 2021 and recorded in Commissioners Journal 52 under that date.

*Susan L. Schie*  
Susan L. Schie, Clerk to the Board  
Holmes County Board of Commissioners



## EMPLOYEE ASSISTANCE PROGRAM (EAP) AGREEMENT

This agreement is made on the 1st day of September 2021, in Wooster, Ohio, between *The SourceOne Group, Inc.* and *Holmes County Commissioners*.

### SECTION I:

*The SourceOne Group, Inc.*, hereby, agrees:  
*District*

1. To provide a SourceOne Employee Assistance Program (EAP) for *Holmes County Commissioners'* employees and their covered dependents.
2. To support the utilization of the *SourceOne EAP* with the *Holmes County Commissioners* by:
  - a. providing training to supervisory and management personnel regarding the *SourceOne EAP* including the implementation of an internal referral system;
  - b. providing an orientation to the EAP service for covered employees; and
  - c. consulting with company representatives regarding *SourceOne EAP* implementation and related topics, as requested.
3. To provide confidential EAP services to *Holmes County Commissioners'* employees and their families by:
  - a. providing assessment, consultation, problem solving intervention, and referral services, as outlined. Services, up to the limits specified, may be used by either the employee or one or more of their covered dependents.
  - b. providing motivational counseling to encourage the employee to follow through with further services, where advisable;
  - c. linking employees to other community informational and/or treatment resources, based on individual or family needs;
  - d. negotiating priority access to other community services on behalf of its *SourceOne EAP* clients



- e. providing, where available, at least one community-based recommendation other than *The SourceOne Group* to any employee who requires additional behavioral health services beyond those covered by this agreement; and providing priority access to any *Holmes County Commissioner* employee who chooses to receive additional behavioral health services at *The SourceOne Group*;
      - f. providing follow-up case management and support, as needed, to employees who are referred for additional services outside the *SourceOne EAP*.
4. To provide access to the *SourceOne EAP* at no cost to *Holmes County Commissioners'* employees or their dependents and to make employees aware that fees for additional services provided by other community agencies or practitioners, outside of the *SourceOne EAP*, will be their own responsibility.
5. To provide *Holmes County Commissioners'* employees with necessary support materials, including:
  - a. *SourceOne EAP* brochures for home mailing and/or general distribution;
  - b. *SourceOne EAP* benefit cards for each employee listing services and access phone numbers;
  - c. Access on a quarterly basis to additional materials that can be shared with employees including such items as: posters, newsletter articles, electronic communications or informational fliers on relevant health and wellness topics.
6. To assist management with job jeopardy situations or mandatory referrals by providing emergency access within two working days, and securing employee consent to share specific information regarding employee attendance and progress with the *Holmes County Director of Human Resources* or other relevant supervisory staff.
7. To make available at no additional cost one on-site employee seminar per year with the topics and schedule selected by the *Holmes County Commissioners* or a representative and to provide additional employee seminars, upon request, at a discount of 20% of *The SourceOne Group's* usual rate.
8. To make available additional management and/or supervisory consultation and training to representatives of the Company or as subsequently requested, with the fees for any such additional services that are not included in the original agreement negotiated based on the specific request.
9. To provide annual utilization reports indicating the number of employees who have utilized the *SourceOne EAP* service and the types of problems reported.





10. To invoice the *Holmes County Commissioners* for covered services on a quarterly basis at the agreed upon rate and terms as outlined.

**SECTION II:**

**COMPANY**, hereby, agrees:

1. To compensate *The SourceOne Group* according to the rate and terms specified.
2. For multi year contracts, to inform *The SourceOne Group*, no later than 30 days before the contract's annual renewal date, of any changes in the number of covered employees so that annual payment terms can be appropriately adjusted throughout the extended term.
3. To assure supervisor awareness by scheduling supervisory orientations regarding the *SourceOne EAP* on an annual basis.
4. To promote the *SourceOne EAP* to all covered employees through newsletters, home mailings, materials distribution, posters, and/or employee orientation meetings.
5. To designate a specific management employee to serve as the key liaison between the *SourceOne EAP* Director and the *Holmes County Commissioners*.

**SECTION III:**

**Employee Coverage:**

Annual Agreement for EAP services for 224 employees of *Holmes County Commissioners* at the Plus Plan rate of \$2.00 per covered employee per month for a total monthly amount of \$448.00, invoiced quarterly.

Nothing in this agreement, nor in any associated policy statements, is to be interpreted as a waiver of the management's right to manage.



**SECTION IV:**

This agreement shall remain in effect until August 31, 2022.

\_\_\_\_\_  
Karen D. Berry, Psy.D.  
President/CEO

The SourceOne Group, Inc.

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Rob Ault  
Chairman Commissioner

*Holmes County Commissioners*

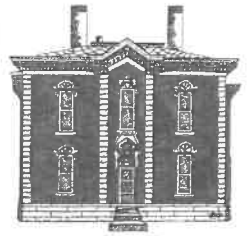
*9/20/21*  
\_\_\_\_\_  
Date

**PROCLAMATION(S)**



# HOLMES COUNTY COMMISSIONERS

2 COURT STREET, SUITE 14  
MILLERSBURG, OHIO 44654-2001  
PHONE (330) 674-0286 FAX (330) 674-0566  
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**Proclamation #09-20-21-1P**

## **PROCLAMATION – HONORING THE FIRST RESPONDERS OF HOLMES COUNTY**

**WHEREAS**, the County Mental Health and Recovery Board has partnered with law enforcement, the courts, elected officials, social service agencies, nonprofits and community members to combat opiate overdose; and

**WHEREAS**, our community is committed to supporting local efforts to prevent and treat addiction, educate youth and adults about addiction and recovery, promote family building and workforce development as ways of combatting the effects of addiction on communities and encourage community engagement in efforts to address the opioid epidemic; and

**WHEREAS**, Holmes County has taken action to implement a comprehensive and aggressive strategy for fighting drug abuse and addiction, and continues to strengthen and support a system of prevention, education, intervention, treatment and recovery for all citizens; and

**WHEREAS**, through this work, Holmes County will continue to build the understanding that treatment works and people recover; and

**WHEREAS**, professionals on the front lines of Holmes County's opioid crisis - including first responders (police, fire and EMT personnel), hospital emergency department staff, children's services workers and crisis services staff - have helped to save lives amid the ongoing opioid epidemic.

**NOW, THEREFORE, BE IT PROCLAIMED**, that we do hereby recognize:

**BRINGING HELP. BRINGING HOPE. THANK YOU**

**NOW, THEREFORE, BE IT FURTHER PROCLAIMED**, we encourage all Holmes County citizens to join us in supporting the individuals, family members and professionals throughout our county who are bringing help and bringing hope by working day in and day out to save lives, provide treatment, assist families and support recovery, and calls on our citizens to join in honoring and thanking these heroes during the week of September 20<sup>th</sup> - 25<sup>th</sup>, 2021

In witness, whereof, we have hereunto set our hand this 21<sup>st</sup> day of September, 2020:

Mr. Ault  yes

Mr. Eyer  yes

Mr. Miller  yes

The preceding Proclamation is a true and exact copy of a Resolution adopted during the regular business day of September 20, 2021, and is recorded in Commissioners Journal 52 under that date.



Susan L. Schie, Clerk  
Holmes County Commissioners

**10:30 A.M. – NEW BUSINESS/OLD BUSINESS DISCUSSION**

**ADJOURN MOTION**

With no further business to come before the Board, Mr. Miller moved that the meeting be adjourned at 4:30 p.m.; Mr. Eyler, seconded the motion (Mr. Ault - yes; Mr. Eyler – yes; Mr. Miller - yes), the next scheduled business meeting of the Holmes County Commissioners is Monday September 27, 2021.

\_\_\_\_\_  
Rob Ault

\_\_\_\_\_  
Raymond Eyler

\_\_\_\_\_  
Attest: Susan L. Schie, Clerk

\_\_\_\_\_  
Joe D. Miller

FOUR	Header Description	Vendor Number	Vendor Name	Receipt/Serv	Period	Warrant/Pay-in Number	Account Number	PO Number	Project	Account1	Total Amount
6800	MAY-AUG 21 NET	8431	Eva J. Alberts	9/15/2021	Sep-21		H00-00400-E8001	100266	850	510050	\$ 259.74
6801	SHARED/IM DAYCARE/CHR SRVS	27407	Verizon Wireless	9/15/2021	Sep-21		H00-00400-E8001	100266	10	521092	\$ 28.61
6801	SHARED/IM DAYCARE/CHR SRVS	27407	Verizon Wireless	9/15/2021	Sep-21		H00-00400-E8001	100266	20	521092	\$ 11.69
6801	SHARED/IM DAYCARE/CHR SRVS	27407	Verizon Wireless	9/15/2021	Sep-21		H00-00400-E8001	100266	30	521092	\$ 329.71
6802	PCSAO CONFERENCE	7375	Douletree Hotel	9/15/2021	Sep-21		H00-00400-E6001	100265	30	521092	\$ 1,633.50
6803	JULY 21 NET	2552	Bethany Lowe	9/15/2021	Sep-21		H00-00400-E8001	100266	850	510050	\$ 49.95
6804	AUG 21 NET	2933	Brenda Boughtman	9/15/2021	Sep-21		H00-00400-E8001	100266	850	510050	\$ 297.48
6805	AUG 21 NET	1371	Andrew Kolodny	9/15/2021	Sep-21		H00-00400-E8001	100266	850	510050	\$ 61.05
6806	JULY 21 NET	28867	Zeima Rivera	9/15/2021	Sep-21		H00-00400-E8001	100266	850	510050	\$ 225.89
6807	AUG 21 NET	2552	Bethany Lowe	9/15/2021	Sep-21		H00-00400-E8001	100266	850	510050	\$ 53.28
6808	PER DIEM & MILEAGE REIMBURSEMENT	19173	Nichole Hepner	9/15/2021	Sep-21		H00-00400-E6001	100265	30	521092	\$ 425.86
6809	PER DIEM	15556	Lindsay Baker	9/15/2021	Sep-21		H00-00400-E6001	100265	30	521092	\$ 48.00
6810	AGENCY WASHES	25594	Star Brite Express Car Wash	9/15/2021	Sep-21		H00-00400-E8001	100266	10	521092	\$ 24.00
6811	OWF AUGUST 2021	1294	ANAZAO Community Partners	9/15/2021	Sep-21		H00-00400-E8001	100266	120	510050	\$ 393.96
6811	OWF AUGUST 2021	1294	ANAZAO Community Partners	9/15/2021	Sep-21		H00-00400-E8001	100266	224	510050	\$ 3,939.64
6812	SOCIAL SERVICES CASEWORKER AD	15000	Language Line Services	9/15/2021	Sep-21		H00-00400-E8001	100266	20	521092	\$ 195.50
6813	SOCIAL SERVICES CASEWORKER AD	10140	AloNovus Corp.	9/15/2021	Sep-21		H00-00400-E8001	100266	30	521092	\$ 100.00
											\$ 8,077.86

Holmes County Commissioners:

*Robert Z. Hunt*  
*Raymond Taylor*  
*John Kelly*

Approved By:

*Danny S. Johnson*

Director JFS

RECEIVED  
 SEP 15 2021  
 Jackie McNeel  
 Auditor

RECEIVED  
 SEP 17 2021  
 Holmes County  
 Commissioners